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| C:\Users\dmccarthy\Documents\01 - Community Services Portfolio\Cobourg DBIA\DBIA Logo\downtown_cobourg.png | **BOARD of MANAGEMENT****of the Cobourg DBIA** |
| **REGULAR BOARD MEETING****AGENDA** |
| **Tuesday, January 3, 2017, 8:30 am****Conference Room, Victoria Hall** |

Distribution to:

 DBIA Board Members: Council Appointees to the DBIA Board:

Adam Bureau Deputy Mayor Henderson

Julie Dreyer Councillor Debra McCarthy

Rino Ferreri

Muhammad Kundan Ex-Officio

Theresa Rickerby Stephen Peacock, CAO

Lou Trozzolo Recording Secretary

 Julie Savard, Small Business Facilitator

|  |  |
| --- | --- |
| **I.** | CALL TO ORDER 8:30 am  |
| **II.** | APPROVAL / ADDITIONS TO THE AGENDA:  |
| **III.** | DECLARATIONS OF INTEREST BY MEMBERS |
| **IV.** | ADOPTION OF MINUTES – separate attachments * That the Minutes from the Dec. 12, 2016 meeting be adopted (attachment 1)
* That the Minutes from the Special Board Meeting December 22, 2016 be adopted (attachment 2)
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| **V.** | PRESENTATIONS / DELEGATIONS |
| **VI.** | COMMUNICATIONS / CORRESPONDENCE* Email from Cobourg Library Board (attachment 3) - ACTION
* Email from Bart Spiewak (attachment 4) - ACTION
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| .**VII.** | REPORTS: |

1. .Chair Adam Bureau
* Vacancy on Cobourg DBIA Board
* AGM presentations
* Office Management – priorities for Administrative Assistant Noah Hlapcic
* 2017 Canada Summer Job Application – deadline January 20, 2017
1. Vice-Chair/Governance Julie Dreyer
* Retention Records Policy – current procedure Section 1.19 of the Constitution copied at the end of the agenda ( Town of Cobourg – attachment 5)
* Code of Conduct and Police Check (members to verify completion)
* Defer to future Cobourg DBIA Board meetings:
	+ Roles of Chair and Vice-Chair of the Board of Management of the Cobourg DBIA
	+ Governance Review and Training
1. Treasurer Lou Trozzolo
* Staff hire – applications close January 5, 2017 (27 applications received by email as of Jan. 1, 2017)
* 2017 Cobourg DBIA Draft Budget – for consideration by Cobourg DBIA Members at the AGM Tuesday, Jan. 4, 2017 Budget meeting

MOTION by Lou Trozzolo

That the Cobourg DBIA hold a Special Board meeting at the conclusion of the January 4, 2017 AGM of the Cobourg DBIA to approve the final budget to be presented to Council January 24, 2017

1. Coordinator – not in place at this time
2. Beautification/Maintenance: Co-chairs Deputy Mayor Henderson; Muhammad Kundan
* Falconhurst agreement - update

MOTION

That the Cobourg DBIA Board go into Closed Session in accordance with Section 239 of the Municipal Act S.O. 2001 regarding:

b) personal matters about an identifiable individual, including municipal or local board employees

MOTION

That the Cobourg DBIA Board move into open session to continue with the agenda as approved

* Temporary Maintenance Worker - update
* Flags for duration of Cobourg 2017 and Canada 150 - update
1. Special Events Chair Rino Ferrari
* 2017 Cobourg DBIA Special Events - update
* ON 55+ Winter Games Middle Night Event (Wed., Feb. 22, 2017) in Downtown Cobourg partnership - update
1. Marketing Chair Theresa Rickerby
* 2017 Marketing Plan and Budget - update
* Web site and Social Media
* Downtown Cobourg Marketing Partnership meeting with the Town of Cobourg
1. Membership No Chair at this time
2. Council Reports:
* Deputy Mayor Henderson
* Councillor McCarthy

**VIII.** NEW BUSINESS

**IX.** UNFINISHED BUSINESS

SEND Letter to Lions Club regarding name change to Santa Claus Parade

**X**. ADJOURNMENT: Next meeting Tuesday, February 7, 2017, 8:30 am in the Conference Room

**List of Attachments**

1. APPROVE Minutes from the December 12, 2016 Board Meeting
2. APPROVE Minutes from the December 22, 2016 Special Board Meeting
3. RECEIVE Letter from Cobourg Public Library
4. RECEIVE Letter of Resignation from Bart Spiewak
5. REVIEW Town of Cobourg Records Retention Policy – for February 2017 Board Meeting

**REPORTS TO BE PROVIDED AT MEETING**

* AGM Packages delivered to Cobourg DBIA members

## 1.19 Records Retention Policy – page 9 of current Cobourg DBIA Constitution

1. All financial records of DBIA business and any relevant financial documents shall be kept for a minimum of six years.
2. All financial records with respect to employee(s) must be kept as a permanent record.
3. All records of any Board or Committee meetings and supporting documents shall be kept for a minimum of three years.
4. All correspondence received and any replies together with any supporting documents shall be kept for a minimum of one year.
5. Once the appropriate records or documents have reached the appropriate time they shall be thoroughly destroyed. The Treasurer shall be responsible for destroying all financial records. The Secretary to the Board shall be responsible for destroying all other documents.
6. No documents shall be destroyed, even those past the appropriate retention date, without the express approval of the Board by a motion passed at an authorized meeting.