



Downtown Oakville BIA

Minutes - Board of Management Meeting Wednesday, Nov 15, 2017 @ 6:30 pm BIA Office

<p>Board Members: Anna Cammarata, Julia Hanna, Kevin Yates, May Natour, Nick Bourikas, Mayor Burton Guests: Dorothy St. George, Nick Hutchins Regrets: BIA Staff/Minutes by: Sharlene Plewman</p>		
Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:33 pm.	
3.	Declaration of Quorum: Yes	
4.	Declared Conflicts of Interest: None	
5.	Approval of Agenda for Nov 15, 2017. MOTION: To approve meeting agenda Moved by: Kevin Yates Seconded by: Anna Cammarata CARRIED	
6.	Acceptance of Past Board of Management Minutes for Oct 18, 2017. MOTION: To approve meeting minutes with date correction Moved by: Kevin Yates Seconded by: Anna Cammarata CARRIED	
7.	<p>Chair's Report <u>Board member recruitment</u> Reviewed all candidates with selection committee and put forward two for consideration for board, being Kevin Graff and Gordon Petch, based on their expertise and the needs of the board. Accepting two would expanding board by one (1) position to a total of 8 members. MOTION: To expand the number of board members to eight (8), and welcome both Kevin Graff and Gordon Petch to the board. Moved by: Julia Hanna Seconded by: Anna Cammarata CARRIED</p>	Nick B
8.	<p>ED Update ED Update Pre-read (Financials, Beautification, Marketing, Events). Comments/questions: <u>Events</u></p> <p>- Finalised strategy for 2019 – 2020 as per request by town. Review of events and feasibility in construction completed by staff and shared with board. Board determined that goal was to continue to attract people to downtown as often as we can so carry on with all events that are feasible. As per staff indication that feasibility of large-scale music festival with required production set up is difficult, take hiatus from Songs of Summer in 2019 and 2020 in favour of using those funds and staff time to support construction specific efforts. Encourage third party and town-run events to continue to the extent that they are feasible, to continue to attract people down as much as possible.</p> <p>- Farmer's Market – Decision to continue to support Town of Oakville's operations of a Farmer's Market in the downtown, with the goal to work with the town to see if greater</p>	Sharlene



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	<p>control can be in place regarding product and enhanced options for members to be involved, but overall with desire to expand it to be even more attractive draw.</p> <p><u>Construction/Beautification</u></p> <ul style="list-style-type: none"> - Big Belly Garbage Cans – Input required by town on BIA stance on these units. Decided that they are a good addition to the Downtown as they have seemed to make a difference in reducing the amount of spill over and litter in those areas that were prone to excess garbage accumulation (units had been strategically placed) - Minor road work timing – Town looking for input as to BIA preference for timing of minor roadwork to north-south streets, Water St, Church St., and Randall St. Decision to encourage Town to perform the work in 2018 such that it is complete and no further construction required once streetscape work completed in 2020. - Construction operating hours – Town looking for input as to BIA preference for construction operating hours (no confirmation that hours will be able to match preference). Discussion that longer hours and construction occurring on Saturdays should in theory shorten duration of construction period. <p>MOTION: Encourage the Town to utilise do construction work for longer periods during the day (into evening) and do construction work on Saturdays during the streetscape construction project in an effort to shorten the overall duration of the project.</p> <p>Moved by: Mayor Burton Seconded by: May Natour CARRIED</p> <p>Renderings for poster – Waiting on final rederings; distribute poster in the new year when there is less competing for space and attention in windows. Focus poster on ‘Creating the Best Downtown in Canada’</p>	
9.	<p>Town Council Update</p> <ul style="list-style-type: none"> - Closing on Construction Liaison position with plans to start in January - Draft mitigation strategy to mitigation team in Feb, to council in March - Post office – marketing/information office construction to be started following Hometown Hockey. Also working on application to do innovation centre at post office. - Bridge still slated for Friday Nov 17, 3:30 grand opening 	Dorothy
10.	<p>New Business/Other None</p>	Sharlene
11.	<p>Date and Time of Next Meeting <u>Board Meeting</u> Wednesday Jan 17, 2017 at 6:30pm, BIA office. Note - no Dec meeting.</p>	Sharlene



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12.	Adjournment MOTION: To adjourn at 7:25 pm Moved by: Mayor Burton Seconded by: Anna Cammarata CARRIED	Nick B
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