



## MINUTES

**OWEN SOUND DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT  
CITY HALL - 808 2ND AVENUE EAST - COUNCIL CHAMBERS  
OCTOBER 14, 2020 - 5:30 PM**

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**MEMBERS PRESENT:** Chair Dave Parsons  
Waleed Aslam  
Ron Cole  
Jacquie Furtner  
Kathy Hannen  
Councillor Marion Koepke  
Deputy Mayor Brian O'Leary  
Peter Reid  
Lois Taylor  
Winnifred Walcott

**MEMBERS  
ABSENT/REGRETS:** Dianne Mattice

**STAFF PRESENT:** Tim Simmonds, City Manager  
Pam Coulter, Director of Community Services  
Kate Allan, Director of Corporate Services  
Dennis Kefalas, Director of Public Works and Engineering  
Brent Fisher, Manager of Community Development & Marketing  
Jamie Eckenswiller, Deputy Clerk  
Adam Parsons, Manager of Parks and Open Space  
Jacklyn Iezzi, Junior Planner  
Jeff Fluney, Police Inspector

### 1. CALL TO ORDER

Chair Parsons called the meeting to order at 5:30 p.m.

### 2. CALL FOR ADDITIONAL BUSINESS

a. Member Cole Re: OSHaRE's New Format

- b. Manager of Community Development and Marketing Re: Delivery Services
- c. Councillor Koepke Re: Notice System for Theft

### 3. DISCLOSURES OF PECUNIARY INTEREST

- a. Member Reid declared a pecuniary interest with Item 7.a due to his association with an external charity that has applied for funding from the program that United Way of Bruce Grey is asking the Owen Sound Downtown Improvement Area Board of Management to support.

### 4. CONFIRMATION OF MINUTES

- a. Minutes of the Owen Sound Downtown Improvement Area Board of Management meeting held on September 9, 2020.

Moved by Deputy Mayor O'Leary

DIA-201014-001

**"THAT the minutes of the Owen Sound Downtown Improvement Area Board of Management meeting held on September 9, 2020 as printed, be adopted."**

Carried.

- b. Minutes of the Owen Sound Downtown Improvement Area Board of Management Special meeting held on September 22, 2020

Moved by Member Reid

DIA-201014-002

**"THAT the minutes of the Owen Sound Downtown Improvement Area Board of Management Special meeting held on September 22, 2020 as printed, be adopted."**

Carried.

The Owen Sound Downtown Improvement Area Board of Management discussed Item 8.a. at this time.

- 8.a. Report CR-20-073 from the Director of Corporate Services Re: 2020 Financial Forecast - DIA

The Director of Corporate Services provided an overview of the report. Ms. Allan advised that at year-end, the Owen Sound Downtown Improvement Area will have a budget surplus of approximately \$30,000.

Moved by Deputy Mayor O'Leary

**"THAT in consideration of staff report CR-20-073 respecting 2020 Financial Forecast - DIA, the Owen Sound Downtown Improvement Area Board of Management (OSDIA Board) directs staff to issue a payment for any year end surplus persisting through year end to the OSDIA Board to be deposited into the OSDIA Board's reserve fund."**

Carried.

The Director of Corporate Services left the meeting at this time.

## **5. DEPUTATIONS AND PRESENTATIONS**

- a. Presentation from Pam Coulter, Director of Community Services Re: Supplemental Information to Staff Report CS-20-078 (listed as Item No. 9.a.) Respecting Beautification in the Downtown

The Director of Community Services provided a presentation respecting beautification in Downtown Owen Sound. Ms. Coulter advised that the City and the Owen Sound Downtown Improvement Area (OSDIA) have a long-standing relationship that was solidified in 2019 when the City and the OSDIA entered into a partnership agreement. Regarding beautification and maintenance in the downtown, the City has two staff persons on rotation to water flowers seven days a week, and one staff person dedicated to maintenance, working 40 hours per week in the downtown. Ms. Coulter advised that the beautification plan relies on the Northwoods Plan, the Downtown/Harbourfront Master Plan, and the City's Official Plan to accurately place banners, baskets, and pots.

In 2019, 1st Avenue East underwent a major transformation - phase one of the Downtown River Precinct, which focused on making the area inclusive and pedestrian-focused. It features hanging baskets, shade sails, wider pedestrian areas, heritage lights, bike racks, and event space – a mix of programmable and non programmable space to draw people and events to the riverfront.

Ms. Coulter highlighted the Downtown/Harbourfront Master Plan, noting that it is larger than just the downtown and contains five distinct areas. 2nd Avenue is more pedestrian-focused with its banners, raised beds, hanging baskets, and planters that are used to soften and beautify the area. 3rd Avenue is different from 2nd Avenue in that it is known as a 'Corporate Avenue', which contains wide gracious planting areas, distinct entries to business developments, and screening of existing parking areas.

Lastly, Ms. Coulter advised that the Downtown/Harbourfront Master Plan and Official Plan remain relevant, and that what has been done to date in the downtown has had a positive impact. The partnership between the

City and the OSDIA is strong, and both parties should continue to work toward their shared visions for Downtown Owen Sound.

