



Annual General Meeting

Wed. September 16/09/09
Fazio's Restaurant 7:30am ~ 10am

In Attendance (in alphabetical order)

Anna Visconti
Bill Humber
Bob Duignan
Cathy Coxhead
Colin Shaw
Daniel Rajah
Darryl Sherman
David Tuley
Deborah Robitaille
Ivan Downey
Janine Millette
Jeff Mandelson
John Gray
Kerri King
Kevin Brady
Louise Parkes
Nikki Henderson
Pasquale Maccarone
Paul Dobbs
Susan Chambers
Tino Fazio
Tom Hodgins
Tony Vander Baaren
Vivian Sled
Walter Dudar
Wil McGuirk

Secretary/Treasurer for the Board
Guest Speaker
City Manager
Chair of the Downtown Board
Sergeant, DRPS
TD Canada Trust
Advisor to the Board
Downtown Development Officer

Bookkeeper for the Board

Mayor of Oshawa
Manager Durham Tourism

City Council rep on the Board

Development Services, City
Vice-Chair of the Board
Office Administrator for the Board

Downtown Member

Brushstrokes

TD Canada Trust

Wilson Furniture

Royal Bank
Salvation Army

First Step Clinic

Property Owner
Parmac
Strut Nouveau
Property Owner
John Howard Society
Paraphernalia Books
Fazio's Restaurant

Murray Johnston's

Santa Fe Salon
Invited Guest

Regrets

Giacomo Bruno Director for the Board
Val Foster Advisor to the Board
Joe Kantor Oshawa Generals

Downtown Member

Isabella's

Absent

Jackie Simkin Director for the Board

No Show's (rsvp'd as attending)

Bill Lutton	Cr. Support Services
Bob Pinkney	TD Canada Trust
Christina & Julia	John Howard Society
Doug Carrol	Ward's
Effie Coughlan	Coffee Culture
Julie Bergsma	Mexico Lindo
Wes Evans	Wes Side Photography

Chair, Cathy Coxhead opened the meeting by welcoming Downtown Members and invited guests, and by introducing members of the Downtown Board in attendance.

- Vice-Chair, Tony Vander Baaren
- Secretary/Treasurer, Anna Visconti
- Councilor rep, Louise Parkes
- David Tuley (City of Oshawa, Downtown Development Officer)
- Darryl Sherman, Ex-Chair and Advisor to the Downtown Board

The Chair provided an overview of what kind of activities the Board of Management had been working on in 2008. A detailed report is attached to the minutes.

The Chair introduced Mayor John Gray for his opening remarks.

Mayor Gray encouraged the Members to stay focused on the revitalization of Downtown Oshawa and asked them to take a message back to their co-merchants that it will take a united effort to ensure downtown evolves. Mayor Gray stressed the importance of the success of Autofest and what it means to the downtown, encouraging Members to stay open for these types of events.

The Chair invited Councilor Louise Parkes to come forward with her message to the Members. Councilor Parkes echoed the Mayor's comments, pointing out that much success has been made with more to come through the partnerships that have been developed. Councilor Parkes commended Tom Hodgins for his vision and planning achievements in reference to the work that

has been accomplished in the downtown. Councilor Parkes promoted a more collective positive approach as being an alternative that would unite and strengthen the downtown vs buying into what the media and general public think the downtown is like.

The Chair thanked Mayor Gray and Councilor Parkes for their remarks, and introduced guest speaker Bill Humber, Director Office of Eco Seneca Initiatives. Mr. Humber enlightened the Membership about his work on environmental and energy topics as they relate to education on the topic of the neighbourhood imperatives, and urban sustainability, championing a pro-active role for neighbourhoods in urban, social and economic planning as it pertains to contemporary cities with natural features, built systems, educated citizens, and more. Mr. Humber has served as a public advisor/member of committees responsible for community retail space, new urbanist development and downtown revitalization. He has written a book (soon to be released) on the revitalization of downtown Brantford Ontario through the development of a new campus by Wilfrid Laurier University. Mr. Humber can be reached at 416-491-5050, Ext. 2500 or by email Bill.humber@senecac.on.ca

The Chair thanked Mr. Humber for his interesting speech and presented him with a gift certificate for Fazio's as a token of our appreciation.

