BOARD MEETING

COOKSVILLE BUSINESS IMPROVEMENT AREA

MEETING MINUTES (Approved)

Date: Tuesday Aug 25, 2026

Time: 6:00 PM - 7:30 PM (EST)

Location: Cooksville BIA Office

Attendees: Tony Nguyen, Adil Abrahim, Amardeep Singh, Andre Laing, Dave Cook, Neena Anand, Roya Vakili, Anna Mikus, Shawn Abrahim, Alex D'Orazio**,** Omema Saleri, Paul Ng'ang'a (CSJ Student)

Regrets: Andrew Rizk, Bernie Torchia, Dipika Damerla,

1. Call to Order (Welcome/Quorum)
    a. Chair called the meeting to order at 6:09pm
2. Land Acknowledgement
    a. Shawn read the land acknowledgement.
3. Changes/additions to the meeting agenda
    a. Beautification Subcommittee requested to add Holiday Décor as an agenda item.

    - **Motion: Neena put forward a motion to approve the amended agenda. Adil seconded. Motion carried.**

4. Declaration of Interest
    a. None declared.

5. Consent Agenda
    a. Board Meeting Minutes: July 23, 2026
    b. ED Operational Report

    - **Motion: Alex put forward a motion to approve the Consent Agenda. Neena seconded. Motion carried.**

6. Reports:
    a. Chair's Report
        i. Chair reminded the Board that the municipal election is scheduled for October 26th and encouraged members to remain cognizant of the municipal election period. Over the next two months, the current Board will continue serving its full term and providing governance and direction as the BIA prepares to transition to a new Board.
        ii. Budget season is approaching, the ED and the treasurer will need to begin preparing the budget for Board presentation.
        iii. Several service contracts are also coming up for renewal, including the event coordinator, flower service and security service. Chair noted the importance of reviewing these contracts and ensuring the BIA continues to receive value for money.
        iv. Chair noted that the Board election will require significant preparation over the coming months. The fall season will be a busy time for the BIA with TOC, budget prep and elections.

    b. Treasurer's Report
        i. Treasurer provided an update on the BIA's current financial position as of July 31st 2026
        ii. .Board discussed incoming grant funding, including the City and Provincial grants.
        iii. Chair asked about the increase in the events expense line. ED noted that the increase is primarily related to Taste of Cooksville expenses currently being paid.
        iv. Chair asked ED to follow up with Bookkeeper regarding CRA-related financial administration and whether the BIA's current processes could be improved.

        - **Action Item: ED and Treasurer to reconvene finance committee to review prelim budget 2027.**

    c. Councillor's Report
        i. None

7. New Business
    a. TOC 2026 – Financial overview & Risk Assessment

        i. ED provided an updated financial overview for Taste of Cooksville 2026. Sponsorship and vendor summary provided.

ii.ED confirmed that the event permit has now been received from the City. This year presented additional challenges due to the festival's location on the west side of Dundas and some properties having no exit other than Dundas. Also working with new event staff at the City.

iii. ED noted that the BIA received an excellent insurance arrangement through the City.

iv. TOC operating costs have increased year-over-year due to expanded Festival hours (both Saturday and Sunday) in 2026 as requested by Board.

vi. ED noted that CP24 will be engaged this year, which will provide additional exposure and may also strengthen future grant applications.

vi. Another new investment for TOC 2026 is enhanced data analytics. The BIA will be collecting more robust information on traffic flow patterns and attendance, including geofencing or cellular data where possible.

vii.ED noted that stronger data collection will support future grant applications. Future applications may provide opportunities for increased Funding.

viii. Board members commented that the BIA is in a stronger position this year due to grant funding.

ix. ED noted that following TOC 2026, sponsorship outreach for TOC 2027 festival should begin in Q4, as many organizations plan their sponsorship budgets for the upcoming year.

x. Board discussed vehicle intrusion barriers and security measures. The BIA is reviewing alternative safety measures, including more robust fencing, barricades, paid duty police and additional security personnel. Board agreed that safety remains necessary while also considering cost-effective alternatives.

xi. Board discussed aerial and overhead photography as part of the data collection and event documentation.

xii. Chair emphasized the importance of continuing to explore different ways of achieving the BIA’s event goals while managing costs.

xiii. ED provided an update on the new beer garden partnership with Old Credit Brewing. A revenue-sharing arrangement is being developed.

xiv. Board discussed grant reporting timelines and the importance of meeting all applicable post-event reporting requirements.

xv. ED confirmed that the TOC risk assessment has been submitted to PRP and the City and no significant concerns have been identified to date.

xvi. ED continues to coordinate with community liaison officers, Peel Regional Police and the City regarding security planning. Feedback on the BIA's risk assessment, security investments, police involvement and barricading measures have been positive.

8. Board Elections 2026
    a. ED provided an update on the 2026 Board election timeline. The AGM has been moved to the fall to better align with budget approval and City submission timelines.
    b. The AGM and Board election are scheduled for November 19, 2026, with the election workback beginning September 1.
    c. The proposed nomination period will run from September 1 to October 15. Staff will then prepare and distribute the required voting materials ahead of the November 19 election.
    d. Election communications will begin the following week.
    e. Chair encouraged current Board members to consider running again and noted that candidate packages should include information on the Terms of Reference, by-laws and expectations associated with serving on the Board.
    f. Board discussed having the existing HR/Governance Subcommittee serve as the Nominations committee for the BIA Board election. Board members who are not currently part of the HR Subcommittee were also invited to participate.

    g. ED provided a refresher on the current HR Subcommittee membership: Tony, Dipika, Andrew, Neena and Adil. Shawn and Amardeep expressed interest in joining the Nominations Committee.

