

Minutes for Downtown North Bay Board of Management

February 3, 2021

Call to Order

A board meeting of Downtown North Bay was held on February 3, 2021 at the Chamber of Commerce boardroom and via Zoom. It began at 8:03 am and was presided over by Chair Michelle Trudeau.

Attendees

Voting members in attendance included Michelle Trudeau, Katie Bevan, Barry Klus, Rae Brenne, Brannyn Hale, Dayna Greco, Dave Mendicino, Mac Bain, Bev Hillier, Sara Gage and executive director Amber Livingstone.

Regrets:

Guests: Erin Richmond from Economic Development and Joel Therrien from Planning Department

Declaration of Conflict of Interest

Verbal declaration by Barry Katie Bevan, Dayna Greco, Barry Klus and Rae Brenne re: gift card reimbursements.

1 Welcome Erin Richmond from Economic Development and Joel Therrien from Planning Department to the meeting.

Erin shared information about the virtual building tours and pulling together a property owner database. She also spoke about the RED program, and the opportunity for membership to discuss one on one with a team member. Erin shared that Economic Development is pleased with the idea of the Downtown being associated with the waterfront.

2 Acceptance of Agenda

A motion to accept the February 3, 2021 agenda as presented was made by Dayna Greco and seconded by Barry Klus. **Resolution 2021-08**

3 Approval of Minutes

A motion to approve the minutes of the previous January 13, 2021 meeting was made by Brannyn Hale and seconded by Rae Brenne. **Resolution 2021-09**

4 Boundary Expansion Presentation from Bev Hillier

In October 2019, council adopted the DWMP. GCIP had 15 projects approved in 2020 in the Downtown target area. Bev also talked about Downtown parking improvements. She shared that the February 9th council meeting would have RFP for the Downtown reconstruction project on the agenda.

Boundary expansion into city owned lands at the waterfront is a recommendation from DIAC. This does not include the rail lands. Suggestion to engage Heritage North Bay Board and grow the relationship.

A motion to endorse recommendations set out by DIAC: The DIA work with Heritage North Bay to support the implementation of the unified vision for the Downtown Waterfront through the identification of synergies such as partnerships, marketing initiatives etc.; and that the DIA boundaries be expanded into waterfront City-owned land. The DIA fully supports implementation of the DWMP was made by Barry Klus and seconded by Brannyn Hale. **Resolution 2021-07**

3 Financial Reports

The January 2021 financial update was presented by Sara Gage.

The following resolutions were adopted:

A motion to adopt the financial statement for January 2021 presented was made by Katie Bevan and seconded by Brannyn Hale. **Resolution 2021-10**

A motion to accept payments totalling \$4000 to The FARM – cheque 1955 re: gift card reimbursements was made by Rae Brenne and seconded by Brannyn Hale. **Resolution 2021-11**

A motion to accept payments totalling \$4000 to London Underground – cheque 1956 re: gift card reimbursements was made by Rae Brenne and seconded by Brannyn Hale. **Resolution 2021-12**

A motion to accept payments totalling \$2650 to Cheapskates – cheques 1961 and 1975 re: gift card reimbursements was made by Rae Brenne and seconded by Brannyn Hale. **Resolution 2021-13**

A motion to accept payments totalling \$2650 to Cheapskates – cheques 1968 and 1972 re: gift card reimbursements was made by Barry Klus and seconded by Katie Bevan. **Resolution 2021-14**

4 Committee Reports

Beautification & Safety report was presented by Katie Bevan.

Beautification:

Fire site mural ready and printed; waiting for restrictions to lift for installation.

Katie contacted Dave Schroeder re: planters for 2021 (inspiration photos), and requested meeting to discuss flower order.

Will be meeting with Karen Pratt re: recycling options for Downtown.

DIAC report was presented by Dave Mendicino.

Joel Therrien shared information regarding GCIP façade improvement evaluations and how scoring impacts funding. Meeting scheduled for end of January. RFP closed December 3rd for reconstruction project; contract to be awarded to architect in February.

Promotions and Marketing report was presented by Rae Brenne.

Billboards are being prepped for installation when restrictions lift.

5 City Councillor's Report

Redesign of Downtown RFP going before council soon; last design was 1983. GCIP had 15 projects approved in 2020.

6 Budget Discussions

Provide budget information to membership re: 2021 budget.

Motion to accept the 2021 budget as presented was made by Barry Klus and seconded by Rae Brenne. **Resolution 2021-15**

7 Correspondence

No correspondence at this time.

8 Executive Director's Report

- Keeping up with gift card redemptions for the membership.
- Continuing to organize digital files.
- Creating content for social media and Google My Business.

Next meeting is scheduled for Wednesday, March 3, 2021 at 8 am.

Adjournment

Dave Mendicino moved that the meeting be adjourned, this was seconded by Barry Klus, and was agreed upon at 9:26 am. **Resolution 2021-04**