

**MEETING MINUTES
ST THOMAS DOWNTOWN DEVELOPMENT BOARD
WEDNESDAY FEBRUARY 1, 2017 at 8:00 am
CITY HALL ROOM 204**

Attendance: Chair Earl Taylor, Vice Chair Beth Burns, Beautification Chair Ryk Snetselaar, Treasurer Dave Thomson, Russell Schnurr, Ian Gillespie, Advisors Megan Pickersgill and Adrienne Jefferson

Regrets: Tom Johnston, Tara McCaulley, Sean Dyke, Councillor Rymal

Guest: Kim Gillespie

1. Call to Order: The meeting was called to order at 8:03 am

2. Declaration of Conflict: None

3. Confirmation of Agenda

Motion by Dave, Seconded by Ryk "To confirm the February 1, 2017 Agenda as distributed" Carried

4. Confirmation of Minutes

Motion by Ryk, Seconded by Dave "To confirm the minutes of the January 18, 2017 minutes as distributed" Carried

5. Deputations

None

6. Chair Report

Earl reported that membership applications for Ian Gillespie, Gord Hall, Russell Schnurr and Sarah Van Pelt have been submitted to City Council for approval.

6.1 Social Media

Earl mentioned that our Twitter account is @stthomasddb and we now have 297 followers (was 264 last month) and our DDB Facebook page has 597 Likes (was 588 last month).

6.2 AGM

Earl reported that the AGM was well attended by 39 Business and property owners. Also, the budget for 2017 was approved by the membership.

6.3 Strategic Plan

Earl reported that we have completed the first webinar of the Strategic Planning Program program on Monday January 16, 2017 with Beth, Dave, Tara and Earl in attendance. The next webinar is on Monday February 6th at 7pm at SBEC.

Earl also reported that this Core Group met with the newly formed Strategic Planning Committee on Tuesday Jan 31st at 8am to discuss phase 1 of the program. This committee includes Kevin Stover- Scotiabank, Matt Janes - CASO, Kevin Jackson - Elgin Business Resource Centre, Paul Jenkins - Hospital Foundation, Renee Carpenter

- Jennings, Dana Vanzanten - Library, Cathy Taylor - Employment Services and Russell Schnurr - Fanshawe along with Beth, Dave, Tara and Earl.

The next Strategic Committee Meeting will be Wednesday February 22nd at 8:00am
City Hall Room 204

7. Finance Report

Earl gave an overview of expenses paid this month and invoices yet to be paid.

Motion by Dave, Seconded by Beth "To pay the outstanding bills". Carried

Outstanding Accounts

The NARHF balance of \$1,250 is still outstanding. Earl advised that he continues to instruct DDB Accountant, Mark Wales, to continue sending invoices to get this cleared up soon.

8. Committee Reports

8.1 Parks Dept Update - Adrienne

Adrienne reported that we may be able to obtain fibreglass planters at a cost of about \$800-\$1,000 each. We may still build 6 wood planters to supplement the existing 29.

8.2 Council Update - Councillor Rymal

No report

8.3 Railway City Tourism Report - Megan

- Arts Crawl is planned for Friday Feb 24th 6-9pm and Saturday Feb 25th 11am-5pm with an after party at the STEPAC. \$500 DDB Dollars have been donated for prizes.
- The new Tourism sign is in production
- The circus tent will be installed on July 15th through to October 15.

8.4 SBEC - Tara

No Report

- International Women's Day event is being planned for 5pm on March 8, 2017 at CASO

8.5 Economic Development Report - Sean

No Report

8.6 Beautification Report - Ryk

Ryk reported that the new winter Love Where You Shop banner should be installed on the week of January 18th.

Ryk gave a report of recent activities - see Ryk's Report as attached.

- Downtown Business Signs:

Ryk reported that signs have been installed at Century 21, Your Fish and Chips, Coldwell Banker, Chef Bondi, Scotts, Ansells, Studio 36, Medlyn's Stained Glass, Lockes Insurance, Back Door Laundry/Now and Zen and HWC Insurance on the first application.

Juniors eBikes, Sherry's Gifts, Spice Spa/Bailey Maxwell RMT, Chick Boss Cake, Conrad Dental, Titewads, Maxwells Foto, Railway City Vapes, Legacy Tattoo and Bliss Hair under the second application

Oh My Fur and Whisker, Henri's Barbershop, Reflections and Fish and Sticks are being installed on Friday.

- Tree Lighting

Ryk reported that the City Hall tree lights were removed on January 26th. Plans are to go with coloured lights vs white lights this year.

- Snowflakes

Ryk reported that St Thomas Energy removed most of the snowflakes beginning January 26th.

- Banners

Earl is getting quotes on 100 Canada Flag banners for this summers Canada 150 program.

Motion by Ryk, Seconded by Russ "To accept the Beautification Committee written report as presented" Carried
Report attached

The next committee meeting is scheduled for Wednesday February 15, 2017 at 8:00am at Earl's office.

8.7 Promotions Report - Beth

The next committee meeting is scheduled for Wednesday February 15, 2017 at 8:30am at Earl's office

8.8 CIP Selection Committee - Beth

Plans are in process 7 luxury apartments on the 2nd floor of the Engineers Building .

8.9 Downtown Dollars Promotions - Beth

Beth reported that \$2,000 DDB Dollars have been redeemed this past month.
Employment Services is buying 180 DDB Dollars
Donating \$250 DDB Dollars to STEPAC for the May 27th Redtail event

8.10 Home Show

We will be sharing a booth with Railway City Tourism at the Match 31, April 1-2, 2017 Home Show. We'll have 3 \$250 DDB Dollar daily prizes again.

Beth will create a short 3 question survey.

Tom will forward a duty schedule to all.

Earl will arrange delivery of the Plinko game.

Discussions about offering a DDB Dollar prize for answering the survey questionnaire.

Motion by Beth, Seconded by Dave "to accept the Promotions verbal report as presented" Carried

9. New and Ongoing Business

No Report

10. Coming Events

- Unlocking Youth Potential - February 3rd at STEPAC
- Home Show - March 31st, April 1-2, 2017

11. Budgetary and Personnel

12. Adjournment

Motion by Dave, Seconded by Ryk "To adjourn the meeting at 9:15am." Carried

Upcoming Committee Meetings

Beautification, Promotions and Budget Committee meeting - Wednesday February 15, 2017 at 8:00am at Earl's office.

Next Meeting: Wednesday March 1, 2017 at 8:00am Room 204, City Hall

BEAUTIFICATION MEETING MINUTES

Wednesday January 11, 2017

COLDWELL BANKER OFFICE

ATTENDANCE: Earl Taylor, Beth Burns, Tom Johnston and Ryk Snetselaar

1. We want to purchase Canada Flag Banners to coincide with Canada's 150th Anniversary.
2. Everyone was happy with the amount of lights on the Christmas tree. We would like to have the tree lit again this coming year. This time with coloured lights.
3. The new snowflakes have received many compliments. We are looking at purchasing more.
4. New planter boxes are needed for the upcoming year. An option instead of planter boxes would be large urns. This idea was brought up by Adrienne Jefferson from the Parks Department.
5. The small planter box program will not continue.

NEXT MEETING: Wednesday February 15th – 8 a.m Coldwell Banker Office