



Downtown Simcoe BIA
(Business Improvement Area)
MINUTES OF
Monthly Board of Management Meeting

DATE: Friday January 13, 2023 at 8:30 AM LOCATION: In person & via Zoom
PRESENT: Board Members: Cam Carter, Les Anderson, Joe Botscheller, Brian Jones, Alan Duthie,
Doug Brunton, Jason Watson, Lyndsey Ross, Tiana Moe (Quorum)
STAFF: Judy Phibbs
GUESTS: Chris Garwood (Norfolk County)
REGRETS: Ryan Taylor, Kathy-Ann Judy Fearon, Jay Eberley (OPP)

1.	<p><u>Call to Order / Welcome / Declaration of Pecuniary Interest / Review of Agenda</u></p> <p>8:30 AM. Cam Carter chaired the meeting, called meeting to order. Cam reviewed the Agenda. No additions to the Agenda. No Declaration of Pecuniary Interest.</p>
2.	<p><u>Guest Discussion & Welcome</u> – Chris Garwood (Norfolk County)</p> <p>Digital Service Squad grant had ended Dec 31, 2022 but notification was just received that the grant has been re-opened for businesses looking at tech upgrades. A grant of up to \$2,500 is available specifically for small business. Not-for-profits don't qualify.</p> <p>Community Celebration is now being called Community Week instead of Community Day. Looking at the Weekend of June 9/10-17. Similar to what was done in 2022 with additional events. Starting to populate the 2023 calendar with events that the community will be planning for that week, and will update as events confirmed. May have populated calendar where people can enter their own event info. Will include event roster at the start of marketing promotions. Can extend the info to our BIA membership that may want to be included in celebrating Norfolk County. Big concert (not as big as Mumford) will kick off the start of Community Week. There will be events throughout the week more geared to children (reading, etc). Weekend events not fully planned yet. Want to include all activities held throughout the County. Definite date for announcements is to be determined. Friday June 9 night concert possibly highlighting local talent. Large concert is Saturday, June 10. Saturday afternoon goal is to have one/two smaller acts start off before large headliner concert band. Fair is doing this event, with help from County. Searching for artists now. Nothing firm yet. October event will coincide with Pumpkinfest weekend. Chris will keep the BIA informed of updates. Most news will be announced in the Newsletter. Will BIA also pass on info to our membership?</p> <p>Chris is the only staff person in the Economic Development Dept. right now to handle admin and day-to-day requests. Chris is in his office every Thursday, but starting next week he should be able to add more days in office.</p>
3.	<p><u>Guest Discussion & Welcome</u> – Jay Eberley (OPP)</p> <p>No report. Jay was not in attendance.</p>

4.	<p><u>Acceptance of Minutes – December 9, 2022</u></p> <p><i>Motion by Joe to accept meeting minutes of December 9, 2022. 2nd by Jason. All in favour. Carried.</i></p>
5.	<p><u>Business Arising from the Minutes/Updates</u></p> <p>Will be covered later in meeting.</p>
6.	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> a) Article re: Judd Farm Family invests in Downtown Simcoe b) Reply email re: Downtown parking for employees c) Request for sponsorship of Benefit Concert being held March 30, 2023 at The Aud, Simcoe d) Email received from Penny Schurr asking what to do with tenant’s garbage. <u>ACTION ITEM: Les will reply quoting the garbage bylaw.</u> <p><i>Brian and other BIA board members will do a walk-around with stickers/flyers with information about garbage dates, how early to put out, where more info is available, etc.</i></p>
7.	<p><u>Financial Report</u></p> <p>Treasurer Joe Botscheller presented the Income & Expense Statement and Cash Disbursements Journal. A Financial Report was sent to all Board Members prior to this meeting.</p> <p>Some prepaid expenses and deferrals from 2022 are included. Mostly grants. ie funding received in 2022 but will be deferred into 2023 fiscal year. Expenses are larger because of grant. Larger ones are Henderson (benches at Lynnwood), Placemaking ACJ Consulting from Guelph, Deserrano Painting (paint purchased now, but will painted later). Belch Carpentry (gazebo), billboard at Hwy 3 & 24. Sandra Richards is website. Robinson St. pole lights.</p> <p><i>MOTION: Moved by Joe Botscheller to accept the Financial Report and to authorize expenditures from December 1-31, 2022 as presented in the Treasurer Report. 2nd by Brian Jones. All in favour. Carried.</i></p>
8.	<p><u>Committee of the Whole Report</u></p> <p>Executive meeting: No meeting held.</p> <p>Committee of the Whole: Did not meet – Next meeting is Friday January 27 at 8:30 am.</p>

9. **Other Business / Round Table**

We had to make the expenses for the OWSTRF grant equal 100,000\$ so additional expenses for the Friday Night Market were included in the final claim.

