



**BURLINGTON DOWNTOWN BUSINESS ASSOCIATION
BOARD OF DIRECTORS MEETING ~ IN PERSON & ZOOM
WEDNESDAY SEPTEMBER 14, 2022**

Present: S. Bell, L. Bouchard-Bain, B. Glazier, P. Skoretz, A. Ucar, D. Walker,
B. Wodhams and Councillor Kearns
Present via Zoom: M. Eade (BDBA) J. Brander (COB) and K. Demoe (Ward 2 Candidate)
Staff: L. Birmingham, B. Dean and A. Policicchio
Regrets: S. Bell, S. Peachey and E. Vine
Guests: T. O'Brien Ward 2 Candidate
J. Jones – BDBA Membership Coordinator

1. Call to Order 8:02 am by B. Wodhams

Ali Ucar announced a conflict of interest with Item #8 Holiday Market

2. Welcome Ward 2 Candidates

The Board welcomed new Ward 2 Candidates, Keith Demoe and Tim O'Brien to the table and introductions were made.

3. Approval of Board Minutes: Wednesday June 1, 2022

Motion by: L. Bouchard-Bain Second by: B. Glazier
"To approve the minutes of Wednesday June 1, 2022, as presented."
Motion Carried

4. Special Business Coordinator Update: J. Brander

Introduction to Jason Brander, the new Special Business Coordinator, who offered a brief summary of his history.

- Staff report on September 13 to Committee recommended receiving and filing community planning department report regarding the future of the Patio Program update for Q3 2022. The intent is to provide an update for the next steps for the project.

On September 9, 2022, a meeting was held with members of the Burlington Restaurant Assoc. to discuss the project, survey and next steps.

A survey is being conducted going out to affected businesses and residents. Councillor Kearns would like the survey to be modified before it goes out. There is a one-month time period for the survey to the public.

Preparation of draft city-wide patio guidelines and program structure will be reported to Council in advance of the 2023 patio season. Q1 2023-onward. On going monitoring and refinement of policies, regulations and guidelines will continue.

Discussion regarding when this will be approved as restaurateurs need a substantial amount of time to prepare for the patio season. J. Brander stated approval will be given in December 2022.

There was also a discussion regarding the \$5M insurance premium, which is incredibly high for most restaurateurs and this is a great concern. It was suggested that Legal, Zoning and Building be at the table as this is where many roadblocks occur. This will help to streamline the process.

- Planning & Development: Currently there are 16 active development files in the BDBA area. There has been only one change since the last BDBA Board meeting.

* A full report is stored in Trello, September 2022 for your review.

5. Councillor Report: Councillor Kearns

- The application for 2020 Lakeshore Road has been refused and now is in appeal.
- Pre-application for 688-698 Brant Street has been submitted with an 11-storey mixed used building including 312 units with 12 townhouse units. A virtual meeting will take place on September 29th from 7-9pm.

* Please see full report as Appendix.

- Please email ward2@burlington.ca to sign up for the Councillor Kearns' newsletter.

6. Treasurer's Report: S. Bell / L. Birmingham

L. Birmingham gave the report in S. Bell's absence.

- Staff will be preparing the 2023 budget in September and October and will present the Board for the first review in November.

- The Gift Card program currently has 63 businesses signed up and there has been a total of almost \$10,000 sold to date. \$2400 has been bought by the BDBA for promotion and giveaways. The program is over-budget by \$5,313 at this time. A corporate sales program for late 2022 and the full year 2023 was mentioned and more details will follow in November.

- Major changes to staff and programming has resulted in some budget lines to be over-budget. I.e.: Brian obtained a Social Media person due to the departure of S. Statham. This will put the Social Media budget over by \$40,000

- The BDBA has lost the Chamber as our host of Zoom and we have purchased our own.

- The events revenue shows a figure of \$35,000 as of September and will easily exceed the \$50,000 target.

* Councillor Kearns reported the City has a multi-year budget simulation will increase as low as 2.9% - 4.9% The Region will most likely have a 3% increase in budget for 2023.

7. My Main Street Accelerator Program Update

Item deferred. However, there is a report in Trello September 2022 for your reference.

8. Burlington Holiday Market: B. Dean / L. Bouchard-Bain
Ali Ucar has declared a conflict of interest for this item.

B. Dean is requesting the Board to reconsider the Burlington Holiday Market sponsorship. In May 2022 staff sought direction of the preferred model. This included doubling the amount of BDBA vendors and paying half of the cost with the vendor paying the other half as opposed to paying the BDBA vendor cost in full. However, at this time, the budget can support full payment of downtown members committing to the market. Members are required to submit a \$100 deposit that will be returned to them following the event.

Motion by: B. Wodhams Second by: L. Bouchard-Bain
"That staff report to the Burlington Holiday Market Board, a sponsorship reflecting payment of full fees for the 2022 Downtown business vendors. That these details be communicated to the successful Downtown applicants. Further that staff report back in Q2 2023 to the Board."

Motion Carried

** Note at the time of the motion there were insufficient number of voting members present to maintain a quorum. As such B. Dean was directed to conduct an E-vote of the Directors. This was conducted on Wednesday September 14.

Present were: B. Wodhams, P. Skoretz, L. Bouchard-Bain, D. Walker and B. Glazier
E-vote: M. Eade

Motion Carried

** Full report in Trello, September 2022

9. Downtown Streetfest Post Event Report: B. Dean / D. Lyle

B. Dean requested the Board to take the time to read the Streetfest Post Event Report. B. Dean will take recommendations to the Board of the Sound of Music this month and will report back to this Board in November with recommendations for the 2023 budget and event. D. Walker stated there was a great response from the members with this year's event.

10. New Business:

* A copy of the approved 2021 Financial Statement is in Trello September 2022

- The BDBA will not be having Treats in our Streets this year but rather *Falling For Downtown* has been created. This is a two-weekend event with activity areas from 11:00 am – 4pm.

The Board was notified there may not be a meeting in October and will be notified by e-mail with confirmation from the Chair.

**11. Next Meeting: Wednesday November 2, 2022 8:00 am
Boardroom 414 Locust Street and Zoom**

12. Adjournment 10:05 am