



A central purple rectangular banner with a white lighthouse icon at the top. Below the icon, the word "BRONTE" is written in large white capital letters, followed by "VILLAGE" in smaller white capital letters. At the bottom, "2024 AGM" is written in large pink capital letters.



ANNUAL GENERAL MEETING AGENDA

WEDNESDAY, AUGUST 14 AT 8AM (VIRTUAL)

Zoom Meeting Link: <https://us02web.zoom.us/j/84832455991?pwd=dcLUct3XoK8NVKDonljhuOCYi7Z7IQ.1>

	ITEM DESCRIPTION	PRESENTED BY
I.	Welcome and Call to Order <ul style="list-style-type: none"> a. Call to order b. Declaration of quorum c. Conflict of interests d. Board & BIA Introductions 	Cheryl Etherington
II.	Approval of the 2024 AGM Agenda	
III.	Approval of the 2023 AGM Minutes	
IV.	Presentation of the 2023 Audited Financial Statements <ul style="list-style-type: none"> - Recommendation that report be received 	Diane Bertolin
V.	Appointment of Auditor for 2024 <ul style="list-style-type: none"> - Recommendation that KPMG be approved as auditor 	
VII.	Presentation of 2024 Operating Plan & Budget <ul style="list-style-type: none"> - Recommendation to accept the approved Operating Plan & Budget 	Diane Bertolin & Kylie Wilson
VIII.	Bronte BIA Constitution Amendments <ul style="list-style-type: none"> - Recommendation that amendments be approved 	Cheryl Etherington
X.	Adjournment	Cheryl Etherington



**BRONTE BUSINESS IMPROVEMENT AREA (BIA)
2360 Lakeshore Road West, Oakville**

ANNUAL GENERAL MEETING

(Unapproved) MINUTES OF THE ANNUAL GENERAL MEETING OF MEMBERS of Bronte Business Improvement Area (BIA), on Tuesday, June 20, 2023 at 5:00 p.m., held at The Bronte Legion, 79 Jones Street, Oakville.

Representing the Board of Directors

Cheryl Etherington, Cheryl Etherington CGA	Chair
Amal Helbah Dawson, RBC - Bronte Branch	Secretary (<i>arrived at 5:15 p.m.</i>)
Diane Bertolin, 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

Regrets

Prabh Banga, Shoppers Drug Mart Bronte	Vice Chair
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Representing the Voting Members

Paul Cates, Owner, 96 Nelson Street
Ryan Wight, Live Well Exercise Clinic
Gary Reed, Royal Lepage Realty Plus; Owner, 2345 Lakeshore Rd W
Pham, Oakville Divine Beauty Bar

Representing Staff

Kylie Wilson	Executive Director, Bronte BIA
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Invited Guests

Jonathan McNeice	Councillor, Ward 1
Kerry Salari	Bronte Legion, RCL Branch 486
Linda Sanelli	BVRA (Bronte Village Residents Association)
Harry Shea	BVRA (Bronte Village Residents Association)
Ann Sargent	Past Executive Director. Bronte BIA
Lynn Clay	Recording Secretary, INaMINUTE Ltd.

1.0 WELCOME AND CALL TO ORDER

C. Etherington, the Bronte BIA Board Chair, welcomed everyone to the AGM at 5:12 p.m. and advised that she would be the Chair for today's AGM. The meeting quorum of ten (10) Members had not been reached yet. The meeting would start but there would be no motions or voting unless quorum was achieved.

The Chair thanked everyone for attending and introduced herself, noting that she had been the Bronte BIA Chair for five (5) years and operated her business in Bronte for almost 30 years. Voting Members received a checkmark card in their meeting package, to use for voting purposes, if quorum was attained. The Legion was thanked for hosting tonight's meeting in their welcoming space and Zara On Wheels was thanked for providing food. Everyone received in their packages a ticket to enjoy food and drink on the patio following the meeting portion.

The Chair acknowledged that the meeting was being held on the treaty lands and territories of the Mississaugas of the Credit First Nation, who were thanked for being stewards of this traditional territory.

