

**MEETING MINUTES
ST THOMAS DOWNTOWN DEVELOPMENT BOARD
WEDNESDAY SEPTEMBER 5, 2018 at 8:00 am
CITY HALL ROOM 304**

Attendance:

Chair - Earl Taylor	Y	Advisors:	
Promotions Chair VP - Beth Burns	Y	Sean Dyke	N
Beautification Chair -Ryk Snetselaar	Y	Tara McCaulley	Y
Treasurer - Dave Thomson	8:55am	Sarah Noble	Y
Ian Gillespie	N	Adrienne Jefferson	Y
Russ Schnurr	Y	Barry Fitzgerald	Y
Sarah Van Pelt	N		
Reza Alavie	Y	Guests: Jazz Staddon	Y
Susan Boldt	Y		
Councillor - Joan Rymal	Y		

- 1. Call to Order:** The meeting was called to order at 8:02am

Mission:

To cultivate a community of all Downtown property and business owners and residents, while advocating, beautifying and actively promoting our businesses and authentic heritage in Downtown St Thomas

Vision:

To engage, inspire and welcome our community and visitors to experience Downtown St Thomas as a unique destination.

- 2. Declaration of Conflict:**

None

- 3. Confirmation of Agenda**

Motion by Susan, Seconded by Joan "To confirm the September 5, 2018 Agenda as distributed" Carried

- 4. Confirmation of Minutes**

Motion by Russ, Seconded by Susan "To confirm the minutes of the August 1, 2018 meeting as distributed" Carried

Note: Meeting Minutes can be found on our website at www.downtownstthomas.ca/monthly-minutes

- 5. Deputations**

None

6. Chair Report

Social Media

Earl submitted that our Twitter account @stthomasddb now has 412 Followers (was 409 last month) and our DDB Facebook page has 921 Likes (was 898 last month).

7. Finance Report

Dave provided an update on the past months financial activity

Motion by Earl, Seconded by Russ "To accept the financial report and pay the outstanding bills" Carried

8. Committee Reports

8.1 Parks Dept Update - Adrienne

Adrienne's reported that 7 trees will be removed - 2 at Holy Angels, 1 at 568, 1 at 570, 1 at 555, 1 at 545 and 1 at 637 Talbot.

Motion by Ryk, Seconded by Russ "To proceed with the installation of six 10" pot Mums in each of the 27 planters on the week of September 17th through to the week of November 1st at a cost not to exceed \$1,000" Carried

Note: We need to find a way to ensure these planters are watered 1 to 2 times per week

8.2 Council Update - Councillor Rymal

Joan reported that an Accessibility meeting will be held on September 27th at the ST Thomas Seniors Centre, the tender for the Social Services building at 230 Talbot Street has been approved, the Food Basics Construction has started and due to the falling facade bricks, Queen Street at Talbot Street has been closed to traffic.

Earl asked Joan to find a way to ensure that the DDB is advised of such things when it affects our Downtown.

8.3 Municipal Heritage Committee Update - Russell

Russ reported that the MHCD plan has been approved by Council with an appeal period through to September 23rd.

8.4 Railway City Tourism Report - Sarah

Sarah reported on the following upcoming events:

Downtown Tracks - August 4th was successful

Iron Horse Festival - August 16-19th. We are seeking input from the committee to understand attendance statistics.

Culinary Tour train ride from Port Stanley to ECRM using the DDB Car - September 22nd

Culture Days Sept 28-30th

Doors Open October 13th

The fall Tourism office hours are now Tuesday to Saturday 10am - 4pm

8.5 Economic Development Report - Sean
No report - Get Well Soon Sean

8.6 SBEC - Tara

Tara reported that a Branding on a Modest Budget is scheduled for September 11th and a CRA course is scheduled for September 13th.

The Bridges to Better Business is scheduled for October 11th at the ECRM.

Motion by Beth, Seconded by Reza "That the DDB sponsor the Bridges to Better Business at the Silver level of \$1,000" Carried

8.7 Chamber of Commerce Report - Barry

Barry reported on the following upcoming events:

- Business After 5 - Wednesday September 19th at St Thomas Rental
- Meet the Makers at The Elgin Mall September 26th from 10am - 7pm
- All Candidates Meet and Greet - Wednesday October 3rd at the Seniors Centre
- Business Showcase - Wednesday October 17th at St Annes Centre
- Cyber Defence - Tuesday October 23rd at St Anne's

8.8 Beautification Report - Ryk

Ryk reported on the following items:

Tree Lighting Celebration

The same lighting package as 2017 will be ordered for the City Hall tree and will be installed late October / early November. We are looking for a sponsor of the event again.

Downtown Business Signs:

Earl reported that signs at Red Rover, Limitless Tattoos and Brow Boss have been removed (stolen) and are scheduled for replacement soon.

Banners

A new storage system for the new banner brackets has been developed in the storage locker.

Earl reported that 8 replacement historical banners have been ordered and will be installed when available.

LED Snowflakes

The new brackets will be installed on both the new poles in the construction zone as well as others throughout the core by Moonlight Painters in mid September. This will bring our LED Snowflake installation to 64 LED units this winter.

Ryk is confirming that Entegrus will install the LED snowflakes again this year.

