

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING

AGENDA

October 16, 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

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2. APPROVAL OF THE AGENDA

2.1 AGENDA

THAT the Agenda for October 16, 2025 BE APPROVED.

3. DECLARATIONS OF CONFLICT OF INTEREST

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

4.1 All Day Breakfast Media – Ben Strasser re: The Garage – Urban Night Market Report

5. CONSENT ITEMS

5.1 MINUTES

THAT the following Minutes BE APPROVED

5.1.1 September 18, 2025 DBBIA Board of Management Minutes

5.2 REPORTS/COMMITTEE MINUTES

THAT the following Reports/Minutes BE RECEIVED

5.2.1 October 10, 2025 DBBIA Executive Minutes

5.2.2 September/October 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 –

September 24, 2025 meeting was cancelled. The next meeting will be held on October 29, 2025

** No recommendations*

6.1.2 Parking/Transit/Wayfinding Working Group Updates – The next meeting will be held on

November 10, 2025

** No recommendations*

6.1.3 Membership Engagement and Recruitment (Board)/Advocacy and Relationships

Working Group Updates – next meeting TBD

6.2 2026 Draft Budget/Levy

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the 2026 Budget of \$378,831.00, and the 2026 Levy of \$383,831.00;

AND THAT it be forwarded to Brantford City Council for consideration and presented to the DBBIA membership at the 2025 Annual General Meeting.

6.3 Laurier Brantford – Fusion Beats – Sponsorship request of \$2,000 (To be taken from the Events Account)

Recommendation to the DBBIA Board of Management:

THAT the DBBIA Board of Management APPROVE a sponsorship of \$2,000 for the Laurier Hub for Community Solutions event – Fusion Beats. (To be taken from the Events Account)

6.4 Deferred from the August 21st 2025 Board meeting

THAT the DBBIA Board of Management strongly suggest to the Brantford Police and Municipal Leaders, that a Town Hall type of meeting be held with the merchants, DBBIA membership and stakeholders to address concerns regarding the increased crime in the downtown and the loss of business/tenancy.

THAT the DBBIA Board of Management DEFER the recommendation of the Brantford Police and Municipal Leaders holding a Town Hall type of meeting until after Councillor Samwell's Ward 5 Town Hall meeting being held on September 18, 2025 at Doug Snooks Community Centre, until the October 16, 2025 DBBIA Board of Management meeting.

Recommendation from the DBBIA Executive Committee:

THAT the DBBIA Board of Management strongly suggest to the Brantford Police and Municipal Leaders, that a Town Hall type of meeting be held with the merchants, DBBIA membership and stakeholders to address concerns regarding the increased crime in the downtown and the loss of business/tenancy.

6.5 Diggin' Downtown Goals for the DBBIA – Page by Page Consulting Report

Recommendation from the DBBIA Executive Committee:

THAT the DBBIA Board of Management RECEIVE the Diggin' Downtown Session Results from Page by Page Consulting as part of the 2024 Action Plan;

AND THAT the report Goals be discussed and considered by the appropriate DBBIA Working Groups.

6.6 BScene Request for Sponsorship

Recommendation from the DBBIA Executive Committee:

THAT the DBBIA Board of Management APPROVE a \$500 sponsorship for the BScene "Brantastic! Small Business Awards Show" being held on November 4, 2025 at the Affinity Conference Centre, as a Community Sponsor. (To be taken from the Other Marketing Projects account)

6.7 2025 Annual General Meeting Date

Recommendation from the DBBIA Executive Committee:

THAT the DBBIA HOLD its 2025 Annual General Meeting on December 18, 2025 at the Sanderson Centre at 6:00PM.

7. SUB-COMMITTEE/LIAISON REPORTS AND UPDATES

(Please submit updates and reports electronically so they can be attached to the Minute file)

7.1 City Council/Staff Updates (Mayor Davis/Councillor Samwell/Councillor Van Tilborg)

7.2 External Committee Updates (if any)

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

* September 24, 2025 - CANCELLED

- Brantford Heritage Committee (David Malcolm)

* September 22, 2025

- Chamber of Commerce Membership Committee (Annette Wawzonek)

* October 15, 2025

- Downtown Action Committee (Annette Wawzonek)

* September 18, 2025 – Shared the Minutes via email to the Board members

- Town and Gown Advisory Committee (Sean McAllister)

* October 6, 2025 (Danette Dalton attended on behalf of Sean McAllister)

- OBIAA Professional Development Day (David Malcolm/Ashish Patel)

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 November 20, 2025 via ZOOM

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

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

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

10. ADJOURNMENT