A. Helbah Dawson arrived at the meeting at 5:15 p.m. Meeting quorum was attained.

The Chair confirmed that there was now meeting quorum. In accordance with the Bronte BIA Constitution, quorum for the AGM or any Special Meeting was ten **(10)** Members. With ten **(10)** Members in attendance, the Chair declared that meeting quorum had been achieved and that the meeting could be conducted, and officially called the meeting to order at 5:15 p.m.

The Chair introduced the Board of Directors, the two (2) past Board Directors that were in attendance and the invited guests.

2.0 APPROVAL OF AGENDA

The agenda had been distributed in the meeting package.

*On a **MOTION** by Sean O'Meara, **seconded** by Gary Reed, **it was resolved** to approve the presented agenda.*

The motion was carried.

The Chair asked for any conflicts of interest. None were declared.

3.0 APPROVAL OF PAST ANNUAL GENERAL MEETING MINUTES

The minutes of the Annual General Meeting held on November 23, 2021 had been distributed in the meeting package. The Chair asked the Members to advise of any errors or omissions in the minutes. There were none.

On a **MOTION** by Diane Bertolin, **seconded** by Amal Helbah Dawson, **it was resolved** to approve the minutes of the Annual General Meeting held on November 23, 2021, as presented, and to adopt the minutes to record.

The motion was carried.

4.0 PRESENTATION OF THE 2021 AND 2022 AUDITED INANCIAL STATEMENTS

The Chair invited the Treasurer, Diane Bertolin, to report on the 2021 and 2022 audited financial statements.

The Treasurer advised that there had been no AGM last year so two (2) years of statements were being presented. The 2021 and 2022 audited financial statements had been prepared by KPMG and were included in the meeting package.

The Treasurer detailed the 2021 audited financials and noted the unplanned \$47,303 My Main Street grant income that had been received in 2021 and spent in 2022. KPMG had provided a clean audit opinion. The Board of Directors had approved the 2021 audited financial statements in April 2022 and the Town of Oakville Council had provided the final approval in June 2022.

The 2022 audited financial statements had similarly received a clean audit opinion from KPMG. The Treasurer noted that due to the unplanned My Main Street grant income, unbudgeted additional monies were able to be invested back into operations and specifically to fund a new Community Investment Program. The Board of Directors had approved the 2022 audited financial statements in March 2023.

On a **MOTION** by Diane Bertolin, **seconded** by Gary Reed, **it was resolved** to receive the audited financial statements for the year ended December 31, 2021, as presented.

The motion was carried.

On a **MOTION** by Diane Bertolin, **seconded** by Sean O'Meara, **it was resolved** to receive the audited financial statements for the year ended December 31, 2022, as presented.

The motion was carried.

5.0 APPOINTMENT OF AUDITOR FOR 2023

The Treasurer noted that the BIA financials were audited annually by an outside consultant as part of the Town of Oakville's auditing process. The Board had been satisfied with the performance of the independent auditor, KPMG.

On a **MOTION** by Diane Bertolin, **seconded** by Paul Cates, **it was resolved** that KPMG LLP be appointed Auditor of the Corporation, to hold office until the close of the next Annual General Meeting of the Members, or until their successors were appointed, at a remuneration to be fixed by the Board and that the Board was hereby authorized to fix such remuneration at a duly called meeting of the Board.

The motion was carried.

6.0 2022 YEAR IN REVIEW / 2023 YTD REPORT AND OPERATING PLAN

The Chair welcomed the new Executive Director, Kylie Wilson, to present to the Members.

K. Wilson (Management) referred the Members to the meeting package and provided a slide presentation to assist with her report regarding what had been achieved in 2022 and 2023 year-to-date and upcoming. 14 new businesses were welcomed to the BIA and commercial vacancies were reported at a three (3)-year low. The 2023 Operating Plan highlight, included in the meeting package, identified the four (4) key pillars and related milestones and measurements that the BIA was focused on: marketing, beautification, safety and advocacy. A major focus for the BIA in 2023 and beyond would be to work with stakeholders to ensure planned redevelopments caused minimal disruption and maximum benefit for the Membership.

7.0 2023 OPERATING BUDGET

Management invited the Treasurer to speak on the budget, developed to support the 2023 Operating Plan efforts.

