

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING
MINUTES
May 9, 2024
Brantford City Hall
58 Dalhousie Street
Charlie Ward Room

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

1. ROLL CALL/CALL TO ORDER – 4 needed for quorum

PRESENT:

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

ABSENT WITH REGRETS:

ABSENT:

Councillor Samwell

ALSO PRESENT:

Rupinder Kaur – *Downtown Brantford BIA/MainStreet CRM and Administrative Assistant*
Sgt. John Billone – *Brantford Police Services*
Jennifer Middleton – *Special Events Supervisor – City of Brantford*
Karen Adams – *Chair, School of Business, Brantford Campus, Conestoga College*
Ashish Patel – *DBBIA Board of Management Applicant (Not yet appointed)*
Beth Gurney - *Director, Strategic Communications & Community Engagement - Brantford Campus*

2. APPROVAL OF THE AGENDA

2.1 AGENDA
MOVED BY Sean McAllister
SECONDED BY Sandra Micucci
THAT the Agenda for May 9, 2024 BE APPROVED.
CARRIED

3. DECLARATIONS OF CONFLICT OF INTEREST

None

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

None

5. CONSENT ITEMS

5.1 **MINUTES**
MOVED BY Sandra Micucci
SECONDED BY Lizanna Koster
THAT the following Minutes BE APPROVED

5.1.1 Downtown Brantford BIA Board of Management Meeting Minutes for April 11, 2024
CARRIED

5.2 REPORTS/COMMITTEE MINUTES

MOVED BY Sean McAllister

SECONDED BY Keri Korfmann

THAT the following Reports/Minutes BE RECEIVED

5.2.1 April/May 2024 Executive Director's Report

5.2.2 April 15, 2024 Parking/Transit/Wayfinding Working Group Meeting Notes

5.2.3 April 23, 2024 Beautification/Decorations Working Group Meeting Notes

5.2.4 May 2, 2024 Downtown Brantford BIA Executive Meeting Minutes

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 2023 Financial Statements as provided by Millards

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the 2023 Financial Statements as provided by Millards.

MOVED BY Lizanna Koster

SECONDED BY Sandra Micucci

THAT the DBBIA Board of Management APPROVE the 2023 Financial Statements as provided by Millards.

CARRIED

6.2 Return to Zoom Meetings for Board meetings

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management RETURN to holding the monthly Board Meetings via Zoom starting in June 2024.

MOVED BY Sandra Micucci

SECONDED BY Lizanna Koster

THAT the DBBIA Board of Management RETURN to holding the monthly Board Meetings via Zoom starting in June 2024.

CARRIED

6.3 Resignation received from Gurpreet Sandhu

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management ACCEPT with regret and gratitude the resignation of Gurpreet Sandhu from the DBBIA Board of Management.

The DBBIA will leave the vacancy open until the Appointments Committee meets to consider filling the current vacancies.

MOVED BY Sandra Micucci

SECONDED BY Sean McAllister

THAT the DBBIA Board of Management ACCEPT with regret and gratitude the resignation of Gurpreet Sandhu from the DBBIA Board of Management.

CARRIED

6.4 Continuation of the Action Plan sessions with Page by Page Consulting

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE \$3,000 for the continuation of the 2023 Action Plan with Page by Page Consulting (Membership Engagement/Governance and the “Big Dig”), and that the sessions start as soon as Patty Hayes can facilitate.

MOVED BY Sandra Micucci

SECONDED BY Lizanna Koster

THAT the DBBIA Board of Management APPROVE \$3,000 for the continuation of the 2023 Action Plan with Page by Page Consulting (Governance and Membership Engagement/Recruitment/Advocacy and that the sessions start as soon as Patty Hayes can facilitate.

CARRIED

6.5 BScene – This is My Downtown proposal

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the proposal for printing the “This is My Downtown” articles in the BScene every other month for 2024, at a cost of \$200 per issue; AND THAT the Board review and consider continuing the printing during the 2025 Budget.

MOVED BY Sandra Micucci

SECONDED BY Sean McAllister

THAT the DBBIA Board of Management APPROVE the proposal for printing the “This is My Downtown” articles in the BScene every other month for 2024, at a cost of \$200 per issue; AND THAT the Board review and consider continuing the printing during the 2025 Budget.

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 Sgt. John Billone – Stats/Downtown Activity

Sgt. John Billone reported on the following:

- Transition from Chief Davis to the future new Chief
- October 2023 8 Special Constables, now at 6
- Officer hurt during an arrest, unit is not being replenished
- Town Hall meeting held on May 8th in conjunction with Mental Health Week – how Police integrate with other organizations – future Town Halls will be held with more notice

Mayor Davis reported on the following:

- voiced appreciation to Sgt. Billone
- Film crew – merchants – great comments
- Bail Reform – incarceration – not the solution
- aversion programs

Annette Wawzonek requested to slide deck to share with the membership

7.2 City Council Updates (Mayor Davis, Councillor Samwell/Councillor Van Tilborg)

Mayor Davis reported on the following:

- movie production – speaking highly of Brantford – Toronto movie fatigue – hotel stays up – Brantford a great place to shoot
- Colborne Point – Hamilton developer – due diligence
- June Council – SEC partnership proposals
- changing image – how we feel about the city
- the change is pickup times for Garbage and Recycling has started

Annette Wawzonek mentioned the number of developments and construction that is happening and will be starting soon and the importance of keeping the DBBIA informed

Mayor Davis mentioned the new Downtown Revitalization Office that opened in City Hall

Mayor Davis also mentioned that he and Councillor Samwell have a conflict with DBBIA Board meetings as they will be on the same date as the Brantford Police Board. Changes will be discussed at the next DBBIA Executive Meeting.

