

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING

DRAFT MINUTES

January 11, 2024
Brantford City Hall
58 Dalhousie Street
Charlie Ward Room

Barbara Sutherland in the Chair
Annette Wawzonek – Recording Secretary

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

PRESENT:

Barbara Sutherland – Chair
Lizanna Koster - Treasurer
Keri Korfmann – Secretary
Cathy Oden
Sandra Micucci – Vice Chair
Gurpreet Sandhu (arrived at 8:10AM)
Sean McAllister
Councillor Van Tilborg (Alternate)
Mayor Kevin Davis (arrived at 8:32AM)

ALSO PRESENT:

Sgt. John Billone – Brantford Police Services

ABSENT WITH REGRETS:

ABSENT:

Councillor Samwell

Annette Wawzonek – Recording Secretary
Barbara Sutherland in the Chair
The meeting was called to order 8:03AM

2. APPROVAL OF THE AGENDA

2.1 AGENDA

MOVED BY Cathy Oden
SECONDED BY Lizanna Koster

THAT the Agenda for January 11, 2024 BE APPROVED.
CARRIED

3. DECLARATIONS OF CONFLICT OF INTEREST

None

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

- 4.1 Sgt. John Billone – Stats/Downtown Activity
Sgt Billone reported on the following:
- Year end report is being drafted for comparison
 - There are increasing calls for “unwanted persons”
 - Most free meals and shelters are located downtown
 - Shopping carts – more than normal

- The parking garage is undergoing over \$1M in upgrades, can always find someone doing drugs, need to work better with the Security Team
- Tents at Dalhousie and Clarence, working with the owner of the property – has submitted letter for trespassing.

5. CONSENT ITEMS

5.1 MINUTES

MOVED BY Cathy Oden

SECONDED BY Keri Korfmann

THAT the following Minutes BE APPROVED

Downtown Brantford BIA Board of Management December 12, 2023 Board Meeting Minutes

CARRIED

5.2 REPORTS/COMMITTEE MINUTES

MINUTES

MOVED BY Cathy Oden

SECONDED BY Keri Korfmann

THAT the following Reports/Minutes BE RECEIVED

5.2.1 December 2023/January 2024 Staff Report

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 New DBBIA Sub-Committees – Board members will be required to pick at least one Committee to participate on:

- 6.1.1 Beautification Sub-Committee
- 6.1.2 Marketing Sub-Committee
- 6.1.3 Policies and Procedures Sub-Committee (BS/LK/SM)
- 6.1.4 Parking/Transit/Wayfinding Sub-Committee
- 6.1.5 Membership Engagement

Barbara updated the Board on the creation of new sub-committees, which is a different way of running things, giving more Board members (beyond the Executive) a chance to participate. Terms of Reference for the Sub-Committees are currently being drafted and will be reviewed at the first meeting.

A Board member needs to act as Chair and a request for participation of the membership will be sent out.

The following Board members volunteered for the following Sub-Committees (Barbara Sutherland as Chair is ex-officio on all of the Sub-Committees):

- Beautification – Keri Korfmann and Sean McAllister
- Marketing/Activations – Gurpreet Sandhu and Keri Korfmann
- Policies and Procedures (Internal) – Lizanna Koster and Sandra Micucci
- Parking/Transit/Wayfinding – Lizanna Koster
- Membership Engagement and Recruitment – Sandra Micucci

6.2 Board Governance – Barbara Sutherland

Barbara discussed Board Governance – one of 2 sessions that Patty from Page by Page Consulting will be conducting this year.

Two items discussed: Roberts Rules of Order – one chance to speak first, 2nd chance after everyone else has spoken, taking turns for speaking and being respectful, and drop ins at the office will need to be scheduled (please call first and set up an appointment).

6.3 Removal of select benches on Dalhousie and Colborne Streets (deferred from the October meeting)– Mayor Davis

Mayor Davis reported on the following:

- Lighting at City Hall and carols being played over the holidays
- Bells chiming, need to decide how often, survey on Let's Talk Brantford, input from the DBBIA.
- Garbage complaint received, not a good look, we can do better. Eg. Earlier pick up time and the garbage bin idea that was approved by Council previously.
- Keri Korfmann suggested that the garbage bin location be reconsidered.
- After much discussion, the motion the DBBIA supported in 2014 was discussed – supported the request of the Contractor for earlier pick up times.
- Mayor Davis will take to Council for a bylaw change.
- Also discussed, moving certain benches in the downtown to other locations – North side of Dalhousie across the Salvation Army and the benches on Colborne, in front of the Beckett Building.

MOVED BY Lizanna Koster
SECONDED BY Sandra Micucci

THAT the DBBIA Board of Management SUPPORTS the request to relocate benches from the north side of Dalhousie across the Salvation Army and the benches on Colborne, in front of the Beckett Building to other areas of the downtown (bus stops).

CARRIED

7. SUB-COMMITTEE/LIAISON REPORTS AND UPDATES

(Please submit updates and reports electronically so they can be attached to the Minute file)

7.1 External Committee Updates (if any)

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Keri Korfmann)
 - * November 22nd
 - Keri Korfmann reported that the Committee approved the Strategic Plan and it will be considered by Brantford City Council in January
- Brantford Heritage Committee (Sandra Micucci)
 - * November 27th
- Chamber of Commerce Membership Committee (Annette Wawzonek)
 - * December 6th - cancelled
- Downtown Action Committee (Barbara Sutherland/Annette Wawzonek)
 - * September 28th, December 8th

7.2 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 **February 8, 2024 in the Committee Board Room at City Hall.**

10. ADJOURMENT

The meeting adjourned at 9:17AM

MOVED BY **Cathy Oden**

SECONED BY **Lizanna Koster**

THAT the DBBIA Board of Management meeting BE ADJOURNED.

CARRIED