

**Attended: Suzanne Clarke (Secretary), Sandy Mackenzie, Councillor Norris, Cindy Robinson (Treasure), Derek Smith (Chair),**

**Absent: Erin Burke, Connie Ward**

**Regrets: None**

**Staff: Nikki Jackson (BIA Manager) and Bethany Hanman (Events Manager)**

**Guests: None**

1. Call to Order: meeting called to order at 9:03am by Derek Smith, Chair.
2. Declaration of Quorum: There was none
3. Approval of Agenda – Approved as presented  
**Motion: To approved the agenda as presented**  
Moved by: Sandy Mackenzie  
Seconded by: Councillor Ron Norris  
Motion passed
4. Declaration of Interest – None declared
5. Approval of Previous Meeting Minutes – April 25, 2023  
**Motion to accept minutes of April 25, 2023 as presented.**  
Moved by: Suzanne Clarke  
Seconded by: Sandy Mackenzie  
Motion passed.
6. Correspondence – Nikki Jackson
  - a) AMICO project notification for scheduled work in the Back Street parking lot
    - Meet with Amico to discuss communications as construction starts to ramp up.
    - BIA highlighted how it communicates to membership
    - Bi-weekly meetings are planned in order to keep communications flowing re: construction, noise, lights, hydro outages (Hydro will give one week's notice to the area about outages), etc.
7. Financial Report – Cindy Robinson, Treasurer
  - a) Treasurer's Report for April 2023  
**Motion to accept the Treasurer's Report for April 2023**  
Moved by: Cindy Robinson  
Seconded by: Suzanne Clarke  
Motion passed.
  - b) Budget 2023 revisions – Cindy Robinson, Treasurer
    - Cindy presented the revised budget and stated that it became necessary to review the 2023 Budget due to additional information that was not available at the time of budgeting and additional requirements
      - Plant and Maintenance quote for 2023 – higher than budgeted
      - D&O Liability Insurance – became aware this was not covered by Town insurance
      - Website update required due to discontinuance of program support for the current version
      - Requirement of support staff hours to be increased to 29 hours per week during 12 weeks in the summer. Start date Tuesday, June 6, 2023. End date Saturday, August 26, 2023.
    - The recommendation to take the additional required money from the reserve
    - Derek stated that he approves of this recommendation, but it concerns him. If BIA continues this way, the reserve will be depleted within a few years. Derek stressed the importance of the

upcoming Strategic Planning session to take a close look at the objectives and goals of the BIA.

**Motion: To allocate \$11,400.00 from the reserves to cover the additional expenses outlined in the Revised 2023 Budget**

Moved by: Cindy Robinson

Seconded by: Sandy Mackenzie

Motion passed

8. Manager's Report – Nikki Jackson, Manager, reported on a few highlights from the monthly report.
  - OBIAA Conference was worthwhile. Detailed report was distributed with the board minutes
  - This report will used during the upcoming Strat planning session.
9. Business Arising
  - a) Strategic Planning meeting- Nikki Jackson/Derek Smith
    - Due to low attendance at the planned Strat Planning Meeting on Monday, May 8, 2023, it was cancelled
    - A re-survey of attendees was completed and a new date was scheduled for Tuesday, June 13, 2023 from 10:00am to 12:00 noon.
  - b) Lease of current office -Suzanne Clarke
    - Recommend be part of the Strategic Planning session to discuss purpose and usage of the office space. The current rent is very reasonable for the space. To move would not reduce the rent, but more because we need different space.
10. Council Update – Councillor Norris
  - Councillor Norris reported that he meets monthly with Commissioner Damian Szybalski. This has provided great opportunity to gain an understanding of the relationship between the DGBIA and the ED department and to discuss various issues.
  - Commissioner Szybalsk has shared that the Town will be approaching all groups that received funding from the Town, and putting together a package prior to budget, asking what each group will be requesting from Town
  - Council is going into budget preparation in November 2023
  - On behalf of the Board, Derek asked Councillor Norris, if during these meetings, he could find out the timeframe of the MOU between the DGBIA and the ToHH, as this would help going into the Strategic Planning sessions, and upcoming budget preparations.
  - Derek also asked if Councillor Norris could ask on the Board's behalf if an ED representative could attend the Strat Planning session, now scheduled for June 13, (10:00 A.M.-12:00 P.M.)
11. Committee updates -
  - a) Marketing and Events Committee – Suzanne Clarke, Committee Chair
    - This committee has not met since the last board meeting
    - Next Meeting is June 9<sup>th</sup>, 2023
  - b) Farmers Market – Bethany Hanman, Events Manager
    - This committee has not met since the last board meeting
    - Summer Student has been hired and starting this week
    - Next meeting is June 14<sup>th</sup>, 2023
  - c) Beautification Committee – Nikki Jackson
    - This committee did a walk-through of the downtown area and captured repairs to be made
    - Documentation will be sent to Town, Public Works and ED
    - It is the BIA's understanding that the Town is responsible for the maintenance of items bought by the BIA (excluding the gardens)
12. New Business:
  - a) Resignation of Mary Beth Trendos from the DGBIA Board
    - Nikki reported that due to personal reasons Mary Beth has had to resign from the Board. Mary Beth is disappointed to have to make this decision, as she was looking forward to being part of this Board.

b) DGBIA Board Recruitment

- Based on the last resignation of a board member, the Board is now down to our minimum of 6 board members.
- Need to do Board Recruitment to ensure quorum, and so that Executive Committee positions are filled. The board currently has a vacancy for the position of Vice-Chair
- Will be doing a 2-week recruitment campaign to the BIA membership
- As per the DGBIA By-laws, this will be followed by a review of candidates by the Executive Committee. Followed by confirmation of the resolution by the DGBIA Board and then appointed by the Town Council.
- The goal is to bring the resolution slate of new candidates to the next board meeting, June 20<sup>th</sup>.

13. Next Meeting: Tuesday, June 20, 2023 at 9:00am, via Zoom

14. Adjournment

**Motion to Adjourn at 9:55am**

Moved by: Derek Smith

Seconded by: Sandy Mackenzie

Motion passed