

Downtown Oakville BIA Board of Management Meeting Minutes

Date	January 8, 2025
Location	BIA Office
Start Time	6:30 PM
Board Members Present	Susan Wayland, Darlene Janeiro, Councillor Janet Haslet-Theall, Lisa Whittall-Chuang, Nancy Robertson, Chantal Ingram, Violet Jameson (via Zoom)
Staff Present	Lynette Whiley, Executive Director
Regrets	none

Called to Order	The chair called the meeting to order at 6:30
Declaration of Quorum	A quorum was declared
Declaration of Conflict of Interest	No conflict of interest was declared
Approval of Agenda	Revised agenda was presented to the Board for approval- Motion to approve by Nancy Robertson, second by Chantal Ingram, approved

Agenda Item for Discussion	Discussion & Notes
Approval of October 9th Meeting Minutes and ED Plan	Minutes have been uploaded to Dropbox. Motion: Nancy moved to approved minutes. Seconded by: Chantal.
December 2024 Financials	The Board reviewed the submitted financials and requested more detailed information from the ED regarding current balances in specific categories. The ED will work with the team to clarify and bring the information to the board before the year end audit and provide any impacts to approved 2025 budget.
Q4 Updates	ED to rework updates and present at a later date as they were not available for this meeting. Beautification and Member engagement report submitted in advance of the meeting. Draft Social Strategy and Marketing report submitted in advance of the meeting. No board discussion to allow ED time to review. Discussion in Feb.
Town Updates	Parking data will be discussed at next meeting; Janet's goal is for BIA staff to have parking information to assist with event and programming analysis. Additionally, it was noted a plan to support transit in and out of Downtown needs to be considered. E-scooters are not approved in Oakville, but the Town staff are not able to ticket at this time. Library – new draft design to be released for public consultation. A-frame permits are back to annual payment, effective January 2025; staff considering how we make the renewal process easier for businesses Town Square renovation – minor adjustments being made to the plan; construction timelines: BIA provided input to ensure it supports community, programming and beautification; September 2025 to May 2026 New tax software Noise by-law has passed allowing for later events to 10 pm.

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	<p>What is the difference between Town event vs. BIA event? Janet advised the Town Event plan will be discussed in Q1 and there are synergies between both; Janet to bring this forward.</p>
<p>Board Discussion Planning for 2025/6 Strategy Workshop on Feb 5 -Video -Document</p>	<p>It was identified that a new strategic plan is due to be created for 2026 and beyond. The board agreed to hold a strategic planning session in mid-2025. To begin the process and identify items of importance, the Board Members will review current strategy and operational plan video and documents and provide feedback/insights at a future date.</p> <p>Landlord Project Overview</p> <p>In response to a Board identified priority, Lynette is leading a focus group of landlords and property owners. This is being done in order to get their perspective and feedback on the current landscape of downtown Oakville. She hopes to speak to 50% of landlords and report back to the board by the end of 2025.</p>
<p>New Board Members Onboarding Agenda</p>	<p>With two new Board Members joining the board in February, the Board identified the need to ensure each of them have been on-boarded using our full introductory system.</p> <p>February 3rd – New Board Members will be on-boarded with the Board Chair, Executive Director and Councillor, Janet Haslett-Theall</p> <p>February 4th – All Existing Members who did not originally receive the full on-boarding will receive training</p> <p>Onboarding will clarify commitment and provide clear expectations to all Board Members.</p>
<p>Board Secretary and Minute Taking</p>	<p>With a shift in staff responsibilities, the Board identified a need to have an official secretary, as per our constitution, who will take minutes during our board meetings. Chantal Ingram volunteered to take on this position. Moving forward she will take minutes at each meeting, sending to the chair for approval, and then to the ED to be posted on the BIA website for members.</p> <p>A motion was put forth for the board to approve Chantal Ingram as the Board Secretary. Motion: Nancy moved to approve. Seconded by: Lisa. Decision: the motion was carried unanimously. Duties will be split with BIA staff – they will co-ordinate meetings and post minutes on the website.</p>
<p>2025 Board of Management Meeting Cadence</p>	<p>As 2025 will be a transformative year for the BIA (the first year with a new Executive Director), the board has decided to return to a more frequent meeting schedule. The Board has a document which outlines the core items to be discussed annually, along with the timing of each item (i.e. Discussion for the budget for the upcoming year begins in September). We will return to the Chair reporting every Board meeting so that all Directors are aware of their work between meetings. This brings even more transparency and integrity to their work.</p> <p>BIA staff is to provide notice to Board Members, with all information needed, 10 days before each board meetings as per the constitution.</p>

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BIA Cheque Signing Authority	<p>Two signatures are required for every cheque from the BIA; currently there are 4 board members who have signing authority. The ED will be added as a signatory to streamline the monthly processes. A motion was passed to add the Executive Director to the bank as a cheque signing authority. Motion: Nancy moved to approve ED to have signing authority. Seconded by: Chantal. Decision: the motion was carried unanimously.</p> <p>Janet tabled that all financial controls are established as per The BIA Constitution, without limiting the ability to complete work efficiently.</p>	
IN CAMERA SESSION	<p>This session discussed the current matters in HR, and the board decided on the direction the Chair will follow.</p> <p>Chair was also given direction to move forward in continuing to consult with an Employment Lawyer and HR Consultant</p>	
Meeting Adjourned	10:15 PM	
Minutes Prepared By	Chantal Ingram	Approved Date: February 5, 2025

Next Meeting Wednesday February 5th