The Treasurer detailed that the 2023 budget had been approved by the Board in January 2023, had been presented to Members at a Special Meeting on January 17, 2023 and been approved by the town in March 2023. The approved 2023 budget along with the budget assumptions and guiding principles and revenue, expenses and reserves summary had been included in the meeting package. The 2023 budget included a 3% tax levy, which was lower than both the cost-of-living increase and the tax increase expected from the town. BIA reserves would be maintained at just over \$100,000.

*On a **MOTION** by Diane Bertolin, **seconded** by Sean O'Meara, **it was resolved** to accept the approved 2023 Bronte BIA Operating Budget.*

The motion was carried.

8.0 OTHER BUSINESS

8.1 BIA Staffing Update

The Chair advised that Maureen Healey had resigned in May 2023 to accept another job position. Kylie Wilson, the Communications & Membership Coordinator for the BIA, took over as Acting Executive Director during the interim transition period and was hired formally as the Executive Director on June 5, 2023. The Chair welcomed Kylie Wilson as the BIA's new Executive Director and commented that she was already doing an excellent job and that the Board was happy to have her in the role.

8.2 Special Meeting of the Members – November 2023

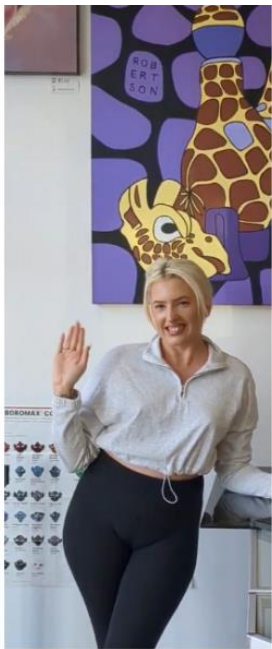
Management alerted the Membership that another Special Meeting of the Members would be held in November 2023 to review and approve the 2024 operating budget. Information about that meeting would be distributed through the e-newsletter. All Members were welcome and encouraged to attend.

9.0 TERMINATION OF MEETING

The Chair thanked everyone for attending the AGM. The Board appreciated the interest in the BIA and looked forward to working together to achieve the mission, to make Bronte a place where everyone was welcome. Members were encouraged to reach out to the BIA office or to C. Etherington, the BIA Chair, with any comments or questions. The networking portion of the evening would now be held on the patio.

*On a **MOTION** by Amal Helbah Dawson, **seconded** by Diane Bertolin, **it was resolved** to terminate the Annual General Meeting of the Bronte BIA at 5:40 p.m., as there was no further business to conduct.*

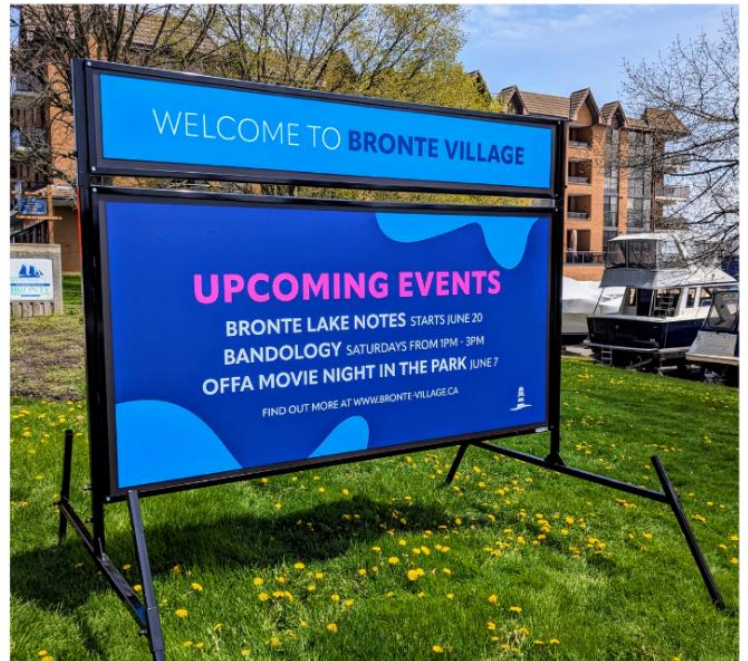
The motion was carried.



