



**Downtown Oakville BIA
Minutes - Board of Management Meeting Wednesday, Sept 20, 2017 @ 6:30 pm BIA Office**

Board Members: Nick Bourikas, Mayor Burton, May Natour, Anna Cammarata, Kevin Yates, Julia Hanna
Guests: Dorothy St. George, Nick Hutchins
Regrets: none
BIA Staff/Minutes by: Susan Johnston

Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:35 pm.	
3.	Declaration of Quorum: Yes	
4.	Declared Conflicts of Interest: None	
5.	Approval of Agenda for Sept 20, 2017. MOTION: To approve meeting agenda Moved by: May Natour Seconded by: Anna Cammarata CARRIED	
6.	Acceptance of Past Board of Management Minutes for July 19, 2017. MOTION: To approve meeting minutes Moved by: Anna Cammarata Seconded by: Kevin Yates CARRIED	
7.	Chair's Report <u>Board member recruitment</u> Board member vacancy exists – currently 3 candidates (resumes shared) have expressed interest. Discussion on how to search for and select new board members. What is process for recruitment, onboarding, meeting attendance? (Kevin) Currently, constitution states members must be a BIA member with 7 members permitted. Julia – majority should be BIA members. Anna - suggest RA member seat. Nick – suggests 7 to 9 members. Kevin requests ED shares best practices for Board member recruitment for discussion at next meeting.	Nick B
8.	ED Update ED Update Pre-read (Financials, Beautification, Marketing, Events). Comments/questions: <u>Gateway signage</u> - ED has board approval to continue working with Town to develop a gateway signage recommendation. Install target spring 2018. <u>Songs of Summer</u> – Board would like to continue with a large summer music event. Learnings from Songs of Summer will be incorporated into a proposal to be presented early 2018.	Susan
9.	Town Council Update <u>Bentall Kennedy</u> Nick B and Dorothy met with Steven Michniewicz and Barb Francis to discuss mutual opportunities and Bentall Kennedy plan for Downtown vacancies. Bentall has no preference for chains over independents. Using pop ups to fill vacancies. Not likely to lease many units until post construction. <u>Streetscape</u> Mitigation Core team to meet to discuss mitigation plans in Oct. Streetscape construction approved by Council to execute block by block. ED directed to work with streetscape consultant to develop 12 block by block renderings (artist drawings) depicting new streetscape – to be utilized by members in store fronts, conversations.	Dorothy Dorothy/ Mayor Burton



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10.	<p>New Business/Other <u>Santa Claus Parade</u> Currently DOBIA is a \$500 sponsor. Request from parade committee to increase sponsorship to \$2,500 for 2017 onward. MOTION: To increase Santa Claus parade sponsorship to \$2,500 for 2017 onward. Moved by: Mayor Burton Seconded by: Kevin Yates CARRIED</p> <p><u>Official plan amendment</u> Meeting to discuss amendments to the Downtown Growth plan to occur Oct 11. ED to send link to materials for Board members for review. Board members to send comments to Nick prior to the meeting. Nick to represent the Board and members at the meeting with report back to board on outcome at Nov board meeting.</p>	<p>Mayor Burton</p> <p>Susan</p>
11.	<p>Date and Time of Next Meeting <u>Board Meeting</u> Wednesday Nov 15, 2017 at 6:30pm, BIA office. Last meeting of 2017 – no Dec meeting.</p>	Susan
12.	<p>Adjournment MOTION: To adjourn at 8:19 pm Moved by: Julia Hanna Seconded by: May Natour CARRIED</p>	Nick B