



**BURLINGTON DOWNTOWN BUSINESS ASSOCIATION
BOARD OF DIRECTORS MEETING ~ IN PERSON & ZOOM
WEDNESDAY FEBRUARY 1, 2023**

Present: S. Bell, L. Bouchard-Bain, M. Eade, B. Glazier, P. Skoretz, A. Ucar, E. Vine,
D. Walker and B. Wodhams

Present via Zoom: S. Peachey and Councillor Kearns

Staff: L. Birmingham and B. Dean

Guests: J. Jones via Zoom

D. Kuchma – The Kuchma Team (Remax) - Observer

1. Call to Order 8:00 am by B. Wodhams

No conflicts of interest were declared for this meeting.

- 2. Approval of Board Minutes:** Wednesday February 1, 2023
Motion by: E. Vine Second by: L. Bouchard-Bain
"To approve the minutes of Wednesday February 1, 202, as presented."
Motion Carried

3. Councillors Update:

- The City of Burlington approved a 7.52% increase to their budget to further stabilize infrastructure improvements.
- Burlington is celebrating the 150th anniversary of when the Villages of Port Nelson and Wellington Square merged into the Village of Burlington. Some events or programs will have added features to help commemorate the anniversary. Brant Street will be open for pedestrian-only use from Caroline Street to Lakeshore Road on Canada Day.
- Councillor Kearns asked for the Board's position regarding the 3-day Food Truck Festival in Spencer Smith Park. This event consists of approximately 30 food trucks, which is in direct competition with downtown restaurants. Members of Board (2 of whom are on the Burlington Restaurant Association) stated they are not opposed to the event itself but rather the location and asked to have it moved to another part of the city.
The new director of Recreation would have the support of Council and Councillor Kearns to have this moved for the health and recovery of downtown restaurants.

The Board strongly supports the move of the festival and directed B. Dean to write a position statement to this effect and submit to Councillor Kearns within 24 hours.

4. Treasurer's Report: S. Bell

S. Bell stated the BDBA 2023 Budget is going to Committee on March 1, 2023 and then to Council on March 20th.

The good news for the BDBA members is that the proposed members' levy results in a tax rate change of -4.25% this equates to \$9.61 decrease for each \$100,000 of Current Value Assessment (CVA). This is due to the assessment base increasing by 7.88%.

In 2022 BDBA members were charged for the levy at \$225.86 per \$100,000 CVA.

In 2023 the member levy charge has decreased to \$216.25 per \$100,000 CVA.

It was suggested this go into the next newsletter for the members to know.

Patio Barrier Update: B. Dean

B. Dean recapped the approval of \$100,000 from the Reserve Fund (February Meeting) to purchase new custom patio barriers for downtown. The first year of the 3-year will cost \$100,000 from the Reserve and the two subsequent years will be expenses through budget programming. The updated budget was presented – please refer to Trello.

A. Policicchio stated there is revenue opportunity selling advertising on the walkway and is working with KD Signs (in-kind sponsor) on highly reflective and graffiti-free coating signage. Sponsored signage will cost \$2,000.

5. Reserve Fund Policy Review: B. Dean

The Board has expressed interest in increasing the Reserve Fund minimum of the operating budget from 5% to 10%. Meaning there needs to be at least 10% of the operating budget in the Reserve to safe-guard against large write-offs.

Motion by: M. Eade

Second by: P. Skoretz

“That the Reserve Fund for the BDBA be calculated to an amount of not less than 10% of the BDBA's operating budget per annum. Further, that this policy be in effect in perpetuity.

Motion Carried 0 Opposed

6. Board Vacancies & New Board Recruitment: B. Dean

M. Eade is finishing his tenure on the Board of Directors after 12 years. His official departure date will be at the Annual General Meeting in April. There will be two vacancies on the Board at that time and a call for interest will be put out to the membership. Each Director is eligible for two consecutive 4-year terms.

Brian went on to explain the Municipal Act and BDBA Constitution.

Two options were presented to the Board: 1. No recruitment. To continue with the current slate of Board of Directors until the end of the municipal term of office (2026)

2. Board recruitment based on candidates responding to 'notification of vacancies' through the BDBA newsletter and/or at the Annual General Meeting.

The Board opted for option 2 – to recruit 2 new directors.

Motion by: P. Skoretz

Second by: E. Vine

"That the Board of Directors declare an intention to fill the two vacant volunteer Director positions by the end of 2023.

7. Passing of the Gavel:

B. Wodhams thanked the Board and staff for their work. Councillor Kearns was also thanked for her advocacy for downtown. B. Wodhams is staying on the Board as Past Chair. The gavel was passed to Liza Bouchard-Bain.

L. Bouchard-Bain said a few words about her new role as Chair of the BDBA.

Motion by: S. Bell

Second by: B. Glazier

"That L. Bouchard-Bain be accepted as the new BDBA Chair."

8. Draft AGM Itinerary

The Annual General Meeting will take place on Wednesday April 5 in lieu of the April Board of Directors meeting. It will take place at the Parish Hall Ukrainian Church at 8:00 am. B. Glazier requested we look into having the parking lot beside the church open up for this event.

9. New Business:

* The BDBA is wrapping up the 2022 audit. Each year Directors need to complete the PS2200 form, scan and send to Lorrie Birmingham for submission to Deloitte.

* The Board would like to discuss increasing the 5% percentage in the Reserve to 10%. This to be on the March agenda.

**10. Next Meeting: Wednesday May 3, 2023 8:00 am
Boardroom 414 Locust Street and Zoom**

11. Adjournment 10:05 am