After enjoying breakfast, official business in reference to the 2008 Annual General Meeting was completed.

Motion 9:01 was made by Councilor Parkes to approve the 2008 AGM minutes, seconded by Tony Vander Baaren.

Carried

The minutes were available on line for the Membership several weeks prior to the meeting, and hard copies of the minutes were on hand as well. There were no errors or omissions noted.

Motion 9:02 was made by Tony Vander Baaren to accept the 2008 audited statement as prepared by Deloitte & Touche, seconded by Louise Parkes.

Carried

The audited statement was available on line for the Membership several weeks prior to the meeting, and hard copies of the audit were on hand as well. Secretary/Treasurer Anna Visconti explained the way in which the Board allocates the budget, outlining the use of reserve funds, and the purpose of the reserve fund. The Membership was advised that Bookkeeper Janine Millette was in attendance at the meeting in the event that someone required detailed clarification on specific items within the budget. There were no questions from the Membership about the audited statement.

Motion 9:03 was made by Tony Vander Baaren to accept the 2009 year-to-date financial statement (January 1/09 to August 31/09), seconded by Louise Parkes.

Carried

The 2009 year-to-date financial statement was shared with the Membership, outlining year-to-date actuals vs year-to-date budgeted figures. There were no questions from the Membership.

Motion 9:04 was made by Tony Vander Baaren to accept the 2010 draft budget, seconded by Louise Parkes.

Carried

The Membership was given a copy of the 2010 draft budget to review (this document had been posted on line for several weeks as well). Secretary/Treasurer Anna Visconti advised the Membership that the budget was only a draft at this point in time, and that a second Membership meeting would be called in October 2009 to finalize the budget for submission to the City, not later than November 2/09. There were no questions, recommendations or concerns brought forward by the Membership.

Call for Nominations for Director Vacancy

Chair, Cathy Coxhead advised the Membership that there has been a vacancy on the Board for the position of Director for about a year. Information regarding the role of the Director and the nomination process had been emailed or contained in a monthly newsletter to the downtown district advising them of the vacancy. In addition, the information had been posted on the downtown website for several months and was included in the AGM material posted on line for review by the Membership. To date, no nominations had been received.

A call for nominations from the floor was completed by the Chair, with Walter Dudar nominating Deborah Robitaille and Deborah Robitaille nominating Nikki Henderson. Both Deborah and Nikki accepted the nomination and spoke to the Membership about their interest in joining the Downtown Board.

Councilor Louise Parkes suggested that since both women were excellent candidates, the Board and the their Members might want to consider amending their by-law so that they could both sit on the Board in an official manner. The Members in attendance seemed to think this was a good idea and agreed that the Board should follow through accordingly. Councilor Parkes advised the Board to send a notice to the entire Membership about the nominations received and to schedule a second meeting with the Membership before taking the nominations to Council.

Chair, Cathy Coxhead recommended that the upcoming October budget meeting include the nominations on the agenda. Date and location to be determined.

Other Business

Anna Visconti brought David Tuley's work forward, regarding his recent pedestrian counts. David advised the Membership that he had been conducting pedestrian counts for several weeks during the morning rush and during the lunch hour. The count was over a 30-minute period (bicycles included). David also advised that other stats had been collected that were not on the map. A full report is to follow and will be shared with the Members.

David went on to advise the Membership that Economic Development department was recently audited by the City. Their findings indicated that the Downtown Action Plan needs revisiting. David is working towards his own go-forward plan to include in-house and in-community public sessions with a facilitator. It is expected to be complete by December 2009.

The Chair reminded the Membership of the upcoming UOIT/DC Welcome Reception scheduled for Tue. October 20, 2009. Location and time to be determined.

