DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING
AGENDA
October 15, 2026
8:00AM
Via Zoom

Barbara Sutherland in the Chair
Annette Wawzonek – Recording Secretary
4 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 October 15, 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 September 17, 2026 DBBIA Board of Management MINUTES
5.1.2 October 1, 2026 DBBIA Special Board of Management MINUTES

5.2 REPORTS/COMMITTEE MINUTES
THAT the following Reports/Minutes BE RECEIVED
5.2.1 September/October 2026 Staff Report
5.2.2 September 10, 2026 DBBIA Executive Meeting Minutes
5.2.3 September 23, 2026 DBBIA Marketing/Activations & Beautification/Decorations Working Group Notes
5.2.4 October 8, 2026 DBBIA Executive Meeting Minutes

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 September 23, 2026 meeting are attached to the Agenda package
*** Next meeting October 28, 2026**

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

6.2 Impossible Kids Foundation request for sponsorship - $500

6.3 Governance Training for the 2026-2030 DBBIA Board of Management - $450+HST

6.4 Laurier UX Design Update – Joshua Yang/Danette Dalton

7. SUB-COMMITTEE/LIAISION 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 City Staff and Others - Reports (if any)

7.6 External Committee Updates (if any)

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Annette Wawzonek)
  * Next meeting will be held on December 16, 2026

- Brantford Heritage Committee (David Malcolm)
  * Next meeting will be on December 14, 2026

- Chamber of Commerce Membership Committee (Annette Wawzonek)
  * Next meeting will be held on October 14, 2026

- Downtown Action Committee (Annette Wawzonek)
  * Next meeting will be held on December 10, 2026

- Town and Gown Advisory Committee (Sean McAllister)

- Special Events Advisory Committee (Annette Wawzonek)
  * As needed/invited

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 19, 2026 via ZOOM (with Liaisons)**

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

Marketing/Animations & Beautification/Decorations Working Group – **October 28, 2026** @ 9:00AM, DBBIA office

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

DBBIA Annual General Meeting/Election – November 9, 2026 @ 6:00PM at the Sanderson Centre

10. ADJOURMENT