2023 Year in Review

- ✓ Bronte welcomed 20 new businesses; including the first two businesses to open at The Village.
- ✓ Vacancies remained at a three-year low.
- ✓ Readership rate of members' bi-weekly enewsletter increased from 50 percent to 57 percent.
- ✓ Organic social media reach on [Facebook](#) & [Instagram](#) averaged 33,500 users each month.
- ✓ Continued investments were made in maintaining and beautifying our streetscape, including funding an additional day (Saturday) of garbage bin pick-up and daily micro-litter clean-up throughout the spring and summer.
- ✓ Town of Oakville gained legal ownership over Bronte Market Square and beautification of the space is being done in partnership with BIA.
- ✓ Launched year two of the [Community Investment Program](#) in May; the BIA sponsored 65 days of events and activations with 10 participating groups; including the Oakville Public Library, CRAFT by BLing Events International, Bandology, Oakvillegreen, Bronte Legion, Oakville Festivals of Film & Art, Canadian Caribbean Association of Halton, Bronte Historical Society and Oakville Wind Orchestra.
- ✓ Community Investment Program [welcomed](#) **28,000+** visitors who engaged in unique shared experiences – and spent over **\$340,000** at local Bronte businesses.
- ✓ Supported the promotion of Visit Oakville's [Taste of Oakville](#) program to increase visitor traffic during the winter season.
- ✓ Organized and funded two [public art](#) projects.
- ✓ Created the [At Gnome in Bronte](#) (spring) campaign with contesting for kids and adults and a district-wide scavenger hunt.

- ✓ Strengthened our partnership with the Oakville Public Library through our [ON THE GO Book Bike](#) program, which is managed by the BIA.
- ✓ Designed, printed and installed new street banners and gateway flags.
- ✓ Beautified the district with new summer barrel planters, hanging baskets and both Canada and Progressive Pride flags.
- ✓ Installed (daily) 12 *Bronte Connects Here* bistro table sets in the public realm June through to September.
- ✓ Promoted an additional 200+ visitor spaces in district's inventory on our BIA parking map and through social media.
- ✓ Funded and distributed 25,000 copies of the [Look Local Bronte Summer Guide](#) across Halton.
- ✓ Coordinated the seventh annual *At Home in Bronte* Muskoka Chair project and invited three equity deserving groups to paint 10 chairs.
- ✓ In partnership with RBC and Visit Oakville, ran the [Show Us Your Receipts!](#) support local gift card giveaway contest for 11-weeks between June and September.
- ✓ Organized [The Bronte Block Party](#) as a platform for members to showcase their businesses to a captive audience; 25 Bronte business and community partners participated and the event attracted 4,500 visitors.
- ✓ Increased member engagement through quarterly contesting/giveaways, social media promotion, *Best of Bronte* feature, Block Party engagement, events as promotional platforms and summer guide features.
- ✓ Organized the [At Home in Bronte for the Holidays](#) celebration in Bronte Market Square – a community tree lighting event with 1000+ visitors, followed by 3-weeks of a curling rink + food truck installation managed daily by the BIA.
- ✓ Created a 12-page digital and print [Bronte Holiday Gift Guide](#) to promote local shopping during the Christmas season with 41 participating businesses.



