

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA  
BOARD OF MANAGEMENT MEETING

**AGENDA**  
May 21, 2026  
8:00AM  
Via Zoom

Barbara Sutherland in the Chair  
Annette Wawzonek – Recording Secretary  
5 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 May 21, 2026 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 April 16, 2026 DBBIA Board of Management MINUTES

**.2 REPORTS/COMMITTEE MINUTES**

THAT the following Reports/Minutes BE RECEIVED

5.2.1 April/May 2026 Staff 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 if any.**

**6.1.1 Marketing/Activations & Beautification/Decorations Working Group (Sean McAllister) –**

*Notes from the April 29<sup>th</sup> meeting are attached to the Agenda package*

*\* Next meeting May 27, 2026*

**6.1.1.1 Recommendation from the MA/BD Working Group and the Executive Committee:  
Curious Guide Ads**

*THAT the DBBIA Board of Management APPROVE \$1,600 (+HST), for 4 ads for June, July, August and September in the Curious Guide to promote DBBIA events. (Funding to come from the Other Marketing Projects Account)*

**6.1.1.2 Recommendation from the MA/BD Working Group and the Executive Committee:  
Miles of Memories Auto Show Sponsorship**

*THAT the DBBIA Board of Management APPROVE \$7,500 for the Title Sponsorship for the Miles of Memories Auto Show taking place at the Parkade on September 12, 2026. .  
(Funding to come from the Other Marketing Projects Account)*

**6.1.1.3 Recommendation from the MA/BD Chair and the Executive Committee:**

*THAT the DBBIA Board of Management APPROVE up to \$3,000 (not including HST) for the purchase of construction pens with the Diggin' Downtown logo. (Funding to come from the Diggin' Downtown Account)*

**6.1.1.4 Recommendation from the MA/BD Chair and the Executive Committee:**

*That the DBBIA Board of Management APPROVE \$4,000 (not including HST) for the rental of a stage for the Garage event and a crane to install it at the Parkade. (Funding to come from the Other Marketing Projects Account)*

**6.1.2 Parking/Transit/Wayfinding/Construction Working Group (Lizanna Koster) – May 11, 2026 meeting was cancelled due to a lack of new agenda items – meetings will now be held on an as-needed basis**

**6.1.3 Membership Engagement and Recruitment (Board)/Advocacy and Relationships Working Group**

*\* This Working Group is now part of the DBBIA Executive Committee – Notes will be available shortly*

**6.2 City of Brantford Sponsorship Request for Events**

**Recommendation from the DBBIA Executive Committee:**

*THAT the DBBIA Board of Management NOT APPROVE the request from the City of Brantford for \$4,750 for 2026 events.*

**6.3 City of Brantford Sponsorship Request for Communities in Bloom**

**Recommendation from the DBBIA Executive Committee:**

*THAT the DBBIA Board of Management APPROVE the request from the City of Brantford for \$5,000 and promotional partnership to support the CNR Gore Park initiative for Communities in Bloom, as long as there is recognition of the BIAs sponsorship. (Funding to come from the Beautification Account)*

**6.4 The 2<sup>nd</sup> Annual BRANTastic! Small Business Awards Show Sponsorship Request**

*THAT the DBBIA Board of Management APPROVE a \$500 sponsorship for the 2<sup>nd</sup> Annual BRANTastic! Small Business Awards Show. (Same as 2025, funding to come from the Other Marketing Projects Account)*

**6.5 Conference Opportunities:**

**Recommendation from the DBBIA Executive Committee:**

*THAT the DBBIA Board of Management APPROVE registering 4 Board members/Staff for the OBIAA Professional Development Day in Burlington, 2 Board members/Staff for the EDCO Professional Development event in Windsor and 1 Board member/Staff for the International Downtown Association Annual Conference and Marketplace taking place in Toronto and that all approved expenses be reimbursed. (Funding to come from the Conferences/Conference Expenses Account).*

**6.6 Resignation – Lizanna Koster**

*THAT the DBBIA Board of Management ACCEPT with regret the resignation from Lizanna Koster from the DBBIA Board and Executive Committee.*

The Chair will ask for nominations/volunteers for the Treasurer's position and there will be a vote to ratify.

**7. SUB-COMMITTEE/LIAISON REPOTS 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 – *April Stats attached*
- 7.2 **City Council Updates (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 **Jennifer Middleton** – Special Events Supervisor/City of Brantford
- 7.6 **Beth Gurney** - Director, Strategic Communications & Community Engagement - Brantford Campus
- 7.7 **Cheryl Stornelli** – Brantford Public Library
- 7.8 **Seline Ulugbay** - Associate Vice President: Government & Stakeholder Relations Brantford
- 7.9 **City Staff/DCNA Updates/Reports (if any)**
- 7.10 **External Committee Updates (if any)**
  - Economic Development, Tourism & Cultural Initiatives Advisory Committee (Annette Wawzonek)
    - \* Next meeting will be held on May 27<sup>th</sup>
  - Brantford Heritage Committee (David Malcolm)
    - \* April 27<sup>th</sup> meeting
  - Chamber of Commerce Membership Committee (Annette Wawzonek)
    - \* May 13<sup>th</sup> meeting
  - Downtown Action Committee (Annette Wawzonek)
    - \* Next meeting will be held on June 18<sup>th</sup>
  - Town and Gown Advisory Committee (Sean McAllister)
    - \* April 22<sup>nd</sup> meeting
  - Special Events Advisory Committee (Annette Wawzonek)
    - \* May 6<sup>th</sup> meeting

**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 **June 18, 2026 via ZOOM**

Construction/Transit/Wayfinding/Parking Working Group – **TBD**

Marketing/Animations & Beautification/Decorations Working Group – **May 27, 2026 @ 9:00AM**, Brantford City Hall – Charlie Ward Room

Membership Engagement and Recruitment (Board)/Advocacy and Relationships Working Group – Now part of the DBBIA Executive Committee

**DBBIA Annual General Meeting/Election – November 9, 2026**

**10. ADJOURNMENT**