



**Downtown Oakville BIA
Minutes - Board of Management Meeting Wednesday, July 18, 2018 @ 6:30 pm BIA Office**

Board Members: Julia Hanna, May Natour, Nic Bourikas, Mayor Rob Burton, Anna Cammarata, Gord Petch, Kevin Graff
Guests: Dorothy St. George, Mary Vallee, Bob Brunini
Regrets: Kevin Yates
BIA Staff/Minutes by: Sharlene Plewman

Item #	Item Description	Presenting
1. 2. 3. 4. 5.	<p>Chair's Welcome</p> <p>Meeting was called to order at 6:30 p.m.</p> <p>Declaration of Quorum: Yes</p> <p>Declared Conflicts of Interest: None</p> <p>Approval of Agenda for July 18, 2018.</p> <p>MOTION: To approve meeting agenda Moved by: Anna Cammarata Seconded by: May Natour CARRIED</p>	Nic
6.	<p>Acceptance of Past Board of Management Minutes for May 16, 2018.</p> <p>MOTION: To approve meeting minutes Moved by: Anna Cammarata Seconded by: May Natour CARRIED</p>	
7.	<p>Chair's Report</p> <p>Reviewed letter sent in by Ray Foley via email to Nic Bourikas and Sharlene Plewman re: request for tax relief during construction. Town indicted cannot give tax reductions due to Municipalities Act that sees it as bonusing.</p> <p>Board elections update – 5 members indicating desire to return. Will have four return and four new brought on board through election process as per previous motion.</p>	Nic
8.	<p>ED Update</p> <ul style="list-style-type: none"> - Reviewed pre-read ED update <ul style="list-style-type: none"> • Will be keeping abreast of best way to recognize Parkinson Family tragedy • Hired for marketing coordinator role - Towne Square redesign, general discussion by entire board: <ul style="list-style-type: none"> • Is it unique enough? • What is the goal of redesign? • Too early to comment on as there are still many unknowns - Board meeting frequency <p>MOTION: To continue with monthly meetings but allow flexibility to cancel a meeting if agenda seems to brief, and adjust constitution to remove meeting frequency stipulation Moved by: Anna Cammarata Seconded by: Julia Hanna CARRIED</p>	Sharlene
9.	<p>Long-term planning update</p> <ul style="list-style-type: none"> - Reviewed minutes from previous meeting - Working with Cushman & Wakefield to get information on potential for office and hotel space in downtown 	Gord
10.	<p>Town Council Update</p> <ul style="list-style-type: none"> - Mitigation report going to P&D council on September 10 including budget request 	Dorothy



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	<ul style="list-style-type: none"> - Project information office to be completed July 26 - Marketing and communication – Town will be focused on communication about the project, leaving it to the BIA to do marketing to encourage visits to downtown; Mary V and Sharlene P to meet to discuss strategies 	
11.	<p>New Business/Other</p> <ul style="list-style-type: none"> - None 	
12.	<p>Date and Time of Next Meeting Board Meeting Wednesday September 19, 6:30pm, BIA Boardroom</p>	Sharlene
13.	<p>Adjournment MOTION: To adjourn 8:00 p.m. Moved by: May Natour Seconded by: Anna Cammarata CARRIED</p>	Nic