

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA

BOARD OF MANAGEMENT MEETING

AGENDA

September 18, 2025

8:00AM

Via Zoom

Barbara Sutherland in the Chair
Annette Wawzonek – Recording Secretary
7 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

□

2. APPROVAL OF THE AGENDA

2.1 AGENDA
THAT the Agenda for September 18, 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 August 21, 2025 DBBIA Board of Management Minutes

5.2 REPORTS/COMMITTEE MINUTES

THAT the following Reports/Minutes BE RECEIVED

5.2.1 August 27, 2025 Marketing/Activations & Beautification/Decorations Working Group

Notes

5.2.2 September 8, 2025 Parking/Transit/Wayfinding Working Group Notes

5.2.3 August 14, 2025 DBBIA Executive Minutes

5.2.4 August/September Executive Director's Report

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 –

August 27, 2025 (NOTES attached)

* The monthly \$500 contingency funding was used to RENT “BIA” from PopMarquee.

Recommendation to the Board:

THAT the DBBIA Board of Management CONSIDER an additional expenditure of \$250 to purchase the “BIA” sign from PopMarquee.

6.1.2 Parking/Transit/Wayfinding Working Group Updates –September 8, 2025 (NOTES attached)

* No recommendations

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

6.2 **Property Owner/Business Owner concern about an event road closure (Lack of notice) – Sandra Micucci**

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/Staff Updates (Mayor Davis/Councillor Samwell/Councillor Van Tilborg)**

7.3 **Tara Tran – Senior Project Manager/Economic Development, Tourism and Cultural Initiatives/City of Brantford**

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

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

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Annette Wawzonek)
* September 24, 2025

- Brantford Heritage Committee (David Malcolm)
* June 23, 2025

- Chamber of Commerce Membership Committee (Annette Wawzonek)
* September 22, 2025

- Downtown Action Committee (Annette Wawzonek)
* September 18, 2025

- Town and Gown Advisory Committee (Sean McAllister)
* October 6, 2025

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 October 16, 2025 via ZOOM

Parking/Transit/Wayfinding Working Group – November 10, 2025 (or at the call of the Chair) @9:00AM at the DBBIA office – 163 Market Street

Marketing/Animations & Beautification/Decorations Working Group – September 24, 2025 @ 9:00AM, DBBIA Office

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

10. ADJOURNMENT