

Owen Sound Downtown Improvement Area Board of Management

BOARD MEETING MINUTES

Wednesday, January 9th, 2019

5:33 p.m. to 7:38 p.m.

OSDIA Board Room

Present: Chair Parsons, Jacquie Furtner, Councillor Koepke, Ron Cole, Dianne Mattice, Councillor O'Leary, Lois Taylor, Jeff Fluney

Regrets: Kathy Hannen, Francesca Dobbyn

Members of the Public: Members of the Public were in attendance, however no attendance was taken

Staff: Deb Blackshaw, City Manager, Wayne Ritchie, Director of Community Services Pam Coulter

1. Meeting Call to Order

The meeting was called to order by Chair Parsons at 5:33 p.m..

2. Call for Additional Business

2.1 Inclusion of the August 8th, 2018 Closed Session minutes to Open Session Minutes. (4.3)

3. Disclosure of Pecuniary Interests

None

4. Confirmation Board Meeting Minutes

4.1 Approval of the minutes of the October 24th, 2018 OSDIA Board Meeting.

Motion: Moved by Councillor Koepke and Seconded by Dianne Mattice **that** the minutes for the October 24th, 2018 OSDIA Board Meeting be approved.

Carried

4.2 Approval of the November 21st 2018 Special Membership Meeting.

Motion: Moved by Councillor O'Leary and Seconded by Lois Taylor **that** the November 21st, 2018 Special Membership Meeting minutes be approved as presented.

Carried

4.3 Inclusion of the August 8th, 2018 Closed Session Meeting minutes to Open Session minutes. The minutes appeared as follows: The Board discussed Chair Parson's reply to an open letter submitted to the Hub and Owen Sound City Council by Mr. Peter Reid. The Board felt that rather than address each point in Mr. Reid's letter a response should be sent that would speak to the OSDIA's operating policies and procedures. Francesca Dobbyn volunteered to wordsmith the letter.

Motion: Moved by Councillor Koepke, Seconded by Jacquie Furtner **that** the August 8th, 2018 Closed Session Meeting minutes be included in Open Session minutes.

Carried

5. Public Question Period

5.1 Peter Reid questioned whether it would not have been more prudent to address the correspondence from Francesca Dobbyn prior to the approval of the October 24th minutes that she spoke to in her email. Chair Parsons replied no to Mr. Reid's question. Mr. Reid went on to state that City Council had approved overnight parking in

one of the Downtown lots and questioned who would receive the revenue from that parking. City Manager, Wayne Ritchie indicated to Mr. Reid that the income would go into the general cost of parking.

6. Correspondence Received For Which Direction is Required

6.1 Email from Francesca Dobbyn – Councillor Koepke stated that since the Board had already approved the October 24th, 2018 minutes the correspondence should be received with no further action.

Motion: Moved by Councillor Koepke, Seconded by Councillor O’Leary **that** the email received from Francesca Dobbyn be received with no further action.

Carried

7. Reports by Directors and Staff

7.1 Executive/Personnel – Deb Blackshaw advised that Heather Anderson has left the employ of the OSDIA effective January 9th, 2019 to accept a full-time position with a local non-profit. With Ms. Anderson’s departure, Deb Blackshaw is the only remaining OSDIA staff. Ms. Blackshaw presented a proposal to close the office on Monday and Friday. Although Ms. Blackshaw would be in the office, the closure would allow time for the completion of office tasks without the constant interruption of foot traffic and phone calls. After discussion, the Board decided that the better solution would be to have the office open from 9:00 a.m. to 1:00 p.m. daily and closed in the afternoon. This change in office hours will be communicated to the Membership and is effective beginning Monday, January 14th, 2019.

Motion: Moved by Lois Taylor, Seconded by Jacquie Furtner **that** beginning Monday, January 14th, 2019 the OSDIA office will be open daily from 9:00 a.m. to 1:00 p.m. and closed the remaining hours to accommodate the completion of office tasks including Year End.

Carried

7.2 – Policy and Procedures – Deb Blackshaw requested the Board to approve two minor changes to the OSDIA’s Policy and Procedures.

#1 – At their December 24th, 2018 meeting, City Council authorized a change to the Boards and Committee By-law to extend the OSDIA public appointments until March 31st, 2018 coinciding with the Annual General Meeting. To accommodate the By-Law change OSDIA Policy #2.01 had the following text inserted: The term of office for all Public Directors will coincide with City Council’s four (4) year term. All Public Directors will retain their positions until the Annual General Meeting has taken place.

