**1.0 DBIA Board of Management Agenda**

DBIA Board of Management Meeting
Wednesday, March 13, 2024.
Outpost 379, 379 George St., 2nd Floor
5:00 to 7:00 pm

# Agenda

**Expected Attendees** *Neil Hannam, Michael Cherney, Brad Collyer, Tiffany Arcari Madeleine Hurrell, Sacha Lai-Svirk*

***Regrets sent**: Joe Rees, Paul Hurley, Alex Bierk, Nigel Lister, Mark Million, Laura Montague,*

**Staff in Attendance:** Hillary Flood, Amanda McBain
**Recorder:** S. Lai-Svirk

| *Item #* | *Time Allotted* | *Subject* | *Attachment* | *Lead* | *Action* |
|---|---|---|---|---|---|
| 1.0 | 5:10 | Welcome/Land Acknowledgement | | | |
| 2.0 | | Approval of the DBIA Board of Management Minutes from February 21, 2024<br><br>Confirmed that quorum was met | | S. Lai-Svirk | M. Hurrell<br>B. Collyer |
| 3.0 | | Approval of the Agenda | | S. Lai-Svirk | M. Cherney<br>T. Acari |
| 4.0 | | Declaration of Pecuniary Interest / | | S. Lai-Svirk | None |
| 5.0 | 10 mins | Staff Reports:<br>1. Office Move + Coms Plan<br>2. Clint's Property Maintenance Contract<br>3. Grant Update<br>4. Financial Reports<br>*MOTION: To receive Staff Reports as information*<br>*Moved by: M. Hurrell*<br>*Seconded by: M. Cherney* | 5.1 Com's Plan<br><br>5.2Clints Contract<br>5.4 Financial Reports | H. Flood<br>B. Collyer | |
| 6.0 | | ~~Liaison Reports:~~ | | | |
| 7.0 | | Correspondence: | | | |
| 10.0 | 10 min | Recruitment Update | | S. Lai-Svirk | |
| 11.0 | 10 mins | ~~Recruitment Update~~ Municipal Act Update | | S. Lai-Svirk | |
| 13.0 | | New Business | | S. Lai-Svirk | |
| 14.0 | 5:56 | Adjournment | | S. Lai-Svirk | N. Hannam |

**2.0 DBIA Board of Management Minutes**

DBIA Board of Management Meeting
Wednesday, February 21, 2024.
Outpost 379, 379 George St., 2nd Floor
5:00 to 7:00 pm

# Minutes

**Expected Attendees**: *Alex Bierk, Michael Cherney, Brad Collyer, Tiffany Arcari Madeleine Hurrell, Sacha Lai-Svirk, Nigel Lister, Mark Million, Laura Montague,*

***Regrets sent**: Neil Hannam, Joe Rees, Paul Hurley*

**Staff in Attendance:** Hillary Flood, Amanda McBain
**Recorder:** S. Lai-Svirk

| *Item #* | *Time Allotted* | *Subject* | *Attachment* | *Lead* | *Action* |
|---|---|---|---|---|---|
| 1.0 | 5:13 | Welcome/Land Acknowledgement | | L. Montague | |
| 2.0 | | Approval of the DBIA Board of Management Minutes from January 10, 2024<br>L. Montague<br>B. Coller | | S. Lai-Svirk | |
| 3.0 | | Approval of the Agenda<br>M. Hurrell<br>N. Lister | | S. Lai-Svirk | |
| 4.0 | | Declaration of Pecuniary Interest / L. Montague 10.0 | | S. Lai-Svirk | |
| 5.0 | 10 mins | Staff Reports:<br>1. Advocacy Update<br>2. Programming Update<br>3. Grant Update<br>4. Financial Reports<br>*MOTION: To receive Staff Reports as information*<br>*Moved by: T. Arcari*<br>*Seconded by: M. Hurrell* | 5.1 Delegation Documents<br><br>5.4 Financial Reports | H. Flood<br>B. Collyer | |
| 6.0 | | Liaison Reports:<br>1. Patio Insurance update<br>2. New Counsellor Appointments<br>*MOTION: to consider the DBIA's relationship with City Council representative on the DBIA Biard and options moving forward.*<br>*Moved by: B. Collyer*<br>*Seconded by: N. Lister*<br>3. Homelessness/Trinity | | A. Bierk | The DAC committee/DBIA staff to review by-laws and meet with Alex / strategic planning and ideation |
| 7.0 | | Correspondence: | | | |
| 8.0 | 5 mins | AGM & 2024 Meeting schedule<br>*MOTION: To approve the 2024 meeting schedule and AGM date* | | S. Lai.Svirk | |

