



**Downtown Parry Sound Business Association  
Board of Management  
Minutes  
March 11, 2015**

Present: Dora Logan, Daryl McMurray, David Coles, Cathy Downing, Sue Sullivan, Paul Borneman

Absent: Jim Shaw

Staff: Susan Hrycyna

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The board meeting of the Parry Sound Downtown Business Association was called to order at 6:30pm by the Chair, Daryl McMurray

1) **Resolution 15-16**

“That the agenda for the board of directors meeting on March 8, 2015 is approved”

Moved by: Paul Borneman                      Seconded by: David Coles                      Carried

2) **Resolution 15-17**

“That the minutes from the January 14, 2015 Board meeting are approved”

Moved by: Cathy Downing                      Seconded by: Paul Borneman                      Carried

3) **Resolution 15-18**

“That the minutes from the February 4, 2015 Special Budget meeting are approved”

Moved by: David Coles                      Seconded by: Paul Borneman                      Carried

4) Administrator’s Report –A detailed report is on file. Items discussed in detail by the board members are listed below.

a) Report Highlights / Questions / Resolutions

b) Correspondence

- An e-mail was received from Ann Hurdman. The town is arranging for Boards & Committees training to take place on April 29<sup>th</sup> from 4-8pm.

**Action Item:** Susan to ask for more information for people who are not able to attend on this date.

- A letter was received from Logan’s Funeral Home re: Open Streets. They are concerned about accessibility access for their customers who require parking on James St. They also feel the potential atmosphere during a street closure is incompatible with the nature of funerals. Susan contacted Christine Logan to request a meeting to discuss their concerns and the request was denied. Logan’s has no interest in discussing how the DBA can address and accommodate their concerns.

- A letter was received from the Optimist club thanking the DBA for the use of the sound system during the Santa Claus parade.
  - A note was received from St. Andrews Church thanking the DBA for lending them our popcorn machine.
- c) The Action Items from the previous meeting were discussed.
- An inquiry was made to the MTO about placing a billboard on private property owned by a board member's family. If we were to do this the billboard would have to be set back 400 meters from the highway property limit. This is not an option because the sign would not be visible from the highway unless it was extremely large.

**Action Item:** Susan will inquire if any locations are available on highways 124, 141 or 118.

5) Events Report. A detailed report is on file. Items discussed in detail by the board members are listed below.

- Snow Fest
  - This event was a great partnership with the town. There was a very good turnout. This is definitely something we can grow for future years. The addition of fire pits would help create a real atmosphere. We also need an activity like a bouncy castle for kids under 6.
- Open Streets Parry Sound

**Resolution 15-19**

“The DBA Board of Directors agree to send a letter of support for the Open Streets Parry Sound event planned for July 12 and September 13, 2015”

Moved by: Cathy Downing                      Seconded by: David Coles                      Carried

6) Financial Report

- Our assets of \$37,732.06 includes recoverable HST.

**Action Item:** Susan will find out what time period this is for and how we get the money.

- Income vs expenses – 0\$ vs \$7891.67
- Cash on Hand - \$33,361.21

**Resolution 15-20**

“That the financial statements be accepted as presented.”

Moved by: Sue Sullivan                      Seconded by: Cathy Downing                      Carried

7) Councilor's Report

- The town has approved a 3.82% tax increase for 2015.
- The Free Parking by-law will come before council on March 17<sup>th</sup>
- Waterfront committee is looking at the downtown's signage requests

8) Chamber Report

- The Smart Community have by in from the core partners needed for the project to proceed including Vianet.

- The Chamber's Gala is at the end of April

## 9) Pending Business

### a) E-Vote Policy

- The DBA must follow the Municipal Act and the act does not permit electronic voting.
- If something comes up that needs to be addressed right away Daryl will call a special meeting to deal with that one issue.

### b) Webcam

- After March Break we will have Shipman Electric remove the housing that is located on the old North Star building. That building is now owned by Brenda Ryan and she has given the DBA permission to remove the equipment. Susan will coordinate. The works need to be done when there are not work vehicles parked in front. Susan to talk to Country Gourmet about the work they are having done.
- Once the equipment is down Daryl can see what exactly will be needed as far as new equipment and a request for quotes can go out again.

### c) Consumer Market Study

#### **Resolution 15-21**

"The DBA Board of Directors accepts the final report of the Consumer Market Study as presented"

Moved by: David Coles

Seconded by: Cathy Downing

Carried

**Action Item:** Susan will share this report with members, REDAC, CB&DC, and the Chamber. There also need to be a deputation to council.

### d) Parking By-law

- The by-law will be going before council on March 17<sup>th</sup> for final approval. The committee has recommended that all the streets remain as two hour parking and all parking lots be changed to three hour parking. This will address the concerns about the parking not being long enough for some activities.

### e) 2015 Draft Budget

- Our 2015 is incorporating a \$23,000 surplus that we will not have in 2016. Because of this extra money the levy was only raised 3% this year. In the fall we will plan a meeting with the members to see what they want us to do for 2016 - raise the levy to continue working with a larger budget or cut back on some of our events, advertising and initiatives.

#### **Resolution 15-22**

"The DBA Board of Directors accepts the 2015 Budget as revised on March 11, 2015"

Moved by: David Coles

Seconded by: Dora Logan

Carried

## 10) New Business

### a) Standard of Care (Weeds) in the Downtown

- There was a discussion about the standard of care in the downtown with regards to weeding. Paul will send Peter an e-mail asking if some areas can have more

weeding done. Susan will follow up to see what his summer staff can look after and what the DBA needs to maintain.

b) Lending Policy

- The sound system will be removed from this Lending Policy. A separate policy will be drawn up for just the sound system.

**Resolution 15-23**

“The DBA Board of Directors accept the Lending Policy with the noted change – the sound system will be not be included.”

Moved by: Sue Sullivan

Seconded by: Dora Logan

Carried

c) Procedural Issues

- Susan met with Rob Mens due to an anonymous complaint from a board member. There was a concern that the board is not following proper procedures, specifically with regards to the budget. Daryl asked if any board member had a concern that could be discussed. A board member stated that she felt any procedural issues would be addressed at the town’s training seminar.

d) AGM Date

- The DBA’s 2015 AGM will be held on April 22<sup>nd</sup>

**Action Item: Confirm location with Country Gourmet**

11) Next Board Meeting: April 8, 2015, 6:30pm, GB Software

12) **Resolution 15-24**

“That the meeting is adjourned at 8:43pm”

Moved by: David Coles

Seconded by: Sue Sullivan

Carried

Minutes of meeting recorded by: Susan Hrycyna, Executive Administrator