



**BRONTE BUSINESS IMPROVEMENT AREA (BIA)**  
2360 Lakeshore Road West, Oakville  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
Tuesday, January 26, 2021 at 10:00 a.m.

**Board Members**

Cheryl Etherington, CGA	Chair
Paul Cates, Property Owner	Director
Rose Luxton, Lakeside Livin	Director
Rano Dandybaeva, The Flavour Fox	Director
Sherril Wright, RBC	Director

**Regrets**

Shannon Fogarty, Tim Hortons	Treasurer
Sean O'Meara , Councillor, Halton Region and Ward 1	Director
Dania Smiley, Dania Latina Salon	Director

**Management**

Maureen Healey      Executive Director, Bronte BIA

**Invited Guests**

Beth Robertson      Councillor, Ward 1 (*arrived at 10:35 a.m.*)  
Lynn Clay      Recording Secretary, INaMINUTE Ltd.

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**1.0      CALL TO ORDER**

Due to the COVID-19 pandemic the meeting was held by videoconference.

With a quorum of Directors present, C. Etherington presided as Chair and called the meeting to order at 10:04 a.m.

The Chair welcomed S. Wright and D. Smiley to the Board of Directors and noted that Councillors O'Meara and Robertson were attending a last-minute council meeting and would join the BIA meeting later, if able.

**2.0      APPROVAL OF AGENDA**

*On a MOTION by S. Wright, seconded by P. Cates, it was resolved to approve the presented meeting agenda.*

*The motion was carried.*

### **3.0 APPROVAL OF MINUTES**

The Board reviewed the October 27, 2020 meeting minutes for errors and omissions.

*On a **MOTION** by P. Cates, **seconded** by R. Dandybaeva, **it was resolved** to approve the minutes of the Board of Directors' meeting held on October 27, 2020, as presented.*

***The motion was carried.***

### **4.0 REPORTS**

#### **4.1 Financial**

##### **4.1.1 December 2020 Income Statement and Balance Sheet**

The Board received the comparative income statement and balance sheet for the period ended December 31, 2020. Management, in place of the Treasurer, for benefit of the new Board Directors, provided an overview of the BIA's financial approval process. Management noted all levy funds were received by the Town by October 31, 2020, so reserves were not required to support cash flow. Revenue was \$22,602 higher than budgeted due to \$0 tax revenue write-offs, \$8,000 in grant funding for the At Home project and \$4,300 for a Canada Summer Job grant. Overall, expenses were \$3,885 under budget. Combined there is an estimated surplus of \$26,487; the audit process would finalize the amount. The surplus needs to be transferred to the operational reserve to be used for future investment and/or unexpected loss of revenue. In response to a Director question, Management advised that the town had commented that having a reserve equivalent to 1/3 of the operational budget was good, but the exact amount is not mandated.

*On a **MOTION** by S. Wright, **seconded** by P. Cates, **it was resolved** to transfer the 2020 surplus to the reserve fund.*

***The motion was carried.***

*On a **MOTION** by S. Wright, **seconded** by P. Cates, **it was resolved** to receive the December 2020 income statement and balance sheet, as presented.*

***The motion was carried.***

##### **4.1.2 2021 Budget – Revised**

A budget revised to include the 2020 actuals was reviewed by the Board. The Board had previously approved the 2021 proposed budget in October 2020 with preliminary actuals. The town is expected to approve the revised budget in February 2021. In response to a Director question, Management advised that the marketing /advertising account would cover social media, member communication, website, advertising and graphic design expenses, noting that there were no special events planned for 2021.

*On a **MOTION** by P. Cates, **seconded** by R. Dandybaeva, **it was resolved** to approve the revised 2021 operating budget for Bronte BIA, as presented.*

***The motion was carried.***

## **4.2 Operating Plan – December Updates**

December 2020 Operating Plan updates were included in the meeting package. Management highlighted that the website was slightly delayed from its 2020 year-end completion and would be launched within the next two (2) weeks. There had been no movement to date on the parking issue. This item, along with the Empire / Sobeys parking and towing item, had moved forward into the approved 2021 Operating Plan. Also, the visioning process started at the end of 2020 and was carried over as a major project for 2021.

## **4.3 Visioning Process**

The Board had previously approved as part of the 2021 Operating Plan and Budget, a \$30,000 investment in a visioning process and a partnership with non-profit 8 80 Cities. The Board reviewed the Memorandum of Understanding (MOU) contract and addendum with 8 80 Cities for the visioning process. Management named the project advisory committee members who would advise on the initial objectives, provide oversight and ensure the project remained on track. Members include local councillors, BIA board member, member businesses, residents and town staff in economic development and planning. A scoping workshop would be held this week. Engagement with a wide range of stakeholders would be key component of the visioning process and may be done through zoom focus groups, online surveys, in-person meetups in the park, if permitted, and display boards set up in stores.

*On a MOTION by S. Wright, seconded by R. Dandybaeva, it was resolved to approve the Memorandum of Understanding (Agreement) between the Bronte BIA and 8 80 Cities, as presented.*

*The motion was carried.*

## **4.4 Economic Recovery and Resiliency Committee Updates**

Management updated that the Committee continues to meet every two (2) weeks, and was working collectively on issues, including advocating for patios, directing members to support services at the Halton Small Business Centre and the Taste of Oakville program.

*B. Robertson arrived at the meeting at 10:35 a.m.*

## **4.5 Town Update**

This item was deferred.

## **5.0 NEW BUSINESS**

### **5.1 2021 Operating Plan**

The 2021 Operating Plan, which had been approved by the Board and accepted by the membership at the Annual General Meeting, was included in the meeting package. Management would provide the Board with status updates monthly as the year progressed. A Board Director noted the plan include directing opportunities towards the park.

**5.2 Appointment of Vice Chair**

The Chair commented that the Vice Chair position had been vacant for the last year.

*On a MOTION by P. Cates, seconded by R. Luxton, it was resolved to appoint Sherril Wright as Vice Chair of the Board of Directors, for the remainder of the term.*

*The motion was carried.*

The Board congratulated S. Wright.

**6.0 COMMENTS / ANNOUNCEMENTS**

**6.1 Lakeshore Redevelopment Project – Status**

B. Robertson read aloud to the Board the recently released town update regarding the Lakeshore Road West Improvement project. A letter would be sent out to area residents and project stakeholders in the next few days. The project would consider current and future traffic conditions and improved access for cycling, pedestrian and vehicular traffic. Proposed design concepts would maintain connectivity, trees, and proportions of the existing roadway. Public consultations of the final designs would be held and the designs would be available for viewing. B. Robertson commented that the Bronte portion would be worked on ten (10) years into the project and advised that she had requested the town advise what they would do to ensure the Bronte portion be maintained during that time, so it would not deteriorate, as this was a tourist area. No response had been received as yet from the town. This item would be monitored.

**7.0 NEXT MEETINGS**

The 2021 Board of Directors meetings, to be held by online videoconference from 10:00 a.m. to 11:00 a.m., were scheduled for the following dates:

- Tuesday, February 23, 2021;
- Tuesday, March 23, 2021;
- Tuesday, April 27, 2021;
- Tuesday, May 25, 2021; and
- Tuesday, June 22, 2021.

**8.0 ADJOURNMENT**

As there was no further business to conduct, the Chair declared the meeting closed at 10:46 a.m.

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Director

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Date

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Director

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Date