2024 YTD & On the Horizon

- Bronte has welcomed 9 new businesses; The Marine Tavern, Bronte MY Wellness, Prominent Realty, Happy Food Hub, Pinnacle Pilates, Quartzlux Wellness, Deka Lash, The Mortgage Centre & Escapes2 Waterfront Conference Centre.
- Vacancies remain at 7 percent.
- Readership rate of our e-newsletter(s) is 59 percent.
- Year three of our Community Investment Program has launched with 11 participating groups; including the Oakville Public Library, CCAH, BLing Events International, Bronte Historical Society, PRISM Halton, Bandology, Oakvillegreen, OFFA, Oakville Wind Orchestra and the Bronte Legion.
- Social media promotion of Bronte events, in partnership with these groups, expands our reach to an additional 30,000+ followers in Oakville and beyond.
- We're on track to host, coordinate and/or directly sponsor 75 days of events & activations in 2024 – an 87% increase since we launched the community investment program in 2022 and a 15% increase from last year.
- Our focus is on unique, bigger, spectacle events that bring a higher volume of visitor traffic.
- We're excited to announce a new partnership with PRISM Halton, which is creating space for an active/meaningful way to celebrate Pride month in Oakville.
- Our 8th Annual *At Home in Bronte* Muskoka Chair project returned to its community-focused approach; 60 new chairs were installed along the waterfront on May 24. BUM Outdoor Furniture generously sponsored the project.
- A new pollinator garden canoe is on display under the sails in Bronte Heritage Waterfront Park – a collaboration between Arthouse Halton and Oakvillegreen and managed/coordinated by the BIA.
- BIA has a seat at the table with the One Bronte ~ One Voice stakeholder group comprised of the Bronte Historical Society, BVRA and other community leaders;

goal is to have a united voice on issues that affect Bronte and to promote/advocate for projects that support Bronte's liveability.

- We've launched a podcast featuring the stories of our small business owners called "Bronte: Over the Waves."
- Our new *Hand-in-Hand* program has invited Bronte business owners to apply for up to \$350 in funding to create activations at their businesses; to date, 10 businesses have received funding for activations such as a fashion show, Earth Day Celebration, Mother's Day event, live-music, etc.
- The Bronte BIA won the Visit Oakville Tourism Excellence Award at the 2024 Oakville Awards for Business Excellence (OABE).
- We've reached 56% of our 2024 sponsorship goal and obtained a Canada Summer Jobs grant to fund the employment of our Summer Tourism Coordinator.

On the horizon:

- We're developing a new Strategic Plan for implementation in 2025-2027.
- 25,000 copies of the Look Local Bronte Summer guide will be distributed the first week of July through to September; tourism publication is funded by the BIA.
- Our NEW Bronte Farmers' Market launches on Sunday, July 7 – running for 8 weeks in July & August; 40+ vendors are expected and the Market experience will include live-performances from local artists. The Market is the realization of a key aspiration from our 2021 *Bronte Forward!* community-developed visioning process.
- The 2nd Annual Bronte Block Party will take place on Saturday, September 21, marking the official kick-off to Culture Days in Oakville.
- The *At Home in Bronte* Christmas Tree Lighting Celebration will take place on Saturday, November 23.
- Potential placemaking projects in 2024 (pending grant funding approval) include a participatory ground-mural in Bronte Market Square in partnership with STEPS Public Art and the installation of two XL Muskoka chairs in the Square.

2024 Operating Plan and Approved Budget

We are excited to share with you our Operating Plan and Budget for 2024 to ensure levy dollars continue to focus on the most relevant issues and demonstrate value to members.

We are dedicated to continuing to implement the community developed vision (*Bronte Forward!* 2021) of a destination where everyone is welcomed and everything you need is here.

Based on a three-year strategic plan (2022-2024), our goals are to evoke a distinct sense of place and arrival, make Bronte walkable, bikeable and connected, ensure dependability for everyday needs and ensure the organization's success.

Pillars of the operating plan continue to deliver on the BIA's mandate including marketing, beautification, safety and advocacy.

A major focus in 2024 is working with stakeholders, such as the Town and private property owners & developers, to ensure planned redevelopments and construction cause the least amount of disruption while ultimately bringing the most benefit to the community.



