



## BOARD of MANAGEMENT of the Cobourg DBIA

### REGULAR BOARD MEETING MINUTES

Tuesday, December 5<sup>th</sup>, 2017 at 8:30 a.m  
Conference Room, Victoria Hall

A regular meeting of the Board of Management of the Cobourg DBIA was held on December 5<sup>th</sup>, 2017 with the following members in attendance:

#### **DBIA Board Members:**

Adam Bureau  
David Oberholtzer  
Julie Dreyer  
Lou Trozzolo  
Muhammad Kundan  
Paige Montgomery  
Paul VanderGraff – Police Services Liaison  
Rino Ferreri  
Theresa Rickerby

#### **Council Appointees to the DBIA Board:**

Deputy Mayor John Henderson  
Councillor Suzanne Séguin

#### **Recording Secretary:**

Melissa Graham – Secretary

#### **Guests**

Michelle Matheson

#### **1. CALL TO ORDER**

The meeting was called to order at 8:34AM by Chairperson Adam Bureau.

Adam Bureau, Board Chair, introduced new DBIA appointee, *David Oberholtzer*. This was followed by an introduction of the new DBIA Police Services Liaison Deputy Chief Paul VanderGraff and guest Michelle Matheson.

#### **2. APPROVAL / ADDITIONS TO THE AGENDA**

It was moved by Deputy Mayor John Henderson that the agenda be approved.  
**CARRIED**

#### **3. DECLARATIONS OF INTEREST BY MEMBERS**

No declarations of interest

#### **4. ADOPTION OF MINUTES**

It was moved by Deputy Mayor John Henderson that the regular meeting minutes on [November 7<sup>th</sup>, 2017](#) be adopted.

**CARRIED**

It was moved by Lou Trozzolo that the special meeting minutes on [November 14<sup>th</sup>, 2017](#) be adopted.

**CARRIED**

## **5. BUSINESS ARISING FROM PREVIOUS MINUTES**

5.1 Deputy Mayor John Henderson has asked the MOU (memorandum of understanding) for Banner Policy to be updated. This Banner Policy is to be updated closer to March if not before.

**UPDATE:** Clerks Department is undergoing staff transition which has resulted in Banner Policy being extended to March.

5.2 Deputy Mayor John Henderson to get clarification on Terms of Reference for Deputy Chief Paul VandeGraaf. Deputy Chief VandeGraaf is a liaison from Police Services to work with the DBIA.

**TABLED:** Will review at January meeting due to staff shortage. As per all Boards; Terms of Reference will be reviewed in the New Year.

5.3 Deputy Mayor John Henderson recommends adding Pedestrian Sunday's to a list of discussion points at MOU meeting.

**TABLED** – Meeting is schedule December 13<sup>th</sup>, 2017. Further review will be available next meeting.

5.4 Suzanne to speak with Warren McCarthy regarding funding for projects such as the School Art Windows. DBIA will also be looking into Sponsorship regarding School Art Windows

**COMPLETED:** Councillor Suzanne Seguin and Warren McCarthy met to discuss funding.

5.5 Deputy Mayor John Henderson to get the Code of Conduct from Council to be used for the DBIA Board of Management. Adhoc meeting to consist of Adam Bureau, Julie Dreyer, and Deputy Mayor John Henderson.

**TABLED:** Deputy Mayor John Henderson will provide Bill 148 for Adam Bureau and Julie Dreyer to review in the New Year to create an adhoc committee with the assistance of Legislative Clerk Brent Larmer.

5.6 Deputy Mayor John Henderson to speak with Melissa Henke from the Town of Cobourg Human Resources regarding Employment Standards Act.

**COMPLETE:**

- Bill 148 will have an impact on the Falconhurst work team agreement.
- It will also impact on Commissionaires wages with a 20% increase of \$16.94/hr. to \$20.65/hr. and overtime and holidays increasing from \$42.35/hr. to \$51.63/hr.
- The Town requested an assessment of all town departments for equal pay and advised the DBIA that wages may affect the DBIA budget.

5.7 Deputy Mayor John Henderson to investigate the Falconhurst work team agreement for an additional one year contract

**COMPLETE:**

- Deputy Mayor Henderson did investigate the agreement with the Falconhurst work team. The Falconhurst team wish to renew the contract. We are waiting for a signature, which should be completed by the time we hold the AGM
- Deputy Mayor Henderson provided background details of Falconhurst to update new members of the DBIA Board of Management.

## **6. PRESENTATIONS / DELEGATIONS**

No presentations

## **7. CORRESPONDANCE / COMMUNICATION**

Chairperson - [Tree Birdhouses](#)

**ACTION:** Paige to write a letter to Wally Keeler to thank him for his correspondence; the tree however has been taken down.

