BURLINGTON DOWNTOWN BUSINESS ASSOCIATION
BOARD OF DIRECTORS MEETING ~ VIA ZOOM
WEDNESDAY MARCH 3, 2021

Present: S. Bell, L. Bouchard-Bain, M. Eade, , R. Martin, S. Peachey, P. Skoretz, D. Walker, B. Wodhams and Councillor Lisa Kearns
Staff: L. Birmingham, B. Dean and S. Statham
Regrets: B. Glazier, E. Vine and J. Wilkins
Guests: R. Catherall – Special Business Areas Coordinator – City of Burlington
A. Ucar – Incoming Director
J. Jones – Membership Services – BDBA
S. McQuade – Strategic Planner Consultant
Lainy – Councillor Kearns Ward 2 Co-op Student

Meeting Chaired by M. Eade

1. **Call to Order 8:05 am**
Special introduction to Lainy – Councillor Kearns Co-op Student

2. No declarations of interest declared.

3. **Approval of Past Minutes: February 3, 2021**
Motion by: P. Skoretz Second by: S. Bell
"To approve the minutes of Wednesday March 3, 2021 as presented."
Motion Carried

4. **Councillor and Small Business Report** – Councillor Kearns and R. Catherall
- Capital Budget: The City's Operations budget is being considered for final approval at the March 3 Council Meeting.
- Covid Recovery: Vaccines have begun across Halton Region.
- Official Plan: Burlington's new OP was approved by Halton Region in Nov 2020. There were 48 appeals in total with 26 being downtown. A clean working version of the new OP will be released upon appeals confirmation.
- Summer Patio Program: Patio applications will be open throughout March and applicants with a 2020 patio permit can be renewed as approved last year. Temporary patio permits issued in 2021 are valid until October 31, 2021

- Tents: Building department is now accepting applications for tent permits, including those seeking an alternative solution to the Ontario Building Code. Grant funding for permits has been increased to $10,000
    - For the entire presentation, please refer to Councillor Kearns report – attached.

5. Treasurer's Remarks – S. Bell

2021 Budget: The membership levy will be maintained at the 2020 amount of $815,700. Budgeted expenses have been reduced by $104,200 (11.1%) as well as a corresponding reduction in sponsorship and reserve funds. The proposed members' levy results in a tax rate increase of 1.24%, which equates to $2.69 increase for each $100,000 of Current Value Assessment (CVA) subject to the Region of Halton's 2021 tax policy approval in April 2021. The rate increase is due to the BDBA's 1.24% assessment reduction. The assessment base has declined due to assessment appeals and year end changes by the Municipal Property Assessment Corporations.

2020 Audit – The BDBA is currently undergoing its 2020 audit. Once complete a Deloitte representative will present the Draft Financial Statement to the Board in May

2021 Operating Budget: March 3 the staff report recommending the BDBA's 2021 operating budget will be presented to Committee of Council. It is expected to be approved.

6. Board Strategic Planning Session – S. McQuade

S. McQuade stated she has already met with staff for the first phase of the Strategic Planning process and now would like input from the Board. Following the future planning session, the Board agreed to a 18 month plan/vision. S. McQuade will work on summarizing the notes from the Board, prioritize, determine resource requirements, and develop into a draft plan to present back to the Board in May.

7. New Business

- Brian D announced that as of April 2021, Mark Eade will be stepping down as Chair of the BDBA and Bill Wodhams will be the incoming Chair.
- As well as of April, we officially welcome Ali Ucar as a new Board of Director.
- Robert Martin, a long time Director of the Board will be retiring.
- B. Dean will be celebrating his 20th year of service with Burlington Downtown.
- Brian stated there are funds available in the Special Occasions budget any director that would like to attend the Wonder Women Conference on March 11. Please contact Brian.
- 2021 AGM – as the 2020 pre-recorded AGM worked so well, staff have chosen to continue with the same forum for this year. Brian will contact Directors needed for this project.

8. Next Meeting: Wednesday April 7, 2021 8:00 am
VIA ZOOM

9. Adjournment 10:05 am