



BURLINGTON DOWNTOWN

Board of Management Meeting DRAFT Meeting Minutes

Wednesday February 4th , 2026

8:00 – 10:00 a.m.

414 Locust Street, 2nd Floor BOARDROOM

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

Staff: B. Dean, A. Policicchio, J. Jones

Absent: L. Kearns

Guests: Thomas Wright, Natalie Carvanho, Amol Sharma

Meeting Chaired by Liza Bouchard-Bain

1. Call to Order 8:06 a.m.

- Quorum confirmed by B. Dean

2. Declarations of Conflict of Interest

- No conflicts of interest

3. Approval of Minutes: Board Meeting: Wednesday January 7, 2025

Motion: K. Nadherny

Second: J. Folch

Motion Approved

4. Review Board of Directors application: Thomas Wright, Avail

Brian review of board composition and current position

- 12 volunteer directors – 11 from BIA membership and one council member
- 2025 - approved one year extension of executive committee tenures
- March 2026 AGM – two members of executive will retire
- Board to consider application for Directorship: Thomas Wright – applicant indicated strong interest in fast-tracking to executive position
- Chair and board discuss the application
- Thomas is introduced as new director.



BURLINGTON DOWNTOWN

Motion:

That Thomas Wright be approved for Board Directorship to the Burlington Downtown Business Association. That the Executive Director be directed to formalize the Board's approval via correspondence to City of Burlington's Clerk's Department seeking appointment by City Council

MOTION: J. Folch

SECONDER: K. Nadherny

No comments or amendments

MOTION CARRIES

Guests are invited back to the meeting.

Chair announces that Thomas Wright's application for Board Directorship was unanimously approved and offers congratulations

5. Parking Survey Results + Next steps

- Brian introduces Parking Survey Analysis
- 10-minute survey with 11 questions
- Comments and open-ended commentary as well as fixed selections
- Open for 20 days: Dec 3 – 23
- Results
 - 92% of respondents disagree that there is adequate parking to support growth of their business over the next 5 years
 - 69% of respondents report insufficient parking for staff
 - Respondents report inadequate parking which impacts customers negatively
 - Future parking structure is being considered next month.
 - Transportation staff will present "Downtown Parking Report" to Committee of the Whole
 - Stantec's draft conclusion – "Downtown's current parking supply (private and public) are sufficient to support future growth in the downtown."
 - Survey results have been shared with membership.
 - BDBA to delegate at COW about parking concerns and encourage council to advance funding for new public parking space
 - Questions about how the Downtown Parking Survey was run and when.
 - Is there a way to parallel the parking situation with population growth
 - Question about ECDEV data and how that might support case for parking needs



BURLINGTON DOWNTOWN

- Suggestion to do a social poll with questions about downtown parking experience.
- Grab board resolutions from power point

MOTION: K. Nadherny
SECONDER: J. Folch

ALL IN FAVOUR

MOTION CARRIES

6. Executive Succession Plan

- Asking for approval of a By-Law/Operating policy amendment
- Why update succession plan?
 - Ensure leadership continuity
- At minimum – Chairperson, Treasurer, and Past Chair or Chair-Elect
- Current model has chairperson for 2-year term
- Current model – past chair, 1- or 2-year term
- Treasurer – fixed – not subject to executive succession plan
- No Vice-Chair role in current model.
- Development of Vice Chair role would create a clear pathway for succession to chair
- Transition timeline – Vice Chair to Chair after term completion, Chair to past chair for continuity, and treasurer no fixed term

Motion:

THAT the Board approves a By-Law/Operating Policy Amendment to add the position of Vice Chair to the Executive succession plan, with roles and duties outlined in the present report

MOTION: D. Kuchma
SECONDER: B. Glazier

ALL IN FAVOUR

MOTION CARRIES



BURLINGTON DOWNTOWN

7. **Appointments: Executive Committee 2026**

- Brian looking to confirm a new Chairperson for March 2026 - March 2027, confirm treasurer for no fixed term, and confirm a Vice-Chair for term March 2026 – March 2027
- Liza is willing to stay on for one more year and work with the new Vice Chair

Board motion is required to confirm the following:

- 1) **Confirm Chairperson for March 2026 - March 2027**
- 2) **Confirm Treasurer for no fixed term**
- 3) **Confirm Vice-Chair for term March 2026 - March 2027**

Chair makes an open call for Board Directors to self-nominate to the positions of Vice-Chair and Treasurer.

- Kim and Thomas are both interested in positions

Motion:

“The BDBA Board of Directors confirms the following individuals to the positions Chair, Vice-Chair and Treasurer, respectively; term to commence March 4th, 2026: Lisa Bouchard-Bain - Chair, Kim Nadhearny, Thomas Wright”

MOTION: D. Kuchma
SECONDER: J. Folch

ALL IN FAVOUR/OPPOSED

MOTION CARRIES



BURLINGTON DOWNTOWN

8. **BDBA's In-Person Meeting Policy for review**

- Potential for directors to participate as a hybrid model
- Reconsideration of punctuality and participation
- Is this still the right policy going forward
- Need to confirm these are the right policies considering onboarding of new members.
- Chair likes current policy and feels in person is a better connection and communication.
- If no challenges have occurred in person than suggestion to leave it.
- No changes required so no motion needed

9. **Proposal: MRG**

- Brian introduces MRG Sponsorship Request
- Needs general direction from board regarding request
- Request: Lakeshore Music & Arts Festival
- Musical experience at Spencer Smith and downtown Brant and Lakeshore Streetfest
- Seeking \$30,000 Sponsorship for the Street Festival
- BDBA members offered complimentary Booth placement with the street festival zone/marketplace
- BDBA confirmed as executive sponsor of street festival
- Estimate number of booths approximately 120 booth spaces
- Unused booth space will be sold as artisan, commercial or band activation spaces.
- If BDBA opts out Brant street vendors would be offered a discounted rate. Others will be full price
- Asks for discussion about options
- BOD members share experience with past SOM festivals
- Negative experiences shared – vandalism, rude people, lost business
- Questions about organizers track record
- Apprehension shared
- Some restaurants hire security each year.
- High no show rate at restaurants
- Late night is stronger when festival closes down
- Concern about BDBA partnering and funding a for profit organization
- Parking is terrible
- Loss of regular customers
- Question about food trucks
- SOM was permitted food trucks in Spencer Smith



BURLINGTON DOWNTOWN

- Food trucks are a component of the revenue
- Question about funding with requests for shaping the event in a way that the BDBA members will benefit/be happy with. Having a seat at the table
- Suggestion for lower funding with some requests
- Suggestion to approach organization about revamping the funding amount and package
- Proposal to look at option D – with \$10k budget
- \$30k funds for partnering or sponsoring things throughout the year.
- Suggestion to have side discussion at the AGM with any new info that has emerged
- The board would like a meeting with the organizers to provide clarity
- Table this until more information is available

Board is asked to confirm Board's general direction to Executive Director

10. New Business: Issue a call to the Board for New Business Items

- Annual General Meeting – in the evening this year
- Discussion of AGM details
- Two AI workshops organized with Aldershot BIA, first session in Aldershot, second at Toast downtown. No need to attend both but they are independent of each other.
- Runway to Resilience – fashion show in support of Halton Women's Place. Realtors Walking the Runway. Must raise \$1000 each to walk the runway. Participating retailers are almost exclusively downtown businesses. Many ways to win prizes. Fundraising target = \$50k - \$60k

11. Adjournment & Next Meeting (Wednesday April 1st, 2026)

- Meeting adjourned at 10:01

Governance Board Health Check

Board sets the “what and why”
Staff determines the “how”