



**Downtown Oshawa BIA
2020 Annual General Meeting Notice**

Thursday, October 1st, 2020 8:00 am - 10:00 am
CORE21 - 21 Simcoe Street S./Virtual

As a member of the Downtown Oshawa BIA, you are invited to attend our upcoming Annual General Meeting (AGM) on **October 1st, 2020 at 8:00 am**. RSVP's are required and will be accepted by phone at (905) 576-7606 or email (admin@downtownoshawa.ca) by **September 28th, 2020**.

One key consideration for the AGM is to approve the 2021 work plan and the BIA budget that funds the general program. This program is paid for by a special levy charged to you as well as other commercial property owners and businesses in the BIA. We encourage you to participate in this critical decision-making process to ensure your perspective is incorporated into the plan.

The BIA Board and Committee members have developed this 2021 work plan and budget from the ground up and it is based on inputs from several sources. We particularly understand the challenge in front of us – trying to consider multiple viewpoints and concerns while trying to develop a budget and work plan that best reflects the collective of our membership. Given the ongoing health pandemic, we realize this is no easy task.

We welcome feedback during this process as we know there are diverse views amongst our members. It is important to hear from everyone to ensure a balanced view is considered and that each and every individual's concerns are factored into the process. We have made a concerted effort with the resources we have to ensure we better engage the entire membership – so we want to hear from you!

This notice is being distributed on or before **September 17th, 2020** as follows:

- a) Commercial tenants in the downtown district via email and regular Canada Post mail.
- b) Landlord/property owners via regular Canada Post mail

For more information, please email admin@downtownoshawa.ca. This notice will be posted on the Downtown Oshawa website. All relevant documents pertaining to the Annual General Meeting will be posted on the Downtown Oshawa website at www.downtownoshawa.ca no later than **Friday, September 25th, 2020**.

**Downtown Oshawa Board of Management
Agenda**

1. Call to order and introductions
2. Declaration of Conflict of Interest
3. Approval of 2019 Annual General Meeting minutes
4. Treasurer's /Auditor's Report
5. Approval of 2019 Audited Financial Statements
6. Director's Report
7. Proposed Program and Budget for 2021
8. Parking Study Report
9. New Business
10. Announcements
11. Adjournment

2021 Draft Operating Budget

At this time, the Board of Directors welcomes any feedback, questions and/or concerns regarding the 2021 Proposed Operating Budget. The key items of the work plan that drive the identified budget line items are also included below and additional details can be found at <https://downtownoshawa.ca/members.php>. Your feedback is important and will be taken into consideration at the September 24th Board Meeting to finalize the work plan



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and budget which will then be presented at the AGM for membership approval. Please submit any comments and questions regarding the budget and/or work plan to admin@downtownoshawa.ca **before noon on Tuesday, September 22nd, 2020.**

A detailed line-by-line budget will be available at the Annual General Meeting. To receive an advance copy of the detailed budget please go to the Members section of the Downtown Oshawa website at www.downtownoshawa.ca any time after **September 25th, 2020.**

OSHAWA CENTRAL BUSINESS DISTRICT IMPROVEMENT AREA

Cost Description	Approved 2020	Adjusted Covid-19 budget	Budget as of June 2020	2021 Proposed Budget
ADMINISTRATION	\$213,950	\$196,228	\$163,110	\$227,890
PROMOTION	\$129,600	\$91,193	\$67,436	\$135,000
EVENTS	\$159,700	\$16,430	\$12,506	\$120,200
PHYSICAL IMPROVEMENTS	\$146,000	\$140,000	\$46,046	\$118,500
Total Disbursements	\$649,250	\$443,851	\$289,098	\$601,590
Contingency (Risk)			\$15,000	
Revenue - City of Oshawa Levy	\$536,750	\$416,851	\$268,750	\$473,349
Revenue - Other income	\$112,500	\$37,000	\$56,069	\$107,520
Revenue - from Carry Over				\$20,721

WORK PLAN

Administration	Promotion	Events	Physical Improvements
<ul style="list-style-type: none"> over 10,000 labour hours (over 3000 volunteer and over 7500 paid hours) office space Office supplies, computer equipment and software Insurance, auditors, 	<ul style="list-style-type: none"> Marketing Website Banners Community Development - RAD, WSI etc. Economic Development - DTS, Let's Eat 	<ul style="list-style-type: none"> Nightmare on Bond Street Bright & Merry Oshawa Generals' Street Fest Oshawa Summer Fest (Food truck event) Kars on King Butter Tart Festival Wine Festival 	<ul style="list-style-type: none"> Wall Mural Winter Greenery Holiday lighting Streetscape

Please note that the 2021 membership approved budget will need to be submitted to Oshawa City Council by **October 14th, 2020** for their consideration as part of the overall city budget process.