

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING

AGENDA
April 17, 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 April 17, 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 March 20, 2025 Downtown Brantford BIA Board of Management Meeting Minutes

5.2 REPORTS/COMMITTEE MINUTES

THAT the following Reports/Minutes BE RECEIVED

- 5.2.1 DBBIA Marketing/Activations and Beautification/Decorations Working Group Notes from March 26, 2025
- 5.2.1 March/April Executive Director's Report
- 5.2.2 DBBIA Executive Committee Meeting Minutes from April 10, 2025

5.3 Executive Director Comments/Highlights

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 May 12, 2025 (if there are any agenda items)

6.1.2 Marketing/Activations & Beautification/Decorations Working Group Meeting – Sean McAllister – Next meeting date is April 30, 2025 at 9:00AM

6.1.3 Membership Engagement and Recruitment (Board)/Advocacy and Relationships Working Group Meeting – Sandra Micucci – Next meeting date is April 14, 2025 at 9:00AM

6.2 Chamber of Commerce Brantford – Request for Sponsorship

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the request by the Chamber of Commerce Brantford/Brant for \$1,000 to be the Presenting Sponsor for the Breakfast with Chief Jason Saunders – Brantford Police Services, taking place on June 9, 2025.

6.3 Draft 2024 Financial Statements as provided by Millards

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the 2024 Financial Statements as provided by Millards.

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

7.4 External Committee Updates (if any)

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Annette Wawzonek)

* April 20, 2025

- Brantford Heritage Committee (David Malcolm)

* April 28, 2025

- Chamber of Commerce Membership Committee (Annette Wawzonek)

* April 9, 2025

- Downtown Action Committee (Annette Wawzonek)

* March 20, 2025. June 19, 2025

7.5 **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 15, 2025 via ZOOM**

Parking/Transit/Wayfinding Working Group – May 12, 2025 @9:00AM at the DBBIA office – 163 Market Street
Marketing/Animations & Beautification/Decorations Working Group – April 30, 2025 @ 9:00AM, DBBIA Office
Membership Engagement and Recruitment (Board)/Advocacy and Relationships Working Group – TBD

10. ADJOURNMENT

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