#2 OSDIA Policy #4.01 was changed to accommodate the use of email to give notice of the Annual General Meeting or any other Special Membership meeting. The following text was inserted : Notice of the Annual General Meeting or of a General Meeting of Members shall be sent by email or Canada Post Mail.

The Board approved the request for amendments with no change.

Motion: Moved by Councillor Koepke, Seconded by Councillor O’Leary **that** sections #2.01 and #4.01 of the OSDIA’s Policy and Procedure Manual be amended as presented.

Carried

7.2.1 Marketing – Approval of November 6th, 2018 Marketing Minutes

Motion: Moved by Dianne Mattice, Seconded by Ron Cole **that** the November 6th, 2018 Marketing Committee minutes be approved as presented.

Carried

7.2.2 - Deb Blackshaw advised the Board that at the January 8th Marketing meeting the Committee discussed which events they wished to retain. The following motion was passed by the Marketing Committee:

Marketing Committee Motion: Moved by Jennifer Barclay, seconded by Anne Dondertman **that** the OSDIA Marketing Committee recommends to the OSDIA Board of Management the following events and promotions be retained in 2019:

Summer Streetfest

Hottest Street Sale

Fifties 1st Friday/Classic Car Show

Halloween Haunt

Moonlight Madness

24 Days of Christmas Radio Promotion

Festive 1st Friday

Further the Marketing Committee encourages the OSDIA Board of Management to also retain the Membership party that is held in the spring.

Carried

Deb Blackshaw advised the Board that although the OSDIA will no longer sponsor Frisky 1st Friday or Fresh 1st Friday there will be Social Media and office support for any businesses that wish to be open that evening.

After discussion the Board agreed to the Marketing Committee's recommendation.

Motion: Moved by Dianne Mattice, seconded by Ron Cole that the Marketing Committee event recommendations be approved.

Carried

7.3 Owen Sound Police Services – Inspector Fluney advised the Board that there were 130 hours of street patrol in the Downtown in December, 2018. Officers are currently assisting with Snow By-law enforcement.

7.4 Treasurers Report – In Kathy Hannen's absence Deb Blackshaw presented an overview the Financial Statements to December 31st, 2018.

Motion: Moved by Lois Taylor, Seconded by Dianne Mattice **that** the Financial Statements to December 31st, 2018 be approved as presented.

Carried

8. Matters Postponed

8.1 – OSDIA Reorganization – Presentation of Agreement between the City of Owen Sound and the Owen Sound Downtown Improvement Area Board of Management – City Manager, Wayne Ritchie and Director of Community Services, Pam Coulter presented the agreement to the Board. A number of small revisions were requested as the agreement was explained. A revised agreement will be forwarded to the OSDIA for presentation at the next meeting.

Motion: Moved by Councillor O'Leary, seconded by Ron Cole that the OSDIA Board supports the Agreement between the City of Owen Sound and the Owen Sound Downtown Improvement Area Board of Management in the form presented subject to the recommended changes. The revised agreement is to come back to the Board for approval at the next meeting.

Carried

Following the presentation of the agreement a discussion was held regarding the length of time that parking should be Business Sponsored in the Downtown lots. The result of this discussion resulted in the following motions:

Motion: Moved by Councillor Koepke, Seconded by Lois Taylor **that** the OSDIA Board of Management suspend Section 133 of the Procedural By-law to waive the requirement for a notice of motion to reconsider a matter; and rescind the following motion as approved by the OSDIA Board of Management on October 24th, 2018, Item #8.2: **that** all meters be removed and that two (2) hour Business Sponsored on-street parking and nine (9) hour parking in all Downtown parking lots be put in place and further this parking strategy be reviewed in two (2) years time.

Carried

Motion: Moved by Jacquie Furtner, seconded by Lois Taylor **that** on-street parking be two (2) hour Business Sponsored parking and all Downtown lots be five (5) hour Business Sponsored parking.

Carried

Following the motion to support the agreement with the recommended changes the Board agreed to hold a Special Board Meeting to approve the January 9th, 2019 Board Minutes and review the revised agreement. It was agreed to hold this special meeting on Tuesday, January 15th, 2019 at 5:00 p.m. at the OSDIA office.

9. Motions for which Notice Was Previously Given

9.1 None

10. Discussion of Additional Business

10.1 Info re: Creative City Conference –Deferred

10.2 Board Orientation Package – Deferred

10.3 Establishment of Annual General Meeting Date – The Board agreed to hold the 2018 Annual General Meeting on Wednesday, March 20th, 2019, time and location to be determined.

11. CORRESPONDENCE PROVIDED FOR INFORMATION

11.1 None

12. Notice of Motion

12.1 None

13. Adjournment

Chair Parsons adjourned the meeting on 7:38 p.m.