



**BURLINGTON DOWNTOWN BUSINESS ASSOCIATION
BOARD OF DIRECTORS MEETING ~ IN PERSON & ZOOM
WEDNESDAY MAY 3, 2023**

Present: S. Bell, L. Bouchard-Bain, B. Glazier, P. Skoretz, E. Vine, D. Walker and B. Wodhams
Present via Zoom: A. Ucar and S. Peachey
Staff: L. Birmingham and B. Dean
Guests: J. Jones – Membership Services
C. Kummer – Director of Transportation, City of Burlington
D. Kuchma – The Kuchma Team Remax - Observer

1. Call to Order 8:00 am by L. Bouchard-Bain

No conflicts of interest were declared for this meeting.

2. Approval of Board Minutes: Wednesday March 1, 2023
Motion by: S. Bell Second by: E. Vine
"To approve the minutes of Wednesday March 1, 2023, as presented."
Motion Carried

3. Councillors Update:

- Deferred to June meeting.

4. Downtown Parking Needs Assessment: C. Kummer

C. Kummer announced the City now has the funds to move forward with the RFP to consult and carry out an assessment of parking capacity occupancy. They are reaching out to other municipalities for their RFPs and rewrite to suit Burlington's needs. It is expected that RFP will be finalized by the end of 2023. There is not enough funding to build a new garage and the City will be seeking to cost-share with a private developer. The parking sign counters will be fixed within the next few weeks.

S. Bell questioned if there are more than one parking services person working on the weekends. C. Kummer stated the city is changing from a private company to in-house operatives regarding parking.

Board members are requested to forward any recommended changes to the document. Please refer to the document in Trello. L. Bouchard-Bain asked that an amendment be made to the draft policy. Brian was directed to learn about how a complaint against a member of the volunteer Board would be investigated.

8. Future Board of Directors Criteria: B. Dean

B. Dean will be hosting a New Member Orientation lunch on Wednesday May 10th. There are 2 vacancies on the Board of Directors. Applications will be accepted until May 24th. The Board of Directors will make the final decision at the June 7th meeting. Discussion regarding a 'check list' of important factors i.e.: sector area, skill sets, personal interest and community involvement.

9. New Business:

- The Burlington Chamber Business Award dinner will be held May 23rd. The BDBA has purchased a table and there are a few tickets remaining if anyone is interested.
- L. Bouchard-Bain shared that her company and staff had a clean-up day downtown on Earth Day. It is part of Liza's hiring process that staff must volunteer once a year, this year was Earth Day and was very successful.
- This discussion segwayed into the growing homeless problem we have downtown. Vulgarities painted on the sidewalks, beer cans and drug needles scattered about. J. Jones stated she is working with St. John's Ambulance for Naloxone training.

**10. Next Meeting: Wednesday June 7, 2023. 8:00 am
Boardroom 414 Locust Street and Zoom**

11. Adjournment 9:30 am