



**Board of Management of Oshawa Downtown  
Business Improvement Area - City of Oshawa  
General Meeting  
Core 21 - 21 Simcoe St S  
Thursday June 27th, 2019**

**PRESENT: K. BENHAM, A. DESILVA, G. GILLETT, M. HUNTER, I. LABRICCIOSA,  
S.LUPTON, A. MACDONALD, C. MALACHOWSKI, N. SHAW, J. SIGAU, P. STOETT  
REGRETS: M. BOWLES  
MEMBERS PRESENT: C. COXHEAD  
GUEST SPEAKERS: B. CHAPMAN**

### **Meeting Minutes**

1. WELCOME – CALL TO ORDER
2. OPEN OF GENERAL MEETING
  - A. OPENING OF MEETING AT 8:05 AM
3. PRESENTATION FROM CITY OF OSHAWA
  - A. HONOURABLE DEPUTY MAYOR BOB CHAPMAN, REGIONAL COUNCILOR FOR THE CITY OF OSHAWA
    - I. **MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE PRESENTATION AS PRESENTED.**
      1. 1ST - I. LABRICCIOSA
      2. 2ND A. DESILVA
      3. CARRIED
    - II. **MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES THE ENDORSEMENT OF THE WELCOMING STREETS INITIATIVE WITH THE AMENDMENT THAT THE ODBIA IS NOT IN THE POSITION TO CURRENTLY ASSIST WITH FINANCIAL SUPPORT IN 2019, BUT WILL PROVIDE IN-KIND AND ADDITIONAL AGENCY CAPACITY TOWARDS THE PROJECT, INCLUDING BUT NOT LIMITED TOO, ACTING AS A LIAISON BETWEEN AGENCIES, TRAINING AND TRAINING SPACE, STAFF TIME, ACCESS TO MEMBERSHIP, AND PROMOTION THROUGH ACCOUNTS.**
      1. 1ST - P. STOETT
      2. 2ND - C. MALACHOWSKI
      3. CARRIED
    - III. **MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA APPROVES AN AD HOC COMMITTEE OF THE BOARD NAMED SAFE STREETS INITIATIVE THAT WOULD INCLUDE COMMUNITY STAKEHOLDERS FOR REVIEW IN JANUARY 2020.**
      1. 1ST - C. MALACHOWSKI
      2. 2ND - J. SIGUA
      3. CARRIED
4. COMMITTEE-OF-THE-WHOLE (IN CAMERA WITH EXECUTIVE DIRECTOR) - PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING LOCAL BOARD EMPLOYEE AND/OR MEMBER(S)
  - I. **MOTION TO ENTER INTO IN-CAMERA SESSION AT 8:28**

1. 1ST - I. LABRICCIOSA
2. 2ND. COUNCILLOR KERR
3. CARRIED

5. ARISE FROM COMMITTEE OF THE WHOLE (IN CAMERA)

A. MOTION TO LEAVE IN-CAMERA AT 8:35

1. 1ST - I. LABRICCIOSA
2. 2ND. COUNCILLOR KERR
3. CARRIED

6. ACCEPTANCE OF AGENDA

7. DECLARATION OF CONFLICTS

A. NONE DECLARED

8. APPROVAL OF MINUTES

A. MOTION TO APPROVE THE MINUTES OF BOARD MEETING OF MAY 30TH, 2019

- 1.
- 2.
3. CARRIED

9. REPORT OF THE CHAIR PRESENTED BY N. SHAW

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

1. 1ST - R. KERR
2. 2ND - J. SIGUA
3. CARRIED

10. REPORT OF THE EXECUTIVE DIRECTOR PRESENTED BY A. MACDONALD

11. COMMITTEE MOTIONS

12. COMMITTEE REPORTS

A. FINANCE AND AUDIT PRESENTED BY I. LABRICCIOSA

1. FINANCIAL REPORTS PRESENTED BY I. LABRICCIOSA
2. AUDIT UPDATE PRESENTED BY A. MACDONALD
3. CREDIT CARD UPDATE PRESENTED BY A. MACDONALD

