BIA Board Meeting Minutes - **DRAFT**

September 22, 2026 – 4:00 pm

Brampton City Hall CH 2E & Online

Attendance – Carrie Percival (Chair), Peeyush Gupta (Secretary), Deborah Kenny, Marci Gray, Rehana Khan, Stephanie Comas (Online) Alena Russo, John Cutruzzola

BIA & City Staff – Louroz Mercader, Ashley Morissey, Mooskaan Gupta, Anna Chrzaniecki, Maja, Andria Oliveira, Shivangy Sundarajan (Online)

BIA Members – Kenna Fey, Manan Gupta, Harpreet Singh

1. **Call to Order** – The meeting was called to order at 4:00 pm by Carrie
2. **Declaration of Conflicts** – None
3. **Approval of the Agenda** (September 22) - Moved by Rehana, Seconded by Peeyush, CARRIED
4. **Approval of Minutes** (July 26) - Moved by Rehana, Seconded by Deborah, CARRIED
5. **Correspondence**
    a. City Council – Downtown Temporary Patio Extension Grant Program

Motion to receive correspondence from City Council – Moved by Rehana, Seconded by Deborah, CARRIED

    b. The Chance Centre – Clean Crew

Motion to receive correspondence from The Chance Centre – Moved by Rehana, Seconded by Deborah, CARRIED

6. **Downtown Revitalization Projects**

Andria giving an update on ongoing and upcoming Downtown revitalization projects– Queen St is done between George and Main Street. Starting Main St N in April 2027. Redevelopment of

Ken Whillans starts construction Spring 2027. Garden Square interim to be done in the middle of October (before Boo Bash). The Centre for Innovation has no updates right now, and Nelson Square parking garage will stay open for now.

7. **Financial Report**
    a. Motion – to approve the financial report

Maja presented the financial report as of Aug 31. We are $71,000 under budget. Salaries/Benefits are over $52,349 and Promotions/Events are over $7,600.

Over in salaries is because of the Summer Student Grant; total spent is $35,000.

Summer Student Grant – We spent $35,000. Louroz confirms we are getting a full reimbursement of $35,000 to fully fund the program. It's the additional including CPP, EI, and all those other additional costs for a nonprofit organization; they also refund 100% of it as well.

Maja recommends the board and finance committee to make a forecast to see where we will end up in this fiscal year. Currently the BIA reserve has $56,000

Peeyush – did we have a finance committee meeting this month? Louroz said yes and mentioned it went out in the member newsletter and on our website. Peeyush requests again to have the committee links to be emailed to the directors, Louroz said we can start that, and we did our due diligence by putting it in the member newsletter.

Motion – To do a forecast for the remaining year and add unspent money into the reserves – Moved by Rehana, Seconded by Alena, CARRIED

Motion – The board of directors should receive all committee meeting links – Moved by Peeyush, Seconded by Rehana, CARRIED

Motion – To receive financials – Moved by Rehana, Seconded by Marci, CARRIED

    b. BIA reserve funds

Alena – has the streetscape ambassador position been filled and if not, can it be put towards the reserve fund and is it necessary in the winter.

    c. Streetscape Ambassador Program

Carrie mentions the position went out, and Louroz confirms he went through the applicants, and we are close to hiring this person and to start soon. It would be under safety/beautification, which is budgeted for $25,000, and we would allocate half for this position, and the remaining amount can possibly go in the reserves.

Kenna – We should find out from the city how much reserve funds we can have without losing funding next year. Maja mentions we had over $300,000 before, and the budget wasn't affected by that.

Alena – can we see the final candidates before hiring? Marci mentions that's not our role and staff can handle it and not to micromanage.

Carrie – the streetscape ambassador was approved in July, and it's not reopened unless two-thirds vote to be reopened to negotiate, and it must be reopened by someone who approved it before.

8. **Executive Director Report**
    a. Build Communities' Strong Fund

Louroz provided an update on the grant which he submitted on August 6th, 2026, for $200,000 (wayfinding strategy with digital sign), $200,000 (gateway mural on the bridge on Queen St), $100,000 (Downtown model – 3D model). Will get an answer in Fall 2026, no date.

    b. 2027 BIA budget proposal

Louroz mentions that we have been working with the committees and preparing a proposal for the budget. To focus on five areas – safety, placemaking events, partnerships, elevating Downtown, and supporting local businesses.

Louroz is going over the 2027 proposed budget which is $1,176,992. Construction mitigation grant 2027, we are building the business case that City Council replenishes the fund to use their own funds.

Expenses contingent on securing funding proposed $285,000 which would include the Canada Summer job for $35,000. (These are contingent on grant revenue)

For $197,343 in contingent on securing funding, which grants did we get? We got $35,000 for the summer job grant and $20,000 in sponsorships.

Maja will check member tax levies from the tax department

Louroz to work with the committees and propose a budget

    c. 2027 AGM and board elections

Louroz giving an update on board elections and to start planning for the next term for the BIA board. To start off by putting a call out for nominations.

To change things in the constitution, the board can submit recommendations (must submit 30 days before the AGM)

Add to the agenda for the October board meeting – changes to the constitution and then it goes to members for approval

Louroz to send an email to the directors and members to see if any changes to the constitution need to be made

Manan – the members should know the election is coming up because members don't know

Can the BIA send a newsletter to all the members when the agenda and minutes are done? We do send a direct email to each individual BIA member, and in the BIA newsletter.

Proposed AGM date – December 9th Wednesday (add this to the October board agenda)

Motion to have the AGM on December 9th – Moved by Rehana, Seconded by Alena, CARRIED

Constitution changes and call out for nominations should be out by November 5th – Louroz to confirm this and report back via email

Member social is on September 24th at PAMA (5-8pm)

9. **Events & Marketing Committee Report**
    a. Party in the Lanes Series – Soccer City Recap

Ashley is giving an update and meeting with Maja to finalize numbers

    b. Boo Bash – Halloween Event

Ashley is giving an update and underspent about $11,000

Alena – do something related to a winter market (add it in the marketing agenda)

What is the 8% tax? 8% is the amount we don't get back at the end of the year as a nonprofit for the tax that we pay

    c. Gingerbread Square – Tree Lighting Event

Deferred to the marketing committee meeting

    d. Bus Shelters and GO ads

Louroz giving an update and showing a draft

Motion – To approve the in-kind City budget of up to $22,500 – Moved by John, Seconded by Peeyush, CARRIED

    e. Wayfinding Signs Update

Louroz giving an update and asked the Government to fund this and convert them into digital signs but for time being, to replace them

10. Safety & Beautification Committee Report

a. Safety Roundtable Update

Louroz giving an update which happened in August, and recommendation to keep it ongoing and we made a community safety tool kit for the members

Marci asked for an email copy of the poster

Motion – to approve sign – Moved by Rehana, Seconded by Alena, CARRIED

11. WhatsApp Communications

Recommendation – to do a member feedback form (for concerns and recommendations) and the staff/board can address it

12. Job Profile Staff

Louroz provided a full report and presented an organizational structure to the board, but he will resend the organizational structure so the board can have a clearer understanding

13. Conflict of Interest

Recommendation – to have formal complaints to be addressed properly and send it to the ED, chair and city clerk

14. In Camera

Moved in to in-camera at (time)

15. Adjournment