

**MEETING MINUTES
ST THOMAS DOWNTOWN DEVELOPMENT BOARD
WEDNESDAY OCTOBER 9, 2024 8:00AM ROOM 415 CITY HALL / ZOOM**

Attendance:

Chair - Grayden Laing	Y	Mayor Preston	Y
Vice Chair - Renee Carpenter	Y	Russell Schnurr	N
Secretary - Jolie Inthavong	N	Sarah Van Pelt	Y
Treasurer - Tina Swaenepoel	Y	Aaron DeVries	Y
Beautification Chair-Vanessa Buckland	Y	Advisors:	
Promotions Chair - Dave Thomson	Y	Elle Crevits	N
Reza Alavie	Y*	Sean Dyke	N
Earl Taylor	Y	Adrienne Griffin	Y*
Jennifer Childs	Y*	Paul Jenkins	Y*
Suzanne Faris	Y	Sarah Lynch	N
Ian Gillespie	Y	Sarah Noble	N
Duane Orth	Y	Megan Pickersgill	N
		Tara McCaulley	N
		Annette Sbarra	Y*

Guests - Christine Scrimgeour

* = joined via Zoom

- 1. Call to Order:** The meeting was called to order at 8:09am meeting Quorum.

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 Declarations were presented

- 3. Confirmation of Agenda**

Motion by Dave, Seconded by Renee, "To confirm the October 9, 2024 Agenda as distributed." Carried

- 4. Confirmation of Minutes**

Motion by Tina, Seconded by Ian, "To confirm the September 4, 2024 Minutes as distributed" Carried

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

- 5. Deputations**

None

- 6. Chair Report - Grayden**

Downtown Dollars Tracking - Grayden

Grayden reported that, based on Annette's data collection, there were a total of \$51,235.00 DDB\$ outstanding.

Business Updates - new / relocated / lost

New: Buzz Bites at 771 Talbot St, Bass Notez Cocktail Lounge at 703 Talbot St, From the Meadow at 808 Talbot St, S.A.L.T – Saving Animals Lives Together at 353 Talbot St, Amelia Delgadillo – alterations/tailor, Sunbeam Learning at 378 Talbot St.

Social Media

Grayden provided a visual report of recent post statistics.

Board Membership

Grayden reported that he received a resignation letter from Jolie Inthavong.

Motion by Tina, Seconded by Renee, to accept Jolie Inthavongs resignation letter.

Motion by Sarah Van Pelt, Seconded by Duane "To declare the Secretary position vacant and that it not be filled at this time". Carried

7. Finance Report - Tina

No report - awaiting city reports.

Christine Scrimgeour presented the 2023 Financial Report.

Motion by Tina, Seconded by Renee "To accept the 2023 DDB Finacial Auditors report as presented" Carried

8. Reports

8.1 Promotions Report - Dave

Social Media Advertising

Grayden reported that Nicole Van Pelt continues to create 2 weekly Facebook, Instagram and X social posts and highlighted these businesses in September:

September 2 - CASO Station, September 5 - Lucky Kitchen, September 9 - HoneyCake Pastry, September 12 The Brow Boss and all that Jazz, September 16 Saint T Apparel, September 19 - Limitless Tattoo, September 23 - Lotus Thai, September 26 - WingBoyz, September 30 - Bass Notez Cocktail Lounge

Print Advertising

Dave reported that there was no print advertising this month.

Radio Advertising

Dave reported that the Downtown Pumpkin Prowl ad will begin October 10 and run through to October 25th. When the passports are available, a second ad will be inserted advising how to obtain a passport.

Welcome Packages

Dave reported that there were no deliveries this month but he will be coordinating 8 upcoming deliveries with assistance from Annette.

Downtown VIBE - Reza

Reza reported that the Christmas issue is being planned to highlight a number of new businesses. Reza and Grayden will meet soon to discuss merging video with the printed version.

Website

Sarah Van Pelt reported that she is waiting on volunteers to supply info before going live. Go launch date cannot be determined yet.

MYFM Spirit Awards

Dave reported that the nominations process ends October 9th at 11:59pm.

8.2 Beautification Report - Vanessa

Downtown Business Street Signs

Vanessa reported she has 3 signs to be installed at Buzz Bites, Bass Note and Cura.

2024 Banner Program

Vanessa reported that the banners will be removed soon.

Summer Students

Earl reported that the final Canada Summer Jobs request for payment of \$1,987.20 was submitted on September 14, 2024.

8.3 Parks Dept Update - Adrienne

Grayden thanked Adrienne and the Parks staff for their help at Oktoberfest.

Adrienne reported that the Mums were planted in the 25 sidewalk urns and will be removed prior to November 11th. The winter decorations will then be installed prior to the November 15th Light Up Talbot event.

Motion by Joe, Seconded by Tina "To allocate up to \$2,500 for the purchase of the winter decoration program" Carried.

8.4 Council Update - Mayor Preston

Mayor Preston reported that Talbot Street was closed for Orange Shirt Day on September 30th which saw a large turnout.

To view City Council Agenda and Minutes visit

<https://www.stthomas.ca/cms/one.aspx?portalId=12189805&pageId=12517512>

8.5 Municipal Heritage Committee Update - Russell

No report.

Visit <https://www.stthomas.ca/cms/one.aspx?portalId=12189805&pageId=13290088> for more information.

8.6 CIP Program - Russell

No report

Visit <https://www.stthomas.ca/search/default.aspx?q=Cip&type=-1,12189805-124|0,12189721-117,12189721-127&sortBy=Relevance&pg=0> for more information.

8.7 Railway City Tourism Report - Megan

No report

8.8 Economic Development Report - Sean

No report

8.9 SBEC - Sarah Noble

No report

8.10 Chamber of Commerce Report - Paul

Paul reported that the February Business After 5 is scheduled for Wednesday October 23rd at St Anne's Centre to showcase local small businesses. The Impact Awards are scheduled for April 24, 2025 and nominations are open.

Other Business:

A discussion about the graffiti problem in our Downtown was presented. A monetary fund is available from EDC to assist with removal. Contact Sarah Lynch for more info.

Dave asked if the Board could investigate the possibility of moving the monthly DDB meetings to the 2nd Wednesday of the month. Grayden will investigate the policies and advise.

The board members appreciated the detail in Sarah Lynch's report, but requested that the report be simpler and easier to review. Grayden said he would pass that on.

9. Coming Events

- Downtown Pumpkin Prowl - Friday October 25th 5pm - 8pm
- Tree Lighting and Light Up Talbot - Friday November 15th 5pm - 9pm
- Horton Christmas Market Saturday November 16th 10am - 4pm
- Optimist Santa Claus Parade - Saturday November 23rd 6pm
- Downtown Santa - Saturday December 7th 11am - 2:30pm

Chamber Events:

- Jumbo Business After 5 - Wednesday October 23rd at St Anne's Centre
- Christmas Youth Market - Tuesday November 26th at CASO Station

Visit www.stthomaschamber.on.ca for full details

10. Adjournment

Motion by Tina, Seconded by Sarah Van Pelt "To adjourn the meeting at 9:18am"

Carried

Next Meeting: Wednesday November 6, 2024, 2024 at 8:00AM Room 304 City Hall.