| | | | | | |
|---|---|---|---|---|---|
| | | *Moved by: T. Arcari*<br>*Seconded by: L. Montague* | | | |
| 9.0 | 10 mins | New Budget Approval<br>*MOTION: To approve the new 2024 budget*<br>*Moved by: B. Collyer*<br>*Seconded by: T. Arcari* | 9.0<br>Budget | B. Collyer | |
| 10.0 | 10 min | New Lease Agreement<br>*MOTION: To approve the new DBIA lease agreement*<br>*Moved by: M. Cherney*<br>*Seconded by: M. Million* | 10.0<br>Lease Agreement | S. Lai-Svirk | Sign Lease<br>Update AON<br>Estabilsh communications |
| 11.0 | 10 mins | Recruitment Update | | S. Lai-Svirk | Share job posting link |
| 12.0 | 5 mins | Digital Gift Card<br>*MOTION: To approve additional funds for the Boro digital gift card pilot.*<br>*Moved by: T. Arcari*<br>*Seconded by: A. Bierk* | | | |
| 13.0 | | New Business | | S. Lai-Svirk | *Connect with Trent students*<br>*Recruiters to connect with previous staff*<br>*DBIA staff to email Board with PR / events / etc.* |
| 14.0 | 6:06 | Adjournment | | S. Lai-Svirk | |

## 5.1 DBIA Staff Report- Office Move & Comms Plan

**TO:** DBIA Board of Management
**FROM:** Vibrancy Manager
**DATE:** March 13, 2024
**SUBJECT:** DBIA Office Move and Comms Plan

**PURPOSE**
To inform the Board of Management on the DBIA's move efforts and communications plans to ensure a smooth transition.

**RECOMMENDATION**
To receive this advocacy update as information.

**ATTACHEMNTS: 5.1 Communications Plan**

**BACKGROUND**
A detailed Communications Plan has been developed by the DBIA chair to ensure a smooth transition by keeping all stakeholders informed and engaged through clear, consistent, and thoughtful communication. By March 11th DBIA will begin sharing news with stakeholders, members, and media.

- DBIA will also forward all 313 Water Street mail to our new Venture North address for the next 3 months to ensure DBIA doesn't miss any important mail items

DBIA staff are currently preparing for the office move with the goal of being fully operational at the Venture North space by May 1st, 2024. The process of organizing long-term storage items and all DBIA records will begin every Friday and Monday until the move is complete.

- DBIA will be keeping all past program material including sound equipment.
- Most of the DBIA's existing office furniture will be donated to Habitat for Humanity.
- Large items will be moved April 18 and brought into the new space by a contracted moving company.

Peterborough and the Kawarthas Economic Development have kindly donated furniture for DBIA's new office space. DBIA will have access to most of the donated items by April and will receive additional items including two new desks by the first week of September.

April Items:

- 1 desk with hutch
- 1 mini file cabinet to fit under desk
- Shelving units for long term storage
- Long cabinet for paper storage
- Short cabinet for additional storage
- 6 meeting chairs (green)
- 1 filing cabinet (4 drawers)
- 2 large computer monitors
- Tall pine coloured cabinet (with coat hanger, shelves and drawers)

September Items:

- Round meeting table
- 1 filing cabinet (3 drawers)
- 2 desks with hutches
- 2 mini file cabinets to fit under desks
- TV Screen (in PKED reception)
- Projector

## 5.2 DBIA Staff Report- Clint's Property Maintenance

**TO:** DBIA Board of Management
**FROM:** Vibrancy Manager
**DATE:** March 11, 2024
**SUBJECT:** Clint's Property Maintenance Contract

**PURPOSE**
To inform the Board of Management on the DBIA's current streetscape contract.

**RECOMMENDATION**
Motion to receive this report as information for future action.

**ATTACHMENT:** Clints Contract

**BACKGROUND**
DBIA's terms and conditions of the Streetscape Maintenance Contract was defined in 2020 for the term of three years. In September of 2022, the DBIA Board of Management motioned to approve a 2 year extension with Clint's Property Maintenance. The 2 year extension incurred an increase from 2020 that has not been covered by the City, creating an annual loss of $37, 500. **This contract will expire on March 31st 2025**. Currently, DBIA pays Clint's Property Maintenance $186,743 for downtown garbage removal, maintenance, and summer watering services.

**MUNICIPAL DESIRE TO TAKE ON THE CONTRACT**
DBIA Staff met with the Director of Public Works Operations to discuss two new initiatives the municipality will be launching this year including a downtown *CleanStreets* program and new *anti graffiti* program.

The Director informed DBIA staff that when our Clint's contract ends, there is an appetite from the City to have our downtown streetscape maintained by Public Works.

**OVERSIGHT ISSUES:**
The Director informed DBIA that Public Works has been regularly resourcing several maintenance tasks Clint's should be managing. Public Works will be sending a formal list of tasks for DBIA to review. Additionally, our contractor has not been properly sorting waste at municipal waste facilities (a contractual by-law requirement).

