

MEETING MINUTES
ST THOMAS DOWNTOWN DEVELOPMENT BOARD
WEDNESDAY JUNE 6, 2018 at 8:00 am
CITY HALL ROOM 304

Attendance: Chair Earl Taylor, Promotions Chair Beth Burns, Beautification Chair Ryk Snetselaar, Reza Alavie, Susan Boldt, Councillor Rymal, Advisors Barry Fitzgerald, Sarah Noble, Advisor Sean Dyke (Arrived 8:39am)

Regrets: Treasurer Dave Thomson, Ian Gillespie, Russ Schnurr, Sarah Van Pelt, Advisors Tara McCaulley, Adrienne Jefferson

Guests: Jazz Staddon

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

2. Declaration of Conflict:
None

3. Confirmation of Agenda
Motion by Beth, Seconded by Joan, "To confirm the June 6, 2018 Agenda as distributed" Carried

4. Confirmation of Minutes
Motion by Joan, Seconded by Susan "To confirm the minutes of the May 2, 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 reported that our Twitter account @stthomasddb now has 405 followers (was 401 last month) and our DDB Facebook page has 866 Likes (was 852 last month).

Canada Summer Jobs

Earl reported that Owen Feliz has been hired as our Summer Administrator and Lucas Glanville and Logan Wilson will start on July 3rd as our Summer Ambassadors.

Policy and Procedures Manual

Earl presented the first draft of our Policies and Procedures Manual for Board review.

Operation West End

Earl reported that the STPS is organizing a meeting on June 7th to discuss the crime rate in Downtown St Thomas. Members from the St Thomas Chamber, CMHA, STPS, STPL and our DDB have been invited.

Doing Business in Downtown St Thomas

Earl reported that the STEPAC and Kathys Catering have been booked for the breakfast meeting on June 20th. Doors open at 7:4am and Mike Kerkvliet presentation will begin at 8:15am.

7. Finance Report

Earl gave an overview of expenses paid this month and invoices yet to be paid. A Bell Canada credit for \$82.43 was received.

The audited financial statements are being prepared by Graham Scott Enns. Due to lack of quorum at the May meeting, an online motion by Russ, Seconded by Dave "To pay the outstanding May 2018 bills" was held. Carried.

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

8. Committee Reports

8.1 Parks Dept Update - Adrienne

Earl reported on Adrienne's behalf that flower baskets and planters will be installed beginning June 14th

8.2 Council Update - Councillor Rymal

Joan reported the renaming will be held on June 23rd at the Timken Centre an Accessibility Committee meeting will be held at the Seniors Centre on September 27th from 1-3pm

8.3 Municipal Heritage Committee Update - Russell

No report

8.4 Railway City Tourism Report - Sarah

Sarah reported that the May 26th Beerleque event was well attended, the Whistle Stop Trail opened on June 1st running from Port Stanley to the L&PS Station.

Also the following events: St Anne's Festival June 6-9th, Air Show June 16-17th, Fathers Day Car Show June 17th, Downtown Tracks July 7th and August 4th, Iron Horse Festival August 16-19th, Culinary Tour train ride from Port Stanley to ECRM September 22nd, Culture Days Sept 28-30th and Doors Open October 13th

8.5 Economic Development Report - Sean

Sean reported that 14 Starter Company grants have been awarded

8.6 SBEC - Tara

No Report

8.7 Chamber of Commerce Report - Barry

Barry submitted the following written report regarding upcoming Chamber events: June 13th the Chamber along with the Elgin St. Thomas Community Foundation are mounting a series working to support capacity in our not-for-profit sector. Paul Jenkins from the St. Thomas Elgin Hospital Foundation is hosting our first event, a breakfast

session entitled Fundraising 101. All not-for-profits are welcome but need to register as there is limited space. (mail@stthomaschamber.ca)

That same day, Business After 5 at the new Iron Creek Golf Course co-sponsored by the St. Thomas Times Journal.

Also the following upcoming events: Alive and Well in St Thomas August 23rd and Meet the Makers at The Elgin Mall September 26th from 10am - 7pm

8.8 Beautification Report - Ryk

Written report attached

Downtown Business Signs:

Earl reported that new signs are being installed for Oliver & Associates Real Estate and St Thomas Pharmacy this month.

The sign at Juniors e-Bike was removed and the signs at Sherry's, The Bake Shop and Spice Spa/Bailey Maxwell will be removed soon.

Entegrus

A pizza lunch will be delivered to Entegrus on June 8th as a thank you for the work they do at installing our LED Snowflakes and cross Street banners.

Banners

Our new banner brackets will arrive on June 6th.