The Director of Public Works and Engineering joined the meeting at this time.

b. Presentation from Jacklyn Iezzi, Junior Planner Re: Draft Community Improvement Plan

The Junior Planner provided a presentation regarding the proposed Community Improvement Plan (CIP). Ms. Iezzi advised that a CIP promotes revitalization and place-making to attract tourism, business investment, and economic development while encouraging brownfield remediation and redevelopment, and making effective use of community infrastructure. Ms. Iezzi reviewed the City's previous CIP and highlighted the 12 incentive programs that are proposed as part of the new CIP, which include:

- Façade and Structural Improvement Grant Program;
- Vacant Lands Tax Assistance Program;
- Brownfields Financial Tax Incentive Program;
- Heritage Property Tax Relief Program;
- Tax Increment Equivalent Grant (TIEG);
- Surplus Lands and Buildings;
- Property and Landscaping Improvement Grant;
- Accessibility Improvement Grant;
- Start-up Space Leasehold Improvement Grant;
- Vacant Buildings Conversion/Expansion Grant;
- Study and Design Grant; and
- Development Charges Rebate Program.

Ms. Iezzi added that three new sections have been added to the CIP, and general updates have been conducted with regard to Mapping, Glossary, and Section 2: Basis of CIP.

Lastly, Ms. Iezzi advised that the City's current CIP expires on December 31, 2020 and that the new CIP is anticipated to take effect in December 2020.

Moved by Deputy Mayor O'Leary

DIA-201014-004

**"THAT in consideration of Staff Report CS-20-102 respecting the draft Community Improvement Plan, the Owen Sound Downtown Improvement Area Board of Management receives the Draft Community Improvement Plan for information purposes."**

Carried.

**6. PUBLIC QUESTION PERIOD**

- a. Dan Hilliard of Nathaniel's Restaurant asked the following question:

Is the City or will the City give business owners a tax break because of COVID-19 and also because we have all had a loss of business during the 10th Street Bridge construction?

The City Manager advised that staff will report back at a later date.

The Director of Public Works and Engineering left the meeting at this time.

**7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED**

Having declared a pecuniary interest, Member Reid left the Council Chambers.

- a. Correspondence from Francesca Dobbyn, Executive Director for United Way of Bruce Grey Re: Request for Donation for the All In Ontario Challenge

Moved by Member Taylor

DIA-201014-005

**"THAT in consideration of correspondence dated October 14, 2020 from United Way of Bruce respecting a donation of \$200 DIA dollars to the 'All in Ontario' challenge, the Owen Sound Downtown Improvement Area Board of Management supports the donation of \$200 DIA dollars to the 'All in Ontario' challenge."**

Carried.

Member Reid returned to his chair.

- b. Correspondence from Cheryl Sims of the Sun Times Re: Request to Sponsor a Veteran

Moved by Member Reid

DIA-201014-006

**"THAT in consideration of correspondence dated October 7, 2020 from the Sun Times respecting Request to Sponsor a Veteran, the Owen Sound Downtown Improvement Area Board of Management:**

- 1. Receives the correspondence for information purposes; and**
- 2. Donates \$100 to the Owen Sound Royal Canadian Legion Poppy Campaign."**

Carried.

**8. REPORTS OF DIRECTORS AND CITY STAFF**

- a. Report CR-20-073 from the Director of Corporate Services Re: 2020 Financial Forecast - DIA

This Item was discussed after Item 4.b.

- b. Verbal Report from Chair Parsons Re: COPS Program

Chair Parsons advised that he was in contact with J.P. Caron of the Citizens on Patrol Program (COPS) to receive a status update on the program. The program was shut down due to COVID-19, but has since restarted in June 2020. Chair Parsons noted that the Owen Sound Downtown Improvement Area Board of Management (OSDIA Board) has historically supported this program, and has budgeted to support the program in 2020. Chair Parsons noted that J.P. Caron is intending to provide a presentation to the OSDIA Board at the November meeting, at which time the OSDIA Board can make a decision on funding the program.

Moved by Member Reid

DIA-201014-007

**"THAT in consideration of the Verbal Report provided October 14, 2020 by Chair Parsons respecting the COPS Program, the Owen Sound Downtown Improvement Area Board of Management receives the Verbal Report for information purposes."**

Carried.

- c. Verbal Report from the Board Treasurer Re: Board Finances

The Board Treasurer provided an overview of the current financial state of the OSDIA Board, including an update on accounts.

Moved by Member Hannen

DIA-201014-008

**"THAT in consideration of the Verbal Report provided October 14, 2020 by the Board Treasurer respecting Board finances, the Owen Sound Downtown Improvement Area Board of Management receives the Verbal Report for information purposes."**

Carried.

- d. Verbal Report from Inspector Fluney Re: Police Update

Inspector Fluney advised that despite the challenges presented by COVID-19 and the weather, the Owen Sound Police Services (OSPS) was able to run its golf tournament on October 2, 2020 with half of the funds raised being donated to the REACH Centre Grey Bruce to support the self-funded local agency that provides support and programs to youth and

adults with intellectual or developmental disabilities. The OSPS received several generous donations from local business to be used as prizes that allowed the OSPS to be able to donate \$3,000 to the REACH Centre.

