



**BOARD of MANAGEMENT of the Cobourg DBIA**

**REGULAR BOARD MEETING  
AGENDA**

Tuesday, November 7<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 November 7<sup>th</sup>, 2017 with the following members in attendance:

Adam Bureau  
Julie Dreyer  
Lou Trozzolo  
Councillor Suzanne Séguin  
Deputy Mayor John Henderson  
Paige Montgomery  
Muhammad Kundan  
Melissa Graham – Secretary

Regrets  
Theresa Rickerby  
Rino Ferreri

1. **CALL TO ORDER**

The meeting was called to order at 8:40am by Chairperson Adam Bureau

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

It was moved by Deputy Mayor John Henderson that the agenda be approved, with the addition of a Closed Camera session under New Business.

3. **DECLARATIONS OF INTEREST BY MEMBERS**

No declarations of interest

4. **ADOPTION OF MINUTES**

It was moved by Julie Dreyer that both the October 3<sup>rd</sup>, 2017 and October 10<sup>th</sup>, 2017 be adopted.

**CARRIED**

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

- 5.1 Adam Bureau to discuss with Town CAO, Stephen Peacock, to find a more accessible location to store DBIA items - TABLED – to be discussed at next MOU meeting - This item was tabled at August 1<sup>st</sup> meeting from an action item from July 4<sup>th</sup> meeting – This is to be added to the next MOU meeting
- 5.2 Adam to speak to the Downtown Coalition regarding Closed Caption video cameras in the Downtown Area  
**COMPLETED:** Media event was well attended
- 5.3 Adam to speak with the Downtown Coalition regarding list of Opening and Closing List  
**COMPLETED:** Would like to discuss options to work with Downtown Coalition to ensure that there are no overlap of business opening/closing or just changing name.
- 5.4 Date for Annual General Meeting set for December 7<sup>th</sup>, 2017 at 7:00pm located at the Marketing Building. Acknowledgement of Business to be discussed with Membership Chair  
**COMPLETED:** Confirmation AGM is December 8<sup>th</sup>, 2017 – at 7:00pm
- 5.5 Request to contact Cobourg LCBO to be part of the 150 LCBO stores to sell recreational marijuana – TABLED until more information comes available from Federal.
- 5.6 Theresa to search for two new members for her marketing team
- 5.7 2018 Proposed Budget –  
**ACTION:** Lou to have Final Proposed Budget for next meeting on December 5<sup>th</sup>, 2017

## 6. **PRESENTATIONS / DELEGATIONS**

- Chairperson – Marie Dressler Foundation – Rick Miller  
Presentation regarding Marie Dressler's 150 Birthday in 2018. Marketing plans and events to showcase Marie Dressler between September – November 2018, and the DBIA's involvement with these plans.  
**ACTION:** Deputy Mayor John Henderson has asked the MOU for Banner Policy to be updated. This Banner Policy is to be updated closer to March if not before.

## 7. CORRESPONDANCE / COMMUNICATION

No correspondence

## 8. REPORTS

### 8.1 Chair Report – Adam Bureau

8.1.1 Welcoming New Interim Secretary Melissa Graham & Board  
Member Deputy Chief Paul VandeGraaf

**ACTION:** Deputy 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.

8.1.2 Letter to Lakefront Utilities

**COMPLETED:** Letter sent to Lakefront Utilities regarding warm lighting and WiFi connection for Downtown Cobourg.

8.1.3 Letters regarding Claude Hardenne Resignation

**COMPLETED:** The DBIA Board of Members would like to thank Claude Hardenne for all your assistance and we wish you the best of luck in your future endeavors.

8.1.4 Discussion of Civic Web – TABLED

**ACTION:** Adhoc Marketing Committee of Paige, Deputy John Henderson and invitation to Theresa. This committee to discuss a Marketing plan in partnership with Ashley Purdy.

8.1.5 Parking Letter

**COMPLETED:** Letter was sent to Council for approval of Parking Grace Period through the month of December.

8.1.6 Proposal of Pedestrian Sunday's

**ACTION:** Deputy Mayor John Henderson recommends adding this to a list of discussion points at MOU meeting.

8.1.7 School Art Windows

**ACTION:** Suzanne to speak with Warren regarding funding for projects such as the School Art

**ACTION:** DBIA will be looking into Sponsorship regarding School Art Windows

8.1.8 Terms of Reference

**TABLED:** This will be tabled until January meeting when there is a revision of terms of references.

8.1.9 Christmas Party for Board

**COMPLETED:** Discussion regarding a Board of Members Christmas Party. Date to be determined for December

8.1.10 Application for New Board – Attachment 8

**ACTION:** Adam to speak with references for applicants for new board position.

8.1.11 – Closed Camera Session

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

8.3 Treasurer Report – Lou Trozzolo

**ACTION:** Lou to have final draft of budget to be taken to the AGM on December 8<sup>th</sup>, 2017

**ACTION:** Lou to add \$5000.00 for Capital Projects to the proposed budget which was approved by the board.

8.4 Marketing Report – Theresa Rickerby – No Report

8.5 Special Events Report – Rino Ferreri – No Report

8.6 Beautification/Maintenance Report – Muhammad Kundan – Discussed the options of having snow removal waiting for response from the individual from past. Town will take care of insurance.

8.7 Membership Report – No Report

8.8 Coordinator Report – Paige Montgomery – Attachment 9

- Overview of the Christmas Market event the DBIA will be hosting. Is moving forward with securing carriage license for event.
- Garland will not be implemented this year.

**ACTION:** Paige to get budget breakdowns for 2018 events

8.9 Council Reports

8.9.1 Councilor Suzanne Séguin – No report

8.9.2 Deputy Mayor John Henderson

- Discussion of recommendation to introduce a new section on Agenda referred to as “Governs” to be placed before New Business section.
- Recommendation

**ACTION:** 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.

- Council Meetings will be starting at 4:00pm starting in January
- Public Meetings will start at 6:00pm

**ACTION:** Deputy Mayor John Henderson to speak with Brent Larmer regarding Terms of References.

## 9. NEW BUSINESS

### **Motion to provide the authority for the Board to go into Closed Session:**

#### Closed Session

Moved by Adam Bureau,

THAT the Cobourg DBIA Board meet in Closed Session in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

- 239 personal matters about an identifiable individual, including municipal or local
- 2) b) board employees.
  - 1. DBIA Staff Salaries
  - 2. Falconhurst Expenditures

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**Carried**

The Falconhurst Work Team/Agreement

Bill 68 Modernizing Ontario's Municipal Legislative Act. – Attachment 10

**MOTION** by Adam Bureau

To go back In Camera Session.

**CARRIED**

**MOTION** by Adam Bureau

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

**CARRIED**

**MOTION** by Adam Bureau

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

**CARRIED**

## 10. ADJOURNMENT

It was moved by Adam Bureau that the meeting be adjourned at 11:00am.

Next meeting is scheduled for December 5<sup>th</sup>, 2017 at 8:30am with the AGM dated for December 8<sup>th</sup>, 2017 at 7:00pm

List of Attachments

<b>#</b>	<b>Attachment Description</b>	<b>ACTION</b>
1	Minutes – October 3 <sup>rd</sup> , 2017	CARRIED
2	Special Meeting Minutes – October 10 <sup>th</sup> , 2017	CARRIED
3	Letter to Lakefront Utilities	PRESENTED
4, 5	Letter regarding Claude Hardenne Resignation	PRESENTED
6	Parking Letter	PRESENTED
7	Terms of Reference	TABLED
8	Application for New Board Members	TABLED
9	Coordinator Report	PRESENTED
10	Bill 68	PRESENTED