



**BURLINGTON DOWNTOWN BUSINESS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY NOVEMBER 1, 2023**

**Present:** S. Bell, L. Bouchard-Bain, B. Glazier, D. Kuchma, P. Skoretz, A. Ucar E. Vine, B. Wodhams and Councillor Kearns  
**Staff:** L. Birmingham, B. Dean, D. Lyle and A. Policicchio  
**Regrets:** D. Gray and S. Peachey  
**Absent:** N. Gardner  
**Guests:** C. Kummer Director of Transportation – City of Burlington  
J. Jones – Contract Membership Services

**1. Call to Order 8:05 am by L. Bouchard-Bain**

No conflicts of interest were declared for this meeting.

**2. Approval of Board Minutes:**

Wednesday October 4th, 2023

Motion by: P. Skoretz

Second by: S. Bell

"To approve the minutes of Wednesday October 4th, 2023, as presented."

Motion Carried / 0 Opposed

**3. Director of Transportation: C. Kurmmer**

The RFP for parking needs, assessment and timelines for parking is expected to be submitted to the DPC (Downtown Parking Committee) by the end of the year. Integrated mobility is a 30-year vision including policies, programming, and strategic parking management specific to the downtown.

New by-law compliance includes by-law officers being integrated into the new department.

C. Kurmmer discussed the fact that there is no uniform lighting downtown. Several years different pockets of street lighting were implemented, however a new uniform look is being created. A sample lamp is located outside city hall, please take a moment to look at it and send feedback to C. Kurmmer.

All poles have been inventoried and now have numbers that identify them to assist in reporting. Recently 197 of the 460 have been sandblasted, repaired, and painted. This is phase 1 of a multi-year plan.

Pole signage is being reviewed as there is excessive signage downtown; some signage will be removed starting 2024.

Some questions asked by the BDBA Board included:

Why is Halton Regional Police taking up the entire top level of the parking garage during festivals? This is a revenue loss for the city.

C. Kurmmer stated discussions have begun with HRP to find a new location, possibly the Performing Arts parking lot.

Is it possible to levy large festivals to pay a portion of parking?

This is something Craig stated he would investigate regarding this.

Is it possible to deploy a person to keep vehicles moving in the garage as signage currently continues to state the garage is full?

Yes, they do have resources and are seeking additional staff and more signage. The old electronic signs that no longer work will be coming down and more way-finding signage is being looked at.

Elevator Issues: Currently there are 3 different contractors for this service. It will be streamlined into one contractor soon. If you experience any issues, please contact Service Burlington.

C. Kurmmer has been invited back in the Spring of 2024.

#### **4. Councillor's Report:** L. Kearns

Some highlights include:

Food Truck Festival: As of October 17, 2023, the City Manager was instructed to move the festival to a new location in 2024 and to decline future applications for Spencer Smith Park. The Events office has been asked to put an event application pause for that weekend until staff determine what type of festival is appropriate. More events need to be held in other Burlington parks that have recently been enhanced.

Holiday Market: the Holiday Market is not occurring in 2023. The Deputy Mayor of Engagement & Partnerships (Councillor Kearns) will be working in collaboration with the City Manager or delegate to explore and report back on partnership opportunities for the Burlington Holiday Market.

Civic Square Renewal: Councillor Kearns is looking for input on the redevelopment of Civic Square. Some intended final design objectives for the renewal include enhanced community connectivity, preserving and enhancing nature, bringing together arts & culture through festivals, events, and ceremonies. ( [Getinvolvedburlington.ca/civicsquare](http://Getinvolvedburlington.ca/civicsquare) )

Goodbye Graffiti: Councillor Kearns is working on a cost-share program to remove graffiti from both public and private property. Also looking into an \$80 per month service that will scan and remove needles.

Beautification: Lisa is working to secure a seasonal beautification coordinator through Roads , Parks and Forestry in 2024. Responsibilities will include: tending to micro litter,

additional weeding and related duties in the public realm downtown. This request for a seasonal resource will be tabled through City budget sessions in November.

Bright Nights: Additional funding for Civic Square and the Elgin Promenade in Lot #5 including trees, lights, and decorations to complement the event. Currently City Hall does not decorate for the holiday season. Full power-point report in November Trello.

Homelessness in Burlington: Councillor Kearns spoke about the homeless and tent communities. Burlington has met all criteria for social services required to have the tents removed with no-trespassing laws.

Ward 2 Staffing: Councillor Kearns is seeking a new Councillor's Assistant. The deadline for applications closes November 5<sup>th</sup>, 2023.

Please refer to [www.getinvolvedburlington.ca](http://www.getinvolvedburlington.ca) for more information.

**5. 2024 Budget Process Overview:** B. Dean

B. Dean stated that during October and November staff have been preparing 2024 budget recommendations. In late November staff and Executive will be meeting with the city's Finance Department to find out where we stand with write-offs and supplements. It is hoped the 2024 budget can be approved at, or before, the January 2024 meeting.

Councillor Kearns stated she will have more information regarding the part-time beautification clean-up person in mid-November.

B. Dean reviewed how the BDBA levy is calculated and the past 4 years of levy increases, in one case it was 0%. Please refer to Budget Introduction in November's Trello list.

Staff Direction:

Recommend taking a deep dive into the Gift Card Program in February 2024. Staff to prepare a detailed report of all expenses and revenues.

**6. New Business:**

- On December 5<sup>th</sup>, Committee & Council will approve permanent guidelines for the Patio Program. B. Dean is currently working with the staff leads to learn if a program of matching funds can be included in the 2024 package for applicants (following the model of Café TO)
- The BDBA is in discussions with Halton Regional Police and the Community Service Unit in relation to homelessness, drug paraphernalia and overall business safety. It is hoped to have them at a Directors' meeting early in Q1 2024.
- The next Business Mix is Thursday November 9<sup>th</sup> at the Blk Swan. Please RSVP to J. Jones.
- Friday November 24 is the Candlelit Stroll. B. Dean asked for assistance with this event. The event will hire resources in 2024.

- 7. Next Meeting: Wednesday December 6<sup>th</sup>, 2023, 8:00 am  
Boardroom 414 Locust Street and Zoom**
  
- 8. Adjournment 10:15 am.**