

**MEETING MINUTES  
ST THOMAS DOWNTOWN DEVELOPMENT BOARD  
WEDNESDAY AUGUST 5, 2020 8:30am VIA ZOOM**

Attendance:

Chair - Earl Taylor	Y	Advisors:	
Vice Chair - Dave Thomson	N	Sean Dyke	Y
Treasurer - Sarah Van Pelt	N	Tara McCaulley	N
Beautification Chair - Grayden Laing	Y	Adrienne Jefferson	Y
Promotions Chair - Susan Boldt	Y	Megan Pickersgill	Y
Secretary - Jazz Staddon	N	Barry Fitzgerald	Y left 9:30
Reza Alavie	Y	Duane Orth	N
Russ Schnurr	Y		
Ian Gillespie	Y	Annette S'barra	Y
Mayor Joe Preston	Y left 9:45		

- 1. Call to Order:** The meeting was called to order at 8:32 am

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:**

No new Declarations presented

- 3. Confirmation of Agenda**

Motion by Susan, Seconded by, "To confirm the August 5, 2020 Agenda as distributed."  
Carried

- 4. Confirmation of Minutes**

Motion by Barry, Seconded by Susan, "To confirm the minutes of the July 8, 2020 meeting as distributed" Carried

Note: Meeting Minutes can be found at [www.downtownstthomas.ca/monthly-minutes](http://www.downtownstthomas.ca/monthly-minutes)

- 5. Deputations**

None

- 6. Chair Report**

Ian and Duane are completing their Police Check and the online Accessible Customer Service Training program.

Grayden and Jazz are also working to complete these 2 requirements as soon as possible.

## Social Media

Earl reported that our Twitter account @stthomasddb now has 459 Followers (was 461 last month), our DDB Facebook page [www.FB/downtownstthomas](http://www.FB/downtownstthomas) has 1746 Likes (was 1733 last month) and our Instagram/stthomasDDB page has 1005 Followers (Was 975 last month).

## Crime Prevention / CCTV Cameras

Earl reported that most of our CCTV Camera equipment has been received and installation of cameras in Phase 1 at Hiawatha, Moore and Ross Streets will begin soon. A new mounting pole, which will replace one of our cross street banner poles, will be installed to hold the Moore Street camera. A supply of new cabling and connectors have been sourced to replace the existing cabling.

## COVID-19 Update

Earl reported that a face covering survey that ran from July 29 to July 30 with 69 surveys received prior to the Face Covering mandate being implemented on Friday July 31st. 7 of the 69 surveys were received on July 31st, August 1st and 2nd after news of the mandate was issued.

52% have implemented a mandatory face covering policy for their employees

44% have implemented a mandatory face covering requirement for their customers

74% were in favour of the City implementing a mandatory face covering policy

70% supply free face coverings and hand sanitizer to their customers.

## 7. Finance Report

Earl provided an update on the accounts that were paid in July.

Earl reported that the annual audit has been completed but the results are not yet available.

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

## 8. Reports

### 8.1 Parks Dept Update - Adrienne

Earl reported that the trailer load of plants were planted at the White Street corner garden and has been weeded once by our summer student.

Adrienne mentioned that another weed control pass will be done to cleanup some stray weeds, and they are maintaining the existing Downtown gardens.

Adrienne also asked about plans to plant fall Mums in the 27 Street planters.

Motion by Joe, Seconded by Susan "To confirm our budgeted allotment of \$1,000.00 to allow Parks Dept to purchase 162 fall Mums for an early September planting and a mid October removal in the 27 Downtown planter urns" Carried

### 8.2 Council Update - Mayor Preston

Mayor Joe reported that he is working with Southwest Health to setup a Sharps Cleanup Team, a Transportation announcement is happening today at 10am and the face covering bylaw will be discussed at the Monday Council Meeting and that, if all goes well, City Hall will be open to the public by the end of August.

### 8.3 Municipal Heritage Committee Update - Russell

Russell reported that there was a discussion about colours in the HCD, they have cleared up some info re the Heritage Designation of some of the buildings that were in the news recently.

### 8.4 Railway City Tourism Report - Megan Murals Program

Megan reported that the CTP Computer murals and the Talbot Teen Centre murals are now complete. The Moore Street walkway will be painted next creating a total of 8 mural projects this year including the back of the Teen Centre, the Caring Cupboard west wall and the Purely Wicked west wall. Also, the Veterans mural is in progress and a new mural at Wellington and Ross is underway.

