



BRONTE BUSINESS IMPROVEMENT AREA (BIA)

2360 Lakeshore Road West, Oakville

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Tuesday, April 26, 2022 at 8:00 a.m.

Board Members

Sherril Wright, RBC	Vice Chair
Shannon Fogarty, Tim Hortons	Treasurer
Rose Luxton, Lakeside Livin	Director
Rano Dandybaeva, The Flavour Fox	Director
Paul Cates, Property Owner	Director
Ryan Mascarenhas, Goldwyn & Sons	Director
Sean O'Meara, Councillor, Halton Region and Ward 1	Director

Regrets

Cheryl Etherington, CGA	Chair
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Management

Maureen Healey	Executive Director, Bronte BIA
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Invited Guests

Lynn Clay	Recording Secretary, INaMINUTE Ltd.
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The meeting was held virtually.

1.0 CALL TO ORDER

With quorum present, S. Fogarty presided as Chair and called the meeting to order at 8:01 a.m.

2.0 APPROVAL OF AGENDA

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

The motion was carried.

3.0 APPROVAL OF MINUTES

On a **MOTION** by R. Dandybaeva, **seconded** by P. Cates, **it was resolved** to approve the minutes of the Board of Directors' meeting held on March 22, 2022, as presented.

The motion was carried.

4.0 **REPORTS**

4.1 **Financials**

The Board received written financial reports from the Treasurer, S. Fogarty.

4.1.1 2022 Budget – March Updates

The Treasurer advised that 2022 budget had been approved by the town in January 2022, that the first levy installment had been received in February 2022, and that the second installment was expected to be received at the end of April 2022. The reserves included an amount equal to four (4) months of Operating expenses to cover any unexpected outlay. The monies from the My Main Street grant, which had been awarded for 2021 and received in February 2022, were in the reserves and would be spent in 2022. Investments were in four (4) GICs.

*On a **MOTION** by S. Fogarty, **seconded** by S. Wright, **it was resolved** to receive the March 31, 2022 income statement and balance sheet, as presented.*

The motion was carried.

4.1.2 2021 Draft Audited Financial Statements

KPMG had provided a clean audit opinion. Page 7 of the audit report detailed the receipt of the unplanned My Main Street grant revenue and the resulting surplus monies. The expense titles had been updated to align with the operating plan and budget headings.

*On a **MOTION** by S. Fogarty, **seconded** by S. Wright, **it was resolved** to approve the draft 2021 audited financial statements, as presented.*

The motion was carried.

4.2 **Operating Plan**

4.2.1 March 2022 Update

The Board received a written report of March 2022 updates. Management noted that applications were being received for the community investment and sponsorship program, and contracts would be signed this week beginning with six (6) not-for-profit groups. If there was interest from groups beyond the budgeted \$25,000, the BIA had monies from the At Home Project/My Main Street grant. Management noted that the sponsorship program was appreciated as many groups that relied on volunteers had lost their momentum during the COVID-19 pandemic.

The Board discussed the previously offered Lake Notes music concert series and questioned if anything could be done to support the return of this popular program. Management confirmed that an application had been received by a for-profit organizer for Lake Notes, with a \$15,000 sponsorship request. The proposal included all details so a special meeting with the Board would not be needed. The Board commented that time to move on the applications was critical now for some groups.

*On a **MOTION** by S. Wright, **seconded** by P. Cates, **it was resolved** that Management be instructed to resurrect the Lake Notes proposal and to review the application and consider the \$15,000 sponsorship request as a legacy project as part of this year's community investment/sponsorship program.*

The motion was carried.

Two external funding grants had been applied for, unsuccessfully. A third grant was in process of being applied for, with the award to be advised in June 2022. Management had connected with the four (4) property owners/developers and provided an update on the status of their construction project dates and the leasing impacts to their tenants. The BIA had spoken with all affected tenants and were assisting the tenants to find space to remain in the community. The BIA was focussed now on economic development and were working with the 360 Collective group to update the inventory of businesses, property owners and targeting businesses missing from the BIA.

*On a **MOTION** by R. Dandybaeva, **seconded** by R. Mascarenhas, **it was resolved** to receive, as presented, the March 2022 Operating Plan Update Report.*

The motion was carried.

4.3 Town Update

Councillor S. O'Meara provided an update that included the following:

- a negotiation settlement as part of the appeal by the Developer for the 77 East Street project would be open for the public to hear on May 2, 2022;
- there was a push to get the Bronte Market Square finished and open for the Victoria Day weekend;
- continued to oppose the application by 7-Eleven for an alcohol license;
- repairs were being made to the concrete around the Boathouse (formerly the Compass) Restaurant; and
- council approved to have staff report back on a comprehensive streetscape change for Lower Bronte Road from Lakeshore Road to the boardwalk.

*On a **MOTION** by S. Wright, **seconded** by P. Cates, **it was resolved** to receive, as presented, the Town Update Report.*

The motion was carried.

5.0 NEW BUSINESS

5.1 Municipal Elections

The call for candidates to run in the municipal election would be issued May 2, 2022; the election is Fall 2022. Management reminded the Board that the BIA was a local board of the town and followed the guidelines, policies, procedures, and including the "Use Corporate Resources during Municipal Elections Procedure" code of conduct.

On a **MOTION** by P. Cates, **seconded** by S. Wright, **it was resolved** that the Board agreed to follow the town's procedures and reaffirmed its adoption of the Oakville's Use of Corporate Resources During Municipal Elections Procedures.

The motion was carried.

5.2 Bronte BIA Board Elections Process

This item was detailed in item 5.1. This item had been included for the information of the Board and would be discussed further at next meetings with elections for the BIA Board opening in September 2022.

6.0 COMMENTS / ANNOUNCEMENTS

6.1 Update on 360 Collective Project

In response to a Board Director question, Management provided an update on the status of the 360 Collective. The project was at about the halfway point, information was being collected in the field now and the retail inventory and marketing materials completed by June 2022. Management would provide an update at the next meeting.

7.0 NEXT MEETINGS

The next Board of Directors meetings, to be held at 8:00 a.m. by videoconference, were:

- Tuesday, May 24, 2022
- Tuesday, June 28, 2022

Proposed subsequent meeting dates were as follows:

- July 26, 2022 (as a BOD meeting or a social event)
- September 27, 2022
- October 25, 2022
- November 22, 2022

8.0 CLOSE

With no further business to conduct, the Chair declared the meeting closed at 8:41 a.m.

Director

Date

Director

Date