



**Downtown Oakville BIA  
Board of Management Meeting on Wednesday, June 14, 2017 @ 6:30 pm BIA Office**

<b>Board Members:</b> Nick Bourikas, Mayor Burton, Dorothy St. George, May Natour, Anna Cammarata, Julia Hanna <b>Regrets:</b> Tim Danter, Kevin Yates, Nick Hutchins <b>BIA Staff/Minutes by:</b> Susan Johnston		
Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:35 pm.	Nick B
3.	Declaration of Quorum: Yes	Nick B
4.	Declared Conflicts of Interest: None	Nick B
5.	Approval of Agenda for June 14, 2017. <b>MOTION:</b> To approve meeting agenda <b>Moved by:</b> Mayor Burton <b>Seconded by:</b> Anna Cammarata <b>CARRIED</b>	Nick B
6.	Acceptance of Past Board of Management Minutes for May 17, 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
7.	<b>Chair's Report</b> <u>Board structure and turnover</u> Currently 7 members with potential for complete turnover at the end of each 4 year council term. Nick met with Gord Lalonde to discuss concern re complete Board turnover every 4 years. Discussed 50% turnover every 2 years. Mayor Burton concerned this was too much. <b>ACTION:</b> Gord to review municipal act for further discussion on June 19 – Gord, Nick, Dorothy. Bring forward to July meeting. <u>Minimum wage increase</u> Nick met with the Chamber of Commerce. Chamber would like Boards support of wage increase study. <b>ACTION:</b> Board supports Chamber study of impact of minimum wage increase. BIA will also send OBIAA request for feedback on same to members.	Nick B
8.	<b>ED Update</b> ED Update Pre-read (Financials, Beautification, Marketing, Events). Comments/questions: <u>Employer Health Tax</u> – Nick questioned why the BIA does not receive the small business payroll credit of \$450,000. Susan believed it was related to association with the Town – will provide detail at next meeting.	Susan  Nick B



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9.	<p><b>Town Council Update</b>  <u>Bentall Kennedy</u>          Request to meet with Bentall is work in progress. Former CEO Andy Clydesdale is no longer in role. Caitlin MacDonald (local leasing manager) to provide alternate contact.  <b>ACTION</b> – Dorothy to reach out to new contact with request to meet. Discuss vision of Downtown and Bentall plan for mitigation during construction.  <u>Parking App</u>          Vendor selected, contract in progress. Still on track for summer implementation.  <b>ACTION</b> – Dorothy to continue to provide updates.  <u>Post office</u>          Proposal to Town Council on June 26 for Post Office space to be designated as a Marketing and Construction office for the upcoming Streetscape reconstruction.  <b>ACTION</b> – Dorothy to report pass on Council decision.</p>	Dorothy  Dorothy  Dorothy
10.	<p><b>New Business/Other</b>          None</p>	n/a
11.	<p><b>Date and Time of Next Meeting</b>  <u>Board Meeting</u>          Wednesday July 19, 2017 at 6:30pm, BIA office</p>	Susan
12.	<p><b>Adjournment</b>  <b>MOTION:</b> To adjourn at 7:27 pm  <b>Moved by:</b> Julia Hanna  <b>Seconded by:</b> May Natour  <b>CARRIED</b></p>	Nick B