

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA  
BOARD OF MANAGEMENT MEETING

**AGENDA**

January 13, 2021

8:00AM

VIA Zoom and Streamed on YouTube

Barbara Sutherland in the Chair  
Annette Wawzonek – Recording Secretary  
6 needed for quorum

**1. ROLL CALL/CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**2.1 AGENDA**

THAT the Agenda for January 13, 2021 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 Downtown Brantford BIA Board of Management Meeting Minutes– December 9, 2020

**5.2 REPORTS/COMMITTEE MINUTES**

THAT the following Reports/Minutes BE RECEIVED

5.2.1 December/January Staff Report

*Reminder to Committee representations/liaisons on External Committees to send in approved Minutes*

**6. ITEMS FOR CONSIDERATION/DISCUSSION**

**6.1 Resignation – Bill Keighley**

**Executive Committee Recommendation:**

THAT the DBBIA Board of Management ACCEPT with regrets, the resignation from Bill Keighley from the Board of Management;

And that staff notify the City of the vacancy.

**6.2 Board vacancies – Executive Committee Update**

The Executive Committee reviewed the 2 applications received and since there are 2 vacancies, there was no selection process. The applications will be forwarded to the City Clerk and the City Appointments Committee will review and decide whether to appoint or not as per the bylaw.

**6.3 Change to BIA Bylaw:**

**Executive Committee Recommendation:**

THAT the DBBIA Board of Management REQUEST that there be a change to the BIA Bylaw – Chapter 30, that the Mayor, one member of Council and an alternate be appointed to Board.

*Currently - Chapter30, 30.1.3 Council - direct appointees*

*The Council of the City shall appoint the Mayor, two members of the Council and an alternate to the Board.*

**6.4 Strategic Plan Update – Barbara Sutherland (attached)**

**6.5 Marketing Proposal for 2021 from All Day Breakfast (attached)**

**Executive Committee Recommendation:**

THAT the DBBIA Board of Management ACCEPT the proposal from All Day Breakfast for Marketing in 2021;

And that the Board can alter the proposal if needed.

**6.6 Surveillance Cameras in the Downtown**

**Executive Committee Recommendation:**

THAT the DBBIA Board of Management SUPPORT the installation of surveillance cameras in the Downtown as per the majority result of the survey with the DBBIA membership.

**6.7 Social Behaviour in the Downtown**

- Property Manager Concerns and Expositor Article (attached)

**6.8 Development Updates – Information Item**

No new known developments to report on

**7. SUB-COMMITTEE/LIASION REPORTS AND UPDATES**

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

**7.1 Sgt. Christopher Grantham – Stats/Downtown Activity**

**7.2 City Council Updates – Mayor Davis/Councillor Wall/Councillor Van Tilborg**

**7.3 James Clark – Brantford Public Library Update**

**7.4 Mae Legg – BRC/Economic Development**

**7.5 Kristen Cormier - Community Events Coordinator, City of Brantford**

**7.6 Beth Gurney, Associate Director – Communications and Public Affairs for Wilfrid Laurier University**

**7.7 Gagan Batra – Downtown Revitalization Director**

*(Including Updates and Discussion regarding Streetscape EA)*

**7.7.1 Karen Towler, Associate Chair Post Graduate Nursing Programs (Conestoga Updates)**

**7.8 Brook Snider – Associate Vice President: University Affairs (Laurier Brantford)**

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

- Economic Development Advisory Committee (Keri Korfmann)
- Tourism Advisory Committee (Keri Korfmann)
- Brantford Heritage Committee (Anne Marie Boake)
- Brant Cultural Advisory Committee (Annette Wawzonek – as needed) Not meeting at this time
- Town and Gown Committee (Karen Towler/Annette Wawzonek) – Committee on hiatus
- SEAT Committee (Annette Wawzonek – as needed) - Not meeting at this time
- Chamber of Commerce Membership Committee (Annette Wawzonek)
- Community Safety and Well Being Advisory Committee (John O’Neill)

**7.11 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 BIA Board of Management will be held on  
**February 10, 2021 – VIA ZOOM**

**10. ADJOURNMENT**