

**MEETING MINUTES
ST THOMAS DOWNTOWN DEVELOPMENT BOARD
WEDNESDAY JULY 8, 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	Y
Beautification Chair - Grayden Laing	Y	Adrienne Jefferson	N
Promotions Chair - Susan Boldt	Y	Megan Pickersgill	Y
Secretary - Jazz Staddon	N	Barry Fitzgerald	Y
Reza Alavie	Y	Duane Orth	N
Russ Schnurr	N		
Ian Gillespie	Y	Annette S'barra	Y
Mayor Joe Preston	Y		

- 1. Call to Order:** The meeting was called to order at 8:33am

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 Joe, Seconded by Barry, "To confirm the July 8, 2020 Agenda as distributed."
Carried

- 4. Confirmation of Minutes**

Motion by Susan, Seconded by Joe, "To confirm the minutes of the June 3, 2020 meeting as distributed" Carried

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

- 5. Deputations**

None

- 6. Chair Report**

Board Membership

We welcome Ian Gillespie as a new board member and Duane Orth as an Advisor. Ian is required to complete a City requirement for a Police Check and to complete an online Accessible Customer Service Training program.

Grayden and Jazz must also complete these 2 requirements as soon as possible.

Social Media

Earl reported that our Twitter account @stthomasddb now has 461 Followers (was 456 last month), our DDB Facebook page www.FB/downtownstthomas has 1733 Likes (was 1703 last month) and our Instagram/stthomasDDB page has 975 Followers (Was 840 last month).

Crime Prevention / CCTV Cameras

Earl reported that our CCTV Camera equipment is on order and installation of cameras in Phase 1 at Hiawatha, Moore and Ross Streets. Phase 2 will focus on Elgin and St George and Phase 3 will include Manitoba, CASO Crossing and Woolworth. A new mounting pole, which will replace one of our cross street banner poles, will be installed to hold the Moore Street camera.

Downtown Police Presence

Constable Katherine McNeil continues working out of the L&PS Station maintaining foot patrols in our Downtown.

STPS are looking for a Talbot Street storefront to setup an office but failing that the STPL has offered them space within the library.

COVID-19 Update

Earl reported that he has been contacted by a Downtown Business owner regarding the lack of 2 Hour free parking enforcement. It's been reported that many business owners are parking near their businesses and impeding customer parking. This Business continues to offer Curbside pickup and the lack of parking is affecting their business.

Talbot On Street Accessible Parking

Earl reported that a Letter of Support was submitted to the City to document our support for the installation of 12 Accessible parking spaces throughout our Downtown. Reference ES24-20 attached.

Ross Street Business Area

Earl reported that he had a discussions with OBIAA in regards to determining if we can help the Ross Street business district. This will take a lot of work so it was suggested that if they are interested in forming a BIA it might be best to conduct a survey to seek the level of interest.

7. Finance Report

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

Earl reported that the 2019 accounting package was picked up from Mark A. Wales Accounting on June 26th and delivered to City Hall. The Auditors have completed the audit and the Audited financial statements will be available soon.

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

8. Reports

8.1 Parks Dept Update - Adrienne

The 27 planters and the flower beds are now planted and doing well although with a lack of rain, constant watering is required.

Earl reported that he has picked up a trailer load of plants for the White Street corner garden and is currently awaiting help from the property owner.

8.2 Council Update - Mayor Preston

Mayor Joe reported on the upcoming development of the St Catharine Parkette, the mural project and the Food Bank donation from the plant sales.

8.3 Municipal Heritage Committee Update - Russell

Russell provided the following report:

- All mural locations in the downtown were recommended for heritage alteration permits. Purely Wicked mural will be a sign attached to the brick wall, while the others will be painted directly to the wall surfaces.

- The heritage committee also provided a report to planning regarding the apartment building site plan application for 15-19 Flora Street. The consultant came back with comments. Looks like the apartment building will likely be approved with minor adjustments to the facade, but nothing significant. It may be time for the DDB and Heritage Committee to both recommend to council that urban design policies be developed by the city for all urban infill projects. The architectural and design standards developers have to meet are pretty low considering the potential long-term impacts of these types of developments.

8.4 Railway City Tourism Report - Megan

Megan reported that the CTP Computer murals is almost 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.

Megan also mentioned that the STPL Scavenger Hunt is being planned for the end of July.

8.5 Economic Development Report - Sean

Sean reported that 200 bags consisting of local products are being offered for sale at a special price of \$99.00

The bags are being sold to raise funds for the Food Bank.

8.6 SBEC - Tara

Tara reported that the Summer Company intake is progressing, the Bridges to a Better Business event Part 1 is scheduled for July 30th and a business is opening in the Jumbo caboose.

Business Development Fund

Tara reported that the recipients of this funding project are now enrolled in specialized training programs.

8.7 Chamber of Commerce Report - Barry

Barry reported on the following upcoming events:

- Coffee Talk - July 8th
 - Best Ball Golf at Iron Creek - August 13th
 - Members Golf at Union Golf Course- September 16th.
- Barry reported on a discussion being held between the Chamber, St Thomas Elgin Home Builders, St Thomas EDC, The County of Elgin EDC and The St Thomas DDB about relaunching a “More Life” advertising program to enhance the current “25% More Life” program.