DBIA staff are in the process of conducting a full audit of the contract with action recommendations. This audit is dependant upon DBIA receiving maintenance details from Public Works. Staff have internally reviewed the contract and noted two oversight issues including copies of up-to-date insurance and WSIB. Staff were also able to identify and verify two key tasks that were not fulfilled by our contractor to satisfaction last summer:

- Sidewalk weed removal.
- Lamppost and event board poster removal

## 5.3 DBIA Staff Report- Grant Update

**TO:** DBIA Board of Management
**FROM:** Vibrancy Manager
**DATE:** March 11, 2024
**SUBJECT:** Grant Update

**PURPOSE**
To inform the Board of Management on DBIA's grant activity.

**RECOMMENDATION**
Motion to receive this report as information.

**MY MAINSTREET GRANT UPDATE**
Staff are currently working towards a successful application for the Community Activator Program to deliver a busking initiative in the downtown core this summer. The fund is a 100% repayable for up-to $250,000 for projects that can deliver high-impact placemaking initiatives to revitalize neighborhoods and reimagine public spaces. Deadline for submission is March 31st 2024. All activations must be completed by December 31st 2024.

The Vibrancy Manager has been actively stewarding partnerships in preparation for this project fund. Active partnerships include: TASS integrated Arts, E-Fry, New Canadians Centre, The Canadian Musicians Union Local 518, and The City of Peterborough. Outreach to expand the portfolio of partnership support is ongoing. Partnership will play a key role in reaching equity-deserving artists.

The City Urban Planner is also looking at the Community Activator Program to cover costs for new seating at Quaker Park as well as a series of pop-up parklets during patio season. Discussions and plans between the City of Peterborough and DBIA are currently underway to reimagine both projects as a single grant application. A new project name and extended scope of work has been established to ensure both visions are realized.

**NEW PROJECT DESCRIPTION:**
The Boro ReVIBE Project activates the potential of third spaces along the Boro's main streets through a series of playful, recurring animation and placemaking. ReVIBE shapes the built environment as inclusive people-centred spaces for creativity and human connection featuring street performance, community dance, applied arts, pop-up parklets, and social seating.

**PROJECT OVERVIEW**
The Boro ReVIBE Project will deliver a series of recurring downtown activations, 5 days a week, over a 5-month period to challenge the perception of our downtown and position the Boro as vibrant urban centre that values social interaction, diversity and inclusion at the street level.

ReVIBE harnesses the power of arts, culture and public space to boost happiness and wellbeing in the Boro. The project focus area is to enhance the social value of third spaces and to illustrate that ordinary spaces like a sidewalk or parking space have the potential to be extraordinary.

The Boro ReVIBE will incubate a dynamic and lively downtown atmosphere that elevates: town identity, equity-deserving voices, existing values, and cultural assets. Working in collaboration with the City of Peterbourough, this project aims to build sustainable momentum for a future downtown where music, art and creativity are synonymous with the Boro's everyday street culture.

**ACTIVATION DESCRIPTORS**

***Busk The Boro*** is an interactive, multi-site, performance-based project that will feature 5 emerging artists every month, bringing new energy into the urban core, 5 days per week from June to October.

***Dance The Boro*** provides barrier-free access to movement-based programming in public spaces to enrich the physical, mental, and social health of community members from June through September.

***Paint the Boro*** captures the unique urban culture of downtown Peterborough through applied arts.

All three projects will collaborate with local arts groups (Public Energy and Electric City Arts Council) to inform the selection process. ReVIBE will also partner with several NGO groups to reach local performers that are traditionally underserved. Through the Community Activator Fund, Busk The Boro will provide each group with a 3k honorarium to support the participation of equity deserving artists in the program.

- New Canadian Center (newcomer artists)
- Thomas A. Stewart Secondary Integrated Arts School (youth artists)
- Friendship Centre (Indigenous artists)
- Community Race Relations Committee (BIPOC artists)
- E-Fry Society (Low-Income artists)

***Boro Parklets*** reimagines public space traditionally reserved for parking as social space from June to October. All three parklets will be activated by local design firms and stewarded by a local nearby business.

**Social Seating** strategically shapes the new urban park as a gathering space from June to October. The City of Peterborough will purchase urban furniture and manage its installation.

**ANNIMATION BUDGET (EXCLUDING URBAN INFRASTRUCURE IMPROVEMENTS)**

| Budget Item | Quantity | Category | Total |
|---|---|---|---|
| Program Coordinator | 1 | Labour Costs + Eval | $30,000.00 |
| Busking Honorariums | 25 artists | Program Costs | $55,000.00 |
| Inclusion Consultation | 5 consultants | Consultants | $15,000.00 |
| Performance Consultation | 2 | Consultants | $6,000.00 |
| Busking Equipment | Amp and gear | Program Costs | $5,000.00 |
| Local Advertising | 5 local advertisers | Comms & Promo | $3,000.00 |
| Dance Facilitators | 4 dancers | Program Costs | $8,500.00 |
| Temporary Art | 5 murals | Program Costs | $10,000.00 |
| Digital Storytelling | 2 vendors | Comms & Promo | $7,000.00 |
| Volunteer Honoraria | 5 volunteers | Labour Costs | $1,000.00 |
| Signage | 5 standalone signs | Comms & Promo | $1,500.00 |
| Insurance and Permits | n/a | Comms & Promo | $5,000.00 |
| | | | $147,000.00 |

## 5.4 DBIA Staff Report- February Financials

**SEE ATTACHMENT: Financial Report**