Directional Signs:

Earl presented a number of designs for the new directional signs. The proposed design is 48" tall x 10" wide, blue background and incorporating the new St Thomas logo.

Cross Street Banner Schedule:

The Nostalgia Nights banner was removed by Moonlight Painters on July 8th and the Thanks For Shopping Downtown St Thomas banner was installed. The Railway City Road Races Banner will be installed on September 4th.

The west cross street banner poles are not being used at this time

Motion by Ryk, Seconded by Dave "To accept the Beautification Committee report as presented and attached" Carried

The next meeting is scheduled for Wednesday September 19, 2018 at 8:00am at Earl's office.

8.9 CIP Selection Committee - Beth

No report

8.10 Downtown Dollars Promotions - Beth

Beth reported that \$155 DDB Dollars (\$ 0 of this is Christmas Care Dollars) have been redeemed in August.

8.11 Promotions Report - Beth

Bridges to Better Business

The DDB is supporting this event again

A Downtown merchant will be selected for the DDB Downtown Small Business Award winner and presented at the October 17th event.

Downtown Construction

Talbot Street was opened to traffic on August 13th and line painting began on August 28th. There are no plans by the City for a Re-opening celebration event.

10% Discount Card

Reza reported that the program is still under review.

Iron Horse Festival

Earl reported that 10 businesses installed a booth in front of their businesses during the Iron Horse Festival.

Pumpkin Prowl

Plans for the Friday October 26th are underway from 5:30 - 8:30pm. Earl and Annette are developing a Passport, Facebook Event etc.

Sarah reported that the Halloween Comic Book Event is scheduled for Saturday October 27th 10 - 2pm

STEPAC Juried Art Show

Beth reported that the DDB sponsored Art Event is installed September 8th - October 20th. A Meet and Greet will be held on September 29th from 1-3pm.

Motion by Beth, Seconded by Barry "To accept the Promotions report as presented"
Carried

The next Promotions Committee meeting is scheduled for Wednesday September 19, 2018 at 8:30am at Earl's office

9. New and Ongoing Business

2018 DDB Elections

Earl reported that a newsletter has been sent to all DDB Members advising of the DDB Board elections that will take place on October 22nd. Any member that is interested in becoming a board member is encouraged to submit their name to Earl soon.

10. Coming Events

- Accessibility Open House - Thursday September 27th from 1:00pm - 3:00pm at the Seniors Centre
- STEPAC Juried Art Show Meet and Greet - September 29th from 1:00 - 3:00pm
- Bridges to Better Business - Thursday October 11th from 5:00 - 8:00pm at ECRM
- Downtown Pumpkin Prowl - Friday October 26th from 5:30 - 8:30pm
- OBIAA Accessibility on Main Street Meeting - Tuesday October 30th at 5:00 - 8:00pm at STPL
- Tree Lighting Celebration - Friday November 16, 2018 from 5:30 - 7:30pm
- Downtown Santa - Saturday December 8, 2018 from 10:00am - 2:00pm

Upcoming Committee Meetings

Beautification, Promotions Committee meeting - Wednesday September 19, 2018 at 8:00am at Earl's office.

11. Budgetary and Personnel

No Report

12. Adjournment

Motion by Russ, Seconded by Sarah "To adjourn the meeting at 9:45am." Carried

Next Meeting: Wednesday October 3, 2018 at 8:00am Room 304, City Hall

BEAUTIFICATION MEETING MINUTES
Coldwell Banker Office
Wednesday August 22, 2018
8:00 am

ATTENDANCE: Beth Burns, Earl Taylor, Ryk Snetselaar

1. Confirm Christmas Tree lights install for late October/early November. Going with the same package as last year.
2. There are new brackets for light poles to hold snowflakes.
3. Touch base with Entegrus for snowflake installation in early November.
4. Ask Entegrus to put up next banner.
5. New Downtown St. Thomas directional signs are in development.

Meeting Adjourned 8:30 am

Next Meeting – Wednesday September 19 – 8:00 am at Coldwell Banker office.

2018 - 2019 Cross Street Banner Schedule

The 2018 - 2019 cross street banner schedule is as follows:

September 4 - September 24	Railway City Road Races (4th Sunday in Sept 23rd)
August / September	Volunteer Elgin (No contact)
September 17 - September 24	(Cancelled- Violence Against Women - Walk a Mile)
September 24 - October 8	Horton Market
October 8 - October 29	VON (No contact)
October 29 - November 19	Optimist Santa Claus Parade (November 17th)
November 19 - January 2, 2018	DDB Merry Christmas / Love Where You Shop

2019

January 2 - February 25	NEW DDB Winter Banner
February 25 - April 1	DDB Winter Banner
April 1 - April 22	MS Society (No contact)
April 22 - May 13	Alzheimer's Society (May 11th Walk)
May 13 - May 27	Horton Market (Mothers Day May 12th)
May 13 - June 3 (West Pole)	Victim Services (week of May 26- June 1st)
May 27 - June 17	Lions Car Show (June 16th)
June 17 - July 8	Nostalgia Nights Car Show (July 6th)
July 8 - August 26	Thanks for Shopping Downtown St Thomas