B. ECONOMIC DEVELOPMENT/BEAUTIFICATION PRESENTED BY A. MACDONALD

I. BANNER RFP RECOMMENDATION PRESENTED BY A. MACDONALD

1. DURHAM COLLEGE GRAPHIC DESIGN

II. POLE WRAPS UPDATE PRESENTED BY A. MACDONALD

1. DURHAM COLLEGE GRAPHIC DESIGN

III. COMMUNITY GARDEN GRANT UPDATE PRESENTED BY A. MACDONALD

IV. DOWNTOWN VACANT STOREFRONT WINDOWS PRESENTED BY COUNCILLOR R. KERR

V. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA SEEKS ITS CITY OF OSHAWA COUNCIL REPRESENTATIVE, R. KERR, TO SEEK A CITY COUNCIL MOTION IN SEPTEMBER OF 2019 ON BEHALF OF THE BOARD OF MANAGEMENT CREATING A BYLAW WHERE STOREFRONT WINDOWS OF VACANT PROPERTIES MUST BE DECORATED IN ODBIA OR CITY APPROVED ART OR PRE-MADE PRINTED DESIGNS - AT THE EXPENSE OF THE PROPERTY OWNER -, AS TO ENSURE BEAUTIFICATION EFFORTS AND ECONOMIC PROSPERITY IN DOWNTOWN OSHAWA.

1. 1ST - J. SIGUA
2. 2ND - A. DESILVA
3. CARRIED

C. MARKETING AND COMMUNICATIONS PRESENTED BY A. MACDONALD

I. VIDEO PROJECT UPDATE PRESENTED BY A. MACDONALD

II. DIGITAL MAIN STREET UPDATE PRESENTED BY A. MACDONALD

III. WEBSITE DESIGN AND RFP UPDATE PRESENTED BY

A. MACDONALD/J. SIGAU

**D. EVENTS (ALL) DEFERRED TO JULY MEETING**

- I. SPONSORSHIP/EVENTS BUDGETS 2019
- II. WINE FESTIVAL
- III. SUMMERFEST
- IV. KARS ON KING
- V. SHOW AND SHINE
- VI. BIKES ON BOND
- VII. JURASSIC PARK
- VIII. 2020 VISIONING DATES

**MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA ACCEPTS THE PRESENTATIONS FROM ALL COMMITTEES AS PRESENTED AND REFER THE EVENTS TOPICS BACK TO STAFF FOR A FULL REPORT TO BE PRESENTED AT THE ODBIA SUMMER MEETING**

- 1. 1ST - I. LABRICCIOSA**
- 2. 2ND - G. GILLETT**
- 3. CARRIED**

**13. BUSINESS ARISING**

**A. PRESENTATION TO COUNCIL BY A. MACDONALD**

**I. COUNCIL ADOPTION OF BIA WEEK**

**1. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA SEEKS ITS CITY OF OSHAWA COUNCIL REPRESENTATIVE, R. KERR, TO SEEK A CITY COUNCIL MOTION ON BEHALF OF THE BOARD OF MANAGEMENT DESIGNATING THE WEEK OF MARCH 25, BIA WEEK.**

- 1. 1ST - A. DESILVA**
- 2. 2ND - J. SIGAU**
- 3. CARRIED**

**II. COUNCIL ADOPTION OF 50 YEARS OF BIA'S**

**1. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE ODBIA SEEKS ITS CITY OF OSHAWA COUNCIL REPRESENTATIVE, R. KERR, TO SEEK A CITY COUNCIL MOTION ON BEHALF OF THE BOARD OF MANAGEMENT DESIGNATING DOWNTOWN OSHAWA AS A PRIORITY FOR 2020 IN CELEBRATION OF 50 YEARS OF BIA'S - AN ONTARIO-MADE PRODUCT.**

