

Minutes for Downtown North Bay Board of Management

June 2, 2021

Call to Order

A board meeting of Downtown North Bay was held on June 2, 2021 at the Chamber of Commerce boardroom and via Zoom. It began at 8:05 am and was presided over by Chair Michelle Trudeau.

Attendees

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

Declaration of Conflict of Interest

Verbal declaration by Rae Brenne re: March Break Bundle reimbursement via cheque.

1 Acceptance of Agenda

A motion to accept the June 2, 2021 agenda was made by Dave Mendicino and seconded by Mac Bain. **Resolution 2021-39**

2 Approval of Minutes

A motion to accept the minutes of the previous May 5, 2021 meeting was made by Barry Klus and seconded by Dayna Greco. **Resolution 2021-40**

4 Financial Reports

The May 2021 expenses were presented by Sara Gage.

The following resolutions were adopted:

Motion to adopt expenses for May 2021; cheques 2039-2051 totaling \$11,360.29 as presented was made by Rae Brenne and seconded by Brannyn Hale. **Resolution 2021-41**

Motion to accept payments totaling \$440.70 to Rae Brenne – cheque 2051 re: March Break Bundle reimbursement was made by Dayna Greco and seconded by Dave Mendicino. **Resolution 2021-42**

8:07 am Brannyn Hale joins meeting.

8:12 am Katie Bevan joins meeting.

Committee Reports

Promotions and Marketing report was presented by Rae Brenne.

Plans for reopening include launching the Passport Program 10 winners will receive \$50 in Downtown Dollars. Radio advertising to announce reopening of retail and patios.

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

Safety:

Security schedule has been set until the end of 2021. Vandalism at Trinity United Church. Breakdown between police and CCTV requests. Mac will follow up.

Beautification:

Seasonal lamp post banners have been designed; including a Love Your Waterfront one; 3 designs in rotation with new branding. We would like to put some up on Oak Street West; Bev said that she will look into it. Additional banner arms need to be purchased. Traffic boxes will be completed shortly. Looking into adding wayfinding to billboards.

DIAC report was presented by Dave Mendicino.

Redesign plans are the focus. Consultants have follow up questions.

Boundary expansion into City owned lands is still being discussed. Target to report to Council is June 29th. Staff discussing multi-use courts near waterfront.

By-Laws have been looked at by Joel Therrien. Fall discussion about updating By-Laws and mandate. Bev advised the group that BIAs are regulated through the Municipal Act. They also receive directives/guidance from OBIAA. Mac asked if other BIAs in the province have updated their By-Laws. Discussion of Board election vs. appointments; can we create a sustainable model?

5 City Councilor's Report

Re: CSWBP, City sent us 4 emails about the survey. Going to council June 15th for discussion at committee. There will be a public document for the public to provide feedback.

Contract change to Commissionaires for parking.

6 Redesign of Downtown

Bike lane suggestion was provided in notes to consultants. Active transportation committee will be in on that discussion.

7 Hiring: NOHFC Intern and Canada Summer Jobs admin assistant

Separate meeting to determine when to hire and where they will work from.

8 Insurance for events within Downtown's boundaries: clarification needed

Insurance clarification: Does a business need to get additional insurance or does it fall under umbrella insurance within the municipality? DIA events are covered; individual events require their own insurance. Suggestion that Amber call the broker directly.

*Katie Bevan declares a conflict of interest.

9 Executive Director's Report

- Drafted document to create new member's handbook
- Created a Google form for street banner requests, along with FAQ and posted to website
- Documented count of lamp posts and banner arms
- Started to search and document wayfinding signs within the city
- Participating in weekly OBIAA calls; very helpful information and discussions from the twice weekly meet ups
- Membership newsletters went out May 20th and 27th
- Ongoing website updates
- Ongoing social media posts

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

6 Adjournment

Brannyn Hale moved that the meeting be adjourned, this was seconded by Rae Brenne, and was agreed upon at 9:42 am. **Resolution 2021-43**

Who	Action
Bev Hillier	Looking into permission to put up lamp post banners on Oak West, 1 side of street only.
Amber Livingstone	<ul style="list-style-type: none"> • Contact Naomi re: banners on Oak Street. • OBIAA – ask about BIAs updating their By-Laws • Send Brannyn By-Laws • Get copy of CSWBP and send to Board • Provide details on how to make CCTV request to membership

Mac Bain	Contacting Chief Tod re: CCTV requests for access needs to be refreshed with officers.
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Michelle Trudeau

Chair, Downtown North Bay

Date of Approval