DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA  
BOARD OF MANAGEMENT MEETING  
MINUTES  
January 10, 2019  
8:00AM  
Brantford City Hall  
100 Wellington Street  
Council Chambers

Keri Korffman in the Chair  
Annette Wawzonek – Recording Secretary

1. ROLL CALL/CALL TO ORDER – 5 needed for quorum

The meeting was called to order at 8:03AM

PRESENT:  
Keri Korffmann – Chair  
Joshua Wall – Secretary  
John O’Neill – Vice Chair  
Dwight Rose – Treasurer (left at 9:18am)  
Karen Towler  
Anne-Marie Boake  
Bill Keighley (left at 9:25am)  
Brian Xurieb  
Mayor Kevin Davis (left at 9:05am)

ABSENT WITH REGRETS:  
Brian Van Tilborg – Councillor  
Cathy Oden

ALSO PRESENT:  
Annette Wawzonek – DBBIA Executive Director  
James Clark – Brantford Public Library  
Sgt. Randy Batson – Brantford Police Services/BEAT  
Kristen Cormier – Special Events Programmer/City of Brantford  
Mae Legg – Senior Small Business Consultant (BRC)  
Lori-Dawn Cavin – Manager of Community Recreation Development/City of Brantford

2. APPROVAL OF THE AGENDA

2.1 AGENDA  
Moved by Joshua Wall  
Seconded by Bill Keighley  
THAT the Agenda for January 10, 2019 BE APPROVED.  
CARRIED

3. DECLARATIONS OF CONFLICT OF INTEREST

None declared

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

4.1 Jack Dougan – Markets on Main Street Inc. Presentation  
(Attached to Minute file)  
Jack presented his request for funding for a study of the strategy and policy changes that would be necessary to accommodate the growth of the Downtown and to re-establish business confidence in the Downtown as a place for shipping. The budget would include mileage and disbursements only.

5. CONSENT ITEMS

5.1 MINUTES  
Moved by Dwight Rose  
Seconded by Joshua Wall  
THAT the following Minutes BE APPROVED  
Downtown Brantford BIA Board of Management Meeting Minutes– December 13, 2018
5.2 REPORTS/COMMITTEE MINUTES
THAT the following Reports/Minutes BE RECEIVED
December/January Staff Report
CARRIED

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

6. ITEMS FOR CONSIDERATION/DISCUSSION

6.1 What’s On Brochure - $600
Moved by Joshua Wall
Seconded by Dwight Rose
THAT the DBBIA Board of Management APPROVE a $600 expenditure for the 2019 What’s On Brochure.
CARRIED

6.2 Markets on Main Street Inc. Request
Moved by Joshua Wall
Seconded by Brian Xurieb
THAT the DBBIA Board of Management DEFER the request from Markets on Main Street Inc. to the Marketing Committee to consider.
CARRIED

6.3 Board Vacancy Replacement – Keri Korfmann
Moved by Joshua Wall
Seconded by Dwight Rose
Whereas the Downtown Brantford BIA held it’s Annual General Meeting on October 4, 2018 and;
Whereas the election was held as per the Legislation and the results forwarded to the City Clerk and;
Whereas Joshua Wall was successful in being elected to the DBBIA Board of Management and was subsequently elected to Brantford City Council which left the DBBIA with a vacancy and;
Whereas the cost of holding another Annual General Meeting would exceed $1,000 and;
Whereas the Municipal Act states: (12) Subject to subsection (9), if a vacancy occurs for any cause, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area. 2001, c. 25, s. 204 (12).
NOW THEREFORE the DBBIA Board of Management REQUESTS the Brantford City Council appoint the next person on the election list that had the most amount of votes to fill the vacancy.
CARRIED

Recorded Vote
YES: Dwight Rose, Joshua Wall, Bill Keighley, Brian Xurieb, Karen Towler, Keri Korfmann
NO: Kevin Davis, John O’Neill
ABSTAINED: Anne-Marie Boake

6.4 Taxes Delegation at Estimates Committee meeting – Dwight Rose
Dwight discussed appearing as a delegation at the Estimates Committee meeting on January 21st to discuss Business/Commercial Taxes. Last year there was a $600,000 contribution towards lowering taxes due to the end of the Vacancy Tax Rebate. This won’t be applicable this year. Assessments will be also going up another 25%. Dwight will appear on behalf of the DBBIA.

