



# MINUTES

Parry Sound Downtown Business Association

May 18, 2016

Meeting called to order by Daryl McMurray at 6:29pm

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## In Attendance

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Board Members: Daryl McMurray, David Coles, Sue Sullivan, Dora Logan, Councillor Paul Borneman, Dan DiNicolo

Staff: Susan Hrycyna

Guest: Lynn Middaugh

Regrets: Jim Shaw, Cathy Downing

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The purpose of the meeting was to discuss the financial contribution required from the DBA towards two employment positions:

- 1) The hiring of an individual (Downtown Coordinator) to implement the Sustainability Report and Recommendations from the Downtown Task Team
- 2) The hiring of a Downtown Custodian

There is a Priority Setting Council meeting on Thursday night. Lynn will be bringing requests for the funding for both of these positions to this meeting.

### Item #1

The Town of Parry Sound in collaboration with the DBA is considering applying for to the Trillium Foundation for a Grow Grant in order to hire a Downtown Coordinator. At the DBA Board meeting on May 11<sup>th</sup>, 2016 the directors made a decision not to support this position due to a lack of funds. At that meeting it was thought we could only apply for 50% funding which would have meant a contribution of \$15,000 per year by the DBA. Since then Lynn has determined we are eligible to apply for up to 75% funding for a three year position. The Town and the DBA would each be responsible for 12.5% of the balance. Based on a salary of \$60,000/year and \$60,000 in seed money the amount would be \$10,000 each per year for three years which equals \$30,000 each.

## Discussion

- There is about \$19,000 in reserves that could be spent. Some other options are to increase the levy, or we can adjust what our money is spent on. With the implementation of this some of our expenses could be taken away from us.
- When the 2016 budget was set it was estimated the surplus from 2015 would be about \$5,000. It is actually \$7,800 which gives us an extra \$2,800 in the budget.
- Could the DBA hold a fundraiser to help raise the extra money?
- The town is the applicant and also the employer, however this is a collaborative position. This person would report to the town, the DBA and the Task Team. Lynn and Susan would be responsible for managing this person.
- The workables would be laid out very clearly in the grant application. The job description for this individual would be to implement the recommendations from the Task Team and Consumer Market Study.
- The grant application can only be submitted if the Town and the DBA are both on board. It must be seen as a collaborative effort and Trillium must see a commitment from both parties.
- If we do not move forward on implementing the recommendations from the Consumer Market Study and the Downtown Task Team's Sustainability Report it is felt the Downtown will still be in the same situation 10 years from now as it is right now. The DBA does not have the resources to implement the recommendations on their own.

## **Resolution 16-08**

"Motion that the DBA agree to support an application by the Town of Parry Sound to The Trillium Foundation for a Grow Grant in order to hire an individual who would be responsible for the implementation of the Consumer Market Study and the Downtown Task Team's Sustainability Report and Recommendations. The DBA commits to a financial contribution of up to a maximum of \$30,000 over 3 years."

Moved by: Dora Logan

Seconded by: Paul Borneman

Carried

## **Item #2**

A recommendation by the Downtown Task Team was to hire a Custodian specifically for the Downtown. Lynn estimates the cost to hire someone to work 21 hours a week for 14 weeks would be about \$6,000. Lynn will be requesting that the Town pay \$3,000 towards the position. The DBA would be responsible for the remaining \$3,000.

## Discussion:

- Sue Sullivan has talked to quite a few members about cleaning up the downtown. They feel the Town should be doing more to clean up the downtown. They felt the Custodian position could be looked after by the members helping out more in coordination with the Town.

- Currently Public Works is responsible for cleaning up the sidewalks and streets. There could be a change in process but not by this summer. For example, if a business swept in front of their store then Public Works would come by and clean up.
- This position could be looked at as one year trial. If we document the cleanliness of the Downtown with pictures then the DBA could show the town the expected “Standard of Care”.
- Details such as hours and days worked, and what areas would be looked after will have to be discussed further.

**Resolution 16-09**

“Motion that the DBA agree to hire a Downtown Custodian for a 14 week trial period. The DBA commits to a financial contribution of up to a maximum of \$3,000 over 14 weeks.”

Moved by: Dan DiNicolo

Seconded by: David Coles

Carried

Currently Mrs. Ryder sweeps the sidewalks around the courthouse every day. Susan will attempt to take her picture and put it along with a thank you on the website and on FB. She will also send her picture to the newspaper with a small write up. David will mention her in the DBA Corner.

“Motion to adjourn the meeting was made at 7:55pm “

Moved by: Paul Borneman

Seconded by: Dan DiNicolo

Carried

Minutes of the meeting were recorded by: Susan Hrycyna, Executive Administrator