LED Snowflakes

Our 25 new LED Snowflakes will arrive on June 6th. Once received, the brackets will be installed on both the new poles in the construction zone as well as others throughout the core. This will bring our installation to 64 units this winter.

Cross Street Banner Schedule:

The Alzheimer's Banner was removed on May 29th and the Lions Car Show was installed. The Nostalgia Nights Banner will be installed on June 18th.

A new line was installed on our west end poles on May 29th and the Victims Services banner installed. We will use this setup for overlapping cross street banners schedules.

Motion by Ryk, Seconded by Beth "To accept the Beautification Committee written report as presented" Carried (See attached)

The next committee meeting is scheduled for Thursday June 14, 2018 at 8:00am at Earl's office.

8.9 CIP Selection Committee - Beth

An application for 87 St Catharines Street in under review and revisions to the Committee are pending.

8.10 Downtown Dollars Promotions - Beth

Beth reported that \$205 DDB Dollars (\$0 of this is Christmas Care Dollars) have been redeemed in May. \$300 is being distributed at the June 9th Downtown Dustup.

8.11 Promotions Report - Beth

Downtown Construction

Phase 2 of the Talbot Street at Elgin Street construction began on May 26th. Curbs have been installed and asphalt from Pearl Street to East Street is scheduled for June 7th. Phase 2 begins on June 11th. Beth continues to do weekly walk-about and talking to merchants in the construction zone.

Downtown Dustup

14 Merchants will be open on Saturday June 9th from 10am-2pm to greet visitors, Earl will BBQ Hotdogs and the TJ provided a front cover news article about this event on June 6th

Nostalgia Nights Car Show

Beth reported that the posters are now available, 5 of 6 train ride sponsor have been confirmed.

The Old Auto magazine ad is due to be published in early June.

Food vendors include Elgin Harvest, Dominos, Why Not Cookies, Cotton Candy, Mr Kools. Dotsy the Clown is also confirmed.

10% Discount Card

Reza has started work on the implementation of this program.

Iron Horse Festival

Earl reported that he was invited to an Iron Horse meeting at 6:30 on May 30th at CASO but it must have been moved or cancelled without notice.

New Businesses

No new businesses have opened this month.

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

The next committee meeting is scheduled for Thursday June 14, 2018 at 8:30am at Earl's office.

9. New and Ongoing Business

No Report

10. Coming Events

- Downtown Dust Up - Saturday June 9th from 10am - 2pm
- Doing Business in Downtown St Thomas Seminar - Wednesday June 20th at 8:00am
- Nostalgia Nights Car Show, Train Rides & Poker Run - Saturday July 7, 2018 from 4 - 9pm
- Downtown Pumpkin Prowl - Friday October 26th from 5:30 - 8:30pm
- Tree Lighting Celebration - Friday November 16, 2018 from 5:30 - 7:30pm
- Downtown Santa - Saturday December 8, 2018 from 10am - 2pm

Upcoming Committee Meetings

Beautification, Promotions and Budget Committee meeting - Thursday June 14th, 2018 at 8:00am at Earl's office.

11. Budgetary and Personnel

No Report

12. Adjournment

Motion by Barry, Seconded by Beth "To adjourn the meeting at 9:35am." Carried

Next Meeting: Wednesday July 4, 2018 at 8:00am Room 304, City Hall

BEAUTIFICATION MEETING MINUTES

Coldwell Banker Office

Wednesday May 9, 2018 8:00 a.m.

ATTENDANCE: Beth Burns, Earl Taylor, Susan Boldt, Ryk Snetselaar

1. Summer banners have been installed.
2. Cross-Street banner program continues. West end of Talbot St. now also has supports for a second banner.
3. Flower baskets and urns ready to go in June.

Next Meeting: Wednesday June 13th at 8:00am

2018 Cross Street Banner Schedule

The 2018 cross street banner schedule is as follows:

January 2 - January 26	NEW DDB Winter Banner
January 26 - February 26	New Hockeysville Banner
February 26 - April 2	DDB Winter Banner
April 2 - April 23	MS Society (No contact)
April 23 - May 14	Alzheimer's Society (May 12th Walk)
May 14 - May 28	Horton Market (Mothers Day May 13th)
May 14 - June 2 (West Pole)	Victim Services (week of May 27- June 2nd)
May 28 - June 18	Lions Car Show (June 17th)
June 18 - July 9	Nostalgia Nights Car Show (July 7th)
July 9 - August 27	Thanks for Shopping Downtown St Thomas
August 27 - September 17	Railway City Road Races (September 16th?)
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