The Chair asked the Membership if there were any other questions or any other business that needed discussing. No one brought up any other items and the Chair asked for a motion to adjourn.

Motion 9:05 was made by Councilor Parkes to adjourn the 2008 Annual General Meeting, seconded by Tony Vander Baaren.

Carried

- ✓ Attachments
- (1) Chair's report to the Membership
 - (2) David Tuley's map reflecting downtown pedestrian count

2008 AGM – Chair’s Report to the Membership on Board activities

Jan. 2008

Board entered into \$50,000 mixed media campaign
Created a Codification of Policy and Procedures relating to Board practices
Partnered with Economic Development (David Tuley) in putting up professional banners in vacancies.
Distributed Economic Developments retail and cuisine guides to promote downtown in hotels, etc.

Feb. 2008

Worked to meet compliancy on changes to the Municipal Act, by researching the Act, meeting with City staff, and Municipal Act representatives

Mar. 2008

Met with DRPS and with security company to discuss safety issues in the downtown
Co-ordinated a new banner program partnership with City to reduce costs
Introduced a new by-law document (By-Law No. 1 DOBIA/2008), accepted by the Board and Membership
Reviewed and responded to the 2008 Long Term Strategic Property Tax Plan report from the Region
Revamped the downtown website
Redesigned the downtown logo

Apr. 2008

Worked towards supporting a new policy to identify criteria for determining permitted uses along the main shopping and pedestrian streets, in order to promote higher quality retail and pedestrian-oriented environment.
Created and produced the first ever downtown commercial, which won an award at the OBIAA conference
Partnered with the City on the floral program
Coordinated the fire hydrant event

Held a Membership meeting to review and discuss:

2007 unaudited financial statement

2008 budget submission to the City
Accumulated funds in reserve and proposed use of funds for 2008 mixed media campaign
Introduced a new By-Law document to the Membership, which included the Codification of Policy and Procedures relating to Board practice
Received an update about the Court House from the government of Ontario and from the Project Manager
Reviewed the façade program with the Membership
Regent Theatre update
Oshawa Safety Committee and DRPS partnership
UOIT interest in the downtown
Hotel Project at Queen's Market Square
Provided a marketing report for the Membership which included the launch of a new downtown logo, new website and commercial

May 2008

Participated in an event that was hosted by the City, introducing lawyers to property owners re vacant space in the downtown
A Downtown Cultural Consortium was headed up by David Tuley that included regular meetings focusing on community partnerships
Worked on commercial property tax amendments made under the Assessment Act for downtown property owners
Introduced a non-alcoholic sidewalk café option to restaurants in the downtown

June 2008

Met with security camera company to discuss options for the downtown
Met with City to discuss floral program for the downtown
Met with City to discuss pay phone conditions in the downtown
Met with City to discuss tree removal/replacement
Coordinate banner program
Attended public information session re Growing Durham
David Tuley launched brochure Downtown Opportunity – restaurant guide, retail guide
Planned UOIT/DC Welcome Reception

- **No meetings in July or August**
- **Sidewalk Sale in July**
- **Autofest event in August**

September 2008

Met with local artists about the Fishbowl Project, re painted art in vacant windows
Beginning of Genosha Hotel project

Mayor's Walk About – media support for new business in the downtown
Aligned ourselves with the President of the UOIT Student Association
Participated in re-zoning issues for the downtown, re highest and best use of space on main streets
Held the 2007 AGM Oct. 16/08
First Town Hall Meeting took place with DRPS Oct. 7/08

October 2008

Community Safety Committee
COPR unit working with Progress Oshawa

November 2008

Accessibility Act
Downtown Biz Club
Membership Survey

December 2008

2008 Property Tax Assessments
Membership vacancy
Submission of downtown commercial to Business Improvement Association Awards (of which we won in Feb. 2009)
Scrub Up initiative (Communities with Brooms April 2009)