

# Owen Sound Downtown Improvement Area Board of Management

## BOARD MEETING MINUTES

September 12<sup>th</sup> – 5:28 p.m. to 7:25 p.m.

### OSDIA Board Room

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

**Members of the Public:** Peter Reid, Anne Finlay-Stewart, Maryann Thomas, Anne Dondertman , Bernie Fishman

**Staff:** Deb Blackshaw, Heather Anderson, Director of Community Services, Pam Coulter

---

#### 1. Meeting Call to Order

The meeting was called to order by Chair Parsons at 5:28 p.m.

#### 2. Call for Additional Business

2.1 None

#### 3. Disclosure of Pecuniary Interests

None

#### 4. Confirmation Board Meeting Minutes

4.1 Approval of the minutes of the August 8<sup>th</sup>, 2018 OSDIA Board Meeting.

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

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 Ms. Anne Finlay Stewart asked whether if the meeting agendas were published 72 hours in advance of the scheduled meeting or the when the meeting was actually held. Deb Blackshaw responded by telling her that they were published 72 hours in advance of when the meeting was actually held.

5.2 Ms. Anne Finlay Stewart referred to a statement to her from Chair Parsons that there has not been an election of OSDIA Board Directors in at least seven years. Deb Blackshaw confirmed her statement but went on to explain that there has not been a necessity for an election as there has not been any nominations for Board Directors during that timeframe. Ms. Blackshaw went on to explain that a vacancy during the Board’s term is advertised and the Board chooses and approves the replacement Board director from the submitted Board applications. The recommendation for filling the vacancy is forwarded to City Council for approval. The replacement Board member is notified that the length of their term is only until the end of the current Board term.

5.3 Ms. Finlay Stewart asked why the open letter written by Mr. Reid went to a closed meeting. Ms. Blackshaw replied that the Board would not be speaking to this matter as it was currently being investigated by the Ontario Ombudsman.

5.4 Anne Dondertman asked how the decision regarding the DIA re-organization would be made. Chair Parsons stated that he felt that it would in all likelihood be a Board decision. A 2019 budget will be prepared and presented at a special members meeting for approval.

5.5 Maryann Thomas questioned how a member will be determined in the case of a vote. Chair Parsons indicated that the Board has been struggling with how membership status will be determined. The general opinion is that the Municipal Act clearly states who is considered a member.

5.6 Maryann Thomas questioned when the terms of the OSDIA Directors ends. Deb Blackshaw replied that the Board of Management Directors' term of office ended at the end of November, however since the OSDIA Annual meeting can not be held until the financial statements have been finalized by the City's Auditing firm it is normally March before a new Board of Management can be nominated and voted on. Ms. Coulter corrected Ms. Blackshaw after checking the City's Boards and Committees By-Law. The Board's Directors term actually ends at the end of January. Ms. Blackshaw stated that she would attempt to get clarification before the next meeting.

**Motion:** Moved by Marion Koepke and Seconded by Francesca Dobbyn **that** the OSDIA proceed to get a staff report from the City of Owen Sound with some legal advice of timing and procedures regarding the election of membership to the Board and who is a voting member.

Carried

## 6. Correspondence Received For Which Direction is Required

6.1 City of Owen Sound – Free Public Skating Sponsorship – Deb Blackshaw presented a request from the City of Owen Sound for the OSDIA to sponsor free skating.

**Motion:** Moved by Councillor O'Leary and Seconded by Kathy Hannen **that** OSDIA Sponsor free skating.

Carried

6.2 Email – Deb Haswell – Re: BIA Handbook – Ms. Haswell had suggested by email that the members of the OSDIA Directors have the an up-to-date OBIAA handbook. Deb Blackshaw will download the latest version and provide to the Board.

## 7. Reports by Directors and Staff

7.1 Personnel – Deb Blackshaw advised the Board that summer staff had finished their contracts, that the Maintenance Crew Chief contract ends on November 30<sup>th</sup>, but depending on snow load could be extended to the end of December. The part time Maintenance Assistant finishes his contract on the 17<sup>th</sup> of November.

7.2 Marketing – Approval of July 31<sup>st</sup>, 2018 Marketing Minutes

Motion: Moved by Councillor O'Leary and seconded by Councillor Koepke that the July 31<sup>st</sup>, 2018 Marketing Minutes be approved as presented..

Carried

7.3 Owen Sound Police Services Report - Inspector Fluney reported that the OSPS had a busy summer with some good drug seizures. Uniformed officers spent 120 and 130 during the summer doing street patrol. Inspector Fluney advised that there is going be a presentation regarding marijuana sales. The meeting will be at the Harmony Center sometime in October. Notification will be sent when the details are in place.

7.4 Treasurer Kathy Hannen gave an overview of the Financial Statements to September 11th, 2018.

**Motion:** Moved by Kathy Hannen and Seconded by Francesca Dobbyn **that** the September 11<sup>th</sup>, 2018 Financial Statements be approved as presented.

Carried

## 8. Matters Postponed

8.1 OSDIA Reorganization/Public Meeting/Survey Reponses – Deb Blackshaw advised the Board that there were 119 responses to the survey. Ms. Blackshaw indicated that of the 119 responses only 46 of those responses were DIA Related Responses. 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 Jacquie Furtner and seconded by Francesca Dobbyn **that** the OSDIA look at other options to

this proposal by researching how other Municipalities have accomplished free parking and how they paid for it. Further, a clear understanding of how we will work with the City of Owen to accomplish the proposed changes needs to be established. And further, OSDIA staff will prepare a 2019 budget based on the current year (2018) budget.

***Prior to a vote being taken on the main Motion the following motion was presented:***

**Motion:** Moved by Councillor O’Leary and Seconded by Ron Cole **that** the motion be tabled for further review.  
Carried

8.2 OSDIA Sign Update – Deb Blackshaw updated the Board on the cost to have the sign replaced. Two providers submitted quotes to have the sign replaced. Both came in at approximately \$1600.00. The Board instructed the staff to contact the Landlord to see if he would consider taking the sign down.

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

9.1 None

***Councillor O’Leary, Councillor Koepke and Director Jacquie Furtner declared a pecuniary interest and left the meeting. Director of Community Services, Pam Coulter also left the meeting at this time.***

**10. Discussion of Additional Business**

10.1 – All Candidates Meeting - Deb Blackshaw advised the Board that the All Candidates Meeting is being at the Harmony Centre on September 26<sup>th</sup>, 2018 in collaboration with the Chamber of Commerce. Ms. Blackshaw described the format for the meeting and requested that if there are any questions the Board Directors would like ask the Candidates to please forward them to the office as soon as possible.

**11. CORRESPONDENCE PROVIDED FOR INFORMATION**

11.1 None

**12. Notice of Motion**

12.1 None

**13. Adjournment**

Chair Parsons adjourned the meeting on 7:25 p.m.

---

Chair Parsons