7.3 City Staff/DCNA Updates/Reports (if any)
Not in attendance

7.4 Mae Legg – Manager, Economic Development & Business Resource Centre - City of Brantford
Not in attendance

7.5 Jennifer Middleton – Special Events Supervisor/City of Brantford
Volunteer Appreciation at the Sanderson Centre saw over 500 volunteers attend and be honoured for their dedication to our community
Hosting an employee recognition and retirement lunch today at Mohawk Park Pavilion
Wheels on the Pavement, Sunday May 26 from 10-1:00pm. if you know anyone who has a fun vehicle they are welcome to attend!
Canada Day planning is underway, very excited for this year's line up and activities
Summer programming is all set, no changes from last year
Planning on increasing the foot print at Scare in the Square this year and adding a whole event at Mohawk Park, including a drive in movie, haunted house, trail scare and looking into a VR trailer and other items! Making this portion more of a 18+

7.6 Beth Gurney Director, Strategic Communications & Community Engagement - Brantford Campus

As submitted:

- Spring and summer term underway now; much quieter on campus
- This fall we are welcoming some new programs, including a Masters' of Applied Computing
- High school STEAM conference was a great success; looking at possibly doing a similar event for arts and social sciences
- Currently hosting filming activity on campus for the *Cross* TV series and vetting additional projects
- **Convocation is June 6, 2024.** We encourage all downtown businesses to create an extra warm welcome for grads and their families. Ceremonies take place at the Sanderson Centre at 10am and 2pm. Honorary doctorates will be presented to artist Shelley Niro and former MPP Dave Levac. A reception will take place in One Market following each ceremony.
- Laurier will host **Marketfest: In Peace and Friendship on September 27 and 28** in One Market with a goal of restoring mutual benefit for Indigenous and settler communities on the One Market site. This will feature an Indigenous artist and artisan marketplace, academic sessions, historical displays and performing arts. It will be open to the public, and aligns with the National Day of Truth and Reconciliation on September 30.
- Fall 2024 marks the 25th Anniversary of the Laurier Brantford campus. **Homecoming takes place October 19** at the Laurier Brantford YMCA and all are welcome. In the 2024/2025 academic year we anticipate celebrating our 10,000th graduate from the Brantford campus.

7.7 Karen Adams- Chair, School of Business, Brantford Campus, Conestoga College
Conestoga Brantford welcomed over 400 new students to the community the week of May 6th. Thank you to the City for helping spruce up the streets for our open house on April 6th although turn out was small it was double from last year. Lots of great questions about programming and many interested in the trades and went to 150 Aviation Drive.
Karen Adams is retiring effective June 30th and there is a small reception being planned for Thursday June 13th from 3 to 5 pm location TBD.

7.8 Saya Sneddon- Ghosal – Associate Vice President: University Affairs (Laurier Brantford)
Not in attendance

7.9 Kathryn Broadbelt – **Downtown Revitalization Ambassador/City of Brantford**
Not in attendance

7.10 External Committee Updates (if any)

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Keri Korfmann)
* February 28, 2024, April 24, 2024
- Brantford Heritage Committee (Sandra Micucci)
* March 25, 2024, April 29, 2024
- Chamber of Commerce Membership Committee (Annette Wawzonek)
* April 10, 2024 - No updates
- Downtown Action Committee (Barbara Sutherland/Annette Wawzonek)
* March 21, 2024, Next meeting TBD

7.11 Open Discussion (No motions will be considered)

Keri Korfmann asked about Working Groups approving motions – eg. \$1,500 for BOO sign

- All recommendations from the Working Groups are considered at Board meetings - \$1,500 for the BOO sign was approved at a previous Board meeting.
- New page on Website (cost involved) or a link to the City’s page (no cost) – a link will be added

8. NOTICES OF MOTIONS

9. NEXT MEETING/MEETING/EVENT REMINDERS

9.1 The next regular meeting of the DBBIA Board of Management will be held on **June 13, 2024 via ZOOM.**

Beautification and Decorations Working Group – May 29, 2024 @ 1:00PM at the DBBIA office – 163 Market Street
Parking/Transit/Wayfinding Working Group – June 17, 2024 @ 9:00AM at the DBBIA office – 163 Market Street
Marketing/Animations Working Group – TBD

Membership Engagement/Recruitment/Advocacy Working Group - TBD

Downtown Molak Grand Opening – May 14th at the corner of King and Dalhousie Streets at 1:00PM

10. ADJOURNMENT

The meeting adjourned at 9:31AM

MOVED BY Sean McAllister

SECONED BY Keri Korfmann

THAT the DBBIA Board of Management meeting BE ADJOURNED.

CARRIED