Megan also mentioned that the STPL Scavenger Hunt was held July 27th to August 3rd.

### 8.5 Economic Development Report - Sean

Sean reported on the So Much More Life program and the installation of 4 new promotional signs. The DDB is a member of this new group but we have not contributed any funds to date.

### 8.6 SBEC - Tara

Sean reported on the Bridges event and thanked the DDB for our support and sponsorship of the event.

### Business Development Fund

No report

### 8.7 Chamber of Commerce Report - Barry

Barry reported on the following upcoming events:

- Coffee Talk - Wednesday August 5th at 3pm - ElginTravel
- Best Ball Golf at Iron Creek - August 13th
- Members Golf at Union Golf Course- September 16th.
- Impact Awards - Virtual event on October 3rd
- Barry reported that 4 new "More Life" billboards have been installed in cooperation with the Chamber, St Thomas Elgin Home Builders, St Thomas EDC, The County of Elgin EDC and The St Thomas DDB.

### 8.8 Downtown Dollars - Susan

\$230.00 DDB Dollars and \$50.00 Christmas Care DDB Dollars were redeemed in July.

### 8.9 Promotions Report - Susan

#### Business Welcome Package

Susan reported that Welcome packages were delivered to 3 new businesses in July to Blush Body Sugarring, Katelyn Andersen And Swipe Right.

#### Business Video Production

Grayden reported on his ongoing DSS work and the creation of businesses videos

Radio Advertising  
No report

Website Design - Sarah  
No update

Annette continues to update the membership database.

Downtown Vibe - Reza  
Reza reported that the first issue is almost complete. Yurek Pharmacy is handling the design, a \$300 ad has been sold to Reith and Associates. 7,500 pieces will be printed and distributed through Wendy's, Yureks and local businesses soon.

Downtown Scavenger Hunt  
Earl reported that the Downtown Scavenger Hunt is now complete running from July 27th to August 3rd.

The next Beautification / Promotion Meeting will be scheduled only if required.

### **8.10 Beautification Report - Grayden**

Downtown Business Signs  
Earl reported that signs were installed at Blush Body Sugarring - at 542 Talbot Street, Katelyn Anderson at 578 Talbot Street and Swipe Right Repair at 576 Talbot Street. A new sign for The Angry Barber has been approved for installation at 574 Talbot Street.

Cross Street Banner Schedule  
Earl reported that the Horton Market banner remains in place. A new Thanks for Shopping banner is being designed to replace the old orange sign. It's unknown if the Optimist Santa Claus Parade will happen this year and may not require it's installation.

Also, the Merry Christmas banner is damaged beyond repair so a new banner is being designed in preparation for a November installation.

Earl reported that he is working with The Elgin-St. Thomas Alzheimer Society to hang a cross street banner in September to promote World Alzheimer's Day. They are also developing a local scavenger hunt event designed to increase Alzheimer awareness.

Banners  
Earl reported that Van Pelts has produced 2 new Tourism banners that will be installed on the cross street banner brackets soon.

Sidewalk Patio Program  
Earl reported that we will be connecting with the restaurant owners to get feedback on how they are working.

Earl reported that we are awaiting receipt of the \$929.12 invoice for the City's lawyer to prepare the patio agreement. An invoice for \$292.27 has been received from VanPelts for the production of 5 small signs. A total of \$1,200 has been collected from 5 donors to cover these costs.

#### Summer Students - Earl

Earl reported that he hired Max McCaulley on July 13th to work 3 hours per day, 3 days per week to pick up garbage through our Downtown. In cooperation with the City, a second summer student, Brayden Carvery started on August 4th. The DDB will invoice the City at the end of August for the wages of our 2nd student.

Thanks to Mayor Joe, the students will be storing the cart at the bus depot

A supply of face masks was sourced for the students and a hand sanitizer dispenser was added to the cart. A few extra safety T-shirts have been ordered.

#### Downtown Directional Signs

Earl reported that McBain Signs will be installing 6 more Downtown directional signs at South Edgware and Burwell, Kains and Flora, Scott and Hiawatha, First and Edward, Talbotville - Sunset and Talbot Line and Wellington at Regan Bourne.

