



**BRONTE BUSINESS IMPROVEMENT AREA (BIA)
MINUTES OF THE BOARD OF DIRECTORS' MEETING**

BIA Boardroom, 2360 Lakeshore Road West, Oakville
Tuesday, January 10, 2023 at 8:00 a.m.

Board Members

Cheryl Etherington, Cheryl Etherington CGA	Director
Rose Luxton, Lakeside Livin'	Director
Amal Helbah Dawson, RBC - Bronte Branch	Director
Nina Duong, Nina Duong Haute Couture	Director
Diane Bertolin, Alliance Properties/Residences of Bronte Lakeside	Director
Prabh Banga, Shoppers Drug Mart Bronte	Director
Sean O'Meara, Councillor, Halton Region and Ward	Director

Management

Maureen Healey Executive Director, Bronte BIA

Invited Guests

Jonathan McNeice Councillor, Ward 1
Lynn Clay Recording Secretary, INaMINUTE Ltd. (*via telephone*)

1.0 CALL TO ORDER

With quorum present, Acting Chair C. Etherington called the meeting to order at 8:06 a.m.

1.1 Land Acknowledgement

The Chair acknowledged that Bronte was located on the treaty lands and territories of the Mississaugas of the Credit.

1.2 Introductions

A round table introduction of all attendees was conducted.

1.3 Orientation

The Chair provided an overview of how the meetings would operate and the expectations for Board Director behaviour and meeting attendance. Each Director would sign the Bronte BIA Code of Conduct, as agreement of their commitment to the Board. Management would distribute an orientation manual to the Board prior to the next meeting, for each Director's reference.

2.0 APPROVAL OF AGENDA

*On a MOTION by D. Bertolin, seconded by S. O'Meara, it was resolved to approve the presented agenda.
The motion was carried.*

3.0 DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were declared.

4.0 APPROVAL OF MINUTES – NOVEMBER 22, 2022

*On a MOTION by S. O'Meara, seconded by R. Luxton, it was resolved to approve the minutes of the Board of Directors' meeting held on November 22, 2022, as presented.
The motion was carried.*

4.0 NEW BUSINESS

4.1 Proposed 2023 Operating Plan

The Board received the proposed 2023 Operating Plan. The Plan goals had been derived from the Bronte Forward! community visioning exercise. Management highlighted for the Board the key goal items and BIA priorities. A Board Director suggested, regarding engaging Members, that a business after hours event could be held for Members through the year, perhaps to be hosted by a new business. In response to a Board Director comment that parking be added to development lands on hold pending permit approvals, Councillor O'Meara responded that there may be insurance issues, that development approvals may be fast-tracked by the province, and that he, Councillor McNeice and Management were working with the town on a parking plan.

4.2 Financials

4.2.1 Proposed 2023 Budget

The Board received the 2023 budget draft and accompanying budget memo. Management highlighted the comments noted in the budget memo and detailed the proposed budget. The budget draft included related costs for each of the Operating Plan goal categories.

Management requested Board direction regarding cost of living and merit increases for the staff payroll category. Discussion was documented in the private and confidential minutes.

Management acknowledged that this was new for many of the Board Directors, however this Board was responsible for approving both documents. The previous Board had reviewed the budget and Operating Plan drafts and had suggested some changes which had been incorporated in this draft.

A Board Director suggested that it was time for the Board to complete a governance review of the constitution, possibly to be facilitated through a third-party facilitator. Management agreed to explore and offered that any changes could be part of the spring 2023 AGM.

*On a **MOTION** by P. Banga, **seconded** by R. Luxton, **it was resolved** to approve, as presented, the 2023 Operating Plan.*

The motion was carried.

*On a **MOTION** by D. Bertolin, **seconded** by N. Duong, **it was resolved** to approve the 2023 budget with inclusion of a 3% tax levy increase.*

The motion was carried.

The Board-approved 2023 budget would ultimately be approved by the town in late February.

4.2.2 2022 Audit

For the information of the Board, Management advised that the audit process would begin in February 2023. KPMG, the auditor supplied by the town, would present the audited statements to the Board in April 2023, for approval.

4.3 Proposed Officers Slate

The Board reviewed the Directors proposed as officers/executive for the 2023-2026 Board term. The Chair asked if any other Directors wanted their names to be considered for the positions, noting that an election would then be held. No additional names were proposed.

*On a **MOTION** by R. Luxton, **seconded** by S. O’Meara, **it was resolved** to appoint the following Board officer roles, to serve for the 2023-2026 Board term or until he/she resigned or was removed from the role by a majority vote of the Board:*

- Cheryl Etherington as Chair;
- Prabh Banga as Vice Chair;
- Amal Helbah Dawson as Secretary; and
- Diane Bertolin as Treasurer.

The motion was carried.

5.0 REPORTS

5.1 Town Update

Councillor O’Meara advised that his focus would be on consultation of the town budget, which would be approved by Council at the end of February. A budget increase was being proposed and items currently in the budget may be reconsidered. The streetscape plan for lower Bronte Road and Kerr Street were in the budget now and the Councillor was committed that attention here was due.

The parking report was expected in the first quarter of 2023. Short and long-term remedies would include any public space opportunities. There was flux happening now regarding the three (3)

major developments now progressing and the planning team would meet regularly to mitigate any impact to the area.

6.0 COMMENTS / ANNOUNCEMENTS

6.1 Construction Adding Another Strain for Businesses

A Board Director commented that following the 18 months of challenge due to COVID-19, the businesses were now being challenged by local development and construction. Businesses would need support to help them survive. Destination shopping was needed for the area residents, many of whom were elderly. There were two (2) shopping seasons here, summer and Christmas, and it would be difficult to attract businesses to the BIA if they believed that they would not survive. The Director commented that in her time in Bronte she had seen many businesses close. The Director's business was previously located in Port Credit. There was construction occurring in that area too, but the BIA support grew with 30 events eventually being run. Bronte businesses were concerned about how they will survive the pending construction period.

Board discussion included that concerned businesses could raise this item at the January 17, 2023 Members Meeting, that this Board was not the answer to individual business problems, and that the BIA focus included area beautification and marketing and not to keep business cash registers full. The Board could discuss ideas within the budget to support the businesses. The Operating Plan included researching what local businesses could do to keep their doors open during construction and what the BIA could do to support them from a public realm perspective.

7.0 NEXT MEETINGS

The next meeting would be a Members Special Meeting, and was scheduled for Tuesday, January 17, 2023, 8:00 a.m., to be held by videoconference.

The next Board of Directors' meeting was scheduled for Tuesday, February 28, 2023, at 8:00 a.m., to be held in-person in the BIA boardroom.

Board of Director meetings would be held in the BIA boardroom at 8:00 a.m. on the fourth Tuesday of each month, excluding August and December. The following were the 2023 meeting dates:

- Tuesday, March 28, 2023
- Tuesday, April 25, 2023
- Tuesday, May 23, 2023
- Tuesday, June 27, 2023
- Tuesday, July 25, 2023
- Tuesday, September 26, 2023
- Tuesday, October 24, 2023
- Tuesday, November 28, 2023

8.0 CLOSE

With no further business to conduct, the Chair declared the meeting closed at 9:24 a.m.

Director

Date