



MINUTES
DOWNTOWN WOODSTOCK BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT

Present: Steve McGregor (chair), Jessica Cheyne, Duane Kumala-Thomas, Councillor Kate Leatherbarrow, T.J. McNamara, Johannes Olivier, Kat Otulak, Jennie Pickard, Fadel Zabian

Melanie Burns (Operations Manager), Kerry Jarvi (Downtown Development Officer)

Regrets: Yaasmiyn Davidson

DATE: Thursday April 6, 2023 **TIME:** 8:30 am

LOCATION: City Hall Board Room – 2nd Floor

- 1) **CALL TO ORDER** – 8:29 am

- 2) **ADOPTION OF AGENDA – MOTION:** To adopt the agenda as presented. **Moved:** F. Zabian
Seconded: J. Cheyne **Carried**

- 3) **CONFLICT OF INTEREST** – none

- 4) **ADOPTION OF MINUTES – MOTION:** To approve the board meeting minutes of March 9, 2023.
Moved: K. Leatherbarrow **Seconded:** J. Cheyne **Carried**

- 5) **DELEGATION/PRESENTATION** – Dillon Newton, City of Woodstock, Senior Municipal By-Law Enforcement Officer. Dillon provided an update on his role with the City of Woodstock. He highlighted the challenges he sees on a regular basis and what he has planned. Discussion was held about how the BIA can be more supportive of by-law changes and enforcement for illegal dumping and property standards.

- 6) **MOTION:** To accept the resignation of Yaasmiyn Davidson and Ryan Caskanette from the Downtown Woodstock BIA Board. **Moved:** F. Zabian **Seconded:** D. Kumala-Thomas **Carried**

- 7) **DISCUSSION** – Staffing – Melanie had given two weeks notice as she has accepted a full time position. It was decided that a hiring committee would be established with F. Zabian, J. Olivier and K. Otulak. City of Woodstock human resources will manage the posting of the position, setting up interviews and hiring the successful candidate.
- 8) **NEW BUSINESS** – Streetfest dates – There has been feedback on the change of date for Streetfest from August to July is upsetting some members. It was discussed and decided that it was not a good decision to change the date back to August this far into planning. Board to review after the event possible dates for 2024.
- 9) **ADJOURNMENT** 9:40 am., **Moved:** F. Zabian **Seconded:** J. Cheyne **Carried**