

# Owen Sound Downtown Improvement Area Board of Management

## BOARD MEETING MINUTES

October 24<sup>th</sup>, 2018 – 5:34 p.m. to 7:33 p.m.

OSDIA Board Room

**Present:** Chair Parsons, Jacquie Furtner, Councillor Koepke, Ron Cole, Kathy Hannen, Dianne Mattice, Councillor O’Leary, Lois Taylor

**Regrets:** Jeff Fluney, 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

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### 1. Meeting Call to Order

The meeting was called to order by Chair Parsons at 5:34p.m.

### 2. Call for Additional Business

- 2.1 Executive Meeting Minutes – Deb Blackshaw (Item 7.1)
- 2.2 Memorandum of Understanding between the City of Owen Sound and the OSDIA Board of Management – Deb Blackshaw

### 3. Disclosure of Pecuniary Interests

None

### 4. Confirmation Board Meeting Minutes

4.1 Approval of the minutes of the Sept 12th, 2018 2018 OSDIA Board Meeting.

Councillor O’Leary clarified a point in Item #8.1. The minutes stated that “members of the Board felt that the survey demonstrated no clear mandate”. Councillor O’Leary requested that it should be recorded as “Members of the Board discussed the survey results and although there are great ideas within those results the Board chose to delay the decision to do further research”.

**Motion:** Moved by Councillor O’Leary and Seconded by Ron Cole **that** the minutes for the September 12th, 2018 OSDIA Board Meeting be approved with the requested change.

Carried

**Motion:** Moved by Councillor Koepke and Seconded by Dianne Mattice **that** the Closed Session minutes for the August 8<sup>th</sup>, 2018 OSDIA Board Meeting be approved as presented.

Carried

### 5. Public Question Period

5.1 None

### 6. Correspondence Received For Which Direction is Required

6.1 None

### 7. Reports by Directors and Staff

7.1 Executive/Personnel – Approval of the Executive/Personal Committee meetings on October 3<sup>rd</sup> and October

17<sup>th</sup>, 2018

**Motion:** Moved by Kathy Hannen, seconded by Jacquie Furtner that the Executive/Personnel Committee minutes for October 3<sup>rd</sup> and October 17<sup>th</sup>, 2018 be approved as presented.

Carried

#### 7.2 Marketing – Approval of September, 2018 Marketing Minutes

Motion: Moved by Councillor O’Leary and seconded by Di Mattice that the September, 2018 Marketing Minutes be approved as presented.

Carried

7.3 Owen Sound Police Services Report – There is no OSPS report in Inspector Fluney’s absence.

7.4 Treasurer Kathy Hannen gave an overview of the Financial Statements to October 15<sup>th</sup>, 2018

**Motion:** Moved by Kathy Hannen and Seconded by Councillor O’Leary **that** the October 15<sup>th</sup>, 2018 Financial Statement as presented.

Carried

### 8. **Matters Postponed**

8.1 OSDIA Reorganization – Chair Parsons started the discussion by reviewing the activities that have taken place since the September meeting when the Board made a decision to delay the decision to do further research. He advised the Board that the Executive Committee had met to discuss the logistics of moving forward with the re-organization proposal. As a result of those meetings, City Manager, Wayne Ritchie will bring forward a draft “Memorandum of Understanding” (MOU) between the City of Owen Sound and the Owen Sound DIA Board of Management. Chair Parsons called on Mr. Ritchie to review this document with the Board. Mr. Ritchie proceeded to review the key items of the MOU under the headings of Events, Operations and Beautification, Parking, Marketing and Promotion and Administration.

**Motion:** Moved by Councillor O’Leary, seconded by Kathy Hannen **that** we move forward with the restructuring of the OSDIA, transferring administration and maintenance duties to the City of Owen Sound as discussed in the Memorandum of Understanding between the City of Owen Sound and the OSDIA Board of Management. The OSDIA Board of Management will remain as an antominus Board and continue to make decisions regarding all matters relating to the beautification, maintenance and promotion of Downtown Owen Sound.

Carried

**Motion:** Moved by Councillor O’Leary, seconded by Ron Cole **that** all meters be removed and that two (2) hour Business Sponsored on street parking and nine (9) parking in all Downtown parking lots be put in place and further this parking strategy be reviewed in two (2) years time.

Carried

After the motions were passed Treasurer Kathy Hannen and Deb Blackshaw reviewed the 2019 Draft Budget that includes the OSDIA Re-organization. The Board discussed when this budget would be presented to the Membership for discussion. The Board established that there would be a special meeting held on Wednesday, November 21<sup>st</sup>, 2018 @ 7:00 p.m. time and location will be determined at a later time. Deb Blackshaw will put together a Notice of Special Meeting and email it to the Board to be approved.

**Motion:** Moved by Marion Koepke and seconded by Dianne Mattice **that** a Special Meeting of the Membership be held on Wednesday, November 21<sup>st</sup> at 7:00 p.m. for the presentation and discussion regarding the 2019 OSDIA Budget that includes the OSDIA re-organization with Business Sponsored Parking.

Carried

Deb Blackshaw went on to discuss the fact that all Director positions come to an end on January 31, 2018 however, since the Board’s term does not actually end until we’ve have an Annual General Meeting the City Clerk suggested that we request City Council to amend the By-Law determining City Committee Members Terms of Office to reflect that the Owen Sound Downtown Improvement Board of Management’s Terms of Office be extended to the end of March each year to accommodate the need for the Annual General Meeting.

**Motion:** Moved by Marion Koepke seconded by Dianne Mattice **that** City Council revise the By-law governing the Terms of Office for City Committees to reflect that the Owen Sound Downtown Improvement Area’s Terms of Office be extended to the end of March annually to accommodate the needs for an Annual General Meeting.

Carried

8.2 OSDIA Sign Update – Deb Blackshaw advised that the Landlord has agreed to take the light box down from the front façade of the OSDIA office. However, an electrician will need to be involved making a timeline hard to determine.

Carried

**9. Motions for which Notice Was Previously Given**

9.1 None

**10. Discussion of Additional Business**

10.1 Ombudsman Letter – Councillor Koepke expressed that she felt this has been a valuable exercise for the Board and Staff, that we've taken the necessary steps to correct the issues brought to the Ombudsman's attention. Ms. Koepke moved that we receive the Ombudsman letter of recommendation.

**Motion:** Moved by Marion Koepke, seconded by Kathy Hannen **that** the Ombudsman letter of recommendation be received.

Carried

**11. CORRESPONDENCE PROVIDED FOR INFORMATION**

11.1 None

**12. Notice of Motion**

12.1 None

**13. Adjournment**

Chair Parsons adjourned the meeting on 7:33 p.m.

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Chair Parsons