

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA  
BOARD OF MANAGEMENT MEETING  
**AMENDED AGENDA**  
June 19, 2025  
8:00AM  
Brantford City Hall  
Community Committee Room

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 June 19, 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 May15, 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 May 28, 2025

5.2.2 DBBIA Parking/Transit/Wayfinding Working Group Notes from May 12, 2025 (Notes and submitted notes)

5.2.1 May/June Executive Director's Report

5.2.2 DBBIA Executive Committee Meeting Minutes from June 12, 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**

**Planning 2025 – Updates/Recommendations**

**6.1.1 Marketing/Activations & Beautification/Decorations Working Group Meeting – May 28, 2025**

\* No recommendations

**6.1.2 Parking/Transit/Wayfinding Working Group Updates –May 12, 2025**

\* No recommendations

**6.1.3 Membership Engagement and Recruitment (Board)/Advocacy and Relationships Working Group Updates – next meeting TBD**

**6.2 July 2025 Summer Break – Barbara Sutherland**

*All July DBBIA meetings, including Working Group meetings have been cancelled/postponed for Summer Break*

**6.3 EDCO Southwestern Regional Event 2025 – Brantford (Event Theme: Downtown Revitalization)**

Registration fee: \$175.00

**Recommendation from the DBBIA Executive Committee**

*THAT the DBBIA Board of Management APPROVE registrations for Barbara Sutherland, David Malcolm, Sean McAllister and Annette Wawzonek to attend the EDCO Southwestern Regional Event at the Sanderson Centre on September 11, 2025 and cover the registration fees (\$175/each). (Funds to come from the Conference Account)*

**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 Economic Development, Tourism and Cultural Initiatives (Joe Muto/Mae Legg/Tara Tran)**

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

**7.5 All Day Breakfast Media – Ben Strasser**

**7.6 External Committee Updates (if any)**

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

\* May 28, 2025

- Brantford Heritage Committee (David Malcolm)

\* May 26, 2025

- Chamber of Commerce Membership Committee (Annette Wawzonek)

\* May 11, 2025 - Cancelled

- Downtown Action Committee (Annette Wawzonek)

\* June 19, 2025

- Town and Gown Advisory Committee (Sean McAllister)

\* June 18, 2025

**7.7 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 August 21, 2025 via ZOOM (with Liaisons)**

Parking/Transit/Wayfinding Working Group – September 8, 2025 (or at the call of the Chair) @9:00AM at the DBBIA office – 163 Market Street

Marketing/Animations & Beautification/Decorations Working Group – August 27, 2025 @ 9:00AM, DBBIA Office

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

**Downtown Business Forum and Panel Discussion – June 26, 2025 at 6:00PM at the Civic Centre in the Bulldogs Lounge (79 Market Street South)**

**DBBIA Catch-A-Ducky Event in Harmony Square on June 28<sup>th</sup>, 11:00AM -2:00PM – It is suggested and recommended that Board members attend**

**10. ADJOURNMENT**

