

SPECIAL DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING
MINUTES
April 11, 2024
City Hall – Charlie Ward Room
58 Dalhousie Street

Barbara Sutherland in the Chair
Annette Wawzonek – Recording Secretary

1. ROLL CALL/CALL TO ORDER – 5 needed for quorum

PRESENT:

Barbara Sutherland – *Chair*
Sandra Micucci – *Vice Chair*
Lizanna Koster - *Treasurer*
Sean McAllister
Mayor Kevin Davis

ABSENT WITH REGRETS:

Keri Korfmann - *Secretary*
Gurpreet Sandhu

ABSENT:

Councillor Samwell

ALSO IN ATTENDANCE:

Selvi Kongara, *Director, Environmental Services – Public Works Commission (City of Brantford)*
Derek Walker, *Manager, Solid Waste and Gas Utilities (City of Brantford)*
Shirley Carrol, *Solid Waste Inspector, Environmental Services, Public Works Commission (City of Brantford)*
Sandy Myers, *Solid Waste Inspector, Environmental Services, Public Works Commission (City of Brantford)*
Ashish Patel – *DBBIA Board Applicant (Not yet appointed)*
Sgt. John Billone – *Brantford Police Services*
Kathryn Broadbelt – *Downtown Revitalization Ambassador – City of Brantford*
Jennifer Middleton – *Special Events Supervisor – City of Brantford*
Karen Adams – *Chair, School of Business, Brantford Campus, Conestoga College*
Ben Strasser – *All Day Breakfast – The Creative Agency*

Annette Wawzonek – Recording Secretary
Barbara Sutherland in the Chair
The meeting was called to order 8:02AM

2. APPROVAL OF THE AGENDA

2.1 AGENDA

MOVED BY Sean McAllister
SECONDED BY Sandra Micucci
THAT the Agenda for April 11, 2024 **BE APPROVED.**
CARRIED

3. DECLARATIONS OF CONFLICT OF INTEREST

None

4. DELEGATIONS/PRESENTATIONS (10 Minutes each including Q&A)

4.1 Selvi Kongara, Director, Environmental Services – Public Works Commission – Garbage changes in the downtown

Selvi Kongara along with Derek Walker presented the approved changes to waste pickup in the downtown.

* Presentation attached to the Minute file

4.2 Sara Wardell, Program Manager, Community Integration Through Co-Operative Education – CICE

Sara Wardell, presented the Community Integration Through Co-Operative Education – CICE program to the Board. It is a two year certification program designed to provide individuals with exceptionalities the opportunity to experience college life and enhance their academic and vocational skills with modified programming and support from Learning Strategists. The program includes core courses such as human relations and communications, job skills, life skills, and computer skills. Businesses have the opportunity to give students a field placement each semester. These opportunities are entry-level, unpaid positions. Sara will Annette information so that it can forwarded to our members for their consideration.

5. CONSENT ITEMS

5.1 MINUTES

MOVED BY Sandra Micucci

SECONDED BY Sean McAllister

THAT the following Minutes BE APPROVED

5.1.1 Downtown Brantford BIA Board of Management March 19, 2024 Special Board Meeting Minutes

5.1.2 Downtown Brantford BIA Executive Board Meeting March 7, 2024 Minutes

CARRIED

5.2 REPORTS/COMMITTEE MINUTES

MOVED BY Lizanna Koster

SECONDED BY Sandra Micucci

THAT the following Reports/Minutes BE RECEIVED

5.2.1 March/April 2024 Executive Director’s Report

5.2.2 March 26, 2024 Marketing/Activations Working Group Notes

5.2.3 March 27, 2024 Beautification/Decorations Working Group Notes

CARRIED

Reminder to Committee representations/liaisons on External Committees to send in approved Minutes

6. ITEMS FOR CONSIDERATION/DISCUSSION	
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6.1 Deferred from the March 19, 2024 Board Meeting

DBBIA Appearing as a Delegation in support of Downtown Developments

THAT the DBBIA Board of Management DEFER the discussion regarding appearing as a delegation in support of Downtown developments until the Executive Director has a chance to discuss it at the Best Practices Call with the OBBIA for opinions/advice.