#### Talbot Street accessible Parking

No report

The next Beautification / Promotion Meeting will be scheduled only if required.

#### 8.11 CIP - Susan and Russell

Susan reported that no meetings are planned.

#### 9. **Coming Events** - dependant on COVID restrictions status.

- Pumpkin Prowl - Friday October 30th 5-8pm
- Tree Lighting Celebration - Friday November 13th 5:30 - 7pm
- Downtown Santa - Saturday December 5th 10am - 2pm

#### 10. **Adjournment**

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

#### **Upcoming Committee Meetings - TBD**

**Next Meeting: Wednesday September 2nd, 2020 at 8:30am via ZOOM Meeting**

## 2020 Cross Street Banner Schedule

The 2020 cross street banner schedule is as follows:

January 2 - May 4	NEW DDB Winter Banner
April 1 - April 22	MS Society (No contact)
April 22 - May 4	Cancelled - Alzheimer's Society (May 11th Walk)
May 4 - June 1	Cancelled due to Covid-19 Horton Market (Mothers Day May 10th)
May 4 - June 1 (East Pole)	Cancelled - Victim Services (week of May 4 - May 30)
June 1 - June 22	Cancelled due to Covid-19 Lions Car Show (June 21st)
June 22 - July 13	Cancelled due to Covid-19 Nostalgia Nights Car Show (July 11th)
June 22nd	Special installation - Horton Market
July 13 - September 1 (Revised to October)	Thanks for Shopping Downtown St Thomas
September	Alzheimer's
September 1 - September 27 (4th Sunday in Sept = 27th)	Cancelled due to COVID-19 Railway City Road Races
August / September	Volunteer Elgin (No contact)
September	(Cancelled- Violence Against Women - Walk a Mile)
September 27 - October 28	Horton Market
October	VON (No contact)
October 26 - November 16	Cancelled due to COVID-19 Optimist Santa Claus Parade (November 14th)
November 16 - January 2, 2021	DDB Merry Christmas / Love Where You Shop
Downtown Banners	Cancelled due to Covid-19 Summer installation May 3rd - 10th Winter installation November 1st - 8th
LED Snowflakes	Installation November 2nd - 13th, 2020 Removal mid January / early February



Report No.

ES24-20

File No.

<b>Directed to:</b> Mayor Joe Preston and Members of City Council	<b>Date Authored:</b> June 12, 2020 <b>Meeting Date:</b> July 13, 2020
<b>Department:</b> Environmental Services	<b>Attachment</b>  1) Proposed 45-89 Part F amendment 2) Proposed POA Part II Set Fines additions
<b>Prepared By:</b> Matthew Vriens, Manager of Roads and Transportation	
<b>Subject:</b> Talbot On Street Accessible Parking	

**Recommendation:**

THAT: Report ES24-20, Talbot On Street Accessible Parking, be received for information; and further

THAT: Council endorse the locations and parking concept in Report ES24-20 and authorize staff to begin implementation; and further

THAT: The Traffic and Parking By-law 45-89 be amended by Council as per Report ES24-20; and further

THAT: Council approve the Proposed Provincial Offences Act Part II Set Fines changes as included in Report ES24-20; and further

THAT: A formal application be sent by the City's Solicitor with a covering letter, certified copies of the original by-law, completed schedule with set fines and a blank schedule without set fines amounts to the Ministry of the Attorney General for approval.

**Origin:**

During a previous council meeting, members requested staff to undertake an investigation pertaining to Accessible On Street Parking within the downtown.

**Analysis:**

Based on the current lane configurations there are 141 spaces of on street parking space along Talbot Street in the downtown area (William Street to Ross Street).

AODA does not state a minimum space quantity requirement for on-street parking facilities however guidance is provided on off-street facilities. One accessible parking space per block would satisfy based on quantity as there are also numerous spots in City parking lots and private lots.

