



City of Port Colborne  
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JUN 08 2020

**2019 Downtown Port Colborne BIA  
Board July 24, 2019 - 6:30 PM  
223 King Street, Port Colborne L3K 4G6**

CITY CLERK

CITY OF PORT COLBORNE

**Attendance:** Norbert Gieger, Betty Konc, Frank Beres, Robert Phillips, Jesse Boles, and Karrie Haynes and Wendy Tuck

**City Councillor:** Donna Kalailieff

**Staff:** Mary-Lou Ambrose-Little

**Guest:** Chris Summer-Haynes: Art Crawl Report, Ted Buck, BIS Inc.

**Call to Order:** 6:33 PM

**Additions to Minutes:** None

**Declaration of Pecuniary Interest:** None

**Business Arising from the Minutes:** None

**Adoption of the Minutes – June 26, 2019**

**Motion:** “to approve the Minutes of the June 26<sup>th</sup>, 2019 meeting as presented.”

**Motion: Michelle Benest-Tanner; Seconded: Frank Beres. Motion Carried.**

**Correspondence:** Letter from Main Street BIA, regarding a collaboration to promote “Restaurant Week” asking that, is agreed to the collaboration/partnership to utilize our administrative personnel: Mary-Lou at 16 hours for Main Street BIA, to be reimbursed by Main Street BIA and 16 hours for DTBIA.

In order to put together this “Restaurant Week” for Late October/Early November. Jesse to sit on the steering committee. The first meeting to be determined but as soon as possible.

**Motion:** “to join Main Street BIA and share administrative personnel for Restaurant Week: **Motion: Michelle Benest-Tanner; Seconded: Jesse Boles. Motion Carried.**

**Treasurer’s Report:** Account balance as of June 28<sup>th</sup>, \$23,956.72 expenses at this point are payroll, rent and communication services. **Motion:** “to approve the Treasurer’s Report.” **Motion: Frank Beres; Seconded Michelle Benest-Tanner. Motion Carried**

**Event Reports:**

**Art Crawl:** Chris Summer-Haynes: Hand out attached summarizing results. BIA requesting a more detailed report speaking to how the BIA sponsorship money was utilized. BIA asked if a BIA representative could sit on the Art Crawl committee. Suggestion to be taken back to the Art Crawl committee but attending member was enthusiastic regarding the suggestion. Also, was recommended by the PCDT BIA that planning starts as soon as possible now that the 2019 season had finished.

**Motion:** “to accept the proposed/requested information and changes to Art Crawl.” **Motion: Michelle Benest-Tanner; Seconded: Rob Phillips. Motion Carried.**

**Harvest Fest:** Mary Lou Ambrose-Little reported that Harvest Fest is coming along well. Aiming for 3,000 attendees. A sponsorship package has been put together along with a Vendors Rates package. "Breakwall" has agreed to a Beer Garden. We can take as many vendors as we have an opening for and at the moment we are still growing in the number of vendors. Still looking to have a child -centered activities, hayride being one. Motion: "to accept the above information."  
**Motion: Michelle Benest-Tanner; Seconded: Rob Phillips. Motion Carried.**

## **Staff Report (Mary-Lou Ambrose-Little)**

### **Office**

Regular office hours are Monday, Tuesday and Thursday 9:00 AM to 12 Noon and 1:00 PM to 3:00 PM. Call to make sure someone is in the office as staff will be on the move and setting up meetings with community partners. The office phone number: 289-836-9006 and we are averaging one call per day.

