



**BRONTE BUSINESS IMPROVEMENT AREA (BIA)  
2360 Lakeshore Road West, Oakville**

**ANNUAL GENERAL MEETING**

**MINUTES OF THE ANNUAL GENERAL MEETING OF MEMBERS** of Bronte Business Improvement Area (BIA), held virtually on Tuesday, November 24, 2020, at 10:00 a.m.

**Representing the Board of Directors**

Cheryl Etherington, CGA	Chair
Shannon Fogarty, Tim Hortons	Treasurer
Paul Cates, Property Owner	Director
Sean O'Meara, Councillor, Halton Region and Ward 1	Director
Rose Luxton, Lakeside Livin	Director
Rano Dandybaeva, The Flavour Fox	Director

**Representing Voting Members**

Gary Reed	Property Owner
John Piper	McDonald's
Sherril Wright	RBC
Jesse Rodrigues	Filideria Salon
Andrea Verasamy	Strategic Wealth

**Guests by Invitation**

Beth Robertson	Councillor, Ward 1
Sharla Farrell	Digital Main Street Squad Member
Tiana Rodrigues	Filideria Salon
Barbara Keeley-Watt	Bronte Harbour Yacht Club

**Representing Management**

Maureen Healey	Executive Director, Bronte BIA
Pravaen Birk	Membership & Communications Coordinator, Bronte BIA

**Recording Secretary**

Lynn Clay	Recording Secretary, INaMINUTE Ltd.
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## **1.0 WELCOME AND CALL TO ORDER**

Due to the COVID-19 pandemic, the Annual General Meeting (AGM) for Members was held virtually by online videoconference.

C. Etherington, presided as meeting Chair and detailed the videoconference rules of etiquette to be followed for the virtual meeting. Participants were asked to rename themselves onscreen to identify if they were voting members. To make motions, videoconference attendees were instructed to wave their actual hand and teleconference attendees were instructed to unmute their phones to verbalize the motion. Those opposing a motion were to verbalize their opposition and silence would be seen as support.

The Chair called the meeting to order at 10:04 a.m. and welcomed everyone to the AGM, noting that it was nice to get together as best they could during the challenging COVID-19 times.

In accordance with the Bronte Business Improvement Area Constitution, quorum for the AGM or any Special Meeting would be 10 members. With 11 members in attendance, the Chair declared that meeting quorum had been achieved. No conflicts of interest were declared by any of the participants. The meeting package had been distributed the prior week.

The Chair introduced herself, the Board of Directors, the Town Councillor representatives, Management staff, and the Recording Secretary.

## **2.0 APPROVAL OF AGENDA**

The agenda had been distributed in the meeting package.

*On a **MOTION** by Sean O'Meara, **seconded** by Paul Cates, **it was resolved** to approve the presented agenda.*

***The motion was carried.***

## **3.0 APPROVAL OF PAST ANNUAL GENERAL MEETING MINUTES**

The minutes of the Annual General Meeting held on March 20, 2019 had been distributed in the meeting package.

*On a **MOTION** by Paul Cates, **seconded** by Rano Dandybaeva, **it was resolved** to approve the minutes of the Annual General Meeting held on March 20, 2019, as presented, and to adopt the minutes to record.*

***The motion was carried.***

#### **4.0 TOWN OF OAKVILLE AND COVID-19 UPDATE**

The Chair invited Sean O'Meara, Ward 1 Councillor and Bronte BIA Board Director, to provide a Town and COVID-19 response update.

The Councillor updated on the current COVID-19 confirmed case numbers for Halton Region and Oakville, detailed what was permitted in the current red stage, and noted that the area was one (1) step away from the grey lockdown stage. The Councillor stated that everyone was working to keep the case numbers below the critical threshold and acknowledged that businesses had incurred considerable costs and time to protect their employees and the public, which he hoped would continue. It would be a few more months before an end would be seen and the Councillor thanked the membership for their patience and understanding through the COVID-19 pandemic.

The Town would hear 2021 budget delegations on December 1 and 3, 2020 in advance of the budget being approved by Council. The membership could send emails in regard to the budget to Councillor O'Meara or Councillor Robertson or to [clerk@oakville.ca](mailto:clerk@oakville.ca).

Due to the \$17 million loss in 2020 revenues, Council was focused on reducing spending and would be required to cut some services and implement a property tax increase in line with the rate of inflation. The 2022 and beyond budgets would include more difficult decisions as federal and provincial government support was not expected to be offered to meet the operational budget requirements.

The Councillor provided an update on the status of the various developments in the community. The Town's winter activity manifesto would see more skating rinks and outdoor activity spaces being activated over the next months, which supported the Bronte BIA's chair program as a way to enjoy time outside.

A recognition event for Councillor Ralph Robinson was being organized by the Town, to be held outdoors in early summer 2021.

The Councillor concluded by saying that both he and Councillor Robertson were available if the members needed them to advocate on their behalf.

The Chair thanked Councillor O'Meara for reporting to the membership.

#### **5.0 2019 & 2020 YEARS IN REVIEW REPORT**

The Chair noted that the 2020 AGM would normally have been held in spring 2020, but it had been delayed due to the COVID-19 pandemic, resulting in 2019 feeling like a long time ago.

The Chair highlighted 2019, as follows:

- the BIA office had moved to its current location;
- Lake Notes weekly concert series, sponsored by RBC, had been held for the second year;

- beautification investment included hanging flower baskets, banners, decorative lighting and planters;
- the BIA hosted the third *At Home in Bronte* Muskoka chair project with 50 community groups and businesses participating; and
- Maureen Healey was hired as the Executive Director, to replace Ann Sargent who retired after 14 years with the association.