**Design:**

A survey of area municipalities was conducted to review their accessible OSP policy and standards. In

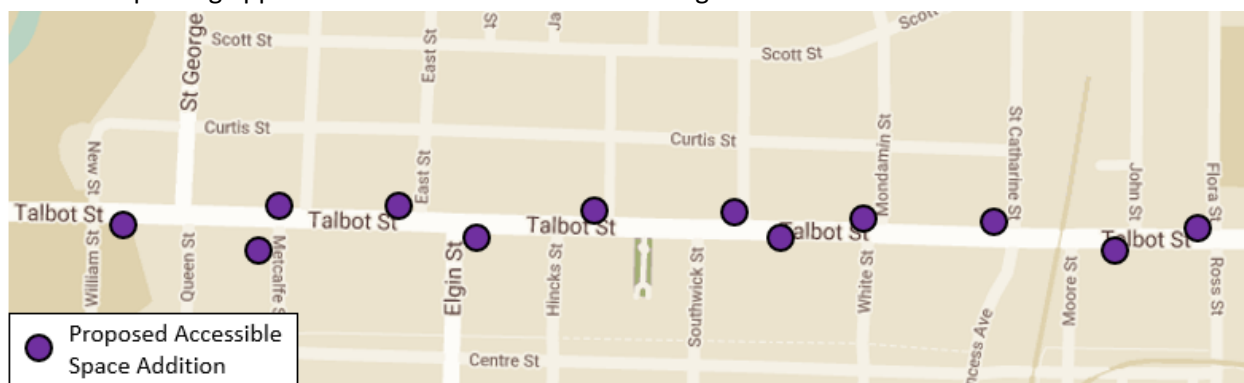
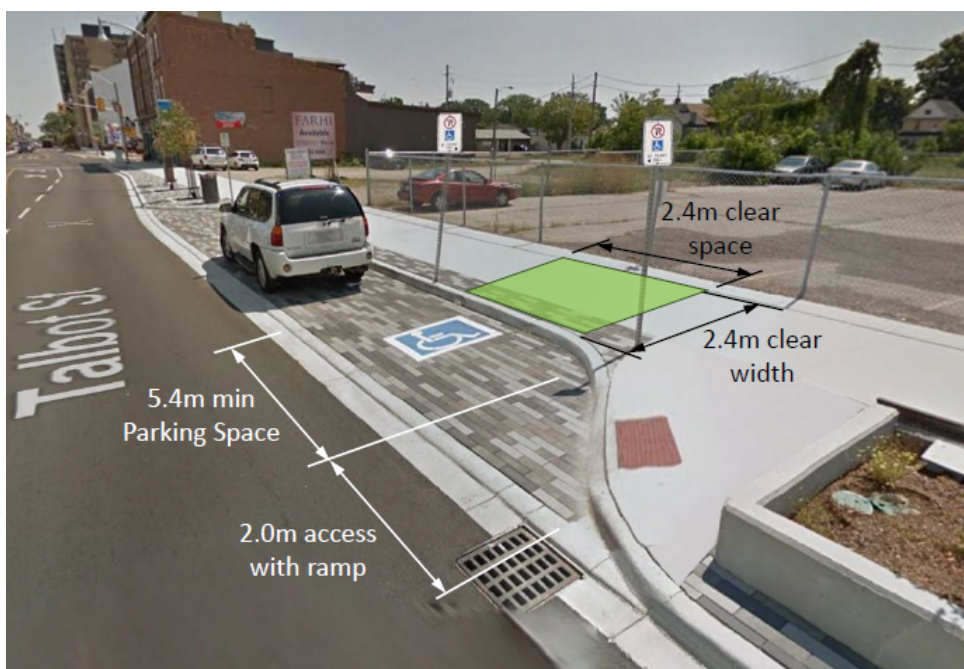
ideal new design location, a space should be 5.4m x 3.9m with an additional 2.0m access aisle, complete with a curb cut, signage and markings.

This is a large footprint and is not feasible on street reconstructions and retrofits. Best practices are to match the existing parking lane width and provide a rear ramp access (min. 1.2m width) usually on the layby taper to maximize available space.

**Location:**

City staff recommends the following locations for installation based on ease of access for accessible persons.

It is recommended that the City sign, mark and by-law the proposed parking spaces on Talbot Street. Where required in a parking layby, the city will provide a curb cut and ramp to facilitate downtown accessible parking. On Talbot Street future reconstructions similar accessible parking applications will be included in the design.



**By-law and enforcement:**

Current enforcement is completed by section 73 of the traffic and parking by-law at a fine of \$350. This section is specific to spaces within municipal parking lots. In order to ensure these new on street accessible OSP spaces are legally enforceable the city will modernize this part of the by-law as per below and will obtain approval for any associated new set fines.