MOVED BY Sandra Micucci

SECONDED BY Lizanna Koster

THAT the DBBIA Board of Management APPROVE appearing as a delegation to make general statements regarding developments in the Downtown area when they are in line with city regulations.

CARRIED

Mayor Davis abstained from voting as he is the Chair of the Planning Committee that will be considering developments.

- 6.2 Recommendation from the Beautification/Decorations Working Group**
THAT the DBBIA Board of Management APPROVE an expenditure of \$1,500 for the rental of a 6' illuminated sign "BOO" for the Scare in the Square event held in October.

MOVED BY Sean McAllister

SECONDED BY Sandra Micucci

THAT the DBBIA Board of Management APPROVE an expenditure of \$1,500 for the rental of a 6' illuminated sign "BOO" for the Scare in the Square event held in October.

CARRIED

- 6.3 3 Hour Free Parking discussion as per Mayor Davis – timing**
Mayor Davis discussed 2 options that the DBBIA has in regard to the request for 3 hour free parking in the Parkade: contribute to the lost revenue if it is approved in 2025 (there is a placeholder, by the City to cover a portion) or ask our City Councillor representatives to bring the request to City Council to be considered. The DBBIA will meet with our Council representatives to discuss next steps.

- 6.4 Sales to accommodate the Sports and Entertainment Centre – as per the Brantford Expositor – Mayor Davis**
Mayor Davis discussed the Expositor article regarding properties that could be considered by the City to sell for funding for the Sports and Entertainment Centre. The intent was to keep the parking and build above, therefore there would not be a loss of parking in the downtown.

- 6.5 All Day Breakfast – Proposals to be considered**
MOVED BY Sandra Micucci
SECONDED BY Sean McAllister
THAT the DBBIA Board of Management APPROVE an expenditure of \$4,000 for activations in Harmony Square. (To be taken from the Marketing Budget)
CARRIED

- 6.6 Summer meetings to match Council schedule – Barbara Sutherland**
MOVED BY Sandra Micucci
SECONDED BY Lizanna Koster
THAT the DBBIA Board of Management not hold a Board meeting in July to match the schedule of Brantford City Council.
CARRIED

- 6.7 Community Integration Through Co-Operative Education – CICE**
Placed on the agenda in case the Board needed to make a recommendation – wasn't needed

7. SUB-COMMITTEE/LIAISON REPORTS AND UPDATES
(Please submit updates and reports electronically so they can be attached to the Minute file)

- 7.1 Sgt. John Billone – Stats/Downtown Activity**
Sgt. Billone updated the Board on the following:
- Changes to the Police Act in regards to the Special Constables.
 - The Safe Streets Act may also change due to an advocacy group.
 - During Mental Health week, the Police will be partnering with the YMCA to provide a youth program.

- 7.2 External Committee Updates (if any)**
- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Keri Korfmann)
* February 28, 2024, April 24, 2024
* Keri was not in attendance

- Brantford Heritage Committee (Sandra Micucci)
 - * March 25, 2024, April 29, 2024
 - * Sandra had a handout that will be scanned and distributed to the Board and attached to the Minute file.
- Chamber of Commerce Membership Committee (Annette Wawzonek)
 - * April 10, 2024
 - * No updates.
- Downtown Action Committee (Barbara Sutherland/Annette Wawzonek)
 - * March 21, 2024
 - * Annette reported that the DAC meeting was mainly a presentation by Karen Adams – Conestoga College.
 - * Barbara reported that Annette is now representing the DBBIA on the DAC Committee.

7.3 Open Discussion (No motions will be considered)

8. NOTICES OF MOTIONS

9. NEXT MEETING/MEETING/EVENT REMINDERS

9.1 Reminders:

The next regular meeting of the DBBIA Board of Management will be held on **May 9, 2024 in the Charlie Ward Room at City Hall.**

10. ADJOURMENT

The meeting adjourned at 10:03AM

MOVED BY Sandra Micucci

SECONED BY Sean McAllister

THAT the DBBIA Board of Management meeting BE ADJOURNED.

CARRIED