**Kerr Village BIA**

**13th Annual General Meeting**

**March 20, 2018**

**Oakville Town Hall**

**Bronte Room**

**1225 Trafalgar Road, Oakville, ON**

**Meeting Minutes**

**Present:**

Doug Sams, Executive Director

Dean MacLean, Chair/Acting Treasurer

Cathy Duddeck, Ward 2 Councillor

Dr. Theresa Bankey

Don Wilson

Chris Stadnik

Terry Hutchison

Dave Walsh

Noel Lorenco

Regrets: Robert Nashat, Dr. Brett Warren, Steve Clayton

**Guest:** Mayor Rob Burton, Ward 2 Councilor Ray Chisholm, Rene Zariczniak, Jinxing Wang, Diana Saulez

**Minutes:** Doug Sams

**This meeting was called to order at:** 7:00 PM

**Meeting Chaired by:** Mayor Rob Burton

Declaration of Quorum

Pecuniary Interest: None

Introduction of the board of directors

**Motion by:** Cathy

That the Minutes from 2017 AGM minutes be approved

**Seconded by:** Terry

***All in favor***

***Motion Carried***

**Finance** – Dean MacLean, Chair & Acting Treasurer

Copies of the 2017 financial statements were distributed to the Board.

1. We use the same auditors as the Town of Oakville-KPMG
2. The 2017 Audit of the financial statements by KPMG produced a clean audit with no concerns noted.
3. 2017 Total Tax Revenue 392,634 (2.5%) increase

2017 Expenses

Administration 167,682

Events and Promotions (Market, Kerrfest, Tree Lighitng, Santa Claus Parade) 217,471

Advertising 17,303

Beautification 78,999

Total Expenses 489,130

Offset by Revenue Income of $81,000

Factors of the 2017 Budget

1. Higher than anticipated Tax Reconciliations (write off appeals $28,604.32, vacancy reductions $2,788.45)-**$31,171.17** (estimate given to us was $9,000)
2. Kerrfest enhancements for Police, security, VIP Tent, Video Board, Smart Serve, Advertising, Labour, Board of Directors Liability Insurance.

|  |  |  |
| --- | --- | --- |
|  | 2017 | 2016 |
| Expenses | 189,788 | 151,923 |
| Received | 81,262 | 54,477 |
| Net Expense | 108,526 | 97,446 |

Although Kerrfest expenses grew by $37,865, the net impact on the BIA was only $11,080.

1. Video & Photography for Market & Kerrfest
2. Higher than anticipated costs in events overall ($1200 more for Christmas Tree & Labour Cost)
3. Higher than anticipated labour cost for banner, wreath and Christmas Tree Lights install.
4. Administration Costs 1 FT, Canada Summer Jobs, Labour, higher source deductions.
5. Other costs include AGM, Façade, Photography, Video, Ads, etc.

**Motion by:** Cathy

Motion that the 2017 audited statements be received by the board

**Second by:** Terry ***All in favor***

***Motion Carried***

**2018 Budget:**

BIA Tax Rates:

  2015                     2016                     2017

Kerr                       0.233%                 0.218%                 0.2128%

Downtown          0.355%                 0.3345%              0.357%

Bronte                  0.3815%              0.3701%              0.3749%

**Anticipated sources of revenue:**

2.5% increase in tax levies ($402,450) less write offs estimate ($10,000)=$392,450

Grant from Town of Oakville - $15,000

Other Grants-22,500

Sponsorships - $22,000

Event Revenue -$8,000

Total Revenue - $463,450

**\*\*Celebrate Ontario Grant awarded after budget process\*\* Amount $36,833**

Expense assumptions with 2017 to 2018 Budget to Budget comparisons:

We do not anticipate a $20,000 increase in Tax Reconciliation

The addition of the Celebrate Ontario Grant will aid in additional income revenue

It is anticipated that

Total Expenses - $463,450

**Motion by**: Theresa

That the 2018 Budget be approved

**Motion seconded by**: Terry ***All in favor***

***Motion Carried***

**Motion by**: Terry that KPMG be auditor again for the fiscal year 2018

**Second by:** Theresa ***All in favor***

***Motion Carried***

**Chair’s Report:** Dean MacLean

Stated about how tough a year it has been for small business owners. Thanked Dr. Warren and board for their assistance. Noted that his business will be moving down the street.

Streets scaping noted that lighting and banners have highlighted the street. It has been a good year in general.

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**Executive Director**: Report-Doug Sams

Thanked the Mayor, Ward 2 Councillor Ray Chisholm for attending; thanked the board for their time as well as the guests for attending.

Special thanks to Rene of Town Finance as well as staff for their work and assistance with the BIA.

**Introduction-Kerr Village Up Date**

We are very excited about the upcoming year and what our plans are. We are also looking forward to our continuing good relationship with the Town; and building on the good vibes that has been created in Kerr Village.

**In Summary**:

**Façade Improvement**-new office façade was completed last Spring and has given us a visible presence on the street.

**Planters and baskets**-everyone looks forward to the spring season and the creativity of the Town Horticulture Department.

**Street Banners**-new banner design and graphics were installed and show the diversity of the area with a different theme for selected areas throughout the BIA.

**Maintaining the tree lights**-we will be taking down the tree lights this year for tree trimming late in the spring and will reinstall them at the end of the summer.

**3rd Annual Kerr Village Handmade and Vintage Market-** will take place the second Saturday of June, July, August.

5th **Annual Kerrfest**- will take place on Sept. 7 & 8th. Last year we had a great turnout along with some enhancements. This years event looks to be bigger and better. We have been informed that we have received a Grant from Celebrate Ontario.

**24th Annual Christmas Tree Lighting**- will take place on Friday November 30, 2018.

**Renovations of the Oakville Arena –**will be complete this September.

**Memberships-** we have memberships with Visit Oakville, OBIAA, WRRA and the Oakville Chamber of Commerce.

We are proud sponsors of the Oakville Santa Claus Parade that brings people to line the streets of our area.

**Challenges that need to be addressed:**

Will continue to address the challenges of these changing times as they present themselves.

**New Business:**

Cathy noted the work that the BIA (Doug) did in conjunction with Town Staff with the merchants regarding the Lakeshore Bridge reconstruction. Also noted looking at lighting along the Lakeshore and noted that Town staff would bring forward a report.

Also Councilor Chisholm noted the approval from Halton Region for the successful application that granted Kerr Village a Holiday Exemption.

Diana noted how Streets scape (façade) improvement helped their business store front and made it more attractive and desirable.

**Motion by:** Chris

**Motion to approve reports and actions of the Kerr Village BIA Board of Directors**

**Second by:** Dean ***All in favor***

***Motion Carried***

**Motion to Adjourn**: Chris

**Second by:** Dean ***All in favor***

***Motion Carried***

**This meeting was adjourned at: 7:21pm**