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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** |
| **Tuesday, January 3, 2017, 8:30 am**  **Conference Room, Victoria Hall** |

A regular board meeting of the Board of Management of the Cobourg DBIA was held on Tuesday, January 3, 2017 with the following members in attendance:

DBIA Board Members Present Council Appointees to the DBIA Board:

Adam Bureau Deputy Mayor Henderson

Julie Dreyer Councillor Debra McCarthy

Muhammad Kundan

Lou Trozzolo Recording Secretary

Julie Savard, Small Business Facilitator

Regrets:  
Rino Ferreri  
Theresa Rickerby  
Stephen Peacock, CAO

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| **I.** | CALL TO ORDER  The meeting was called to order at 8:34 a.m. |
| **II.** | APPROVAL / ADDITIONS TO THE AGENDA It was moved by Julie Dreyer that the agenda be approved. CARRIED |
| **III.** | DECLARATIONS OF INTEREST BY MEMBERS No declarations of interest |
| **IV.** | ADOPTION OF MINUTES – (separate attachments)  It was moved by Deputy Mayor Henderson  *“that the minutes from the December 12, 2016 Regular Board meeting be adopted.”* CARRIED  It was moved by Muhammed Kundan  “that the minutes from the *December 22, 2016 Special Board meeting be adopted.”* CARRIED |
|  | PRESENTATIONS / DELEGATIONS No presentations/delegations |
| **VI.** | COMMUNICATIONS / CORRESPONDENCE   * Email from Jocelyn Gard, Administrative Assistant for the Cobourg Public Library requesting an opportunity for herself and CEO Tammy Robinson, to speak at a DBIA board meeting to discuss how the Library and the DBIA can work together in the future. They have a few activities in mind. Board members welcomed the opportunity and once the board has a lighter agenda they will communicate with Library staff with a formal invitation to speak. (attachment 3) * Email from Bart Spiewak submitting his resignation as a board member of the DBIA Board of Management effective immediately. (attachment 4)   **MOTION** It was moved by Muhammad Kundan  *“that, with regrets, the board accepts the immediate resignation of board member Bart Spiewak.”*  CARRIED  **ACTION**  Adam Bureau will inform the Municipal Clerk’s office, by letter, regarding Bart Spiewak’s resignation. |
| .**VII.** | REPORTS: |

1. .Chair

DBIA Chair reported on the following:

* Vacancy on Cobourg DBIA Board

**MOTION**

It was moved by Adam Bureau that he approach Claude Hardenne with the following:

1. Is his business within the DBIA? If not,
2. Can Claude get a proxy letter from a business or property owner? If yes, would that person be available to take a lead role on the Cobourg DBIA Board of Management.  
   CARRIED

* AGM presentations

The AGM for the Board of Management of the DBIA will be held, Wednesday, January 4, 2017 at 7:00 p.m. in the Town Hall Council Chambers. Due to time constraints, most Committee Chairs will deliver their respective reports verbally.

* Office Management

Board members discussed Noah Hlapcic’s priority duties:

* + Update the website
  + Respond to outstanding emails
  + Filing according to the Town of Cobourg’s Record Management filing system
  + Update membership database
* 2017 Canada Summer Job Application   
  The deadline for the 2017 Canada Summer Job Application is January 20, 2017.

**MOTION**  
Adam Bureau recommended that the board move forward with the application submission to the 2017 Canada Summer Job Grant.  
CARRIED

1. Vice-Chair/Governance

* Retention Records Policy – (see copy of Section 1.19 of the Constitution at end of minutes)

Councillor McCarthy informed the Board members that she is reviewing DBIA board and committee meeting records, including supporting documents. She requested that board members read and understand the “Retention Records Policy” as she will be proposing, at the February meeting, to destroy those documents that are no longer required. Description of what will be destroyed and retained will be provided to board members at that time. Vice-Chair will be requesting expressed approval of the Board of Management of the DBIA, by way of motion, to destroy the documents.

* Code of Conduct and Police Check  
  Vice-Chair Julie Dreyer reminded board members to have their police check done and submitted and to read the Code of Conduct.

**ACTION**

Debra McCarthy is to write letter for board members to take to the police station for their police check.

* 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 reported on the following:

* The DBIA Coordinator job ad closes January 5, 2017. To date, thirty (30) applications have been received.
* 2017 Cobourg DBIA Draft Budget

Members discussed the draft budget and felt confident to present at the AGM Wednesday, January 4, 2017 Budget meeting for consideration by Cobourg DBIA Members.

* Board members discussed working on a policy with the intent of having 10% of the tax levy saved to build a reserve fund.

**MOTION**

It was moved by Lou Trozzolo

*“that the board work on a policy with the intent that 10% portion of the total tax levy be saved for capital and special projects.”*  
CARRIED

**MOTION**

It was also moved 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.”*

CARRIED

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

* Falconhurst agreement - update

**MOTION**It was moved by Adam Bureau at 9:24 a.m.

*“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  
CARRIED*

**MOTION**  
It was moved by Adam Bureau at 9:30 a.m.

*“that the Cobourg DBIA Board move into open session to continue with the agenda as approved”  
CARRIED*

* Temporary Maintenance Worker is Noah Hlapcic
* Flags for duration of Cobourg 2017 and Canada 150   
  Muhammad Kundan will be meeting with Mike Buckle on January 4th to go over the conditions of the current flags and the need for replacement.

**ACTION**

Deputy Mayor Henderson and Muhammad Kundan will begin working on a flag policy and submit a report to members at the next board meeting.

With the upcoming 2017 Ontario Men’s & Women’s Curling Championships at the Cobourg Community Centre, Deputy Mayor Henderson suggested that store owners be encouraged to extend a warm welcome to the teams e.g. store window display.

**ACTION**  
Debra McCarthy will work on an e-blast to members to make them aware of the championship and extend a warm welcome to the teams and visitors.

1. Special Events

Special Events Chair, Rino Ferreri was absent – Report tabled

* 2017 Cobourg DBIA Special Events - update
* ON 55+ Winter Games Middle Night Event (Wed., Feb. 22, 2017) in Downtown Cobourg partnership - update

1. Marketing

Marketing Chair, Theresa Rickerby was absent – Report tabled

* 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 – no report
* Councillor McCarthy – no report

**ACTION**

It was suggested that committee members send their respective reports to the DBIA Chair no later than one week prior to the next Board of Management meeting. Chair will send out a reminder email.

**VIII.** NEW BUSINESS  
No new business

**IX.** UNFINISHED BUSINESS  
Adam Bureau reported that the letter to Lions Club regarding name change to Santa Claus Parade has not been submitted.

**X**. ADJOURNMENT  
Meeting was adjourned at 9:57 a.m.

Next meeting Tuesday, February 7, 2017, 8:30 am in the Conference Room, Town Hall

**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.