The Chair welcomed questions or comments from the members. There were none.

## **6.0 PRESENTATION OF THE 2019 AUDITED INANCIAL STATEMENTS**

The Treasurer for the Board, Shannon Fogarty, noted that the 2019 Audited Financial Statements prepared by KPMG had been included in the meeting package. The Treasurer commented that there had been no anomalies or discrepancies to report. In March 2020, the Board of Directors reviewed the draft audited financial statements and approved them. Town Council provided the final approval in July 2020.

*On a **MOTION** by Shannon Fogarty, **seconded** by Paul Cates, **it was resolved** to receive the audited financial statements for the year ended December 31, 2019, as presented.*

***The motion was carried.***

## **7.0 APPOINTMENT OF AUDITOR FOR 2020**

The Treasurer detailed that the Board contracted the services of an outside consultant to audit the financials in accordance with the Town of Oakville’s auditing process for Boards and Committees.

*On a **MOTION** by Shannon Fogarty, **seconded** by Sean O’Meara, **it was resolved** that KPMG LLP be appointed Auditor of the Corporation, to hold office until the close of the next Annual General Meeting of the members, or until their successors were appointed, at a remuneration to be fixed by the Board and that the Board was hereby authorized to fix such remuneration at a duly called meeting of the Board.*

***The motion was carried.***

## **8.0 NEW BUSINESS**

### **8.1 2020 Operating Plan and Budget**

The Chair referred to the 2020 Operating Plan and 2020 Budget, which had been included in the meeting package. The Board had approved the plan and budget in March 2020 and, due to the impacts of COVID-19, had approved an updated plan and budget in April 2020. The strategic goals were to create a distinctive sense of place in Bronte, to make Bronte walkable, bikeable and livable, to ensure Bronte was a hub for high quality jobs and unique businesses that serviced the local community, and to engage BIA members, stakeholders and staff in the well-being and success of the association.

The Chair outlined initiatives in the 2020 Operating Plan in support of the strategic goals:

- Working as part of the Economic Recovery & Resiliency Group with the other BIAs, Chamber of Commerce, Visit Oakville, Halton Small Business and the Town's Economic Development staff to manage the impacts of COVID, including quickly expanding patio options for restaurants, running a Town-wide *Welcome Back, Oakville* campaign, and advocating on behalf of our members;
- Purchasing new year-round banners that complement winter decorative lights and summer planters and Canada flags;
- Within health & safety guidelines, promotion of the district through social media and print advertising;
- Replacing the BIA website to make it more user-friendly and easier for staff to update and hiring of a summer student with a Canada Summer Jobs grant to update the contact list of property owners and tenants; and
- The hiring of 6 local artists to paint chairs when the Summer version of the *At Home in Bronte* Muskoka chair project that engages community groups to paint chairs couldn't run. Chairs are installed throughout the district and Waterfront Park and will be promoted through March 2021 to encourage locals to get outside this winter, visit our businesses and enjoy the artwork.

The Treasurer advised that the 2020 Budget had been approved by the Board in April 2020 and by Town Council in May 2020. The Treasurer highlighted the 2020 budget, as follows:

- a tax levy of \$344,506 was a zero percent increase over 2019;
- no sponsorship, grant or event revenue from the Town or outside partners was included;
- administrative costs were reduced where possible;
- funds were reallocated to marketing and beautification projects; and
- reserves were not accessed.

*On a MOTION by Shannon Fogarty, seconded by Rano Dandybaeva, it was resolved to receive the 2020 Operating Plan and Budget, as provided.*

*The motion was carried.*

## **8.2 2021 Operating Plan and Budget**

The Chair noted that due to the timing of this AGM, the 2021 Operating Plan and Budget could be presented, and had been included in the meeting package.

The strategic focus remains to make Bronte a unique destination and to engage the membership. A visioning exercise that will create a collective dream of what the district will look, feel, taste and smell like over the next 20 years, in partnership with non-profit 8 80 Cities, will be done in 2021 and all members were encouraged to be involved.

The Chair commented that, as main street businesses became impacted by COVID-19 restrictions, the importance of Business Improvement Areas like Bronte to advocate for the member businesses became apparent.

The Treasurer advised that the 2021 Operating Plan and Budget had been approved by the Board in October 2020 and was expected to be approved by Town Council in December 2020, which was earlier than the usual timing.

The Treasurer highlighted the 2021 budget as follows:

- tax levy of \$351,500 was a two 2% increase in line with the Town's recommended cost of living increase and to ensure that the BIA did not lose ground with rising expenses;
- inclusion of some grant funding for COVID-related projects from external partners;
- an investment of \$30,000 from the reserves for the visioning project; and
- maintenance of funds for marketing and beautification.

*On a **MOTION** by Shannon Fogarty, **seconded** by Rano Dandybaeva, **it was resolved** to receive the 2021 Operating Plan and Budget, as provided.*

***The motion was carried.***

## **9.0 ADJOURNMENT OF MEETING**

The Chair thanked everyone for attending the 2020 AGM and wished all a good day.

*On a **MOTION** by Paul Cates, **seconded** by Shannon Fogarty, **it was resolved** to terminate the Annual General Meeting of the Bronte BIA at 10:33 a.m., as there was no further business to conduct.*

***The motion was carried.***