

Downtown Cobourg Business Improvement Area (Downtown Cobourg)

MINUTES

November 5, 2020, 8:30 a.m.

Electronic Participation



Members Present: Adam Bureau
Suzanne Séguin
Erika Cotton
Julie Dreyer
Lou Trozzlo
Jenna Fitzgerald
Joan Greaves
Amanda Da Silva
Julie Powell
Paul VandeGraaf
Kevin Ward
Tracey Gainforth

Staff Present: Melissa Graham

1. CALL TO ORDER

Chairperson Erika Cotton called the Meeting to Order at 08:30 A.M.

2. APPROVAL/ADDITIONS TO THE AGENDA

DBIA - 117 - 2020

Moved by Julie Dreyer

THAT the Agenda dated Nov 5, 2020 be approved as amended with the additions of the beach survey and holiday season decor.

Carried

3. DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest by the members.

4. ADOPTION OF MINUTES

With the amendment of J. Dreyer motioning Special Meeting #3 the minutes dated October 01, 2020 were approved as amended.

DBIA - 118 - 2020

Moved by Julie Dreyer

THAT the minutes dated Oct, 01, 2020 be adopted as amended.

Carried

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. COMMUNICATIONS/CORRESPONDENCE

There were no communications or correspondence.

7. BUSINESS ARISING FROM THE MINUTES

This is a new section that will be used moving forward.

8. STRATEGIC PLANNING COMMITTEE REPORTS

8.1 SUSTAINABILITY - EXECUTIVE - E.COTTON/J.DREYER/L.TROZZOLO

DBIA - 119 - 2020

Moved by Suzanne Séguin

THAT the DBIA Board of Management accept with regrets the resignation of J. Dreyer as DBIA Vice - Chair,

FURTHER THAT the DBIA Board of Management provide notice to the Town of Cobourg Council of this resignation.

Carried

DBIA - 123 - 2020

Moved by Amanda Da Silva

THAT the DBIA Board of Management approve the sustainability work plan,

FURTHER THAT the DBIA Board of Management direct the recording secretary to include on the Annual General Meeting Agenda.

Carried

DBIA - 124 - 2020

Moved by Lou Trozzlo

THAT the DBIA Board of Management accept the Balance Sheet and Income Statement dated September 30th, 2020 as presented for information purposes.

Carried

DBIA - 125 - 2020

Moved by Jenna Fitzgerald

THAT the DBIA Board of Management approve the proposed 2021 board meeting schedule,

FURTHER THAT the DBIA Board of Management direct the recording secretary to include in the 2020 Annual General Meeting agenda.

Carried

8.2 MARKETING AND COMMUNICATIONS - A. DA SILVA

8.3 ACTIVATION AND EVENTS

Discussion regarding Graffiti Wall was referred to a meeting after Town of Cobourg Council discusses through budget deliberations.

8.4 MEMBERSHIP AND PARTNERSHIP - J. FITZGERALD

The first edition of the DBIA newsletter was presented for information purposes.

8.5 BEAUTIFICATION AND MAINTENANCE - J. POWELL

The beautification report was provided for information purposes. The following items were referred to the December 3, 2020;

- Additional weed spraying with the increase of financial commitment of \$625.

- Banners will be further discussed and properly quoted to the specifications of the Banner Policy.

ACTION: The windrow discussion will be added to the next MOU meeting with the Town of Cobourg.

DBIA - XXX - 2020

THAT the DBIA Board of Management approve the increase of weed spraying to support the Town of Cobourg 2021 Public Works budget request.

Referred

DBIA - 126 - 2020

Moved by Julie Powell

THAT the DBIA Board of Management approve the cost of \$2400 plus hst for the installation and removal of holiday lighting by Otonabee Electrical Services and up to \$10,000 plus hst for extension cords and for new string lights for the 2020 holiday season.

Carried

8.6 DBIA COORDINATOR REPORT - T. GAINFORTH

The coordinator report was provided and review for information purposes.

8.7 Northumberland Central Chamber of Commerce Report - K. Ward

K. Ward provided the Northumberland Central Chamber of Commerce for information purposes.

9. COUNCIL ANNOUNCEMENTS

9.1 Deputy Mayor S. Seguin

The Deputy Mayor provided information regarding the Parks and Recreation Advisory Committee issuing a beach survey. They are requesting a question from the DBIA membership to include in this information to ensure all parties are accounted for.

ACTION ITEM: T. Gainforth will send out a call to the membership requesting feedback on a Beach Survey.

9.2 Councillor A. Bureau – No report

10. CLOSED SESSION (if applicable)

The board of management met in closed session.

DBIA - 120 - 2020

Moved by Julie Dreyer

THAT the DBIA Board of Management meet in closed session in accordance with Section 239 of the Municipal Act S. O. 2001 regarding:

s.239 (2) (b): Personal matters about an identifiable individual including municipal or local board employees.

Carried

DBIA - 121 - 2020

Moved by Adam Bureau

THAT the DBIA Board of Management appoint A. Da Silva as the Vice Chair for the remaining of the Board of Management term.

Carried

DBIA - 122 - 2020

Moved by Suzanne Séguin

THAT the DBIA Board of Management approve A. Da Silva to be added to the bank account signing authority,

FURTHER THAT J. Dreyer be removed from the bank account signing authority.

Carried

11. NEW BUSINESS

12. ADJOURNMENT

The meeting was adjourned at 10:54am by Chairperson E. Cotton.

Recording Secretary:
Melissa Graham

Chairperson: Erika Cotton