8.8 Downtown Dollars - Susan

Zero DDB Dollars and zero Christmas Care DDB Dollars were redeemed in June.

8.9 Promotions Report - Susan

Coupon Book

Earl reported that Sarah arranged the mailing of 5,000 Coupon Books to selected postal routes in St Thomas.

We thank Yurek Pharmacy for delivering our Coupon Books through their pharmacy delivery system.

Joe volunteered to distribute the Coupon Books through the Wendy’s pickup system.

Business Welcome Package

Susan reported that no flowers or Welcome packages were delivered in the month of June.

Business Video Production

Grayden reported that he is scheduled to shot a video at “From the Vine” located at 168 Curtis Street.

Radio Advertising

Dave reported that the new “Downtown St Thomas” was revised to add that most Downtown businesses are now open to provide Curbside pickup as well as in-person shopping using safety precautions. These ads are running at 12 per week.

Joe Thornton Community Centre Slide Show

Grayden reported that he and Annette have not been able to make any updates due to the closure of the building.

Website Design - Sarah

No update

Mural Program

Sarah reported that the new mural Program is being developed further as discussed previously.

Downtown Vibe - Reza

Reza reported that this project is currently on hold

Downtown Scavenger Hunt

Earl reported that he worked with Megan to help the St Thomas Thomas Public Library arrange a Downtown Scavenger Hunt. Annette was able to arrange the participation of 25 businesses who will display a photo of a unique train. Scavenger Hunt participants will pickup a passport at the STPL and walk through Downtown to identify the Business location of each train photo. We thank the STPL for creating such a unique idea.

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

8.10 Beautification Report - Grayden

Downtown Business Signs

Earl reported that signs have been approved for installation at Blush Body Sugarring - at [542 Talbot Street](#), Katelyn Anderson at [578 Talbot Street](#) and Swipe Right Repair at [576 Talbot Street](#)

Cross Street Banner Schedule

Earl reported that the Horton Market banner was installed by Entegrus on June 22nd and will remain in place for another month.

We have offered Entegrus a pizza lunch as a thank you for their continued assistance however due to current circumstances it will be provided when convenient.

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 the patios at Streamliners, St Thomas Roadhouse, The Bistro and Bella Jacks were installed by Pop-Up - Patios on June 25th and 26th. The railing around the Why Not Cookies patio was installed by Medlyn Studios on June 24th.

The City has billed the DDB for \$900.00 to have their lawyer prepare the patio agreement and for 4 Right of Way Permits at \$56.50 each. Through a fund raising project, Andrew Gunn has collected approximately \$1,200 from donors to cover these costs.

Summer Students - Earl

Earl reported that he is seeking a student that can work 3 hours 3 days per week to pickup garbage through our Downtown.

Downtown Directional Signs

Earl reported that he is in contact with McBain Signs to begin the installation of 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.

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 Ian, Seconded by Reza, "To adjourn the meeting at 9:42am." Carried

Upcoming Committee Meetings - TBD

Next Meeting: Wednesday August 5th, 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	Thanks for Shopping Downtown St Thomas
September 1 - September 28 (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 28 - October 28	Horton Market
October	VON (No contact)
October 26 - November 16	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.

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

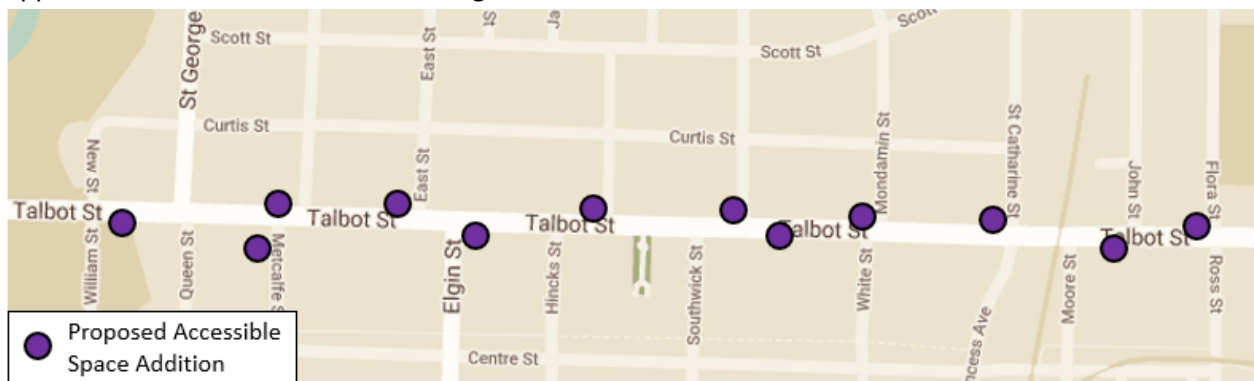
A survey of area municipalities was conducted to review their accessible OSP policy and standards. In ideal new design location, a space should be 5.4m x 3.9m with an additional 2.0m access isle, complete with a curb cut, signage and markings.

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

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

Item	<u>Short-form wording</u>	<u>Provision</u> creating or defining offense	<u>Set Fine</u>
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