BURLINGTON DOWNTOWN

Meeting Minutes

Wednesday October 9th, 2026
10:30 a.m. – 1.00 p.m.
Pepperwood Bistro, 1455 Lakeshore Road

Present: Stephen Bell (Treasurer), Brian Dean (Executive Director), Thomas Wright (Vice-Chair), Directors Gardner, Glazier and Nadherny also attended at the invitation of Treasurer Stephen Bell and participated in discussion.

Meeting chaired by: Stephen Bell

Call to order: 10.10 a.m.

These notes summarize the discussion and proposed follow-up actions. No motions were introduced at this meeting; any direction requiring formal approval remains subject to Board approval.

Meeting purpose:

Treasurer called meeting to discuss several matters arising from the October 7 Board meeting

Board Conduct and Staff Engagement

The group discussed meeting decorum, communication from Directors toward staff, and the importance of maintaining civil, respectful and professional interactions consistent with applicable governance policies and the Board's adopted rules of procedure.

The discussion also identified a need to clarify the process through which concerns may be raised, how portfolio updates should be brought before the Board, and how Board direction is formally established.

The group considered whether staff attendance should generally be focused on portfolio updates and responding to questions relevant to matters before the Board. Broader deliberations concerning staff responsibilities, Board expectations, organizational direction or performance would be addressed through an appropriate process and, where necessary, separately from routine staff reporting.

Burlington Downtown Business Association
414 Locust Street, Suite 202 Burlington, Ontario L7S 1T7
905-333-9868
burlingtondowntown.ca @DTBurlingtonON

Proposed Actions (subject to Board approval):

- Add item: Board decorum and orderly conduct when engaging staff to the November 4 Board meeting agenda.

Beautification and Placemaking Strategy and Pilot Projects

Discussion focused on the interpretation of the Board's September 16 decisions regarding the Beautification Committee, the approved *Transform 2035: A 10-Year Beautification and Placemaking Strategy*, and the continuation of pilot projects.

The Board-approved motions confirmed that:

- The former Beautification Committee was sunset effective September 16, 2026.
- Responsibility for implementing and overseeing beautification initiatives, including the 2026 Winter Beautification Plan, remains with staff, with regular progress reporting to the Board.
- The 2026 pilot projects identified in *Transform 2035* may proceed, subject to staff capacity, municipal requirements, feasibility and approved funding.

Directors discussed the appropriate balance between Board oversight of strategic direction and staff responsibility for project execution. Views differed regarding the Committee's dissolution and the extent to which beautification resources should focus on lower Brant Street during the fourth quarter of 2026 and first quarter of 2027.

There was general discussion of prioritizing a successful winter beautification program on Brant Street, with the potential to inform phased improvements elsewhere Downtown in future years. The importance of explaining the broader value of these investments to the entire BIA membership was also noted.

The Music Zoo pilot project, developed in partnership with Burlington Performing Arts Centre, was reviewed, including its purpose, progress and supplier arrangements.

Updates were also provided on coordination with the City's Transportation team regarding decorative street poles. A pole inventory for Brant Street has been received, and discussions continue regarding pole allocation and the infrastructure needed to support the strategy.

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Proposed Actions (subject to Board approval):

- Table a review of the approved 10-Year Beautification and Placemaking Strategy at the November 4 Board meeting through an update the 2026 Health Check. Ensure that a costed overview of projects is included, estimated operating budget requirements and identification of projects that may require funding across multiple fiscal years.

- Continue coordination with the City regarding decorative pole allocation for winter placemaking projects.

- Consider engaging the broader BIA membership on beautification priorities at the Annual General Meeting.

Festival of Lights Proposal

A proposed $15,000 sponsorship involving strategically placed illuminated displays along lower Brant Street for the 2026–2027 winter season was discussed. The initial proposal was considered impractical and was not advanced to the Board by the Executive Director.

Following discussions with Festival of Lights representatives, a revised proposal was requested by S. Bell to address implementation challenges, including installations on public poles and private property, insurance and snow-clearing responsibilities.

A revised proposal is expected.

Proposed Actions (subject to Board approval):

Provide a progress report on the Festival of Lights proposal at the November 4 Board meeting, including its feasibility as a potential addition to the planned winter lighting program. Board to direct appropriate expense line to staff if approval to proceed obtained at Board meeting.

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Reserve Fund Policy

Revisions to the draft Reserve Fund Policy presented on October 7 were submitted. The changes respond to Board feedback that the original proposal would rebuild the Reserve Fund too quickly and impose an excessive levy burden on BIA members.

Proposed Actions (subject to Board approval): Incorporate the revisions into the ongoing review of the Reserve Fund Policy.

Meeting adjourned: 1:00 p.m.