Inspector Fluney advised that the OSPS will be hosting a college student from Conestoga College on co-op program to start in the coming weeks to assist with programs such as a creating a visual inventory via video in the downtown that would allow Police to see exactly what has happened when crime occurs.

Lastly, Inspector Fluney noted that Police conducted 132 hours of foot patrol in the downtown core in the month of September.

Moved by Deputy Mayor O'Leary

DIA-201014-009

**"THAT in consideration of the Verbal Report provided October 14, 2020 by Inspector Fluney respecting a Police Update, the Owen Sound Downtown Improvement Area Board of Management receives the Verbal Report for information purposes."**

Carried.

## 9. MATTERS POSTPONED

- a. Report CS-20-078 from the Manager of Parks and Open Space Re: Beautification in the DIA Zone

The Director of Community Services provided an overview of the report.

Moved by Deputy Mayor O'Leary

DIA-201014-010

**"THAT in consideration of Staff Report CS-20-078 respecting beautification in the DIA zone, the Owen Sound Downtown Improvement Board of Management considers the desired level of service prior to the City's 2021 budget process."**

Carried.

- b. Verbal Report from Member Reid Re: Equal Levels of Service

Member Reid advised that the Owen Sound Downtown Improvement Area Board of Management (OSDIA Board) should be providing equal levels of service throughout its mandated area, not just through beautification and flowers, but also maintenance.

Moved by Member Reid

DIA-201014-011d

**"THAT in consideration of a Verbal Report from Member Reid respecting Equal Levels of Service, the Owen Sound Downtown**

**Improvement Area Board of Management supports providing equal levels of service to all areas of the Owen Sound Downtown Improvement Area, as financially possible."**

Prior to a vote on the motion, Member Reid requested a recorded vote:

	In Favour	Opposed
Member Aslam		X
Member Cole		X
Member Hannen		X
Councillor Koepke		X
Deputy Mayor O'Leary		X
Member Reid	X	
Member Taylor		X
Member Walcott	X	
Vice Chair Furtner		X
Chair Parsons		X

The resolution was defeated with two (2) votes in favour, and eight (8) votes opposed.

#### **10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN**

There were no motions for which notice was previously given.

#### **11. CORRESPONDENCE PROVIDED FOR INFORMATION**

- a. Final Approvals issued for the following Business Licences in the Downtown Improvement Area:
- Cannabis Grey Bruce located at 236 8th Street East
  - Crowns and Fades Hair Salon relocated to 925 2nd Avenue East
  - James Special Services Inc. located at 1035 3rd Avenue East

Moved by Councillor Koepke

DIA-201014-012

**"THAT the Owen Sound Downtown Improvement Area Board of Management receives the following items listed on the October 14, 2020 agenda for information purposes:**

- a. Final Approvals for Business Licences in the Downtown Improvement Area."**

Carried.



## 12. DISCUSSION OF ADDITIONAL BUSINESS

### a. OSHaRE's New Format

Member Cole advised that he has recently noticed increasing levels of garbage in the downtown as a result of OSHaRE providing take-out meals rather than letting individuals into their building. Member Cole is asking that all individuals place their garbage in the garbage receptacles located throughout Downtown Owen Sound, rather than placing garbage on the ground.

### b. Delivery Services

The Manager of Community Development and Marketing advised that correspondence was received from the Ginger Press respecting starting a delivery service in Downtown Owen Sound that all downtown merchants could take part in. Vice Chair Furtner advised that delivery services are needed now more than ever, but expressed concerns with costs and timing of deliveries.

Member Reid added that the City of Owen Sound has several local couriers in operation that he would not like to see the Owen Sound Downtown Improvement Area take business away from.

### c. Notice System for Theft

Councillor Koepke advised that there has historically been a mechanism in place whereby merchants could contact other businesses in the downtown if they were made aware of suspected theft, and inquired if such a program was still in operation.

Inspector Fluney noted that this type of program has great value and was historically used for counterfeit money. Chair Parsons noted that a letter regarding an anti-theft program could be drafted by the Chair and distributed to the general Owen Sound Downtown Improvement Area (OSDIA) membership if that is the desire of the OSDIA Board.

Moved by Councillor Koepke

DIA-201014-013

**"THAT the Owen Sound Downtown Improvement Area Board of Management waives the notice provision in the procedural by-law to permit the presentation of a motion respecting an anti-theft program."**

Carried by a 2/3 vote.

Moved by Councillor Koepke

**"THAT the Owen Sound Downtown Improvement Area Board of Management (OSDIA Board) directs the OSDIA Chair to draft a letter to the OSDIA general membership respecting an anti-theft notification program in Downtown Owen Sound."**

Carried.

**13. NOTICES OF MOTION**

There were no notices of motion.

**14. ADJOURNMENT**

The business contained on the agenda having been completed, Chair Parsons adjourned the meeting at 7:31 p.m.