



**Board of Management of Oshawa Downtown
Business Improvement Area - City of Oshawa
General Meeting
Core 21 - 21 Simcoe St S
August 29th, 2019**

Meeting Minutes

**PRESENT: A. DESILVA, C. MALACHOWSKI, R. KERR, J. SIGAU, I. LABRICCIOSA, A. MACDONALD, A. RYLLOTT, S. LUPTON, J. SIGA, M. BOWLES, N. SHAW, G. GILLETTE
REGRETS: M. HUNTER, P. STOETT**

1. WELCOME – CALL TO ORDER – 8:08 AM
2. OPEN OF GENERAL MEETING – 8:09 AM
3. PRESENTATION FROM OSHAWA AUTOMOTIVE MUSEUM
 - A. EXECUTIVE DIRECTOR ALEX GATES
 - I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE PRESENTATION AS PRESENTED.**
 - 1. M. BOWLES**
 - 2. IVANO**
 - 3. CARRIED**
4. COMMITTEE-OF-THE-WHOLE (IN CAMERA WITH AND WITHOUT EXECUTIVE DIRECTOR)
 - A. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING LOCAL BOARD EMPLOYEE AND/OR MEMBER(S)**
 - I. MOTION TO ENTER INTO IN-CAMERA SESSION**
 - 1. M. BOWLES**
 - 2. I. LABRICCIOSA**
 - 3. CARRIED**
5. ARISE FROM COMMITTEE OF THE WHOLE (IN CAMERA)
 - I. MOTION TO LEAVE IN-CAMERA AT 8:35**
 - 1. G. GILLETTE**
 - 2. J. SIGAU**
 - 3. CARRIED**
 - II. MOTION FROM IN-CAMERA: MOTION FROM IN-CAMERA: TO MOVE THE HST REBATE INTO REVENUE FOR 2020 BUDGET, AND FOR 2019 UTILIZE THE 2018 REBATE TO OFFSET SALARIES.**
 - 1. I. LABRICCIOSA**

2. R. KERR

6. ACCEPTANCE OF AGENDA

I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE AGENDA.

1. C. MALACHOWSKI
2. A. DESILVA
3. CARRIED

7. DECLARATION OF CONFLICTS

I. I. LABRICCIOSA REGARDING POLE WRAPS

8. APPROVAL OF MINUTES

A. MINUTES OF BOARD MEETING OF AUGUST 1ST, 2019

I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE MEETING MINUTES OF JUNE 27TH, 2019 AS WRITTEN.

1. M. BOWLES
2. I. LABRICCIOSA
3. CARRIED

9. REPORT OF THE CHAIR

N. SHAW

I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE REPORT OF THE CHAIR AS PRESENTED.

1. I. LABRICCIOSA
2. J. SIGAU
3. CARRIED

10. REPORT OF THE EXECUTIVE DIRECTOR

A. MACDONALD

I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE REPORT OF THE EXECUTIVE DIRECTOR.

1. G. GILLETTE
2. M. BOWLES
3. CARRIED

11. COMMITTEE REPORTS

A. FINANCE AND AUDIT

I. LABRICCIOSA

I. FINANCIAL REPORTS

I. LABRICCIOSA

II. TRADEMARKING **UPDATE**

A. RYLOTT

III. NOT-FOR-PROFIT STATUS **UPDATE**

A. MACDONALD

IV. CANADA REVENUE AGENCY **UPDATE**

A. MACDONALD

V. WSIB **UPDATE**

I. LABRICCIOSA/A. MACDONALD

VI. BUDGETING 2020 **UPDATE**

I. LABRICCIOSA/A. MACDONALD

1. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE 2020 BUDGET WITH A LEVY OF \$536,750 AND THAT IT BE FORWARDED FOR RATIFICATION BY CITY COUNCIL”.

- A. I. LABRICCIOSA
- B. G. GILLETTE
- C. CARRIED

2. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA REQUEST THAT COMMUNITY SERVICES COMMITTEE FOR THE CITY OF OSHAWA TAKE OVER THE RESPONSIBILITY OF THE WINTER GREENERY PROGRAM FOR FALL OF 2020.

- A. M. BOWLES
- B. A. DASILVA
- C. CARRIED

- VII. OBIAA INVITATION **UPDATE.** A. MACDONALD
- B. ECONOMIC DEVELOPMENT/BEAUTIFICATION A. MACDONALD
 - I. BANNER COMPETITION A. MACDONALD
 - II. POLE WRAPS **UPDATE** A. MACDONALD
 - III. WIN THIS SPACE **UPDATE** A. MACDONALD
 - IV. WALL MURALS **UPDATE** A. MACDONALD/ J. SIGUA
 - V. DOGSPOT (**ACTION**) J. SIGUA

1. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE EXPENSE FOR THE REMAINDER OF 2019 UNDER STREETScape AND APPROVES EXPENSE FOR 2020 BUDGET.

- A. J.SIGAU
- B. IVANO
- C. CARRIED

- C. GOVERNANCE M. HUNTER
 - I. POLICY AND PROCEDURES (**REVIEW**) M. HUNTER
 - II. CONSTITUTION AND BYLAW **UPDATE** M. HUNTER
 - III. WSIB **UPDATE** M. HUNTER
- D. MARKETING AND COMMUNICATIONS M. BOWLES
 - I. WEBSITE DESIGN AND RFP (**UPDATE**) M. BOWLES
 - II. REBRANDING (**ACTION**) A. MACDONALD
 - 1. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE SELECTED BRANDING PROPOSED STARTING AT THE DISCRETION OF THE EXECUTIVE DIRECTOR**
 - A. G. GILLETTE
 - B. J.SIGAU
 - C. CARRIED

- III. BUS BUYS (**ACTION**) A. MACDONALD
 - 1. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE PURCHASE OF TRANSPORTATION ADVERTISING WITHIN THE 2019 MARKETING BUDGET**
 - A. A. DESILVA
 - B. M. BOWLES
 - C. CARRIED

- E. WELCOMING STREETS UPDATE C. MALACHOWSKI
- F. EVENTS (UPDATE ALL) A. DESILVA
 - I. 2020 PROPOSED EVENTS AND BUDGET A. MACDONALD
 - II. CANADA DAY 2020 A. MACDONALD

MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES ALL COMMITTEE REPORTS AS PRESENTED.

- 1. J.SIGAU,**

2. G. GILLETTE

3. CARRIED

12. BUSINESS ARISING

A. IDA DOCUMENTS AND NATIONAL FRAMEWORK A. MACDONALD

13. NEW BUSINESS

A. 2020 MEETING DATES

14. CITY REPORT

S. LUPTON

I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE REPORT AS PRESENTED BY S. LUPTON FROM THE CITY OF OSHAWA.

1. M. BOWLES

2. A. DESILVA

3. CARRIED

15. WHITE SPACE

I. MOTION : THAT THE BOARD OF MANAGMENT FOR THE ODBIA MOVE BANNER RESPONSABILITES AND PROGRAM TO THE BEAUTIFICATION AND ECONOMIC DEVELOPMENT

1. J.SIGAU

2. A.DESILVA

3. CARRIED

16. CORRESPONDANCE

17. NEXT MEETING: **Thursday, September 26th, 2019**

18. ADJOURNMENT

I. MOTION: TO ADJOURN MADE BY M. BOWLES

RSVP YOUR ATTENDANCE TO ANGELA AT ANGELA@DOWNTOWNOSHAWA.CA