



**Downtown Oakville BIA  
Board of Management Meeting on Wednesday, July 19, 2017 @ 6:30 pm BIA Office**

<p><b>Board Members:</b> Nick Bourikas, Mayor Burton, May Natour, Anna Cammarata  <b>Guests:</b> Dorothy St. George, Nick Hutchins  <b>Regrets:</b> Julia Hanna, Kevin Yates, Tim Danter (resigned)  <b>BIA Staff/Minutes by:</b> Susan Johnston</p>		
Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:31 pm.	
3.	Declaration of Quorum: Yes	
4.	Declared Conflicts of Interest: None	
5.	Approval of Agenda for July 19, 2017. <b>MOTION:</b> To approve meeting agenda <b>Moved by:</b> Anna Cammarata <b>Seconded by:</b> May Natour <b>CARRIED</b>	
6.	Acceptance of Past Board of Management Minutes for June 14, 2017. <b>MOTION:</b> To approve meeting minutes <b>Moved by:</b> Anna Cammarata <b>Seconded by:</b> May Natour <b>CARRIED</b>	
7.	<p><b>Chair's Report</b></p> <p><u>Board member vacancy</u>  Search and review of potential new board members to underway. Mr. Gord Petch, new BIA member (lawyer) and new Oakville resident is interested in discussing the opportunity.  <b>MOTION:</b> Nick B and Mayor Burton to meet with Mr. Petch for further discussion and report back.  <b>Moved by:</b> Mayor Burton. <b>Seconded by:</b> May Natour.</p> <p><u>Board member approval process</u>  Board requests, Town council approves. For remainder of current 4yr term, council can approve an interim board member any time to Dec 2018 or membership can approve at spring 2018 AGM.</p> <p><u>Interim Executive Director contract</u>  Sharlene Plewman returning as ED in October 2018. Transition from Susan to Sharlene to occur throughout October. Interim ED contract expires Oct 27/17.</p>	Nick B
8.	<p><b>ED Update</b></p> <p>ED Update Pre-read (Financials, Beautification, Marketing, Events).  Comments/questions:  <u>Streetscape entry feature</u> - Susan shared concept drawings for 3 potential locations for new Streetscape entry features – Navy/Lakeshore, Allan/Lakeshore, Trafalgar/Randall. Concepts were prepared for the Town (Dan Cozzi) by Streetscape design firm Brook McIlroy. Costs per feature ranged from \$40 - \$120 thousand per location. BIA (not Town) would need to fund.  <b>ACTION</b> - Board interested in pursuing all 3 areas. Navy/Lakeshore location to be contemplated as part of Streetscape project in 2019. Budget allocation to be made in 2018 and beyond. Susan to continue to work with Engineering to finalize designs.</p>	Susan



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<p>9.</p>	<p><b>Town Council Update</b>  <u>LCBO (Lakeshore/Trafalgar) Closure</u>            Mayor Burton met with the LCBO CEO George Soleas July 14 regarding the proposed July 15 closure. There has been significant Town/BIA/community opposition to the closure. The LCBO will not change their decision to close this location. Cited reasons for closure – significant rent increase, significant loss in sales. Majority of customers who shopped Downtown are now shopping at Cornwall.  <u>Honk Mobile</u>            Pay by phone launched in parking lots Downtown. Assuming no issues with lot launch – next step is to expand to street parking.  <b>ACTION</b> – Dorothy to continue to provide updates on usage and customer feedback.  <u>Bentall Kennedy</u>            Nick B and Dorothy to meet with Steven Michniewicz and Barb Francis w/o July 24 to discuss mutual opportunities and Bentall Kennedy plan for Downtown vacancies.  <b>ACTION</b> – Nick and Dorothy to report back on meeting at Sept board meeting.  <u>Vendor Day – Smart City Technology</u>            Sept Vendor Day planned between Town and tech companies. Tech companies to pitch the Town on opportunities to include Smart City technology into Streetscape proposal.  <u>Post office</u>            Town Council approved Marketing office to be established in the Post Office as part of the Streetscape project, opening Nov 2017. In addition, Siemens is interested in moving their Engineering classroom (2 classes x 15 people) into the Post Office. May 2018 timing.  <u>Waterside gathering projects</u>            Late spring 2017, the Town sent out a RFP for temp summer restaurant to be located on the west side on Sixteen Mile Creek near the Lake. No businesses applied – 11 read, 2 down loaded.            For 2018, Mayor Burton will propose a project for a similar project on the east side of Sixteen Mile Creek.</p>	<p>Mayor Burton</p> <p>Dorothy</p> <p>Dorothy/ Nick B</p> <p>Dorothy</p> <p>Dorothy</p> <p>Mayor Burton</p>
<p>10.</p>	<p><b>New Business/Other</b>  <u>Food Trucks</u>            From public, members, Marketing Committee – we get requests to bring Food Trucks (non-member) to our events. Board discussed – outcome is to continue to not permit Food Trucks (non-member) at BIA events.  <u>Creating the Best Downtown in Canada</u>            Board provided direction to ED to work with Streetscape design firm to develop 12 unique block renderings of the new Streetscape. Streetscape renderings by block would be displayed in business windows to show how each block would show up in the new Streetscape. Town to be producing 3D models of Streetscape – date not confirmed.</p>	<p>n/a</p>
<p>11.</p>	<p><b>Date and Time of Next Meeting</b>  <u>Board Meeting</u>            Wednesday Sept 20, 2017 at 6:30pm, BIA office</p>	<p>Susan</p>
<p>12.</p>	<p><b>Adjournment</b>  <b>MOTION:</b> To adjourn at 8:06 pm  <b>Moved by:</b> Anna Cammarata  <b>Seconded by:</b> May Natour  <b>CARRIED</b></p>	<p>Nick B</p>