



**Downtown Oakville BIA  
Board of Management Meeting on Wednesday, January 18, 2017 @ 6:30 pm  
BIA Office**

**Board Members:** Nick Bourikas, Anna Cammarata, May Natour, Mayor Burton, Julia Hanna  
**Town Staff:** Dorothy St. George  
**Regrets:** Tim Danter, Kevin Yates **Guests:** Nick Hutchins  
**BIA Staff/Minutes by:** Susan Johnston

Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:40 pm.	Nick B
3.	Declaration of Quorum: Yes	Nick B
4.	Declared Conflicts of Interest: None	Nick B
5.	Approval of Agenda for January 18, 2017. <b>MOTION:</b> To approve meeting agenda <b>Moved by:</b> Anna Cammarata <b>Seconded by:</b> May Natour <b>CARRIED</b>	Nick B
	Acceptance of Past Board of Management Minutes for November 16, 2016. <b>MOTION:</b> To approve meeting minutes <b>Moved by:</b> Anna Cammarata <b>Seconded by:</b> May Natour <b>CARRIED</b>	Nick B
6.	<b>Chair's Report</b>  <u>Free parking test</u> – Propose BIA sponsored Free Parking for Dec 2017. Cost impact to BIA budget = \$178 thousand. Free Dec parking occurs in Burlington (members' fund) and Port Credit (city funds). Test objective would be to determine if free parking positively impacts sales. <b>ACTION:</b> Board requested ED to come back next meeting with additional options for spend.  <u>Reserve target proposal</u> – Currently \$47 thousand in reserve plus approx. \$23 thousand from 2016 = \$70 thousand. Board felt this was "low" <b>ACTION:</b> ED to come back next meeting with a proposal on reserve, considering additional funds that may be required leading up to/during Streetscape project.	Nick B
7.	<b>ED Update</b> ED Update Pre-read (Financials, Beautification, Marketing, Events). No questions or comments from Board.	Susan



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8.	<p><b>Town Council Update</b>  <u>Streetscape Mitigation</u> – Framework report to Town Council March 20. 4 pillars – construction, business, marketing, communication.  <b>ACTIONS</b>  Town to include ED in discussion for input where applicable.  Town to provide update on framework next meeting.  Town to provide update on Streetscape project at BIA AGM March 21</p> <p><u>Post Office</u> – Town consideration short term (5 yr.) use as an Innovation Hub with objective of driving traffic. Day/evening use – people would eating, shop and use services while downtown.  Some Board members proposed space be used as a (food) market. Town noted funding to meet requirements to serve this use would be too costly for a 5 yr. project.  <b>ACTION</b> – Town to continue providing updates on this.</p> <p><u>Cultural Hub</u> – Once approved it will be a 10 year project. 4 yrs. planning, 6 yrs. building. Parking garage could be part of Cultural Hub project and could be funded by borrowing against future parking revenues.</p> <p><u>Streetscape project</u> – Various questions from the Board: Will there be a construction office downtown – YES. Has the construction contract been awarded – NO. Will there be penalties for delays – TBD based on contractor selected.</p> <p><u>Beautification in new BIA area</u> – Town to continue to provide a discounted rate (charge 60% of cost) to the BIA on planters/baskets, same as existing area.</p> <p><u>Lakeshore Bridge</u> – set to begin January 30, completion in Nov 2017. ED noted BIA office would review signs for placement, construction, wording.  <b>ACTION:</b> ED to report back next meeting for discussion.</p>	<p>Dorothy</p> <p>Dorothy</p> <p>Mayor B.</p> <p>Mayor B.</p> <p>Dorothy</p>
9.	<p><b>New / Other Business</b>  Discussion on compensation during streetscape projects in other municipalities. Have other Towns compensated businesses? Answer – not financially but compensation in other ways. Streetscape mitigation plan to address. Town also discussing similar work in other Towns for Best Practices on mitigation and execution.</p>	<p>Anna C. Dorothy Mayor B</p>
10.	<p><b>Date and Time of Next Meeting</b>  Wednesday February 15, 2017 at 6:30pm, BIA office</p>	<p>Susan</p>
11.	<p><b>Adjournment</b>  <b>MOTION:</b> To adjourn at 8:25 pm  <b>Moved by:</b> Mayor Burton  <b>Seconded by:</b> Julia Hanna  <b>CARRIED</b></p>	<p>Nick B</p>