



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

BIA Boardroom, 2360 Lakeshore Road West, Oakville
Tuesday, March 28, 2023 at 8:00 a.m.

Board Members

Cheryl Etherington, Cheryl Etherington CGA	Chair
Prabh Banga, Shoppers Drug Mart Bronte	Vice Chair
Amal Helbah Dawson, RBC - Bronte Branch	Secretary
Diane Bertolin, Alliance Properties/Residences of Bronte Lakeside	Treasurer
Rose Luxton, Lakeside Livin'	Director (<i>arrived 8:16 a.m.</i>)
Nina Duong, Nina Duong Haute Couture	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 8:08 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.

2.0 APPROVAL OF AGENDA

In-Camera Session was added after New Business.

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

3.0 DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were declared.

4.0 APPROVAL OF MINUTES

4.1 January 10, 2023 Board of Directors Meeting

*On a **MOTION** by S. O'Meara, **seconded** by P. Banga, **it was resolved** to approve the standard and the private and confidential minutes of the Board of Directors' meeting held January 10, 2023, as presented.*

The motion was carried.

4.2 January 17, 2023 Special Meeting for Members

*On a **MOTION** by S. O'Meara, **seconded** by P. Banga, **it was resolved** to approve the minutes of the Special Meeting for Members held January 17, 2023, as presented.*

The motion was carried.

5.0 ORIENTATION

The Chair advised that an orientation would be provided at every meeting as there were many new Board Directors. Directors were instructed to let Management know if there were topics they wanted addressed at next meetings.

5.1 Bronte Forward! Visioning Outcomes Review

The Chair provided an overview of Bronte Forward!, noting that the outcome of the visioning project had set the direction for both the district and the BIA. A 1-page Bronte Forward! summary had been included in the meeting package. The vision documents were used to educate developers about the community and were available for new property and business members. Bronte Forward! was awarded a national award of excellence for community engagement.

R. Luxton arrived at the meeting at 8:16 a.m.

5.2 Orientation Manual – Post Meeting

The manual was in process, to be presented at a next meeting.

6.0 REPORTS

6.1 Operating Plan – February 2023 Updates

The Board received a written report of February 2023 updates. Management noted that the visioning document was imbedded into the strategic plan, which then became the operating plan of items to do this year. Items highlighted in yellow represented the new updates for the month.

Management highlighted items from the report, as follows:

- Bronte Market Square was now in the town’s ownership and the space could be booked for events. The BIA was encouraging groups to activate the space, in particular, it was in discussions with the Oakville Farmers Market on Dorval for a satellite pilot market this summer. Note: the space is challenging as it is very windy and offered no shade;
- A 3 active developers are interested in installing art murals on their construction hoarding;
- Bronte Legion was very interested in painting their whole building with a mural this year. Management noted that the Legion was exempted from contributing to the BIA levy and asked the Board if they supported the BIA partnering with the Legion on the mural project. Mural costs were joint between the property owner and the BIA. The mural project artists would be assigned through the partnership with Sheridan College; and
- a parking management study continues to be in development by the town. The town would provide the BIA with the findings after the data analysis had been completed.

The Board considered the Bronte Legion’s participation in the mural project. Discussion included being supportive of treating the not-for-profit Legion as a paying member of the BIA, that the Legion was very engaged in the community and added value, and that they were treated as a full BIA member regardless of being exempt from paying the levy due to their not-for-profit status.

In response to a Board Director question about the status of the Muskoka chair project this year, Management advised that there were now 100 chairs and some of those were not in good condition. The community would be engaged to start the process to find ten (10) equity-seeking groups to add chairs to the program. Ways to recycle or upcycle the damaged chairs were being considered.

*On a **MOTION** by D. Bertolin, **seconded** by P. Banga, **it was resolved** to approve, as presented, the 2023 Operating Plan-February updates.*

The motion was carried.

6.2 Financials

6.2.1 2023 Budget – February Update

The Board received the financial statements for the period ended February 28, 2023. The Treasurer’s written report had been included in the meeting package and D. Bertolin provided the Board with a verbal summary of that report.

*On a **MOTION** by D. Bertolin, **seconded** by S. O’Meara, **it was resolved** to receive the February 28, 2023, income statement and balance sheet.*

The motion was carried.

6.2.2 Draft 2022-2023 Audited Financial Statements

KPMG had provided a clean audit opinion. The Treasurer noted that page 7 of the audit report detailed that there had been a greater draw down from the reserves due to the unbudgeted My Main Street grant being paid out in 2022 and that page 9 referenced the purchase of bistro tables and chairs for public realm activations.

*On a **MOTION** by D. Bertolin, **seconded** by A. Helbah Dawson, **it was resolved** to approve as presented the 2022-2023 audited financial statements.*

The motion was carried.

6.2.3 Community Investment Agreements

In accordance with the bylaws, any agreement in excess of \$5,000 required Board approval. The Board reviewed the two (2) community investment agreements that had been included in the meeting package. The first community investment agreement was for \$6,000 funding for the Oakville Wind Orchestra Summer Series, for six (6) concerts to be held in Bronte Heritage Waterfront Park. The second agreement was for \$6,250 funding for the Oakville Public Library Book Bike for activities to be held June through October 2023 in Bronte Heritage Waterfront Park.

The Treasurer asked that a motion to approve the agreements be deferred until after Item 7.1 as Management had prepared a presentation about the community investment program for the Board. The Chair agree to defer the agreements approval motion.

6.3 Monthly Construction/Redevelopment Update

Management provided the Board with a status update regarding the construction projects proposed for the community. The website now included a section for construction updates.