Bylaw Enforcement has been consulted and recommended the following alterations of striking out Part “F” – Sections 71 – 74 while replacing with the sections outlined in Appendix 1. Appendix 2 illustrates the new on street accessible parking set fine the bylaw revision will permit.

The spaces will still be time restricted to the currently by-lawed dates and times on the given street section. Additionally, this part re-write will simplify accessible private parking lot framework for enforcement when required.

**Financial Impact:**



The estimated cost per space ranging from \$1600-\$4000 with a full downtown cost of \$31,200. The costs of the recommendations within this report are not included in the Environmental Services Operating Budget, Roads and Transportation and would require authorization from council to use the 2020 Complete Streets capital budget.

This report was prepared in consultation with Ross Patrick and Dan Smukavich from the Roads and Transportation Service Area.

Respectfully Submitted,

Matthew Vriens,  
Manager of Roads and Transportation

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Reviewed By: \_\_\_\_\_  
Treasury                      Env. Services                      Planning                      City Clerk                      HR                      Other

### **PART "F" – PARKING FOR ACCESSIBLE PERSONS**

#### **ON-STREET PARKING FOR THE ACCESSIBLE PERSONS**

##### **71. Parking Space for accessible persons (Schedule XIX)**

- (1). Notwithstanding the provisions of this or any other by-law, no person shall park, stand, stop or leave a motor vehicle on any highway at the side and between the limits set out respectively in Columns 1, 2 and 3 of Schedule XIX to this By-Law during the prohibited times or days set out in Column 4 of said schedule except a motor vehicle,
- a) that is operated by or carries an accessible person, and
  - b) that is identified by a current original identifying marker; and
  - c) that is parked entirely within a designated parking space.

#### **OFF-STREET PARKING FOR THE ACCESSIBLE PERSONS**

##### **72. Official Sign (Schedule XIXA)**

- (1). In this Part, "official sign" means a sign in the form set out in Schedule XIXA of this by-law.

##### **Designation of Parking Spaces**

- (2)
- (a) Where in a public parking lot or facility one or more parking spaces are intended for the sole use of a vehicle of an accessible person, the owner or operator of the public parking lot or facility shall identify each such parking space by erecting an official sign in such a manner that the official sign shall be clearly visible to the operator of any vehicle approaching or entering such parking space. The official sign shall be erected on a post secured in the ground or on a wall. The official sign shall be at the front of the parking space in the middle so that the sign is between 1.5 m and 2.0 m when measuring from the grade to the centre of the sign.

(b) Where the requirements of paragraph (a) of this subsection are complied with, each such parking space is for the purposes of this by-law a designated parking space for the sole use of vehicles of accessible persons.

(c) Notwithstanding any provision in this subsection to the contrary, no designated parking space shall be located in a fire route designated under section 71 of this by-law.

Display of Permit

73. An identifying marker, shall be displayed on

(1) the inner surface of the windshield, as close as practicable to the lower left-hand corner and as close as practicable to the left-hand side of the motor vehicle, or

(2) the outer surface of the sun visor on the left-hand side of the motor vehicle so as to be visible through the windshield from the exterior of the car when the sun visor is in a lowered position.

Prohibitions Regarding Permits

74. No person shall

(1) deface or alter any current original identifying marker furnished by the Ministry of Transportation;

(2) use or permit the use of a defaced or altered current original identifying marker furnished by the Ministry of Transportation;

(3) use or permit the use of a current original identifying marker furnished by the Ministry of Transportation except the accessible person to whom the current original identifying marker is furnished; or a person transporting such accessible person;

(4) without the authority of the person to whom a current original identifying marker has been issued, remove a current original identifying marker furnished by the Ministry of Transportation from a motor vehicle.

THE CORPORATION OF THE CITY OF ST. THOMAS

BYLAW NO. 45-89  
Traffic and Parking By-Law

SCHEDULE "XX"

PART II PROVINCIAL OFFENCES ACT  
SET FINE SCHEDULE

<b>Item</b>	<b><u>Short-form wording</u></b>	<b><u>Provision</u></b> creating or defining offense	<b><u>Set Fine</u></b>
45.	Parked in designated accessible parking zone without a valid permit	S.71(1)	\$ 350.00
46.	Parked in designated accessible parking space without a valid permit	S.72(2)	\$ 350.00