2024 Operating Plan Highlights

Key Pillar	Milestones & Metrics
Enhanced Experience: <i>Bronte evokes a distinctive sense of place and arrival</i>	The BIA holds the Town accountable for overseeing Construction Management Plans and ensuring a high level of cleanliness, safety and accessibility on/near construction sites (x3).
	At least eight (8) member businesses activate using the evolved community investment program sponsorship model.
	Two (2) events or activations using the BIA's Community Investment funding take place in Bronte Market Square to bring events closer to the commercial district.
	At least 35 community groups/families/businesses participate in the 8 th Annual <i>At Home in Bronte</i> Muskoka chair project.
More Livable: <i>Bronte is walkable, bikeable and connected</i>	The BIA works with the Town on the design and consultation for the Bronte Streetscaping Study and the Lakeshore Rd W improvement to ameliorate disruption and ensure the final product supports a strong pedestrian and retail-friendly environment.
	At least 50% of businesses use/promote an updated parking map by July 2024.
Vibrant Economy: <i>Bronte is dependable for everyday needs</i>	Street-level vacancies are maintained at 10 or less between January and December 2024.
	BIA marketing activities focus on local audience (15-minute walk; 5-minute drive) as priority target audience to sustain commercial businesses as recommended in our 2022 Economic Development Study & Action Plan.
	BIA maintains updated list of recruitment targets/business inventory; at least half of new businesses filling vacancies are on Bronte's 15-minute district retail gap wish list.
Effective Organization: <i>BIA members, stakeholders and staff are engaged in the well-being and success of the organization</i>	The BIA organizes two community events that encourage member collaboration and participation.
	The BIA continues to build relationships across community stakeholder groups and resident associations.
	The BIA introduces <i>Welcome Sessions</i> for new businesses and/or <i>Coffee & Community Network Meetings</i> for all interested members.

2024 Budget

Assumptions & Guiding Principles:

- The *Bronte Forward!* vision, three-year (2022-2024) Strategic Plan and 2024 Operating Plan continue to drive the budget and resource allocation.
- Recommended a 3% increase in the tax levy in 2024 to ensure the BIA does not lose ground with the demands that come with upcoming redevelopment projects and district transformation. This levy increase aligns with the Kerr Village and Downtown Oakville BIAs.
- Three (3) major private re-development projects have started in 2024, which will have significant reputational, access and safety impacts on the district.
- Based on the 2022 BIA economic development analysis, focus on a local audience (15-minute walk; 5-minute drive) is a priority target audience to sustain commercial businesses followed by Oakville-wide locals and visitors from the GTA.
- 2022 and 2023's implementation of the BIA's Community Investment Program/Sponsorship experiential marketing model that refocused district marketing efforts to 3rd party events was met with measured success and lessons learned and has been refined and implemented again in 2024 – inviting member businesses to participate in the program.
- Investments in both short and long-term initiatives in member engagement and public realm infrastructure and activations are priorities in 2024, as highlighted in the Operating Plan.
- Where beneficial, the BIA will invest in and leverage its partnership with the Oakville Partnership Committee (3 BIAs, Visit Oakville, Chamber, Town (EcDev) and Halton Small Business) to advance its Operating Plan.
- The BIA will stay true to its mandate and focus on enhancing the welcoming, beautification and safety aspects of the district for the benefit of all its members.

Revenue

- Levy increase of 3% from \$369,285 (2023) to \$380,364 (2024) = +\$11,079.
- A \$10,000 write-down or loss of levy revenue is included as a placeholder.
- The BIA is seeking seasonal décor sponsorship to beautify and brighten the district between November and March – goal is to raise \$20,000.
- The BIA is also seeking event sponsorship in the amount of \$5,000.
- The BIA received a Town of Oakville Event(s) Grant in the amount of \$20,000.
- Other revenues include: bank interest (\$400) and sublet rent (\$3,600).
- Total revenues for 2024: \$419,364.

Expenses

1. **Effective Organization** (Administration & Operating) costs of \$188,394 include one full-time staff and two part-time staff (including a communications/events/membership coordinator and one summer student) and related costs, BIA meetings (Board, AGM, other), insurance, office equipment, as well as office rent and related costs.
2. **Enhanced Experience** (Beautification & Events) costs of \$155,000 include seasonal lighting/décor and a holiday tree, planters, flowers, flags, the *At Home in Bronte* Muskoka chairs installation in its traditional community engagement format, 1 new outdoor public mural and BIA-led event funding (Block Party and At Home in Bronte for the Holidays). One major new project in this category is the Bronte Farmers' Market, which launches in July 2024.
3. **Vibrant Economy** (Marketing) costs of \$75,970 include all marketing, social media, contesting, advertising, member communications and networking engagements, Community Investment/sponsorship program and economic development efforts.
4. **More Livable** (Research) includes costs of \$0.

Reserves

Reserves are budgeted at \$134,000 (recommended level).



