



LEAMINGTON BIA Board Meeting *MINUTES*

Thursday, May 26, 2016 8:45a.m.

Gabriele's Furniture Board Room, 55 Talbot St W, Leamington ON

- 1) **CALL TO ORDER** – Chair Lisa Bradt called the meeting to order at 8:45 a.m.

Attendance:

Members of B.I.A. Board: Shelly Gabriele Gale, Lisa Bradt, Shawn Bodle, Pat & Bob Vance, Gerard Rood, Ursula Tiessen, Wendy Parsons

Members of Council: Hilda MacDonald

Members of Administration:

Guests:

Absent: Bill Dunn, Kelly Baillargeon, Jacqui Galy, Stephan Viselli

- 2) **AMENDMENTS TO THE AGENDA**

No amendments were presented.

Moved by L. Bradt, seconded by S. Gabriele to approve agenda

CARRIED

- 3) **REVIEW & APPROVAL OF PREVIOUS MEETING MINUTES**

Corrections will be made and recirculated.

Moved by G. Rood, seconded by W. Parsons to approve corrected minutes

CARRIED

- 4) **REPORT FROM COUNCIL REPRESENTATION**

Director of Infrastructure services will look into options for the Gateway signs as the solar power does not seem to be sufficient enough to keep lit the entire night.

Businesses suspected of opening without going through proper registration process will be reported to town administration for follow-up

- 5) **TREASURER'S REPORT**

Shelly Gabriel presented the updated Treasurer's report. Director of Infrastructure sent notification that the \$2000 previously set aside for the installation of the banners could be retained by the BIA for a future beautification project.

The budget amount of \$4000 for the municipal numbering is high. The Fire Department has put up some numbers. Kelly Baillargeon is to follow up on this.

We have allocated \$10,500 for the block party. This is short approximately \$3520. The shortfall may be taken from a beautification item.

It was noted that we are getting some donations towards the block party. The City of Windsor is providing a stage free of charge. Some sponsorships may also help.

Moved by S. Bodle, seconded by W. Parsons to approve the report

CARRIED

6) UPTOWN SPRING WALKTHROUGH (1p.m. @ Leamington Library)

The idea is that the walk-through will check for highlights and threats. Approximately 10 to 15 people are coming including representatives from the Fire Department, three by-law officer's, an uptown owner, police representatives, and Leamington planner.

7) UPTOWN BLOCK PARTY

Subcommittee Report

It was reported that there has been a good response from the licensed establishments to having extended licensed patios. Chris Mickle is assisting in permit applications.

Committee is approaching retail and professional businesses about gifts and staying open late for the block party. Getting a good response.

Roads will be closed at 9 a.m. on Friday to allow for set-up of the large stage and appropriate inspections. BIA will obtain permit from town for use of municipal properties.

8) COMMUNITY CLEAN UP

Cleanup was scheduled for **noon on June 13th**. All participants to meet in Gabriele's parking lot at 12:00.

9) PROJECT UPDATES

a) BIA By-law Review/Refresh

Lisa Bradt noted that Gerard Rood has carried out some edits to the by-law. We will need to review the by-law and consider same at the next meeting.

b) Promotional Items

Lisa presented some promotional items. They have ordered bags to hand out with the BIA logo. Chip clips with magnets for fridges are included. They have ordered pens but are trying to revise the logo.

c) Annual Radio Campaign (Stephan)

Lisa noted that Stephan is not available for an update.

d) Annual Business Guide (Pat)

Pat advised that Brian is to walk around to the various businesses. Not many people seem interested in the guide update.

A great deal of time has been put into listing the businesses. It was suggested that only the legal registered companies be put on the guide.

Ursula Tiessen asked if we can do a list of unregistered businesses and send them to the by-law enforcement. Lisa noted that there is a fairly rapid rollover of businesses. There are also Privacy Act concerns. The BIA has been alerted to some new businesses who may not be registered properly.

Ursula suggested that we put a note on the webpage asking for businesses to register.

Lisa commented that the by-law officers can start policing the registrations. The by-laws provide for fines if businesses are not registered.

Hilda commented that people who aren't registered are likely not interested in being in the business guide or promoted.

Lisa asked that people let the by-law enforcement office or BIA executive know if businesses are thought not to be registered properly.

e) Website Updates

Lisa Bradt advised everyone that the phone number shown on the website is connected to the Chamber of Commerce.

Wendy Parsons confirmed that this is the case and they have a person who can answer the phone. She will keep taking messages for now.

Ursula asked her to check their phone bill to see if a payment is needed.

Lisa suggested that we may not need a phone number due to the limited number of calls.

10) CURRENT/ONGOING CONCERNS

- a) Gateway Solar Lighting (Shawn)
Hilda noted that Robert Sharon is to advise on the Solar Lighting.
- b) Parking Survey Results
there is no update on the survey for parking.
- c) Garbage Solution
Hilda MacDonald is to check with Rob Sharon on the garbage situation.
- d) Property Standards
a property standards update is likely to occur in the fall.
- e) Signage Bylaws
This matter has been addressed with Legal & Legislation Services regarding projection signs. In their opinion, it is too premature to change the by-law at this time. We need a town vision established. Owners can apply for a variance and there is a cost to go to the Committee of Adjustment.
Lisa asked when we could expect the artist's concepts to be released. Hilda will follow up on this but is not sure when it is to be done. The work will be a concept first and then the Municipality will seek input. Lisa noted that meetings were held last year with Peter Neufeld and John Patterson. Hilda expects that stakeholders will be consulted in due course.
Hilda will talk to Rob Sharon about the garbage solution and other items. Rob has just advised that the banner expenses were covered in their budget. We can therefore use the \$2000 towards other beautification.
Shelly Gabriele noted that the pots and banners allocation is approximately \$3000 so the block party cost may now be covered.
- f) Business Registration
this matter was discussed in items above.

11) NEW BUSINESS

Hilda noted that there is a ribbon-cutting at the Princess Centre at 11 o'clock this morning. Wendy Parsons advised that the Power of the Inbox presentation was cancelled due to lack of participation. Lisa suggested that we may have needed to provide earlier notice of training to get a better response. Wendy stated that she will try again for a fall presentation.

T. W. E. P. I. (Tourism Windsor Essex Pelee Island) is doing a Two-Wheeled Market Readiness presentation June 14 at 8:45 a.m. at the municipal office.

Hilda MacDonald advise that the Caldwell Nation is doing a powwow party two weeks after the Hogs for Hospice which will be scheduled for August 12 and 13th.

Wendy Parsons commented that they are working on a Tomato Festival replacement. She noted that there is a competition on August 20 for the "Sliced" Festival. Videos are due by August 15. Wendy noted that they had 64 golfers at the Chamber golf tournament earlier this month and there was a good program.

12) ADJOURNMENT

Moved by U. Tiessen, seconded by P. Vance to adjourn at 9:45 a.m.

CARRIED

It was suggested that future meetings be held on the fourth Thursday of each month. The next meeting will therefore be on June 23 at 8:45 a.m.
Consideration will be given to the December meeting being a wine and cheese gathering at the Art Gallery.