

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING

AGENDA
January 16, 2025
8:00AM
Via ZOOM

Barbara Sutherland in the Chair
Annette Wawzonek – Recording Secretary
6 needed for quorum

MANDATE:

The BIA (DBBIA) has a two-fold mandate:

- *To improve, beautify and maintain public lands, buildings and structures within the area, beyond that which is provided by the municipality at large (private lands, buildings and structures); and*
- *To promote the area as a business and/or shopping area.*

1. ROLL CALL/CALL TO ORDER

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2. APPROVAL OF THE AGENDA

2.1 AGENDA

THAT the Agenda for January 16, 2025 BE APPROVED.

3. DECLARATIONS OF CONFLICT OF INTEREST

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

5. CONSENT ITEMS

5.1 MINUTES

THAT the following Minutes BE APPROVED

- 5.1.1 December 19, 2024 Downtown Brantford BIA Board of Management Meeting Minutes

5.2 REPORTS/COMMITTEE MINUTES

THAT the following Reports/Minutes BE RECEIVED

- 5.2.1 December/January Executive Director's Report
5.2.2 January 9, 2025 DBBIA Executive Committee Meeting Minutes

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

6. ITEMS FOR CONSIDERATION/DISCUSSION

6.1 Working Group Meeting Updates

- 6.1.1 Parking/Transit/Wayfinding Working Group Meeting** – Lizanna Koster – Next meeting date is January 13, 2025 (if there are any agenda items)
6.1.2 Marketing/Activations & Beautification/Decorations Working Group Meeting – Sean McAllister – Next meeting date is January 29, 2025 at 9:00AM

6.2 City of Brantford Request for Sponsorship - \$4,750

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the request for \$4,750 by the City of Brantford for HipFest, Scare in the Square, Parade After Party, and Roller-skating, pending the approval of the 2025 Budget by Brantford City Council.

6.3 Resignation from the Executive Committee

Recommendation from the Executive Committee

THAT the DBBIA Board of Management ACCEPT with regret Sandra Micucci's resignation from the DBBIA Executive Committee.

- Nominations/volunteers for the Vice-Chair position on the Executive Committee will be considered.

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

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

7.3 **City Staff/DCNA Updates/Reports (if any)**

7.4 **Mae Legg** – Manager, Economic Development & Business Resource Centre - City of Brantford

7.5 **Jennifer Middleton** – Special Events Supervisor/City of Brantford

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

7.7 **James Yuhasz** – Campus Manager - Conestoga College

7.8 **Lindsay Webster** - Downtown Revitalization Ambassador/City of Brantford

7.9 **Cheryl Stornelli** – Brantford Public Library

7.10 **Sebastien Corrie** – Associate Vice President: Government & Stakeholders Relations Brantford (Wilfrid Laurier University Students' Union)

7.11 External Committee Updates (if any)

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Keri Korfmann)
 - * January 29, 2025
- Brantford Heritage Committee (Sandra Micucci)
 - * January 27, 2025
- Chamber of Commerce Membership Committee (Annette Wawzonek)
 - *
- Downtown Action Committee (Annette Wawzonek)
 - * No Scheduled Meetings

7.12 **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 20, 2025 via ZOOM**

Parking/Transit/Wayfinding Working Group – March 10, 2025 @9:00AM at the DBBIA office – 163 Market Street

Marketing/Animations & Beautification/Decorations Working Group – January 29, 2025 @ 9:00AM, DBBIA Office

Policies and Procedures Re-Write Working Group – TBD

Membership Engagement and Recruitment (Board)/Advocacy and Relationships Working Group - TBD

10. ADJOURNMENT