BRONTE BIA 2024 BUDGET

Approved by Board of Directors: January 23, 2024

Approved by Town Council: February 26, 2024

	PROPOSED 2024 BUDGET	APPROVED 2023 BUDGET	CURRENT 2023 FORECAST	2023 to 2024 Budget to Budget		2023 to 2024 Forecast to Budget	
				% Change	\$ Change	% Change	\$ Change
REVENUES:							
Tax Levy on Bronte BIA	\$380,364	\$369,285	\$369,285	3.0%	\$11,079	3.0%	\$11,079
Property Tax Write-Offs	(\$10,000)	(\$10,000)	(\$21,820)	0.0%	\$0	-54.2%	(\$11,820)
Supplementary Tax Revenue	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total Tax Revenue	\$370,364	\$359,285	\$347,465	3.1%	\$11,079	6.6%	\$22,899
Grants	\$20,000	\$0	\$10,000	0.0%	\$20,000	100.0%	\$10,000
Other Revenues	\$29,000	\$4,000	\$17,863	625.0%	\$25,000	62.3%	\$11,137
Transfer from Reserves	\$0	\$30,000	\$746	-100.0%	(\$30,000)	-100.0%	(\$746)
Prior Year Surplus (If applicable)	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Total Non-Tax Revenues	\$49,000	\$34,000	\$28,609	44.1%	\$15,000	71.3%	\$20,391
TOTAL REVENUES:	\$419,364	\$393,285	\$376,074	6.6%	\$26,079	11.5%	\$43,290
EXPENSES:							
Effective Organization (Admin)	\$188,394	\$212,790	\$173,264	-11.5%	(\$24,396)	8.7%	\$15,130
Vibrant Economy (Marketing)	\$75,970	\$86,732	\$62,585	-12.4%	(\$10,762)	21.4%	\$13,385
Enhanced Experience (Beautification)	\$155,000	\$92,763	\$140,225	67.1%	\$62,237	10.5%	\$14,775
More Livable (Other)	\$0	\$1,000	\$0	-100.0%	(\$1,000)	0.0%	\$0
Transfer to Reserves/Surplus	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Prior Year Deficit (If applicable)	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
TOTAL EXPENSES:	\$419,364	\$393,285	\$376,074	6.6%	\$26,079	11.5%	\$43,290
DIFFERENCE:	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0

TAX LEVY COMPARISON	2017	2018	2019	2020	2021	2022	2023	2024
Taxation Levy	\$351,367	\$365,452	\$344,506	\$344,506	\$351,500	\$358,530	\$369,285	\$380,364
% Increase of Tax Levy	2.0%	4.0%	-5.7%	0.0%	2.0%	2.0%	3.0%	3.0%

RESERVE CONTINUITY	2017	2018	2019	2020	2021	2022	2023	2024
Balance Beginning of Year	\$36,192	\$70,345	\$127,690	\$118,760	\$145,187	\$168,820	\$134,744	\$133,998
Transfer to Operations	\$0	\$0	(\$8,930)	\$0		(\$34,076)	(\$746)	\$0
Transfer to Reserves	\$34,153	\$57,345		\$26,427	\$23,633	\$0	\$0	\$0
Balance End of Year	\$70,345	\$127,690	\$118,760	\$145,187	\$168,820	\$134,744	\$133,998	\$133,998

NOTES FOR 2024

Revenue

3% levy increase on 2023 budget re: increased costs

Property Tax Write-Offs - estimate only: a \$10,000 write-down of loss of levy revenue is included as a placeholder

Grants: \$20,000 events grant received from Town of Oakville for 2024

Other revenues: interest and sub-let rent, launching sponsorship program

Expenses

Effective Org (Administration & Operations): includes 1 FT staff + 2 PT staff (1 - Communications/Events/Membership + 2 - Summer Public Realm)

Vibrant Economy (Marketing): general advertising, Community Investment Program, construction mitigation, member communications/networking

Enhanced Experience (Beautification & Events): planters, hanging baskets, seasonal décor, At Home Muskoka Chair project, mural project, BIA-led events, placemaking

More Livable (Research): nothing planned in 2024

Transfer to Reserve: None anticipated

BRONTE BIA - PROPOSED CONSTITUTION AMENDMENTS

Approved By BIA Board on November 28, 2023

The Board of the Bronte BIA proposes the following resolutions/amendments are relates to its constitution:

GENERAL

We move to have the Bronte BIA office address changed to 2360 Lakeshore Rd W, Oakville ON L6L 1H5.

