

# Minutes for Downtown North Bay Board of Management

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## May 4, 2022

### Call to Order

A board meeting of Downtown North Bay was held on May 4, 2022 via Zoom. It began at 8:10 am and was presided over by Chair Michelle Trudeau.

### Attendees

Voting members in attendance included Michelle Trudeau, Katie Bevan, Mac Bain, Barry Klus, Rae Brenne, Dave Mendicino, Dayna Greco and Brannyn Hale. 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 May 4<sup>th</sup> agenda was made by Barry Klus and seconded by Rae Brenne.

**Resolution 2022-25**

### 2 Approval of Minutes

A motion to accept the minutes of the previous April 6, 2022 meeting was made by Katie Bevan and seconded by Dave Mendicino. **Resolution 2022-26**

8:15 am Brannyn hale joins meeting.

### 3 Financial Reports

The March expenses were presented by Sara Gage; expenditures were for payroll, gift cards, a billboard service call and décor removal. The audit review should be finalized soon; hoping to have KPMG present at the June meeting.

The following resolution was adopted:

Motion to adopt expenses for April; cheques 2191-2195 totaling \$16,688.80 as presented was made by Dayna Greco and seconded by Katie Bevan. **Resolution 2022-27**

## 4 Committee Reports

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

### Safety:

Neptune Security have been assigned downtown patrols 4 times/week. Schedule set for remainder of year. Security will be downtown from 12am-6am; this started on May 1, 2022. Budget for these patrols is based on \$20,000 from Safety budget. Possibility of \$10,000 in matching funds from municipality.

Letter to be drafted to Chief Tod and social services regarding the individual that damaged Cheapskates and assaulted an employee.

Invite Brent Kalinowski (CSWBP coordinator) to June committee meeting.

Draft letter supporting resolution from Joanne Brousseau. Share it with MP and MPP. Issue is within the justice system. There is a financial impact on businesses.

Implement incident reporting (include incurred expenses); advise members to share their incidents.

Begin to identify dangerous and mild individuals (based on behaviour).

Amber to share Homelessness Toolkit from OBIAA with Board. Lengthy document; recommend looking at glossary to learn terminology.

### Beautification:

Katie spoke with Bev to inquire about costs to add festoon lighting at crosswalk in 200 block on Main East; Gerry will get cost and get back to us. No longer able to pave Main West lot.

Billboard invoice from Gateway Signs needs to be investigated on timing for sign lease.

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

Bay Block Party is set for August 27<sup>th</sup>, with the same set up on Main West as in 2019. Food Fest to set up in Main West lot (Amber to email Brannyn about lot use).

Food tour to be discussed at committee level.

Artisan market: concerned with low numbers of vendors, as some backed out in 2019. Need to create artisan market contract with minimum number of vendors, insurance, respecting set up/tear down times, contact. Our members need to be supported first before other artisans. Ask Block Party committee who confirmed Artisan Way. They will be set up in 100 block of Main East.

Brannyn to look into ownership of lot beside old Tranquility building.

## **DIAC**

Multi-use courts are getting a lot of us. All-wheel track and play structure are planned for the area.

Upcoming DIAC meeting.

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

Five: The Dionnes: \$50 dinner and a show with Lou Dawg's, Moose's Cookhouse and Cecil's. Gallery Hop, North Bay Museum exhibit, Quint's home will be open. PAAC to engage public and will form a community plan. Farmer's Market Saturday morning, Passport Promotion launch. Dave would like to see it become an annual event. Include Rae in upcoming meetings.

FONOM conference is sold out. Package add-ins for delegates should go through Fran Hanover.

## **6 Executive Director's Report**

Working on communication campaign strategy for construction with sub-committee.

Brainstorming investment and attraction strategies, needs for next 3-5 years; will be part of grant application.

Have started member videos to introduce business owners to the community and share their personalities.

Started inventory of items in storage locker.

## **ONGOING**

- Participating in weekly OBIAA calls; very helpful information and discussions from the weekly meet ups
- Committee member and future beta tester for OBIAA Customer Relationship management (CRM) software project
- Membership newsletters went out April 14<sup>th</sup>, and 28<sup>th</sup>
- Ongoing website updates
- Ongoing social media and Google My Business posts
- Monthly parking and security meetings with Bev Hillier, Bruce Robertson and David Jackowski
- \$8,150 outstanding in bonus gift cards as of April 30<sup>th</sup>.

**NEW**

- Participation in Bay Block Party committee meetings
- Aiming to build a monthly newsletter for the community to show Downtown events, showcase members and build awareness. Newsletter would start as a pdf download.

[Hamilton BIA Inspiration](#)

**New to Downtown (4)**

King of Queen’s Cannabis

Studio 59 (located inside of Brainstorm Productions)

LB Town

Endaayaan Awejaa

**Relocating within Downtown (0)**

**Leaving Downtown/Closed (3)**

Harvey Jewellers

MVM Inc. (Magic Vs Machine)

North Bay Potter’s Guild

**7 Adjournment**

Dayna Greco moved that the meeting be adjourned, this was seconded Rae Brenne, and was agreed upon at 9:30 am. **Resolution 2022-28**

**Future meetings to be held in person at City Hall. Meetings will continue throughout the summer. Meeting needs to adjourn by 9:15am.**

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Michelle Trudeau

Chair, Downtown North Bay

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Date of Approval