



MINUTES

Parry Sound Downtown Business Association Board of Directors Meeting

June 12, 2024

Doug called the meeting to order at 6:30pm

In Attendance

Board Members: Tim Dunn, Doug Wilton, Bernice Anderson, Kaila Stevenson, Dave Williams, Meredith McCaffrey, Don Corbett

Councill Representative: Chris McDonald,

Regrets: none

Absent: none

Staff: April Denman

Guests: none

Conflict of Interest Declaration

None declared.

Approval of Agenda

“Motion to approve the agenda for this June 12, 2024 DBA Board of Directors meeting with additions under correspondence – Clayton Harris office visit and Dave Thompson phone call and under old business – 2023 audit approval.

Moved by: Bernice Anderson

Seconded by: Tim Dunn

Carried

Approval of Minutes

- No minutes to approve from May 2024 (AGM)

Correspondence

- Multiple emails were received from visitors, vendors and businesses about the success of Maple Syrup Festival. April thanked the Board on behalf of the Events Committee for taking a chance and approving the event. They are eager to start planning for 2025.

- Steve Anderson, owner of The Island Queen sent an email to Mayor McGarvey, Members of Council and the DBA advising of new signage, parking charges and potential fines on ten sets of stairs on the Town Dock. Mr. Anderson is concerned with the aggressive signage, the private lease agreement and its ability to charge the public to use the dock. He would like the DBA to advocate on behalf of the waterfront businesses and public for the return of free public boating access to the Town dock and Big Sound Marina.

“Motion to write a letter to Mayor McGarvey and members of Council in advocacy to Mr. Anderson’s emails, to request Karen Jones collaborate and consult with the DBA, business owners on the waterfront and the public before a new lease agreement for the management of the Town Dock and Big Sound Marina are solidified. “

Moved by: Dave Williams

Seconded by: Kaila Stevenson

Carried

Kaila Stevenson and Bernice Anderson offered to assist in drafting the letter, draft to be sent to Board members for input before sending to Mayor and Council.

- Clayton Harris paid a visit to the DBA office, and later in the day a phone call from Dave Thompson to inform of an item expected on the agenda for the next Council meeting. There will be a proposal asking for Council support in the development of a Quality of Experience Team to address downtown issues. The proposal will ask that key stakeholders such as the DBA, OPP, DSSAB, CMHA and other site-specific interest groups be included.

Old Business

- April requests that a working group be created to oversee the implementation of items in the Governance section of the Action Plan. Kaila Stevenson has volunteered. April will take on the tactical items and Kaila will review before items are brought to the Board for update and or approval.
- BDO’s final audit report is on file. There were three comments of concern and recommendations highlighted in the report:
 - Adjusting Journal entries – recommendation to record all audit adjustments in Quickbooks after the audit has been completed and in the period the audit took place.
 - Accuracy of Revenue from Levies – details of the land size of each Downtown business and the rates applied per year should be made available to the DBA to better keep track of the levy revenue and receivables.
 - Downtown Dollar reconciliation – it is recommended that the DBA dollars be reconciled on a more regular basis.

New Business

- A request to pause the DBA Board of Directors monthly meetings for July and August was made. Per Policies and Procedures: “monthly meetings will be held with, or without quorum.” “The Chair or designate will decide if meetings will be canceled due to lack of quorum”
Therefore, meetings will remain on the second Wednesday of each month at 6:30pm at Parry Sound Public Library or at the call of the Chair.

Reports

Financial: Kaila reports that a financial report was not provided but the bank account is in good standing.

Beautification: Bernice reported that the Beautification Committee has planted all inground and free-standing gardens for the season. Pergolas will be installed when plants are removed in the fall by Justin Walters of Superior Fine Carpentry.

Events: April reports that Summer in the Sound is planned to have a synthetic ice rink, water slide, 20’ inflatable climbing wall, 5 in 1 sport game and hockey shoot out net. Vendors have been invited.

Marketing: Unicorn Rebellion has provided the final draft of the DBA’s new marketing plan. Krista and April to work on a plan to roll it out after Summer in the Sound.

Council Representative: no time given to report.

Staff: report on file.

Adjournment: 8pm

Next meeting: July 10, 2024 – 6:30pm – Parry Sound Public Library.