



Minutes

Owen Sound Downtown Improvement Area Board of Management

May 12, 2021, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS

PRESENT:

Chair Dave Parsons
Vice Chair Jacqueline Furtner (via video)
Member Ron Cole (via video)
Member Kathy Hannen (via video)
Councillor Marion Koepke (via video)
Deputy Mayor Brian O'Leary (via video)
Member Peter Reid (via video)
Member Lois Taylor (via video)
Member Winnifred Walcott (via video)

MEMBERS ABSENT: Member Waleed Aslam
Member Dianne Mattice

STAFF PRESENT: Tim Simmonds, City Manager
Pam Coulter, Director of Community Services
Nelly Morrow, Deputy Treasurer/Manager of Accounting (via video)
Michelle Palmer, Manager of Purchasing, Risk and Asset Management (via video)
Brent Fisher, Manager of Community Development and Marketing (via video)
Jamie Eckenswiller, Deputy Clerk
Jeff Fluney, Police Inspector (via video)

1. CALL TO ORDER

Chair Parsons called the meeting to order at 5:31 p.m.

2. CALL FOR ADDITIONAL BUSINESS

There was no additional business.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF MINUTES

- 4.a Minutes of the Owen Sound Downtown Improvement Area Board of Management meeting held on March 10, 2021

DIA-210512-001

Moved by Deputy Mayor O'Leary

"THAT the Owen Sound Downtown Improvement Area Board of Management approves the minutes of the meeting held on March 10, 2021."

Carried.

- 4.b Minutes of the Special Owen Sound Downtown Improvement Area Board of Management meeting held on April 14, 2021

Prior to the approval of the minutes from the April 14, 2021 Special Owen Sound Downtown Improvement Area (OSDIA) Board of Management meeting, the Director of Community Services noted that since the approval of the Operating Agreement between the City and the OSDIA Board at the April 14, 2021 Special OSDIA meeting, administrative updates were made to the agreement to provide greater clarity and ease of reference for both parties. Ms. Coulter added that the changes are administrative in nature and do not change the essence of the agreement.

DIA-210512-002

Moved by Councillor Koepke

"THAT the Owen Sound Downtown Improvement Area Board of Management approves the minutes of the Special meeting held on April 14, 2021."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

- 5.a Deputation from Anne Marie Shaw, Director of Housing, Grey County Re: Affordable Housing and Homelessness Initiatives

Grey County Director of Housing, Anne Marie Shaw, provided a deputation on Grey County's Affordable Housing and Homelessness Initiatives. Ms. Shaw advised that the County of Grey owns and manages 997 affordable housing units, administers funding to non-profit housing providers, provides access to affordable housing by managing the affordable housing waitlist, provides options for affordable housing, and meets complex local housing needs.

Member Hannen joined the meeting at this time.

Ms. Shaw provided an overview of affordable housing, noting that housing affordability is considered to be no more than 30% of a household's gross income, and provided a breakdown on what individuals on Ontario Works and Ontario Disability Support programs can afford, as well as seniors with a monthly income of \$2,000. Ms. Shaw advised that the average market rent for a one-bedroom unit in Grey County currently sits at \$817 per month. The increase in rent price is being driven by a reduction in available rental units year after year.

As of December 2020, Grey County had 913 applicants on its housing waitlist, with 620 of those applications coming from Grey County residents.

Ms. Shaw advised that the County subsidized 1677 units of housing in 2020 and provided an overview of housing allocation, noting that the average wait time for housing varies by location but is typically between two to five years.

The County of Grey recognizes the need for greater numbers of affordable housing units and established an Affordable Housing Task Force with a mandate of creating additional affordable housing. The Task Force developed an action plan to create more affordable housing through rent supplements, co-investment with non-profit housing providers, long-term care and Grey County Housing re-developments, and incentives for the development of affordable housing.

Ms. Shaw advised that the Affordable Housing Task Force established an affordable housing fund that will include a 1% annual levy contribution, federal and provincial funding, and the divestment of property. These funds will be used to create new affordable housing, renovate existing affordable housing, and provide rent supplements and other programs to allow residents to remain housed.

Ms. Shaw provided an overview of new housing that has been created in recent years and noted that there are currently new units being constructed that are scheduled to be complete in 2022, adding that the County is planning to create an additional 200 affordable housing units throughout the County.

Grey County is a "Housing First" community because when a person is housed, there is better stabilization that will allow for them to be better supported overall and help them to avoid chronic homelessness.

Ms. Shaw noted that Grey County has an emergency short term housing program that is administered by Y housing that supported 395 emergency short term accommodations through hotels, motels, and private landlords with an average stay length of seven days. This represents a 160% increase in stays and a 300% increase in cost compared to 2019.