- 1. 1ST - P. STOETT**
- 2. 2ND - G. GILLETT**
- 3. CARRIED**

**14. NEW BUSINESS**

**A. BY-LAW LEVY DISCUSSION PRESENTED BY I. LABRICCIOSA**

**I. MOTION: THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVE ELIMINATING OSHAWA BY-LAW 94-74 SECTION 18, WHICH STIPULATES THAT A "... MAXIMUM CHARGE OF \$5,500 SHALL APPLY WHERE ANY PERSON IN THE IMPROVEMENT AREA IS LIABLE TO THE SPECIAL CHARGE LEVIED BY COUNCIL BY REQUIRED BY THE MUNICIPAL ACT [AND] THE BUDGET AND EACH SUBSEQUENT AMENDMENT OR EXPENDITURE NOT INCLUDED IN THE BUDGET THAT EXCEEDS \$2,000 ARE SUBJECT TO COUNCIL'S APPROVAL" AND MINIMUM LEVY, AMOUNT OVER A TWO-YEAR SPAN - 50 PERCENT IN YEAR ONE, WITH THE FULL TAXABLE PROPERTY VALUE TO TAKE AFFECT IN 2021, AS TO ENSURE OUR MEMBERS ARE ALL PAYING EQUITABLE AMOUNTS AND THAT THE ODBIA IS MODERNIZING, COMPETITIVE, AND FINANCIAL SUSTAINABLE.**

- 1. 1ST - I. LABRICCIOSA**

**2. 2ND - J. SIGUA**

**3. CARRIED**

**II. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVE CONSULTING CITY OF OSHAWA LIAISONS TO PREPARE A REPORT TO COUNCIL ON THE APPROVED MOTION(S) WITH THE BENEFITS TO THE ODBIA FINANCIAL SUSTAINABILITY, MODERNIZATION, AND TO REMAIN COMPETITIVE - WITH ASSISTANCE FROM THE EXECUTIVE DIRECTOR.**

**1. 1ST - I. LABRICCIOSA**

**2. 2ND - A. DESILVA**

**3. CARRIED**

**III. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVE DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT A FORMAL REQUEST TO CITY COUNCIL THROUGH OUR COUNCILLOR REPRESENTATIVE STATING THE ODBIA'S MOTION(S) TO ELIMINATE THE MAXIMUM LEVY INCREASE AND MINIMUM LEVY, SEEK A MOTION FROM OSHAWA CITY COUNCIL TO CHANGE THE BYLAW FOR THE SEPTEMBER 2019 MEETING.**

**1. 1ST - I. LABRICCIOSA**

**2. 2ND - G. GILLETT**

**3. CARRIED**

**IV. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVE MOVING THE AGM FROM SEPTEMBER TO OCTOBER, TO ALLOW PROPER PRESENTATION OF THE APPROVED BUDGET TO MEMBERS.**

**1. 1ST - R.KERR**

**2. 2ND - I. LABRICCIOSA**

**3. CARRIED**

**B. WIN THIS SPACE PRESENTED BY S. LUPTON**

**I. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVES THE CREATION OF THE WIN THIS SPACE - DOWNTOWN OSHAWA FOR THE 2020 FISCAL YEAR.**

**1. 1ST - J. SIGUA**

**2. 2ND - G. GILLETTE**

**3. CARRIED**

**C. ASSOCIATE MEMBERSHIP PRESENTED BY S. LUPTON/A. MACDONALD**

**I. THE BOARD MEMBERS OF THE OSHAWA DOWNTOWN BIA APPROVES THE CREATION OF ASSOCIATE MEMBERSHIPS AND THE APPLICATION ATTACHED TO THIS REPORT.**

**1. 1ST - G. GILLETTE**

**2. 2ND - J. SIGUA**

**3. CARRIED**

**D. GOVERNANCE COMMITTEE PROPOSAL PRESENTED BY M. HUNTER**

**I. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVES THE CREATION OF A STANDING COMMITTEE FOR GOVERNANCE AND ACCEPT THE TERMS AND RESPONSIBILITIES FOR SUCH S COMMITTEE STATED BELOW.**

