

Historic Downtown Bowmanville Business Centre (BIA)
Board of Management Meeting Minutes

Tuesday March 9, 2021; 6:30pm

Virtual Meeting due to COVID-19 pandemic

Present: Edgar Lucas, Chair
Laura Holmes, Secretary
Gerri Lucas, Treasurer
Cathy Holmes
Ron Hooper
Erin Kemp
Bonnie Wrightman, CBOT representative

Absent: Justin Barry

Delegations Present: Slav Potrykus – Director of Traffic Services MOC

The meeting was called to order by the Chair.

1. Presentation by Delegations

Mr. Potrykus is the Director of Traffic Services for the MOC. Screen was shared with display of overhead map to assist with discussion.

98 King St W parking lot driveway has become problematic when vehicles are entering and exiting at the same time. There is also a sightline issue for exiting vehicles looking eastbound when a vehicle is parked in the space at 84 King St W. There has been some discussion with the property owner about creating a second driveway to the west of the current driveway. However, the property owner is concerned about costs associated with construction of a new driveway. Construction of a secondary entrance on Scugog St would be more costly as it would require re-grading and retention walls at the edge of the property line. The property owner made a request to Traffic Services to remove the parking space at 84 King St W to improve the sightline issue.

96 King St E (former Bakers Dozen location) has an interested party to take on the lease. There is a drive thru exit on the west side of the property. To the east of the driveway there is a parking space and a bus stop. The parking space is a concern for sightline, particularly with anticipated drive thru use of the new occupant.

Silver St is currently one-way northbound and provides access to the Municipal lot. Concerns have been raised when vehicles heading eastbound on King St attempt to make a left hand turn onto Silver St. This is causing traffic back-ups and it has been noted that vehicles waiting in queue will try to pass on the south side in empty parking spaces. There are also concerns with sightlines when exiting Silver St onto Church St as it is difficult to see both east and west because the stop bar is set-back and vehicles must pull forward to see beyond parked vehicles. Another cause for concern is that vehicles exiting the lot sometimes head the wrong-way (southbound) on the one-way street. Options for consideration include new signage to allow only westbound traffic entrance from King St, enhanced one-way traffic signage focusing on

parking lot entrance/exit, changing traffic direction to one-way southbound with no left hand turns onto King St and resulting in moving current parking spaces on east side to west side, changing to two-way traffic north/southbound with removal of all parking spaces and no left hand turning.

It is understood that loss of parking space is problematic and that there may be unintended consequences of actions to address issues on Silver St. Mr. Potrykus agreed to review the entire BIA area to determine if additional new parking spaces can be created. With reversal of traffic flow on Silver St there may be space for new spots on Silver St or Church St.

C. Holmes raised a concern that vehicles have been temporarily parking/stopping in front of the fire hydrant and/or across the driveway at 20 King St W while doing order pick ups at a business across the road. There are hashlines painted on the roadway in this area, however, it is possible with the winter weather it may have been difficult to see the lines. Mr. Potrykus suggested that 'No Stopping' signage be installed and will make this request.

Mr. Potrykus would like the BIA to discuss and provide feedback on the removal of the parking space at 84 King St W, and 96 King St E, and proposed actions related to traffic on Silver St.

Mr. Potrykus thanked the Board and departed the meeting.

Moved by G. Lucas, seconded by C. Holmes

THAT the Board will support the removal of parking spaces at 96 King St E and 84 King St W on the condition that two or more new parking spaces can be created within the BIA area

THAT the Board will support the traffic redirection on Silver St to one-way southbound if it will aid in creation of new parking spaces on Silver St and/or Church St

2. Adoption of Minutes

Moved by G. Lucas, seconded by R. Hooper

THAT the minutes of the meeting of February 9, 2021 be approved as circulated.

CARRIED

3. Business Arising from Previous Minutes

(a) Digital Main Street

L. Holmes reported that via email the Digital Services Squad member, Zoe Ferguson, provided a spreadsheet outlining contact made with businesses during the Digital Main Street program. Outreach to downtown Bowmanville businesses was almost exclusively by email and the vast majority of outreach went unanswered by business owners. 16 BIA members received grant.

B. Wrightman reported that the contract has been extended for one of the DSS members until June 4. The DSS will be reaching out to businesses to offer digital assistance.

