

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

Tuesday September 14, 2021; 6:30pm

Virtual Meeting due to COVID-19 pandemic

Present: Edgar Lucas, Chair  
Laura Holmes, Secretary  
Gerri Lucas, Treasurer  
Cathy Holmes  
Ron Hooper (joined at 7:05pm)  
Bonnie Wrightman, CBOT representative (departed at 7:00pm)

Absent: Justin Barry  
Erin Kemp

Delegations Present: None

The meeting was called to order by the Chair.

**1. Presentation by Delegations**

The Chair recognized that no delegations were present.

**2. Adoption of Minutes**

Moved by R. Hooper, seconded by L. Holmes

THAT the minutes of the meeting of June 8, 2021 be approved as circulated.

CARRIED

**3. Business Arising from Previous Minutes**

(a) Update from Mayor's COVID Task Force

The Chair reported that there have been no recent meetings.

(b) OBIAA Updates

Councillor Hooper reported that the OBIAA convention is coming up and he may try to join virtually. Weekly meetings continue. Recent topics have included addressing homelessness in downtown areas and COVID recovery.

(c) Traffic Services Parking Space Reassignment

Update from March 2021 minutes. Mr. Potrykus verbally confirmed that spaces at 96 King St E and 84 King St W are to be removed and three new spaces will be created on Temperance St.

#### **4. Correspondence**

Correspondence was received from

- i. Clerk's Department regarding parking in downtown; GG-378-21 & Bylaw 2021-053 (via email)
- ii. Legislative Services regarding CIP Amendment; PD-186-21 & 2021-055 & Notice of Adoption (via email)
- iii. Legislative Services regarding Notice of Adoption of Zoning; Notice Bylaw 2021-056 & 2021-056 (via email)
- iv. Planning Department regarding customer service focus groups; letter and link for distribution (via email)
- v. Planning Department regarding OPA & ZBA additional dwelling units; memo, notice of public meeting, & attachments (via email)
- vi. CAO office regarding Safe Restart Funding (via email)
- vii. Planning Department regarding subdivision rezoning; notice of public meeting SC-2021-0003 (via email)

Moved by R. Hooper, seconded by G. Lucas

THAT the correspondence be received for information.

THAT the link from 4.iv. be distributed to members.

CARRIED

#### **5. Treasurer's Report**

The Treasurer presented the following:

- i. \$58143 BMO, \$100000 Edward Jones
- ii. Safe Restart Funds have been distributed

Moved by L. Holmes, seconded by C. Holmes

THAT the Treasurer's Report be adopted as presented.

CARRIED

(b) Support staff may be required for duties this autumn leading into winter. Discussions will be ongoing.

#### **6. Directors' Reports**

(a) Council Liaison – R. Hooper:

Reported that he was in attendance at the 40<sup>th</sup> Anniversary celebration of Cachet, and welcomed new business owners of Starbucks and The Little West Indies. The Chair asked if the street sweeper could be sent through town.

(b) Events – C. Holmes:

Reported that Applefest cancellation notices have been sent. Depending on restrictions there may be opportunities to host smaller events such as Ladies Night. Sidewalk Sale was a huge success. Window wraps at BMO have been approved for fall, Christmas, and winter.

(c) Membership Relations – J. Barry:

No report.

(d) Streetscape – G. Lucas:

Reported that watering services were not required in June since flowers were delivered later than expected. When first frost hits the flower vendor will be contacted for removal. Lids for stationary planters need to be repaired/refitted before winter. Winter banners will be installed following Remembrance Day. Recommend that support staff paint the sign poles. Depending on public health restrictions there may be an opportunity to clean out the storage shed sometime this autumn.

(e) Communications – (vacant):

L. Holmes reported that important notices and information continues to be distributed to members by email.

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

Reported that social media continues to show growth. Both Facebook and Instagram have well over 3000 followers. The social media giveaways have been very successful and recommend that they continue for rest of year. Business owners have expressed appreciation for the promotion on social media. Many non-BIA businesses have reached out about being promoted on the account which shows the value is being recognized. The website redevelopment is well underway. Storefront photos have been taken and will be submitted this week. Less than half of the businesses submitted their directory listing so the last few weeks have been spent reaching out and/or researching remaining businesses to complete the directory. There are approximately 165 listings right now, and new businesses that have just opened/are opening need to be added. Design proofs for the redevelopment should be available in the coming weeks. Project is on-track to be completed before end of year.

(g) CBOT Updates – B. Wrightman:

Digital Main Street 3.0 is active. CBOT received the grant to run the program. There are two digital service squad members to assist businesses apply for Digital Transformation Grants of \$2500. Information will be sent with a request to circulate to BIA members. Rapid Test Kits are available from Ontario Chamber of Commerce through CBOT. Close to 20 000 kits have been distributed to approximately 140 businesses since May. Kits are for testing of employees. CBOT partnered with some Durham Region chambers to roll out a Shop Local campaign and received a grant of nearly \$200 000. More details will be available soon.

Vaccine Passport information is available through CBOT. "It's in the bag" campaign was very successful so there is a plan to do another leading into the holidays.

**7. New Business**

(a) Blue Box Recycling Regulations

Durham Region is negotiating a new contract for recycling collection. Preliminary information is that businesses in the BIA will no longer receive collection.

Councillor Hooper will report back as this topic is scheduled to be discussed at Council. Discussion deferred.

(b) Bowmanville Legion Use of Banner Poles

The Chair was contacted by the Legion about use of the banner poles for Remembrance Day. Normally the Veteran banners would be installed following Applefest, but this year will be installed October 1<sup>st</sup> and removed following Remembrance Day. James Printing will remove summer banners during install.

The Chair will confirm with Legion if any poles aside from King Street will be used. Support staff may be required to remove summer banners from side streets.

(c) Light Pole Receptacles

The Chair has contacted Operations about receptacles that are failing. These will need repaired before the holiday lights are installed. The Chair is also getting some information about more lights for the trees and some replacement stars.

The Chair will report back next meeting.

**8. Date of Next Meeting**

The next meeting of the Board of Management is scheduled to be held on Tuesday October 12, 2021 commencing at 6:30pm virtually.

**9. Adjournment**

Moved by R. Hooper, seconded by G. Lucas

THAT the meeting adjourn.

CARRIED

The meeting adjourned at 7:58pm.