

# Minutes for Downtown North Bay Board of Management

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## October 6, 2021

### Call to Order

A board meeting of Downtown North Bay was held on October 6, 2021 via Zoom. It began at 8:05 am and was presided over by Chair Michelle Trudeau.

### Attendees

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

### 1 Acceptance of Agenda

A motion to accept the October 6, 2021 agenda was made by Barry Klus and seconded by Dayna Greco. **Resolution 2021-60**

8:09 am Mac Bain joins meeting

### 2 Approval of Minutes

A motion to accept the minutes of the previous September 1, 2021 meeting was made by Katie Bevan and seconded by Dayna Greco. **Resolution 2021-61**

### 3 Financial Reports

The September 2021 expenses were presented by Sara Gage; majority of funds were for gift card reimbursements and security.

The following resolutions were adopted:

Motion to adopt expenses for September 2021; cheques 2098-2107 totaling \$3,520.51 as presented was made by Brannyn Hale and seconded by Barry Klus. **Resolution 2021-62**

Motion to accept payments totaling \$775.00 to Cheapskates – cheque 2101 re: gift card reimbursement was made by Brannyn Hale and seconded by Katie Bevan. **Resolution 2021-63**

Motion to accept payments totaling \$750.00 to The FARM – cheque 2105 re: gift card reimbursement was made by Brannyn Hale and seconded by Barry Klus. **Resolution 2021-64**

## **4 Committee Reports**

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

### Beautification:

No meeting held in September. Looking at Christmas décor. Snowflakes need repairs; will order necessary supplies. Met with decorator; waiting on a response.

Healthy Communities Grant: Having Valin Partners draw up a legal agreement to activate the lot with the property owners. Important to share grant parameters with both parties. New paving quote was lower than previous. Brannyn and Katie will work together to draft grant parameter information for property owners.

Building Blocks Alleyway potential project: Meeting needed at committee level. Amber and Katie to sit on steering committee.

### Safety:

More walking patrols have been visible lately.

**Promotions and Marketing report was presented by Rae Brenne.**

Amber & Rae are meeting to discuss winter events this week. Monthly radio campaign for September through December on Moose FM and KISS FM. Winter Passport Promotion with weekly \$25 draws. Reminders on social media to spend gift cards.

**DIAC report was presented by Dave Mendicino.**

Meeting scheduled for October 21<sup>st</sup> regarding Downtown redesign. Michelle would like to see the Board invited.

## **5 City Councilor's Report**

Weed control/eradication: City looking at cost effective way to move forward.

8:30 am Mac Bain departs meeting

## **6 Cost- Weed Control & Eradication motion passed**

Weed control/eradication: City looking at cost effective way to move forward.

## **7 City Free parking in Downtown for the month of December**

Ran out of time for this discussion.

## **8 Parking garage discussion**

Fully securing the garage 24/7 cost estimate for 2022 budget. Monthly usage only? Business and residential only? Would need to remove 2-hour free parking, and it would not be accessible to shoppers. Maybe relocate the 2-hours free to another lot? Katie like the idea of transferring it to Capitol Centre lot. Is technology available for daily usage? What is the number of monthly, overnight passes? This route limits accessibility for consumers who may not have a phone to use an app. What can we do to address overnights/early mornings versus limiting consumers? Is there an opportunity for a security person to oversee the building during business hours with doors open, then close it fully after hours?

Need to put it on paper at committee level, and provide minutes to Ian Kilgour.

## **9 Revisions to parking enforcement contract**

Exploring adding to municipal contract with Neptune Security. Up for consideration is walking, overnight patrols would be advantageous. Ian Kilgour and Ron Melnyk met with Neptune. Brannyn, Dave, Ian, Ron, Bruce and Peter Leckie to have discussion and look at existing contract and cost to expand it. Michelle suggests that Brannyn and Barry connect to compose request/expectation for Downtown.

## **10 Filming in Downtown**

To be discussed at a future meeting.

## **11 Building Blocks project concept**

To be discussed at a future meeting.

## **12 Executive Director's Report**

- Completion of Wayfinding signs documentation (10 large signs, 44 small signs + 2 small signs on Memorial Drive directing to connecting tunnel)
- Participating in weekly OBIAA calls; very helpful information and discussions from the weekly meet ups
- Membership newsletters went out September 2, 16<sup>th</sup> and 30<sup>th</sup>
- Ongoing website updates
- Ongoing social media posts

- \$10,475 outstanding in bonus gift cards

**New to Downtown (12)**

Culture Club

VIP Hydroponics

LookSee Checklist

Brainstorm Productions (159 Main East)

AIDS Committee of North Bay & Area

Good Glaze Dessert Bar

Dupuis Properties

Rebel Muse Photography

Ontario Insurance Network

Craig Dellandrea 355/357 Ferguson

VapeLord

Passionate Kisses

**Relocating within Downtown (1)**

Tattoos by Zandra (133 Main West)

**Leaving Downtown/Closed (5)**

Love at First Cut

Precision Nails

Wallace Klein

The Bay Spa

Wild Arts and Crafts

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

## 10 Adjournment

Katie Bevan moved that the meeting be adjourned, this was seconded by Brannyn Hale, and was agreed upon at 9:36 am. **Resolution 2021-65**

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Michelle Trudeau

Chair, Downtown North Bay

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Date of Approval