**1. 1ST - C. MALACHOWSKI**

**2. 2ND - I. LABRICCIOSA**

**II. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPOINTS BOARD MEMBER M. HUNTER AS CHAIR OF GOVERNANCE FOR THE REMAINDER OF HIS TERM WITH THE OUTLINED ROLES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR AS CREATED BY THE BOARD OF MANAGEMENT.**

**1. 1ST - P. STOETT**

**2. 2ND - R. KERR**

**3. CARRIED**

E. FINANCE AND AUDIT COMMITTEE PRESENTED BY I. LABRICCIOSA

- I. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVES THE CREATION OF A STANDING COMMITTEE FOR FINANCE AND AUDIT AND ACCEPT THE TERMS AND RESPONSIBILITIES FOR SUCH A COMMITTEE STATED BELOW. AND THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVES THE TREASURER POSITION AS PERMANENT CHAIR OF THE FINANCE AND AUDIT COMMITTEE, WITH MEMBERS COMPROMISED OF EXECUTIVES OF THE BOARD (CHAIR, VICE CHAIR, AND TREASURER - FUTURE EXECUTIVE POSITIONS PENDING CREATION) AND THE CHAIRS OF EACH ODBIA STANDING COMMITTEE**

**1. 1ST - I. LABRICCIOSA**

**2. 2ND - A. DESILVA**

**3. CARRIED**

F. EVENTS COMMITTEE CONSOLIDATION PRESENTED BY A. MACDONALD/A. DESILVA

- I. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVES THE AMALGAMATION OF THE TWO EVENTS COMMITTEES INTO ONE EVENTS COMMITTEE. AND THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVES THE CURRENT MEMBERS ALREADY ON THE EVENTS COMMITTEE TO REMAIN IN THEIR POSITION FOLLOWING THE AMALGAMATION**

**1. A. DESILVA**

**2. G. GILLETTE**

**3. CARRIED**

G. AGM DATE CHANGE PRESENTED BY A. MACDONALD

- I. PRESENTED BY FINANCE AND AUDIT UNDER COMMITTEES**

H. CONSTITUTION PRESENTED BY N. SHAW/ A. MACDONALD

- I. THAT THE BOARD OF MANAGEMENT FOR THE OSHAWA DOWNTOWN BIA APPROVES THE NEWLY FOUNDED GOVERNANCE COMMITTEE TO PROCEED WITH THE CREATION OF A FORMAL ODBIA CONSTITUTION TO BE REVIEW BY THE BOARD BY OCTOBER AND THEN PRESENTED AT THE AGM FOR ADOPTION**

**1. 1ST - P. STOETT**

**2. 2ND - G. GILLETTE**

**3. CARRIED**

I. STRAT PLAN PRESENTED BY A. MACDONALD

- I. COMMUNITY REPORT CARD**

- II. DATES IN SUMMER - WEEKEND TIMES**

15. CITY REPORT PRESENTED BY S. LUPTON AND R. KERR

16. WHITE SPACE

17. CORRESPONDANCE

A. ONTARIO CELEBRATE GRANT - AWARDED TO ODBIA

B. FEDERAL STUDENT GRANT - AWARDED TO ODBIA

C. REQUEST FROM 77 CELINA STREET FOR GRAFFITI REMOVAL

- I. THAT THE BOARD OF MANAGMENT FOR THE OSHAWA DOWNTOWN BIA DIRECTS A. MACDONALD TO ALERT MEMBER THAT THE BOARD CANNOT CREATE PRECEDENT BY PAYING FOR GRAFFITI REMOVAL OF AN INDIVIDUAL MEMBER AFTER A PREVIOUS DECISION ON THIS AREA.**

**1. 1ST - G. GILLETTE**

**2. 2ND - J. SIGAU**

**3. CARRIED**

18. NEXT MEETING: AUGUST 1ST, 2019 AT 8 AM

19. ADJOURNMENT

**A. MOTION TO ADJOURN BY G. GILLETTE**

RSVP YOUR ATTENDANCE TO ANGELA AT [ANGELA@DOWNTOWNOSHAWA.CA](mailto:ANGELA@DOWNTOWNOSHAWA.CA)