## **General Information**

- Continuing to visit our business area to introduce myself and talking phones to introduce businesses through social media posts.
- The new business directory is ready to launch print and/or do whatever the Board wants to see happen.
- Social Media buzz continues with new likes and lots of engagement with the community. It should be noted that there is a marked increase in the number of posts contributed by downtown businesses directly to our social media.
- Rack cards are complete and will be distributed immediately.
- Quotes are in for new banners and the Board will be discussing tonight.
- Harvest Festival Committee, Jesse Boles will be reporting tonight on the committee's progress. Vendor applications and sponsorship letters are going out now. Lots of positive buzz regarding the festival and new interest in becoming involved. Looking for a few more sponsors from the business community and BIA members are invited to set up at the festival.
- Vacancies on the Board, Dawn McIntyre, TD/Canada Trust has withdrawn her name as she is now working at the Niagara on the Lake location. Manager Amanda Bell is looking for other staff to recommend to the BIA Board.
- Meridian Manager Brenda Taylor is wanting to recommend staff to become involved with the BIA Board. Attending this evenings meeting is Karrie Haynes, Assistant Manager.
- Potential partnership with the Main Street BIA to be discussed tonight.
- Looking for a new event idea(s) to work on and your input is requested, some ideas include a Food Truck Night, Taste of Port, Supper Market, Shop Local Week and/or Restaurant Week.

Motion: "to accept the staff report as provided." **Motion: Rob Phillips; Seconded: Frank Beres. Motion Carried.**

### **Other Business:**

**West Street Proposal:** (Ted Buck) Letter attached with his suggestions and mock-up of the website for information gathering and creating a conversation with passengers and boat personnel. Ted has requested information from Seaway on the number of boats traveling the canal and the number of visitors. Still waiting on a response. The conversation around West Street docks boardwalk, down steps is a mess and that there has been some loitering. Loitering has been taken care of. Donna, city councillor, says that the docks are on the radar and that the Harbour Masters Building to be revamped. The idea is to have a conversation that will prompt return visits.

Banners to help beautify this area were a suggestion. Banners from Julian Douglas. Mary-Lou thought this was very doable and quick and easy.

As parking is limited on West Street the concern of businesses using parking for their own personal need was brought up at this time. An example of past "No Parking" windshield cards were shared. It was suggested that these cards be updated in wording and also have the BIA logo on it.

**ACTION:** Betty Konc to bring Ted Buck's idea to the EDO in an effort to get the number of vessels and visitors.

**ACTION:** Ted to put together a survey that the BIA could send out and that this survey should have the canal traffic numbers.

Both actions needed by September 2019.

Some general discussion occurred to look at providing Wi-Fi for the whole downtown area and it could be a budget item for 2020.

**ACTION:** Frank Beres to revamp the “No Parking” cards.

**ACTION:** Mary-Lou Ambrose-Little to look into getting the banners.

Motion: “to continue looking into this proposal and revisit all action items for completion.” **Motion: Frank Beres;**

**Seconded: Rob Phillips. Motion Carried**

**Board Vacancies:** by Betty Konc

There are 2 openings. There are also 2 businesses showing interest in these board positions.

All interested need to submit their interest in writing to Chair Betty Konc.

**Pop-Ups/Beautification/Rack Cards:**

Rack cards printed and distributed at the meeting by Mary-Lou Ambrose-Little. She will go around to businesses starting immediately to distribute to all businesses. Pop-Ups seem to be working well. Motion: “to investigate the purchase Banners to be part of the beautification.” **Motion: Betty Konc; Seconded: Michelle Benest-Tanner. Motion Carried**

**Council Representative’s Report: (Donna Kalailieff)**

Clean up of the downtown area is happening. Should be done in time for Canal Days.

The street dressing is done to a degree.

New garbage containers: No estimate as to when this will be completed.

Mentioned that 12 lights are out and has been brought to the attention of the city. As this service is completed by a third-party vendor the lights will not be fixed until this vendor’s minimum has been reached and at this time 12 lights are below the minimum. Pilot House now has No loitering signs posted.

Donna has asked that business proprietors take ownership of sweeping their respective frontages and removing of any vehicles at night. The removal of the vehicles is so that those streets can be cleaned.

Motion: “to carry this information forward.” **Motion: Michelle Benest-Tanner; Seconded: Frank Beres. Motion Carried**

**Adjournment:** 8:00 PM.

**NEXT MEETING DATE:** Wednesday, Sept. 25, at 6:30 PM Location: 223 King Street.

**Attachments:** 3 reports, 6 pages.