Grey County established a Housing Response Table in 2020 that is a "By Name" list of individuals in real-time that is designed to prioritize housing for individuals

experiencing chronic homelessness. Grey County has funded an outreach worker that will assist these individuals find housing and support.

Ms. Shaw noted that Grey County continues to offer its Sustainable Housing Benefit to eligible Grey County residents to assist them with funding for rental or utility arrears, last month's rent costs, and moving expenses.

Ms. Shaw advised that Grey County receives funding from the province through the Social Services Relief Fund that is designed to assist community agencies that support people who are experiencing or are at risk of homelessness.

Ms. Shaw reviewed Grey County's Housing and Homelessness Report Card to measure progress based on targets that were set for 2014-2024 and advised that the County of Grey has surpassed its goal based on the target that was set for new units.

To support the County's Housing and Homelessness Initiatives, Ms. Shaw advised that the Owen Sound Downtown Improvement Area Board of Management can continue to provide support for Community Improvement Plans and encourage the public to participate in the [Community Safety and Well-Being Survey](#) that is currently taking place.

5.b Deputation from Victoria Watson, BDO Canada LLP Re: 2020 OSDIA Audited Financial Statements

Victoria Watson of BDO Canada LLP provided a presentation on the Owen Sound Downtown Improvement Area (OSDIA) Board of Management's 2020 audited financial statements, noting that BDO has provided a clean opinion on the OSDIA Board's audited financial statements, the highest assurance that can be provided.

Ms. Watson advised that the Board has assets totaling approximately \$173,600, and liabilities totaling approximately \$11,700 for a net financial asset of approximately \$161,900. With the addition of \$1,715 in non-financial assets, Ms. Watson advised that the OSDIA Board's final accumulated surplus amount for 2020 is \$163,609.

DIA-210512-003

Moved by Member Hannen

"THAT in consideration of the presentation provided May 12, 2021 from Victoria Watson, BDO Canada LLP respecting 2020 Owen Sound Downtown Improvement Area Audited Financial Statements, the Owen Sound Downtown Improvement Area Board of Management approves the draft 2020 Audited Financial Statements as prepared by BDO Canada LLP."

Carried.

6. PUBLIC QUESTION PERIOD

There were no questions from the public.

7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED

- 7.a Correspondence from Leigh Greaves, Harmony Centre Owen Sound Re: Harmony Centre Goods and Service Auction

DIA-210512-004

Moved by Member Walcott

"THAT in consideration of correspondence received April 19, 2021 from Leigh Greaves, Harmony Centre Owen Sound respecting a donation to the Owen Sound Harmony Centre's Annual Goods and Services Auction, the Owen Sound Downtown Improvement Area Board of Management approves the donation of four (4) \$25.00 DIA Dollar gift certificates to the Harmony Centre Owen Sound for their Annual Goods and Services Auction."

Carried.

8. REPORTS OF CITY STAFF

- 8.a Report CS-21-040 from the Director of Community Services and Manager of Purchasing, Risk and Asset Management Re: Next Steps for Procurement of Web Design Services

The Director of Community Services and Manager of Purchasing, Risk and Asset Management provided an overview of the report.

DIA-210512-005

Moved by Member Cole

"THAT in consideration of Staff Report CS-21-040 respecting the Next Steps for Procurement of Web Design Services, the Owen Sound Downtown Improvement Area Board of Management directs staff to proceed with an Open Competition Procurement Process."

Carried.

The Manager of Purchasing, Risk, and Asset Management left the meeting at this time.

- 8.b Report CS-21-046 from the Manager of Community and Business Development and Events Assistant Re: 2021 Events and Activations, Marketing and Promotion

The Manager of Community Development and Marketing provided an overview of the report.

Member Taylor left the meeting at this time.

DIA-210512-006

Moved by Deputy Mayor O'Leary

"THAT in consideration of Staff Report CS-21-046 respecting 2021 Events and Activations, Marketing and Promotion, the Owen Sound Downtown Improvement Area Board of Management:

- 1. Approves the 2021 Events and Activations as well as Marketing and Promotion as outlined in the report; and**
- 2. Approves the cancellation of the Hottest Street Sale Under the Sun and Fifties First Friday due to current and anticipated gathering limits and restrictions with funds to be set aside in the Board reserve."**

Carried.

Member Reid expressed concerns with the proposed level of marketing in the Downtown and put forward the following motion:

DIA-210512-007

Moved by Member Reid

"THAT in consideration of Staff Report CS-21-053 respecting 2021 Events and Activations, Marketing and Promotion, the Owen Sound Downtown Improvement Area (OSDIA) Board of Management directs staff to schedule a Special Meeting in June, 2021 to consider:

- 1. The City and OSDIA Operating Agreement; and**
- 2. Additional marketing campaigns with a value up to \$10,000 to support businesses in the downtown."**

Carried.