1.0 Definitions

1.4 BIA Office – shall mean the office maintained by the BIA and located at 2360 Lakeshore Rd W, Oakville L6L 1H5 or such other location as the Board may approve from time to time;

ELECTIONS

We move to have the Board reduce its size and the number of directors to be 9 (8 elected Board Members and one appointed representative by Town Council).

We move to identify the ideal expertise represented by Board Members so the BIA is well positioned to carry out key functions of the organization.

We move to have nominations received by Board Chair (instead of by the Executive Director).

We move to have Board eligibility ensure that up to a maximum of one (1) Board Seat be available for citizens who reside in Oakville, but may not necessarily be a member of the BIA.

10.0 Elections

Elections for the Board will be held in each year municipal elections are held. As referenced below in section 11.0, the Membership shall elect eight (8) of the nine (9) Board members. Elections shall be held as set out in this section 10.0.

To ensure the BIA members have a Board that is well positioned to represent the key functions of the BIA, the ideal board would have members representing the following expertise: Marketing; Beautification; Finance; Legal; Operations; Stakeholder Relations.

10.1 Nominations

Nominations are open from September 5 to October 5. Nominations must be received by Board Chair by 5:00 pm on October 5 and must be signed by two (2) Members. A notice calling for nominations and advising of the closing date and time for receiving nominations shall be posted on the BIA's website and given in writing to every Member listed on the Membership Roll at least fifteen (15) Business Days prior to September 5.

10.2 Eligibility

To be eligible to run for election and, if elected to serve as a Board Member, an individual must:

- (a) Be a Member or a shareholder, director, representative or employee of a Member who has the written consent of the Member to run for, and if elected to serve as, a Board Member;
- (b) be a citizen that resides in Oakville;
- (c) be at least eighteen (18) years of age;
- (d) not be a person who has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property or who has been found incapable by a court in Canada or elsewhere;
- (e) not have the status of bankrupt; and
- (f) sign the "Nomination Consent Form" available from the BIA Office.

BOARD OF MANAGEMENT

Same as above - We move to have the Board reduce its size and the number of directors to be 9 (8 elected Board Members and one appointed representative by Town Council).

We move to have Board Meetings occur bi-monthly (occurring once every two months).

We move to remove the appointment of the Secretary officer position from the Board.

We move to update that all committees formed by the Board shall be directly responsible to the Board and shall report directly to the Board unless directed otherwise by the Board. For example, operational committees that are advisory in nature will report to the Executive Director, who will advise the Board on the status of these committees.

13.0 Size of Board

The board is a body corporate and shall consist of nine (9) Board Members. One (1) of the nine (9) Board Members shall be a member of Council appointed by Council in Council's absolute discretion. The other (8) Board Members shall be appointed by Council based upon the results of the elections contemplated in Section 10.0.

18.0 Board Meetings

The Board shall meet bi-monthly (occurring once every two months) on a regular day and time to be fixed at the beginning of each year. A schedule of the dates and times for such regular meetings shall be posted on the BIA's website.

21.0 Appointment of Officers by Board

At its first meeting, following its appointment by Council, the Board shall appoint the following officers, who shall serve for the term of the Board or until he/she resigns from the position or until he/she is removed from office by a majority vote of the Board:

21.1 Chair;

21.2 Vice-Chair;

21.3 Secretary; remove

21.3 Treasurer

Additional officer positions may be appointed by the Board if the Board deems it desirable.

23.0 Committees

23.3 All committees formed by the Board shall be directly responsible to the Board and shall report directly to the Board unless directed otherwise by the Board.

23.4 Operational committees that are advisory in nature, may be formed periodically and will report to the Executive Director. The Executive Director will advise the Board on the status of the work of these committees.

OFFICERS

Same as above - We move to remove the appointment of the Secretary officer position from the Board.

24.0 Duties of Officers

Remove item 24.3 The Secretary Shall...

