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**SUBJECT:** Appointment to Downtown BIA Board of Directors

**TO:** Committee of the Whole

**FROM:** Legal and Legislative Services  
Legislative Services

Report Number: LLS-11-25

Wards Affected: N/A

Date to Committee: January 13, 2025

Date to Council: January 28, 2025

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### **Recommendation**

Appoint the following member to the Burlington Downtown Business Association (BDDBA) Board of Directors for a term to expire December 2032 or upon appointment of their successor:

- Julie Folch

### **Executive Summary**

The purpose of this report is to provide Council with the name of the individual recommended to fill the vacancy on the Burlington Downtown BIA Board of Directors. The Municipal Act, 2001 states in section 204 (3) that anyone selected by the BIA for the Board must be appointed by the municipality.

# Recommendation Report

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## Background

The Burlington Downton Business Association (BDBA) was established in 1979 with 7 board members. In July 2023 the membership composition was amended to up to twelve members, including one member of Council.

The Municipal Act, 2001 states in section 204 (3) that anyone selected by the BIA for the Board must be appointed by the municipality:

### “Composition

- (3) A board of management shall be composed of,
- (a) one or more directors appointed directly by the municipality; and
  - (b) the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality. 2001, c. 25, s. 204 (3).”

Due to the recent retirement of a Board Director, the Board has elected to fill the vacancy with a new resource. At the December 4, 2024 meeting for the Board of Directors the following individual was approved by the Board:

- Julie Folch

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## Analysis

The Board appointments are conducted by the Burlington Downtown Business Association and require Council endorsement. The board will be informed once the member has been approved by Council. Further communications regarding membership is the responsibility of the Board. Through the work to review and develop this report, staff have connected with the BIA administration. Maintaining this working relationship will support the day-to-day governance of this board.

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## Recommendation Details

Directors are appointed to the BDBA Board for a term of two consecutive 4-year terms from the time of appointment, per the terms of the BDBA Constitution.

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## Key Dates & Milestones

At the December 4, 2024 meeting of the Board Directors Julie Folch was approved for Directorship by the Board. The term will come into effect at the time of appointment and will end December 2032.

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## Strategic Alignment

- Designing and delivering complete communities
  - Providing the best services and experiences
  - Protecting and improving the natural environment and taking action on climate change
  - Driving organizational performance
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### Appendices:

A. Letter from Downtown BIA regarding member appointments

### Notifications:

Brian Dean, Executive Director, Burlington Downtown Business Association  
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### Report Approval:

All reports are reviewed and approved by the Commissioner, Head of Corporate Affairs, Chief Financial Officer, and Commissioner of Legal and Legislative Services/City Solicitor.