- **Motion: Adil put forward a motion to have the HR Subcommittee act as the Nominations Committee for the 2026 BIA Board election. Roya seconded. Motion carried with none opposed.**

9. Budget and Financial Audit

    a. ED provided an update on timelines for budget and financial audit. Deloitte has opened the audit portal and preparations for the financial audit are underway. Final approved BIA budget is due to City finance by November 23rd, 2026.
    b. The BIA will continue to receive a City subsidy for Deloitte audit fees which will be applied to the grant revenue line and is expected to be received in December.
    c. Board discussed advocating to the incoming Councillor regarding having the audit fees for BIAs covered by the City. The City has signed a five-year contract related to the Deloitte audit service.

10. Marketing – BIA Website refresh

    a. ED provided an update on the BIA website refresh, which is beginning to incorporate priorities identified through the Strategic Plan as well as improvements to the BIA Business Directory.

    b. ED also provided a brief update on recent marketing activities and the Business Education Session.

11. Municipal Elections – BIA Candidate Forum

        a. The Executive Committee discussed the possibility of the BIA hosting a Ward 7 candidate meeting or forum ahead of the municipal election.
        b. ED noted that OBIAA has recommended that BIAs remain neutral during municipal elections and cautioned against hosting any event that could create the perception of favouring a particular candidate.
        c. Board discussed alternative options, including partnering with another organization such as a local business association or MBOT to host a candidate forum.
        d. A board member expressed support for direct candidate engagement, noting that if all candidates receive an equal invitation and questioning remains fair, the BIA could provide candidates with an opportunity to learn about Cooksville and the issues facing the business community.
        e. Board members discussed the importance of candidates understanding Cooksville's priorities and the role of the BIA.
        f. One board member supported inviting all candidates to engage with the Board, noting that an open invitation would avoid preferential treatment while still allowing the Board to discuss community priorities.
        g. Another Board member noted that the BIA must remain mindful of potential conflicts but suggested that inviting candidates to speak directly with the Board may be different from hosting a public candidate forum.

h. Chair noted that he would be more comfortable proceeding once the BIA receives guidance from the City Clerk's Office regarding the potential risks and appropriate approach.

- **Action Item: ED to contact the City Clerk's Office regarding permissible options for BIA engagement with municipal candidates and provide an update to the Board by email.**

12. MFIPPA update

a. ED provided an update regarding the MFIPPA audit of the BIA.
b. The audit team met with ED and reviewed the BIA's communications, marketing, governance and records management processes.
c. ED noted that the audit team responded positively to Cooksville BIA's organizational format and indicated that elements of the approach may be used with other BIAs.
d. The audit team emphasized that the intention is not to interfere with how BIAs operate but to provide greater clarity around processes, including records retention.
e. Next meeting with the City and CVBIA is September 3rd regarding record retention and timelines.
f. Once formal guidance is received, ED will provide an update to the Board and Executive Committee.
g. Chair noted that MFIPPA is an important governance issue and raised questions regarding how the BIA should respond when members of the public request information or records.
h. ED noted that another consideration for Taste of Cooksville is the collection and retention of volunteer information, photographs and video footage.
i. Board discussed whether release forms or appropriate event signage may be required to notify attendees that photography and video recording will take place.

- **Action Item: ED to seek clarification regarding the release of information and records retention requirements during the September 3rd meeting.**

13. Beautification- Holiday Décor

    a. Beautification Subcommittee provided an update on preliminary plans for holiday décor. Beautification chair noted that the BIA has used similar decorations in previous years and expressed interest in doing something different and memorable this year.
    b. The Board reviewed 2026 Holiday decor budget and discussed whether additional funding may be required to introduce a new feature such as an illuminated arch or photo opportunity.
    c. A board member suggested exploring projectors or other lighting options that could create a larger visual impact. ED noted that there may be restrictions regarding projecting onto private properties.
    d. Board discussed whether sponsorship from local businesses could help support a Christmas tree or other holiday features.
    e. Treasurer suggested considering a different approach by using the existing beautification budget for regular decorations and developing a separate holiday event focused on a Christmas tree, Santa Claus and photo opportunities.
    f. Board discussed whether a holiday event could provide greater flexibility by separating event-related expenses from the existing beautification budget.
    g. Beautification chair emphasized the importance of having a new feature that remains in place throughout the holiday season.
    h. ED provided an update on preliminary pricing.
    i. ED suggested that the BIA could also consider developing a holiday kick-off or market event rather than participating in another external event.
    j. Co-chair noted that any installation should include planning for vandalism and poor weather.
    k. Treasurer recommended that before approving additional funding, the Beautification Subcommittee should determine exactly what it would like to install and confirm the City's requirements, including installation and wind-related safety requirements.
    l. Chair asked the Beautification Subcommittee to return to the September Board meeting with a more detailed proposal, including costs and City requirements.

        - **Action Item: Beautification Subcommittee to prepare a detailed holiday décor proposal, including proposed installations, costs and City approval requirements, for the September Board meeting.**

14. In camera session

- **Motion: Adil put forward a motion to move into an in-camera session. Neena seconded. Motion carried at 7:26pm.**

- **Motion: Roya put forward a motion to come out of in-camera session. Neena seconded. Motion carried at 7:53pm.**

- **Motion: Adil put forward a motion for Chair to go back to ED with the reviewed changes. Amardeep seconded. Motion carried at 7:53pm.**

15. Adjournment

- **Motion: Adil put forward a motion to adjourn the meeting. Amardeep seconded. Meeting adjourned at 7:54pm.**

Next scheduled Board meeting – Sept 17, 2026, 6:00pm