## **8. REPORTS**

8.1 Chair Report – Adam Bureau

8.1.1 Welcome Membership Chair – David Oberholtzer – As per introduction of all new members.

8.1.2 Council Approvals – [Parking Grace](#);

- Bylaw Officers issued 45 free parking coupons

8.1.3 Downtown Coalition Update

- Update regarding latest status of Downtown Coalition meeting.

8.1.4 AGM Reports – Scheduled for December 8<sup>th</sup>, 2017

8.1.5 Downtown Safety Campaign

- Recommendation regarding a Downtown Safety Campaign

**ACTION:** Further discussion will be held with Deputy Chief VanderGraff regarding logistics to ensure safety of all staff, patrons, and town residents

8.1.6 Closed Camera Session - **TABLED** until January due to changes in Bill 148

8.2 Vice-Chair/Governance Report – Julie Dreyer – No Report

8.3 [Treasurer Report](#) – Lou Trozzolo

**ACTION:** Theresa, Paige and Lou to review budget to break out Marketing Budget into separate line items.

8.4 [Marketing Report](#) – Theresa Rickerby

- Marketing committee will discuss the 2018 DBIA brand development
- In respect to marketing and special events – Deputy Mayor John Henderson spoke of new employees with the Town of Cobourg that may have a key role to play with regard to marketing. Christopher Elliott is the new Manager of Community Services which includes Culture and Bryan Mercer is the newest Tourism Coordinator to handle special projects such as the Tourism Visitor Guide.

8.5 Special Events Report – Rino Ferreri

- Upcoming Cobourg events/activities include: Armistice 2018 event(Centennial Year 2018); Last Day/Last Hour event; completion of the Cultural Master Plan (in partnership with Economic Development, Tourism and the DBIA)
- Review of 2017 events and first quarter 2018 events , February 2018 – DBIA first pub crawl

8.6 Beautification/Maintenance Report – Muhammad Kundan

- 2018 Goals for Beautification
  - Special Event garbage bins
  - Request for extra garbage bins during event

**ACTION:** Muhammad will continue to communicate with snow removal companies regarding “wind rows” throughout the DBIA.

- If there is an issue of connecting with snow removal companies, DBIA Co-Op Students and Police Services Co-Op Students and additional Police Services After School Program will be responsible for snow removal

**ACTION:** Deputy Mayor John Henderson to confirm with the Clerks Department regarding insurance of the DBIA.

8.7 Membership Report – Dave Oberholtzer – No Report

8.8 [Coordinator Report](#) – Paige Montgomery

- A discussion took place with regard to 2018 events as listed in the Coordinator's report.

**MOTION:**

It was moved by Adam Bureau that following dates and events be approved for 2018.

February 17<sup>th</sup> or 24<sup>th</sup> (to be determined) – Pub Crawl

May 11, 2018 – Girl's Night Out

June 9, 2018 – Busker Festival

July 7, 2018 – Food Festival

August 2 – 5, 2018 – 50<sup>th</sup> Annual Sidewalk Sale

August 25, 2018 – Art Walk

September 29, 2018 – Harvest Festival

November 23<sup>rd</sup> & 24<sup>th</sup>, 2018 – Christmas Event

**CARRIED**

- Northumberland Today unfortunately has closed

**ACTION:** Paige to seek out new publications regarding previous monthly column. Will reach out to John Draper and Northumberland News.

8.9 Council Reports

8.9.1 Councilor Suzanne Séguin – No Report

8.9.2 Deputy Mayor John Henderson

- Updated DBIA regarding Venture 13 approval of renovation tender. Listed committed parties to Venture 13 which included, Cobourg Police Services, CFDC, UOIT, and Fleming. Grand opening is set for May 17<sup>th</sup>, 2018.
- FV Pharma recently purchased the former Kraft Building for a Hydroponic Marijuana growing operation. 1000 new positions available over the next 5 years.
- Mortgage on Northam Industrial will be fully paid in March.

**9. GOVERNS**

9.1 Code of Conduct – **TABLED** until the New Year.

**10. NEW BUSINESS**

It was recommended that the board members review the Barrie BIA and their new marketplace.

**11. ADJOURNMENT**

It was moved by Adam Bureau that the meeting be adjourned at 10:04am. Next meeting scheduled will be the DBIA Board of Management Annual General Meeting on December 8<sup>th</sup>, 2017 at 7:00pm.

List of Attachments

#	Attachment Description	ACTION
1	Minutes – <a href="#">November 7<sup>th</sup>, 2017</a>	Carried
2	Special Meeting Minutes – <a href="#">November 14<sup>th</sup>, 2017</a>	Carried
3	<a href="#">Tree Birdhouses</a>	Complete
4	<a href="#">Parking Grace</a> - Adam Bureau	Presented
5	<a href="#">Treasurer Report</a> - Lou Trozzolo	Presented
6	<a href="#">Marketing Report</a> – Theresa Rickerby	Presented
7	<a href="#">Coordinator Report</a> - Paige Montgomery	Presented