

**Special Meeting  
Downtown Board of Management  
July 31, 2017 - 4:00 pm**

**Minutes**

**Board Members in Attendance:**

Ron Charbonneau - Chairperson, Tony Barranca – Sec/Treasurer, Joe Mrkalj – Vice Chair, Julio Batres – Gavidia – Past Chairman, Amanda McKenzie, Joyce Morroco and Sal DiPietro

**Absent:** Lisa Thomas, Phil Ritchie, Carolyn Ioannoni, Jim Diodati  
**Conference Call:** Steve Ichelson  
**Staff:** Richard Gilbert – Project Manager  
**Guests:** Karen Stearne – COD Chair, Shane Robertson – Eaton Equipment

1. Welcome and overview of the Agenda – Ron Charbonneau  
Motion: To approve the Agenda as amended to include Moonbase Contract under New Business  
Moved by: Sal DiPietro      Seconded by: Amanda Mckenzie      Carried
  
2. Declaration of Pecuniary Interests – No Declarations
  
3. 90 Minute Free Parking Program  
Discussion re Free Parking resulted in the following motion:  
That the BIA maintain the status quo for parking for the balance of 2017, as per the following:
  - Maintain the 90 Minute time limit
  - Cost-Share the \$26,000 fee with the city for 2017, \$13,000 each
  - Establish a committee to review and recommend a long-term Parking Program beginning in 2018
  - Complete a cost-benefit analysis that compares previous parking revenues and expenses from 2014 with parking revenues and expenses from 2015 and 2016Moved by: Joe Mrkalj      Seconded by Sal DiPietro      Carried
  
4. Moving BIA account from TD to RBC or another bank on Queen Street  
That the three primary banks on Queen Street be contacted to determine which bank would provide the best rates, lowest fees and most accessible customer service, and once done, open an account at the preferred bank.  
Moved by Joyce Morocco      Seconded by: Tony Barranca      Carried

5. Role and Duties of Project Manager

The Project Manager's report was deferred until all Board members have an opportunity to review the Agreement between Gilbert & Associates and the Board of Management. Julio volunteered to send out agreement and letter of explanation to Board members.

6. New/Other Business:

- Process to Appoint 4 new Board members
  - A call for Interim Board Position and Nomination form were developed and will be forwarded to the membership by email and hand delivered
  - Karen Stearne to contact Bill Matson, Acting Clerk, to determine if voting may be done at City Hall, including use of an official ballot box
- Should Chair of COD be an Ex-officio member of the Board with Vote
  - That there be no Ex-Officio Members of the Board  
Moved by: Joe Mrkalj      Seconded by: Sal DiPietro    Carried
- Moonbase Contract
  - Cancel the contract with Moonbase to produce digital Icons and boost social media sites; request completed Icons be delivered to the BIA  
Moved by: Amanda Mckenzie    Seconded by: Tony Barranca

7. Motion to Adjourn:

Moved by: Julio Batres - Gavidia    Seconded by: Amanda Mckenzie    Carried