

# Minutes for Downtown North Bay Board of Management

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## March 3, 2021

### Call to Order

A board meeting of Downtown North Bay was held on March, 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:

No guests in attendance.

### Declaration of Conflict of Interest

Verbal declaration by Michelle Trudeau, Katie Bevan and Dayna Greco re: gift card reimbursements.

### 1 Acceptance of Agenda

A motion to accept the March 3, 2021 agenda as presented was made by Mac Bain and seconded by Rae Brenne. **Resolution 2021-18**

### 2 Approval of Minutes

A motion to accept the minutes of the previous February 3, 2021 meeting was made by Barry Klus and seconded by Katie Bevan. **Resolution 2021-19**

### 3 Financial Reports

The February 2021 financial update was presented by Sara Gage.

The following resolutions were adopted:

A motion to adopt the financial statement for February 2021 presented was made by Katie Bevan and seconded by Brannyn Hale. **Resolution 2021-20**

A motion to accept payments totalling \$850.00 to The FARM – cheque 1980 re: gift card reimbursements was made by Barry Klus and seconded by Dayna Greco. **Resolution 2021-21**

A motion to accept payments totalling \$725.00 to The Framemaker – cheque 1979 re: gift card reimbursements was made by Katie Bevan and seconded by Dave Mendicino. **Resolution 2021-22**

A motion to accept payments totalling \$950.00 to London Underground – cheque 1983 re: gift card reimbursements was made by Brannyn Hale and seconded by Mac Bain. **Resolution 2021-23**

#### **4 Committee Reports**

Beautification & Safety report was presented by Katie Bevan & Barry Klus.

##### Beautification:

Fire site mural to be installed after lockdown ends.

Canada Healthy Communities Initiative grant application. Project to improve public spaces: Guardian parking lot, pave lot and hang market lights. Economic Development supports us partnering with Creative Industries.

##### Safety:

Security schedule is set until June.

Michelle adds that letters of support are needed for the Healthy Community Ambassadors Program as they seek funding. Amber to email membership and request letters.

Promotions and Marketing report was presented by Rae Brenne.

Idea to offer a March Break Bundle for families. There will be costs for packaging and marketing items; idea to include gift card in bundle. April first pre-order.

DIAC report was presented by Dave Mendicino.

Met with Heritage North Bay Board; expansion presentation was well received.

#### **5 City Councillor's Report**

Large intake on GCIP.

#### **6 Redesign of Downtown**

Council will vote on Downtown redesign March 9<sup>th</sup>.

#### **7 Advocacy for Downtown Small Businesses**

Seeking meeting via Zoom with mayor, MPP and Dr. Chirico.

## 8 Patios & Pop-Ups

Patio decision for 2021 to be determined at March 9<sup>th</sup> council meeting. Motion to waive fees and allowing for patio extension.

## 9 Discussion on Guelph's Active Use By-Law

Guelph Active Use By-Law pertains to placing retail spaces at sidewalk level. Future discussion at DIAC meeting.

## 10 Executive Director's Report

- Continuing updates to website.
- Shopify Training. Main session complete.
- Pulling together ideas for brand launch.
- Gift Card window cling for members.
- Living Fit Presentation March 10th.
- Scheduling appointment to view roll book & update building owner information.
- City of NB Event Hosting Application sent in.
- Updated Shopify with new theme, information & graphics. Should be easier for guests to use.

Next meeting is scheduled for Wednesday, April 7, 2021 at 8 am.

## Adjournment

Barry Klus moved that the meeting be adjourned, this was seconded by Rae Brenne, and was agreed upon at 9:39 am. **Resolution 2021-24**

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Michelle Trudeau

Chair, Downtown North Bay

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Date of Approval