**Kerr Village BIA Board Meeting**

**Minutes**

**Thursday, February 16, 2017**

**Kerr Village BIA Office**

**B-363 Kerr Street**

**Present:**

**Doug Sams, Executive Director**

**Dean MacLean, Chair**

**Chris Stadnik**

**Allan Kowall**

**Terry Hutchison**

**Noel Lorenco**

**Dr. Theresa Bankey**

**Robert Nashat**

**Dr. Brett Warren, Vice Chair**

**Steve Clayton**

**Don Wilson**

**Dave Walsh**

**Minutes:** Doug Sams

**Regrets:** Cathy Duddeck

**Proxy:**

**Guests:**

**Dean MacLean called the meeting to order at 7:38am**

**Pecuniary Interest: None**

**Motion** was made to adopt the Minutes from November 24, 2016. Moved by Allan second by Theresa. **Motion passed**.

**COMMITTEE REPORTS:**

**Street Scaping:**

Dean gave report on new banners from Yellow Robot. Prints were handed out on preliminary layout for banners. The two were on food banner and one Kerrfest banners.

Chris- talked about vinyl banners. Talked to YR about quality of banners and length of time that they could be used.

Doug- talked about term of banners that have been used 3 years. There was a problem with quality of material that were made with the banners. Damaged banners were replaced a year ago and some were not put back up in locations with high winds.

Allan- brought up lighted banners especially on the Lakeshore.

Doug- pointed out new length restrictions for the larger banners. There is better fabric available now on the market. Lost under 30 banners.

It was brought up about do we want or need banners on both sides of the poles. Do banners just need to be on the street side?

Discussion was also made about the metal street signs. Which is very costly.

Have to make a decision on whether to have two sided or one sided.

It was decided that there needs to be a presentation of the various banner designs for a better visual for the board.

3 quotes are required to banner production.

High traffic areas will require two banners on the small banners.

Beautification Planters & Baskets. Discussion about that 2015 looked better than 2016 which did not look quite as good.

Wrapping and paint was talked about for the flower boxes. Inquire with the Town about what can be done.

Will be putting flashing speed sign back up.

**Finance:**

Dean- Discussed the 2017 Budget. Needs before it moves forward for the AGM.Asking for a $392,000budget with a 2.5% increase, which is in line with the other requests.

Doug- can adjust line item description to better identify expense. Just need to know how you want to classify and list it.

**Motion** made byDean to approve proposed budget. **Second by:** Chris. **Motion** **passed**

**Special Events/Sponsorship:**

Discussion took place about the branding of the Handmade & Vintage Market and should it be held again this year.

Logistics and pros and cons were discussed.

Dean-Motion was made and passed to ask Janice Smith to run the Kerr Village Handmade and Vintage Market. With the understanding that is will be branded as a Kerr Village event.

Discussion ensued about road closure what is and what is not allowed.

Motion made by Dean, second by Robert to have the annual tree lighting take place on Friday Dec 1st,, 5-8pm. Motion passed.

Santa Claus parade route was brought up about the parade route being changed because of Lakeshore Rd Bridge Closure.

Dean-Kerrfest report and turned it over to Dave.

Dave-talked about two prospective headliners and what they are asking for in their contract.

Dean-asked if we could bands that have played on a banner.

**Development:**

Terry- we will set up meeting with WRRA.

Allan-discussed vacancy rebate policy that is being considered and reviewed by the Province.

**Strategic Plan:**

Nothing to report

**Marketing/Communication**

Chris: talked about workshop for merchants that would be put on by YR in our board room, how to market your business.

Board response was good. YR will set agenda and date. It was discussed that there would need to be 10 merchants to make it worthwhile. We would need two weeks cancellation notice.

Concern would be that merchants would actively participate.

Chris brought up YR contract. Discussion ensued about continuing for a time period till the end of the year.

It was determined to retain YR for another year. Motion made by Chris, second by Allan. Motion passed

**Long Term Planning:**

Nothing to report

**Nomination:**

Nothing to report

**ED Report:**

Feb. 10th. BIA Hosted meeting in Board Room with Ward 2 Councillor Cathy Duddeck, Dan Cozie Town of Oakville Engineering Dept. regarding Lakeshore Rd Bridge Closure. 4 Merchants attended.

Email was sent out regarding meeting

Attended Special Events Meeting put on by Town of Oakville Culture, Recreation & Open Spaces.

Met with Rebecca Cotter Town Events Coordinator.

Met with Mark Simeoni & Dorothy St George Town of Oakville regarding Façade Improvement Program

Met with Dorothy St George Town of Oakville regarding Holiday Hours Exemption at request of Fortinos also discussed Patio Program

Phone conference with Town of Oakville Finance regarding Budget

Conferred with Finance Committee Regarding Budget

Arranged date and time for AGM, Chair Mayor Burton, March 21, 7pm Town Hall Bronte Room

Conferred with Finance Staff regarding Yearly Audit

Jan 30th, attended Town Council Meeting

Conferred with Bob Dehoog about two 3 merchants patio. Assisted two merchants with information and did follow up.

Continue work on Kerrfest organization, sponsorship, logistics.

**Motion to receive reports made by Allan, second by Dave. Motion passed.**

**New Business:**

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It was brought up about trucks not making delivery’s do not come down Kerr Street.

**Motion by** Allan**-**Request Town Council to designate that Kerr Village is not a truck route and direct them to Dorval. Second by Terry. Motion passed.

Board will support a request to submit to Halton Region, a Holiday Exemption application.

The only meeting next month will be the AGM. There will be no board meeting.

Discussion ensued on new and closed businesses within the BIA.

**Motion** to adjourn made by Dave, second by Chris. **Meeting Adjourned**

**Next Board Meeting**

**AGM Tuesday March 21, 2017**