



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

BIA Boardroom, 2360 Lakeshore Road West, Oakville  
Tuesday, April 25, 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
Nina Duong, Nina Duong Haute Couture	Director
Sean O'Meara, Councillor, Halton Region and Ward 1	Director

**Management**

Maureen Healey                      Executive Director, Bronte BIA (*departed at 8:55 a.m.*)

**Invited Guests**

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

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**1.0      CALL TO ORDER**

With quorum present, Chair C. Etherington called the meeting to order at 8:04 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**

*On a MOTION by S. O'Meara, seconded by R. Luxton, 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

### 4.1 Meeting of March 28, 2023

The Board reviewed the meeting minutes from March 28, 2023 for errors or omissions.

*On a **MOTION** by D. Bertolin, **seconded** by S. O'Meara, **it was resolved** to approve the standard minutes of the Board of Directors' meeting held March 28, 2023, as presented.*

***The motion was carried.***

*On a **MOTION** by S. O'Meara, **seconded** by R. Luxton, **it was resolved** to approve the private and confidential minutes of the Board of Directors' meeting held March 28, 2023, as presented.*

***The motion was carried.***

## 5.0 REPORTS

### 5.1 2023 Operating Plan – March 2023 Updates

The Board received a written report of March 2023 updates. Management highlighted the following:

- patio applications were now open;
- the farmer's market was one (1) step closer to happening, possibly weekly on Thursdays from July through September at Bronte Market Square. Vendors were expected to sell fruit and vegetables and not craft items. The organizers would talk with the neighbouring grocery store in advance of commencing the market; have had good relationships with other grocers in other locations;
- a mural was scheduled to be painted on the Zara's on Wheels food truck this week and the Legion mural was hoped to be done by the end of May 2023;
- street-level vacancies were currently at a three-year low of seven (7); and
- discussions were taking place with a property and business owner as a potential new Board Director.

### 5.2 Financials

#### 5.2.1 2023 Budget – March Update

The Board received the financial statements for the period ended March 31, 2023. The Treasurer, D. Bertolin, read aloud the written report that had been provided in the meeting package.

*On a **MOTION** by D. Bertolin, **seconded** by S. O'Meara, **it was resolved** to receive the March 31, 2023, income statement and balance sheet.*

***The motion was carried.***

### 5.2.2 Community Investment Agreement

The Treasurer reminded that the bylaws stated that Board approval was required for community investment agreements in excess of \$5,000. The Board reviewed the community investment agreement submitted by a non-profit group. In response to a Board Director question, Management noted that the agreement included recognizing Bronte in their marketing and promotional materials.

*On a **MOTION** by D. Bertolin, **seconded** by S. O’Meara, **it was resolved** to approve the 2023 Community Investment Agreement submitted by BLing Events International Entertainment (BEI) Black African Caribbean Canadian Artists Unite (BACCAU), in the amount of \$6,000.*

***The motion was carried.***

*On a **MOTION** by R. Luxton, **seconded** by A. Helbah Dawson, **it was resolved** to accept the reports as presented.*

***The motion was carried.***

## 5.3 Carry-Forward Updates

### 5.3.1 Bronte Lake Notes Application and Funding

For the information of the new Board Directors, Management provided the background details of the Bronte Lake Notes concert series that was previously organized by the Bronte BIA. Last year the BIA had sponsored Lake Notes to help the private organizer kick start their fundraising and to find other sponsors and partners going forward. Management advised that Bronte Lake Notes had this year partnered with the non-profit Bronte Historical Society, who had applied to the town for its permit and to the BIA for a \$10,000 sponsorship. Councillor’s O’Meara and McNeice advised that they also would provide sponsorship. The event would go forward, on Thursday nights, and was expected to be popular with the community.

### 5.3.2 Annual General Meeting (AGM) – Tuesday, June 20, 2023

The AGM was confirmed for June 20, 2023, to be held from 5:00 to 6:00 p.m. at Bronte Legion. The meeting portion would be held downstairs, and a networking social would be held on the patio after the meeting ended. The patio is where the mural will be painted. Management would work on enticements to attract BIA Members to attend, and would consider inviting business resources to set up information tables, or to have a guest speaker.

### 5.3.3 Constitution Review

Two (2) Board Directors volunteered to assist with the review. Management would circulate the relevant documents. The Board would approve any constitution changes at the May 2023 Board meeting, so the document could be presented to the Members at the June 2023 AGM, for Member approval.

## 6.0 NEW BUSINESS

### 6.1 BIA-Led Events and Town Grant Application

A business on Bronte Road informed Management that they wanted to hold a festival event on June 24, 2023. They would rally nearby businesses to be involved and requested assistance with street closure permits and a grant funding application. Management advised the businesses that the proposal would be presented to the Board for discussion, to be considered for the \$10,000 Town grant offered for two (2) BIA-led events. Management noted for the Board that the road was currently half closed for construction, and that the re-opening date of June 9, 2023 may be delayed, so the road might not be finished and fully open by the June 24, 2023 event date.

Board discussion included that activation for the event would be difficult if the road construction was still in place, that the BIA should support the dates that the businesses had chosen as many people left for summer plans after June, that if the road was still closed the construction scaffolding could be decorated with banners, and that conversations could be had with the contractors to get the road work finished before the event.

The Board decision was to support the business proposing a Bronte Road event for June 24, 2023 if it wanted to go ahead during construction, if the majority of neighbouring businesses also agreed, and if the lead business agreed to commit to planning and delivering the event in partnership. The BIA would do the permitting, branding and communications.

**ACTION:** Management to advise the lead business that the Bronte BIA would take the lead on the June 24, 2023 event with the understanding that the majority of businesses needed to make the event a success agreed to participate, and/or to discuss a later alternate date for after the construction was completed at 100 Bronte Rd.

**ACTION:** Councillor's O'Meara and McNeice to discuss with town staff if anything could be done to speed up the Bronte Road construction, and Councillor O'Meara to provide Management with an information email following the town discussion, for distribution to the Board.

Management advised that the second event to be submitted for the town's \$10,00 grant offer would be Christmas in Market Square.

## 6.2 Executive Director Resignation

M. Healey advised that she was resigning from the Executive Director role as of May 5, 2023 and had accepted another job position.

**ACTION:** The Board to:

- strike a transition or nomination team to plan for the staff transition resulting from M. Healey's resignation;
- prepare an announcement for including in the BIA e-newsletter being issued this week to inform Members of the resignation;
- appoint one (1) Board Director to act as the liaison with the remaining staff people; and
- work with the town to post a job posting.

**ACTION:** Management to provide the Board with:

- a list of confirmed community activations/events/partners; and
- the high-level job operations, for staff attention in the interim.

*M. Healey departed the meeting at 8:55 a.m.*

## 7.0 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.***

## 8.0 COMMENTS / ANNOUNCEMENTS

There were no items.

## 9.0 NEXT MEETINGS

The next Board of Directors' meeting was scheduled for Tuesday, May 23, 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 20, 2023, 5:00 to 6:00 pm, to be held at the Bronte Legion, lower level. A networking social for Members would follow the AGM on the Legion patio.

The upcoming 2023 meeting dates were as follows:

- Tuesday, June 27, 2023 (TBC)
- Tuesday, July 25, 2023
- Tuesday, September 26, 2023
- Tuesday, October 24, 2023
- Tuesday, November 28, 2023

**10.0 CLOSE**

With no further business to conduct, the Chair declared the meeting closed at 9:07 a.m.

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Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date