



## BURLINGTON DOWNTOWN

### **Board of Management Meeting DRAFT AGENDA**

**Wednesday December 3<sup>rd</sup>, 2025**

**8:00 – 9.30 a.m.**

**414 Locust Street, 2<sup>nd</sup> Floor BOARDROOM**

Present: E. Vine, K. Nadhearny, J. Folch, B. Glazier, S. Bell, L. Bouchard-Bain, N. Gardner, S, Peachey

Staff: B. Dean, A. Policicchio, J. Jones (Whiting & Holmes)

Absent: L. Kearns, D. Kuchma, B. Wodhams

Guests: Thomas Wright, (Avail), Natalie Carvanho (Anagen Scalp Institute)

#### **Meeting Chaired by Liza Bouchard-Bain**

1. Call to Order 8:00 a.m.
  - Quorum confirmed
  - Welcome guest: Thomas Wright, Avail
  - Roundtable introductions of Board and staff

NOTE: Today's Board meeting will adjourn at 9.30 a.m. as several Board members have commitments

2. Declarations of Conflict of Interest
  - *No conflict of interest declared*
3. Approval of Minutes: Wednesday November 5<sup>th</sup>, 2025

Motion to accept approval of the BDBA Board of Directors' meeting of Wednesday November 5<sup>th</sup>, 2025

- Motion: Stephen Bell
- Second: Kim
- Comments or questions to the motion? No comments
- All in FAVOUR
- Motion carried



## BURLINGTON DOWNTOWN

### 4. Elect Respect

- Mayor launched the elect respect initiative to encourage more women to put their names forward for office
- Proactive pledge to call out unhealthy behaviors
- Discussion around what the pledge means and what actions are expected from members

#### Resolution:

That Burlington Downtown Business Association endorse the **Elect Respect** campaign and pledge, and encourages all business leaders and community members to:

- Treat others with respect in all spaces—public, private, professional, and online;
- Reject and call out harassment, abuse, and personal attacks;
- Focus debate and dialogue on ideas, policies, and constructive feedback;
- Help build a supportive culture where people of all backgrounds feel safe to run for office, lead businesses, and participate in civic life;
- Promote respectful customer service and workplace environments as a reflection of Burlington's values;
- Call on relevant authorities to protect elected officials and community leaders who face abuse or threats; and
- Encourage Association members to sign the pledge at [www.electrespect.ca](http://www.electrespect.ca).

- **Motion: Stephanie Peachey**
- **Second: Julie Folch**
- **All in favour**
- **Motion carried**



## BURLINGTON DOWNTOWN

### 5. 2026 Draft operating budget presentation

- Brian presents the draft budget
- Overview of budgeting process: Prep, finance meeting, revised budget, board approval, City Council
- BDBA Reserve Fund: \$65,000 (\*estimated) to Reserve Fund unless board asks to utilize some this year
- Change in personnel of Communications Coordinator: drafted new contract for a Digital Engagement and Content Specialist.
- Budgeting small amount for HR to help in recruitment process
- Gift Card Budget: \$40,000
- Supplemental revenues and Uncollectable Taxes:
  - 2026 budget is down \$10,000 supplementals
  - 2026 budget is down \$10,000 uncollectable
  - Summary notes enclosed in package
- Broadcast Media: not renew contract with CHCH, explore new broadcast media suppliers, 2026 budget is down to \$92.5%
- Professional services and health benefits through COB: cost of Sun Life has gone up to \$2000 per full-time employee
- Auditing services have gone up 116%
- Membership Levy assessment: commercial property owners within boundaries of BIA pay levy (237)
- Sample breakdowns of levy presented.
- Budget levy increase at 3% is requested

### **Motion to pass the 2026 Budget as presented.**

- **Motion: Stephen Bell**
- **Second: Elliot Vine**
- **All in favor**
- **Motion passed**



## BURLINGTON DOWNTOWN

### 6. New Business

- Informed status updates
  - Candlelit stroll: last one. About 1500 people were in attendance. 18 businesses participated. Next steps: engage Lion's to see if the stroll can continue.
  - Days away from downtown holiday gift card launch. Embraces intense shop local/shop Canadian focus. Top-up promotion titled "Home for the Holidays"
  - Promotion to start Friday December 15<sup>th</sup> for 10 days, same term/conditions as December 2025 (Buy one at \$100 = \$50 top up/\$150 purchase = \$75 capped)
  - Holiday guide is out and available. Copies ready to go with board members. 25000 copies have been issued.
  - Downtown parking survey is out. Cllr. Kearns and B. Dean have expressed the importance of this data for future parking supply. Opportunity to send it out in the e-news. Hoping for over 100 responses. Board members must complete the survey and share with others.
  - Brand new placemaking initiative: Spaces to places – pilot of giant chess board part of bigger life size games initiative (rideable checkers, life size snakes and ladders with actual ladders and slides). Low-cost investment with long-term impact.
  - Considering approaching St. Lukes about having a partnership – utilizing the space for some of the games.
  - Joseph Brant Hospital holiday market: attended and had a bigger space. Had snowmen and holiday trees. Handing out holiday guides. They sold \$1200 in gift cards!

### 7. Adjournment & Next Meeting (Wednesday January 7, 2026)

**Merry Christmas**