



**BOARD of MANAGEMENT of the  
Cobourg DBIA**

**REGULAR BOARD MEETING  
AGENDA**

Tuesday, February 7, 2017 at 8:30 AM  
Conference Room, Victoria Hall

**1. CALL TO ORDER**

Chairperson

Introduction of New Council Appointee, Suzanne Séguin - Chairperson  
Introduction of New DBIA Coordinator, Paige Montgomery -Chairperson

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

Chairperson

**3. DECLARATIONS OF INTEREST BY MEMBERS**

Chairperson

**4. ADOPTION OF MINUTES**

Chairperson

January 3<sup>rd</sup>, 2017

**5. BUSINESS ARISING FROM THE MINUTES**

5.1 Board Member Resignation Letter to Municipal Clerk - Chairperson

5.2 Board Member Letters for Police Checks – Councillor Debra McCarthy

5.3 Flag Policy Report – Deputy Mayor John Henderson/Muhammad Kundan

**6. PRESENTATIONS / DELEGATIONS**

Jay Robinson, Creative Collective (15 minutes)

6.1 Marketing

**7. REPORTS**

7.1 Chair Report – Adam Bureau

- Election of Membership Chair

**MOTION**

That Claude Hardenne be appointed to the office of Chair of the Membership Committee of the Cobourg Downtown Business Improvement Area board.

- Downtown Coalition – Terms of Reference (Attachment 1)  
– Request for Downtown Coalition Chair to attend a DBIA Regular Board meeting

– Arts Town Project Liability Agreement  
(Attachment 2)

- Request for a DBIA representative on the Northumberland Central Chamber of Commerce (NCCofC) Board
- NCCofC Building Office Space (Attachment 3)
- Rent Proposal (Attachment 4)
- NCCofC Confidential Draft Letter – discussion only (Attachment 5)

7.2 Vice-Chair/Governance Report – Julie Dreyer

7.3 Treasurer Report – Lou Trozzolo

7.4 Marketing Report – Theresa Rickerby

7.5 Special Events Report – Rino Ferreri

7.6 Beautification/Maintenance Report – Muhammad Kundan

7.7 Membership Report – TBD

7.8 Coordinator Report – Paige Montgomery

7.9 Council Reports – Deputy Mayor John Henderson/Councillor Debra McCarthy/  
Councillor Suzanne Séguin

**9. NEW BUSINESS**

**10. UNFINISHED BUSINESS**

**11. ADJOURNMENT**

Next meeting is scheduled for March 7<sup>th</sup>, 2017

List of Attachments

1. REVIEW – Downtown Coalition Terms of Reference
2. REVIEW – Arts Town Project Liability Agreement
3. DISCUSSION - NCCofC Building Office Space
4. DISCUSSION - Rent Proposal
5. DISCUSSION - NCCofC Confidential Draft Letter