

Owen Sound Downtown Improvement Area Board of Management
BOARD MEETING MINUTES
Wednesday, February 28th, 2018 – 5:31 p.m. to 7:43 p.m.
OSDIA Board Room

Present: Chair Parsons, Rodney Rodger, Councillor O’Leary, Jacquie Furtner, Councillor Koepke, Ron Cole, Inspector Fluney, Wayne Ritchie, Kathy Hannen

Regrets: Francesca Dobbyn, Dianne Mattice

Staff: Deb Blackshaw

1. Meeting Call to Order

The meeting was called to order by Chair Parsons at 5:31 p.m.

2. Call for Additional Business

2.1 Public Meeting for River Precinct Project (see item #12.5)

3. Disclosure of Pecuniary Interests

None

4. Confirmation of January 17th, 2018 Board Meeting Minutes

4.1 Approval of the minutes of the January 17th, 2018 Meeting.

Motion: THAT the minutes of the January 17th, 2018 meeting be approved.

Moved by: Councillor O’Leary

Seconded by: Kathy Hannen

Carried

5. Deputations

5.1 Victoria Watson – BDO Canada LLP – Presentation of 2017 Financial Statements – BDO Canada LLC’s Senior Manager, Victoria Watson began her presentation by reviewing the independent Auditor’s Report for the 2017 Financial Year End and stated that this was a clean audit. Ms. Watson related that there was an Accumulated Surplus of \$94,477 compared to the 2016 Year End Accumulated Surplus of \$139,251. The negative change in the accumulated surplus is attributed to the unbudgeted costs related to the presentation of Summer Streetfest, however the year did finish in a positive net Financial Asset position. A \$10,920 surplus will be transferred to the Beautification reserve. This surplus is a result of Reserve transfers that were not spent in 2017. Chair Parsons thanked Ms. Watson for her time and expertise and she left the meeting shortly after 6:00 p.m.

Motion: THAT the 2017 Audited Financial Statements be approved as presented.

Moved by: Rodney Rodger

Seconded by: Kathy Hannen

Carried

Motion: THAT the 2017 surplus be transferred to the Beautification Reserve Fund.

Moved by: Kathy Hannen

Seconded by: Rodney Rodger

Carried

6. Public Question Period

None

7. Correspondence Received for which Direction is Required

7.1 Director of Community Services, Pam Coulter - Retail Business Holiday Act – Ms. Blackshaw presented a letter from the City of Owen Sound looking for feedback from the OSDIA membership regarding the Retail Holiday Act and how many of them would stay open if an exemption was available. The Board instructed staff to forward a survey to the Membership requesting their feedback.

Motion: THAT a survey be distributed to the OSDIA membership requesting feedback regarding being open on a voluntary basis for statutory holidays.

Moved by: Jacquie Furtner

Seconded by: Councillor Koepke

Carried

8. Move to Closed Session

8.1 Personnel Report

Resolution to move to Closed Session – THAT the OSDIA Board of Management move to Closed Session to consider matters relating to identifiable individuals respecting personnel matters at 6:01 p.m.

Moved by: Councillor O’Leary

Seconded by: Kathy Hannen

Carried

The OSDIA Board of Management returned to open session at 6:19 p.m.

9. Reports by Directors and Staff

9.1 Marketing Committee Report – No Report as there was no February meeting

9.2 Owen Sound Police Services Report - Inspector Fluney advised the Board that during the month of January there were 116 hours of foot patrol by OSPS officers. Inspector Fluney spoke to the issue of picking up sharps in the area. The Health Unit takes the lead and will provide information on proper needle disposal. There are various places in the City that will accept needles.

9.3 Treasurer’s Report – Treasurer Kathy Hannen gave an overview of the financial statement to February 27th, 2018.

Motion: That the February, 2018 Financial Statements be approved as presented.

Moved by: Kathy Hannen

Seconded by: Councillor Koepke

Carried

9.3.2 2018 Budget - Deb Blackshaw reviewed the budget with Board Members pointing out that as the budget stands at this time we are showing a significant budget deficit. After discussion it was decided to request a 2% Levy increase for 2018 and utilize reserve funds for any shortfall.

Motion: THAT the OSDIA Board of Management approve the 2018 budget with a request for a 2% Levy increase for 2018 and that the reserve funds be utilized for the remaining shortfall.

Moved by: Councillor O'Leary

Seconded by: Jacquie Furtner

Carried

10. Matters Postponed

10.1 Appointment of Policy and Procedures Chair – Francesca Dobbyn advised Deb Blackshaw that she would be willing to remain as the Policy and Procedures Committee Chair.

Motion: THAT Francesca Dobbyn be appointed the Chair of the Policy and Procedure Committee.

Moved by: Kathy Hannen

Seconded by: Rodney Rodger

Carried

10.2 Summer Streetfest – Deferred until the April, 2018 meetings.

10.3 Winterfest – Deferred until further notice.

11. Motions For Which Notice Was Previously Given

11.1 None

12. Discussion of Additional Business

12.1 Establish Date for Annual General Meeting – The 2017 AGM was set for Tuesday, March 27th, 2018. It will be held at the OSDIA office. Welcome will begin at 6:00 p.m. with the Business Meeting commencing at 6:30.

12.2 Establish the Date the Spring Party – The date for the 2018 Spring Party was established for Thursday, May 3rd, 2018 at Heartwood Hall. Time and details will be forthcoming at a later date.

12.3 Status of the Downtown Revitalization Project – Mr. Ritchie advised that he would review the status of the DRP and will bring an update to the next Board meeting.

12.4 Status of Downtown Cameras – Mr. Ritchie advised that a City staff member has been assigned to move this research along. Details will be forthcoming at a later date.

12.5 River Precinct Project Public Meeting - Mr. Ritchie advised the Board that the City is holding a Public Meeting regarding the River Precinct Project on March 13th, 2018 with the location to be determined. Staff was instructed to forward a notice of the Public Meeting the OSDIA membership.

12. Adjournment

Chair Parsons adjourned the meeting on 7:43 p.m.

Chair Parsons

Next Meeting: Wednesday, April 11th, 2018