7. SUB-COMMITTEE/LIASON REPORTS AND UPDATES
(Please submit updates and reports electronically so they can be attached to the Minute file)

7.1 City Council Updates – Mayor Kevin Davis/Councillors Brian Van Tilborg and Joshua Wall
Mayor Davis introduced himself and said that he would attend as many meetings as possible. Downtown is important. Three issues to help: Budget – support for the Outreach Team, Development Charges – review policy and look at other innovative ideas like Hamilton’s, and Policing downtown – BIA needs to be consistent – what do we want?

Joshua reported on the following: caught off guard in regards to the suggested change to Development Charges made at Council.

7.2 **James Clark – Brantford Public Library Update**
Computers in the MakerSpace at the Main Branch now have the Adobe Creative Suite installed on them. This means cardholders have free access to all of the major Adobe programs, like Photoshop, Illustrator, InDesign and more.

7.3 **Mae Legg – BRC/Economic Development**
- The Province hasn’t confirmed that funding will be extended for the Summer Company and Starter Company Plus grant programming. The BRC has distributed all 32 Starter Company Plus grants of $5000.
- The BRC workshop schedule is in full swing for the new year. Along with the BRC’s regular January workshops, “How to write a Business Plan” and “Marketing and Sales”, the BRC is also hosting a “Tax Seminar” with Revenue Canada and a workshop on “Bill 47 – Making Ontario Open for Business Act”.
- The BRC is partnering with Work Force Planning to distribute the EmployerOne Survey.

Joshua Wall requested that Mae a “where are they now” report for the next meeting. Perhaps we can do some Marketing videos with them. Three of the Downtown businesses are Alt Boutique, the Bathtub Bakery and Studio A.

7.4 **Lori-Dawn Cavin, Manager of Community Recreation Development and Kristen Cormier - Community Events Coordinator, City of Brantford**
Lori-Dawn discussed the cancellation of the New Year’s Eve event in Harmony Square due to weather. Other sponsors have agreed to have their sponsor dollars rolled over to next year’s event. It was suggested that the BIA do the same. It will be discussed at the next Marketing meeting.
Also reported – Frosty Fest is taking place again this year during Family Day weekend in February and Chili Willy Cook Off takes place the next weekend.

7.5 **Beth Gurney, Associate Director – Communications and Public Affairs for Wilfrid Laurier University**
- Sent regrets

7.6 **Karen Towler, Manager of Operations & Program Planning, Conestoga College – Brantford Campus**
- 2nd semester has started. Retention from 1st – 2nd has been strong. In the Fall there will be a full ECE/BA daycare available. Students love living in Brantford and some are still looking for part-time work.

7.7 **Nicole Wilmot – Downtown Updates/Downtown Master Plan**
- Not in attendance

7.8 **Michael Del Bono – Associate Vice President: University Affairs (Laurier Brantford)**
- Sent regrets

7.9 **Downtown Central Neighbourhood Association – Jayme Wilson**
- Not in attendance
7.10 **Sgt. Randy Batson – Stats/Downtown Activity**  
- Randy reviewed the stats as they were not available for the meeting.

7.11 **Inderjit Hans – Downtown Revitalization Director**  
- Sent regrets

7.12 **External Committee Updates (if any)**  
- Economic Development Advisory Committee (John O’Neill)  
- Tourism Advisory Committee (Keri Korfmann)  
- Brantford Heritage Committee (Member needed)  
- Downtown Incentive Program Advisory Committee (Member needed)  
- Brant Cultural Advisory Committee (Annette Wawzonek – as needed)  
- Town and Gown Committee (Annette Wawzonek)  
- SEAT Committee (Annette Wawzonek – as needed)  
- Sport Networking Meeting (Keri Korfmann/Dwight Rose)  
- Garbage Working Group (John Utley/Brian Xurieb/John O’Neill)

8. **NOTICES OF MOTIONS**

8.1 Brantford Drug Strategy Presentation at the February 14, 2019 Meeting

8.2 DBBIA Executive Committee Election will take place at the February 14, 2019 meeting if the new appointment has been made

9. **NEXT MEETING/MEETING/EVENT REMINDERS**

9.1 **Reminder:** The next regular meeting of the BIA Board of Management will be held on **February 14, 2019** at 8:00AM at City Hall in Council Chambers

9.2 **Downtown Brantford Marketing Committee Meeting** – January 31, 2019 – DBBIA office – 163 Market Street

10. **ADJOURMENT**  
The meeting adjourned at 9:27am

MOVED BY Bill Keighley  
SECONDED BY Joshua Wall  
THAT the DBBIA Board of Management meeting be ADJOURNED.  
CARRIED