8.c Verbal Report from the Director of Community Services Re: Garbage Pick-up Update

The Director of Community Services advised that in discussing the disposal of waste collected by volunteers in the Downtown Improvement Area with the Director of Public Works and Engineering and the Manager of Parks and Open Space, the City has come up with options for waste disposal. Rather than purchasing a garbage bag tag, anyone collecting waste can contact the Director of Public Works and Engineering to receive a tag and the City will track the number of garbage bag tags provided to this effort. Alternatively, anyone collecting waste in the Downtown Improvement Area that may not be able to transport the waste elsewhere for disposal via regular garbage collection can contact the Manager of Parks and Open Space to receive a key for the locked waste receptacle located in Parking Lot 8 – in the 700 block of 1st Avenue East.

DIA-210512-008

Moved by Member Reid

"THAT in consideration of the Verbal Report provided May 12, 2021 by the Director of Community Services respecting Garbage Pick-up Update, the Owen Sound Downtown Improvement Area Board of Management receives the Verbal Report for information purposes."

Carried.

8.d Verbal Report from the Board Treasurer Re: Board Finances

Member Hannen provided a Verbal Report on Board Finances. Member Hannen advised that the Owen Sound Downtown Improvement Area (OSDIA) Board of Management has received \$29,672.30 that was due to the OSDIA from the City of Owen Sound, noting that the funds are currently in the OSDIA's operating account.

Member Hannen advised that the OSDIA Board's GIC has matured, and these funds have been deposited into the OSDIA Board's High Interest Savings Account. Member Hannen added that the OSDIA Board has the option to purchase a 10-Month GIC at a rate of 0.5% if interested.

DIA-210512-009

Moved by Member Hannen

"THAT in consideration of the Verbal Report provided May 12, 2021 by the Board Treasurer respecting Board Finances, the Owen Sound Downtown Improvement Area Board of Management directs staff to:

- 1. Transfer \$29,672.30 from the OSDIA Operating Account into the High Interest Savings Account; and**
- 2. Place \$45,000 into a 10-Month GIC."**

Carried.

8.e Verbal Report from the Police Inspector Re: Police Update

Inspector Fluney advised that May 9-15, 2021 is Police Week in Canada and that this year's theme is "Working Together to Keep our Communities Safe". Due to COVID-19 pandemic restrictions, the events will be different from previous years. Inspector Fluney noted that there will be a focus on social media, highlighting the work of staff, and celebrating community partnerships.

Member Cole left the meeting at this time.

Inspector Fluney advised that in partnership with the Y Grey-Bruce Settlement and Language Services, the Community Services Officer provided a virtual

presentation on frauds and scams to newcomers to Owen Sound to help protect their finances and help prevent identity theft.

Inspector Fluney advised that the Owen Sound Police Services will be continuing with its "Youth in Policing Initiative". The program offers funding to Police Services to hire summer students. This initiative provides students with an opportunity to see what policing is like and to get involved in the community.

Inspector Fluney noted that Owen Sound Police Services has two new Officers joining the force. Miranda Lantz has recently returned from the Ontario Police College and will begin her training with a Coach Officer this week. Julie Wyville was also recently hired and will begin her training at the Ontario Police College this week.

Lastly, Inspector Fluney advised that Police conducted 156 hours of foot patrol in March and 125 hours of foot patrol in April, all in the Downtown.

DIA-210512-010

Moved by Vice Chair Furtner

"THAT in consideration of the Verbal Report provided May 12, 2021 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

There were no matters postponed.

10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There were no motions for which notice was previously given.

11. CORRESPONDENCE PROVIDED FOR INFORMATION

11.a Correspondence from the OSDIA Board Chair Re: BarterPay and Retail Council of Canada Grant Program

11.b Correspondence from the Ministry of Small Business and Red Tape Reduction Re: Small Business Support Grant

11.c Final Approvals issued for the following Business Licences in the Downtown Improvement Area:

- Essential Cleaning Company, a cleaning company office located at 998 2nd Avenue East
- CTRE Productions/Ellis Gray Consulting, a production company relocated to 899 2nd Avenue East

- Dr. Pat Duronio - Dentistry, a dental office located at 1101 2nd Avenue East, Unit 201
- On Point Insulation, an insulation installation service business located at 770 2nd Avenue East

DIA-210512-011

Moved by Deputy Mayor O'Leary

"THAT in consideration of correspondence provided for information purposes listed on the May 12, 2021 Owen Sound Downtown Improvement Area Board of Management (OSDIA Board) agenda, the OSDIA Board receives items 11.a to 11.c for information purposes."

Carried.

12. DISCUSSION OF ADDITIONAL BUSINESS

There was no additional business.

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 7:27 p.m.