- Lakeside was not breaking ground until fall 2023. Sales were going well. The Developer was not interested in temporary pop-ups on the site;
- Amica held an open house last week and Management now had a direct contact. The project will not break ground until the end of the year at the earliest. Permanent hoarding would be installed at the site and the Developer was interested in working with Sheridan College to beautify the site. The Developer was seeking ways to partners within the district;
- 77 East Street was proceeding through the process; and
- The 100 Bronte facade improvement scaffolding would go up between April and August 2023.

In response to a question, D. Bertolin detailed the commercial spaces allocated in the Lakeside project.

A Board Director commented on being cautious about including construction and development updates on the website, and that the town should be the provider of this information for the public, and be the lightning rod, as many residents had strong opinions about the provinces plan for area development. Management agreed that the BIA did not want to get caught in the middle and could, instead, just quietly provide information when specifically asked. Management could wait until construction started and monitor if the BIA was needed to fill in any communication gaps. The newsletter for BIA Members, being issued today, did include an update.

Councillor O'Meara offered to arrange for the town to include a Bronte construction updates section on the town website and suggested that the BIA promote/link the Members to the town website. Management agreed to defer the BIA construction website section until it was needed.

6.4 Town Update

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

- the town passed the town budget and BIA budget. Monies were included for plaza re-surfacing around the boathouse and repaving the Waterfront Park parking lot and that work would begin before summer 2023;
- the province was requiring 33,000 housing units to be built in ten (10) years in Oakville. Next year's budget would show that there were associated costs to meet this target;
- remediation work on the Greb lands were scheduled to be complete by the end of March; the land could not be developed because it was a flood plain; and
- a meeting would be held with the town as previously offered patio program space had been removed from this year's programming and Bronte BIA businesses with curbside patios on Bronte Rd were being refused outdoor patio space due to scheduled construction work.

Councillor McNeice added the following comments:

- additional streetscaping had been added to the budget;
- legal staff were investigating the compass building and the land acquisition process; and
- a request had been submitted by the Councillor's for a revitalization plan for Bronte, similar to what had been completed for Downtown Oakville, as a common vision for the long term.

7.0 NEW BUSINESS

7.1 Community Investment Program – A Primer

The Community Investment Guidelines reference sheet had been included in the meeting package. As many of the Board Directors were new, Management provided the Board with an introduction, as a primer, about the community investment program and identified the streams of investment and specific program criteria. The goal was to have event programming offered by partner organizations throughout the year. The organizations would be required to collect data and provide the results in a final report.

The following were the Board questions and Management answers:

- What was the status of Lake Notes?
- In principle, a verbal commitment had been made to sponsor Lake Notes at a reduced amount and RBC would provide sponsorship; no formal application has been received by the BIA.
- How was the survey data solicited? For example, how would the library collect information from people?
- Many organizations did not have the capacity to do this. Last year the BIA's summer student had collected data to supplement the organizations' data. This year, organizations would be asked to be more aggressive with their data collection. It was a requirement criterion of the program.

- Were any events planned for Canada Day?
- Yes, evening activities all town run. The BIA was not involved in Canada Day as the event had surpassed the BIA's capacity to run it. The BIA Board had formally removed itself from an organization role in early 2020.

*On a **MOTION** by D. Bertolin, **seconded** by P. Banga, **it was resolved** to approve the following 2023 Community Investment Agreements:*

- \$6,000 community investment funding for the Oakville Wind Orchestra Summer Series; and
- \$6,250 community investment funding for the Oakville Public Library Book Bike.

The motion was carried.

Management noted that the community investment funding was leverage funding, designed to give the organization a leg up in obtaining additional monies from other funders. There were other agreements in place, that were under \$5,000 in funding.

7.2 Bylaw/Constitution Changes

ACTION: Management to organize an Ad-Hoc Committee of the Board to review and consider changes to the bylaw/constitution document, to be drafted in advance of the next AGM, for Membership approval at the AGM.

7.3 Annual General Meeting (AGM) – Dates

The Board supported holding the AGM in-person this year and suggested a 5:00 to 6:00 p.m. meeting, instead of a morning time, to be held at the Yacht Club or Legion or at a new BIA business.

The AGM date was scheduled for Tuesday, June 6, 2023, in the evening, pending Management confirming that the date was within the allowable timeframe window, and pending being able to book a suitable location.

7.4 Mural Project Partner Options

This item had been discussed previously in the meeting.

7.5 Holiday Promotions – Member Input

The Board was encouraged to consider how to get Member input and to provide Management with ideas.

*On a **MOTION** by R. Luxton, **seconded** by S. O'Meara, **it was resolved** to receive, as presented, the Management Report and the Town Update Report.*

The motion was carried.

8.0 IN-CAMERA SESSION

On a **MOTION** by S. O’Meara, **seconded** by D. Bertolin, **it was resolved** to move to an in-camera session.

The motion was carried.

Discussion was documented in the private and confidential minutes.

On a **MOTION** by S. O’Meara, **seconded** by D. Bertolin, **it was resolved** to move out of the in-camera session.

The motion was carried.

9.0 COMMENTS / ANNOUNCEMENTS

There were no items.

10.0 NEXT MEETINGS

The next Board of Directors’ meeting was scheduled for Tuesday, April 25, 2023, at 8:00 a.m., to be held in-person in the BIA boardroom.

The Annual General Meeting (AGM) was scheduled for Tuesday, June 6, 2023, at a location and time to be advised, once confirmed.

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

11.0 CLOSE

With no further business to conduct, the Chair declared the meeting closed at 9:35 a.m.

Director

Date

Director

Date