Gazebo: The lighting is up. Camera to be installed next week on pole towards Lynnwood. There is WiFi with the camera. Painting will be done when weather is nicer.

Light poles: Currently there are five different light fixtures on Robinson, Peel, Colborne & Norfolk St. The light fixture selected is like the one on Peel St. by BIA office. We had to select a light fixture that had the corresponding pedestrian light with it. Payment has been made with 12 week delivery. The supplier will be down to check bolt pattern before manufacturing the actual pole. Banner holders are added and they are adjustable. Looking at March/April installation. Les looking for installers. Norfolk Simcoe Electric doesn't do this. Cost of install is over-and-above the grant funding. The BIA will be paying for the installation. Poles will have built in receptacles at top & bottom. Do the new poles ordered for Robinson have accessories to handle Christmas decorations? Yes, they do.

Placemaking Project: Draft report should be ready for next week. Need to discuss how info goes out to community.

Canada Summer Jobs: Applications done and will be submitted today. Applied for 9 weeks at 35 hours per week. Changed job title to include Events Coordinator with some maintenance included. \$17 to be paid, but we are reimbursed for \$15.50 (minimum wage).

Parking Pilot Project Update: Info included in report that went to council was that the two Kent St. parking should be 48 hours. The problem is, is that 48 hour parking is impossible to enforce. Jason mentioned that he requires more enforcement of the 48 hour bylaw. 4 Bylaw Officers for the community is not enough. Additional bylaw staff has been added to the County budget for review. No parking currently on east side of Kent St. North. Should look at opening the east side for parking which could add 10 extra spots. Offering "rented" parking spots to downtown businesses may create some problems. They could offer parking passes to their customers. Councilor Duthie will include this idea in his suggestions to the email thread he is already included in. County will do a county-wide survey and the BIA will be part of the consultation. Suggestion for Dolmar Salon is to put a sign on building that 6 spots are for customers. Then call Bylaw when parking problems is found. Why is there no parking on Kent St. North? We should supply deputation with this idea with BIA support. Baldock's Funeral hasn't been operating for 4 years, but no parking has increased. Lengthy process because landowner should have input. Add to Committee of the Whole agenda for further discussion/action. Do we need our own Parking Commissioner back? 48 hour parking won't work under this. Why can't % of Bylaw enforcement be allocated? If we only get 16 hours (as an example) for parking bylaw enforcement, it won't be very effective. Ask for certain # of hours per Bylaw Officer. Cheaper than hiring Parking Commissioner. Suggestion: contact Port Dover Board of Trade and see about hiring a Parking Commissioner just for Port Dover and Simcoe downtown. Point of interest: In 2022 there were 1,918 bylaw complaints.

OBIAA 2023 Awards Program: One area is for Public Realm which includes streetscaping, public realms improvements, and safety and security. Les will submit a draft submission to the next Committee of the Whole meeting.

45th Anniversary of the Simcoe BIA: Add this to our letterhead.

Planning for 2023: Gives us an idea what projects we want to do ie. Tim Horton's property, Esso property. Need to get more aggressive on planning events for downtown.

Doug Brunton suggests that the BIA tell Norfolk County councilors what we really want. Lynnwood is a large part of downtown. What is plan for it? We have made plans (auction/artist recognition, etc) but we have not been successful. It should be an event destination site, gallery, teaching site but they only focus on the gallery part. We can support them - not financially, but if they are working on something, we will help if possible. We can write a Letter of Support if they need to approach Council.

Budget item 2023: One Councilor's suggestion was to request \$10K for Commissionaire which would bring us to break-even position. Comment from one Councilor was that we need to find it in our budget. Asked if we can do another deputation to address garbage and the Commissionaires funding request. Clerk denied the deputation request. ***ACTION ITEM: Les to send email to each Councilor and Clerk (but not through Clerk) before next week's budget meeting.***

Outdoor skating rink in the former Debono's lot: Owner has zoning and permission, and will maintain it and put up lighting. It is a "use at your own risk" outdoor rink.

Street light update: Councilor Alan Duthie reported that it is being done next weekend.

10. *Motion to adjourn by Joe Botscheller. 2nd by Les Anderson. All in favour. Carried.*

Meeting Adjourned at 10:05 AM

Next Meeting Date: Friday February 10, 2023 at 8:30 AM. **Location:** In-Person or via Zoom