Councillor Hooper reported the OBIAA announced that DMS 2.0 has been extended until the end of June. Additional funds have been received for overextended grants.

(b) Updates from Mayor's COVID Task Force

The Chair reported that Kay Matthews from the OBIAA presented during the last meeting. Discussion centered on small business difficulties and recovery plans. Councillor Hooper reported that the Ontario Small Business Grant was discussed and businesses are encouraged to apply. B. Wrightman reported that CBOT is able to assist business with applications.

4. Correspondence

Correspondence was received from

- i. Deputy Clerk regarding GG-066-21; Strategic Update on Municipal Branding Strategy (via email)
- ii. Mayor's Office with notification of correspondence with community member about pay and display parking (via email)
- iii. Legislative Services regarding GG-190-21 and Bylaw 2021-032; Electronic Participation at BIA board meetings (via email)
- iv. Communications Director regarding Mayor's notice about vaccination campaign (via email)

Moved by G. Lucas, seconded by C. Holmes

THAT the correspondence be received for information.

CARRIED

5. Treasurer's Report

The Treasurer presented the following:

- i. \$207 403.78 in current account, tax levy received today
- ii. A portion of the funds will be invested at Edward Jones
- iii. There are some stale-dated cheques from last year's vendor refunds

Moved by L. Holmes, seconded by R. Hooper

THAT the Treasurer's Report be adopted as presented.

CARRIED

6. Directors' Reports

(a) Council Liaison – R. Hooper:

Reported that snow bank removal occurred.

(b) Events – C. Holmes:

Reported that the Family Day weekend window scavenger hunt was a huge success. Clarington This Week is running an Easter promotion and the BIA has offered a \$100 voucher as a prize. Bowmanville Festivals won the Best of the Diamonds award for best festival in Durham Region beating out all others. BMO is currently getting approvals from head office for a spring window wrap to replace the current winter theme one. Plans are being considered for a social distanced Easter Bunny event. One of the restaurant owners has suggested a prix fix restaurant promo once restrictions ease up. Consideration should be given to having a shopping event this spring if restrictions allow with a suggestion to make it a two day event to spread crowds out. Survey will be sent out to business owners to determine interest. There is no plan to host a major street festival through the end of August.

(c) Membership Relations – J. Barry:

No report.

(d) Streetscape – G. Lucas:

Reported that banners will be swapped out, winter planters removed, garbage removed from stationary planters, large winter planters removed

(e) Communications – (vacant):

No report.

(f) Website & Social Media – L. Holmes:

Reported that quotes have been requested for website redesign but were not received in time for tonight's meeting. After much consideration, L. Holmes has agreed to accept the project management contract for web redesign.

(g) CBOT Updates – B. Wrightman:

There may be opportunity to leverage some time from the Digital Services member to assist with website redevelopment. Capacity limit signage has been created and provided to the BIAs for distribution to business. CBOT hosted a webinar on vaccinations today and a recorded version is available for viewing.

7. New Business

(a) Parking in Downtown

Councillor Hooper posed a question to the OBIAA to collect information about other BIA experience and will report back.

Complimentary parking bags were removed from meters in mid-February. This coincidentally coincided with the lifting of the provincial shutdown. Several reminders were sent to business owners during the complimentary parking period that parking was time-limited and not for all day use by owners, tenants, or employees. Despite this, several vehicles consistently used streetside parking on an all-day daily basis which restricted access for customers and curbside pickups.

Parking availability is essential, especially for short-term order pick ups. The pandemic has had wide-ranging impacts on parking. Board members will monitor the situation downtown and will report back.

Moved by E. Kemp, seconded by C. Holmes

THAT a letter be sent to Municipal Law Enforcement requesting the report from staff about the December parking meter bagging pilot project and requesting feedback from staff about extended bagging during the most recent provincial shutdown.

THAT a letter be sent to the Mayor's office notifying that no change in parking policy is being requested at this time.

CARRIED

8. Date of Next Meeting

The next meeting of the Board of Management is scheduled to be held on Tuesday April 13, 2021 commencing at 6:30pm in Clarington Meeting Room 1-C, unless COVID restrictions are still in place in which case the meeting will be held virtually.

9. Adjournment

Moved by L. Holmes, seconded by E. Kemp

THAT the meeting adjourn.

CARRIED

The meeting adjourned at 8:31pm.