

**NAPANEE BIA  
Meeting Minutes  
September 19, 2012  
6:15pm  
Napanee Business Centre**

**Attendance:** Brad Way (Chair), Peter Veltheer (Treasurer), Doris Lucas, Shaune Lucas, James Timlin, Renee Hutzler, Tom Coke, Trent Gervais

**Absentee:** Ashley Arnold (Vice Chair), Bill Pierson (Town Representative), Cris Vilela

1. Call meeting to order 6:23 pm
2. Disclosure of pecuniary interest- **NONE**

**General Discussion:**

*Please note an error in a quorum being present resulting in a general discussion taking place.*

**Non Attendance**

- **Non-attendance:** The first topic that came up for discussion was that of non-attendance by a number of Directors. Peter raised concern of Councilor Pierson's attendance which could translate in less than satisfactory communication between the Town and the BIA.
- Shaune stated that 50% of the people are here and that it is difficult to move forward. He also indicated a desire to show an absent list of all the directors who fail to attend meetings.
- Brad indicated the importance of having a strong board, an active board, and board with a full slate of directors.
- **ACTION: Brad stated that he would request Cris step down due to his lack of attendance for the past several months.**

**B.I.A. Agenda**

- Shaune indicated that he would like to see under New Business, "New and Terminating Businesses"

**Trent Gervais' Report: Beautification**

- Trent Gervais from Town Hall presented a report regarding the costs of the Maintenance and Supply of Flowers for the B.I.A. Mr. Gervais spoke about the many changes that have been taking place at the Town of Napanee regarding personal and directional change. Beautifications new contact person moving forward will be Dan MacDonald.

- Moving forward, Mr. Gervais stated that he wants to see a continued partnership between the Town of Napanee and the Napanee BIA
- They are interested in seeing a horticulture student help out for the summer months.
- Mr. Gervais indicated a few areas of opportunity which include garbage clean up, picking of cigarette butts and weeding.
- Renee Hultzer responded by stating that it has been a great learning experience.
- A \$4,000 shortfall exists between what the BIA had budgeted and what Parks and Recreation spent. The short fall will be absorbed by the Town.
- Next year, the BIA and Town of Napanee partnership will continue with the BIA paying for “budgeted” materials and the Town donating the equipment. Shaune inquired whether or not the golf cart could be used again. Trent responded by stating that from the Town’s perspective it is more work and less efficient to use the cart. Use of the cart was not taken of the table, but the BIA must understand the full impact of the request.
- Peter asked Trent about the possibility of the BIA requesting for funding to support the hiring of a student labourer to work in the summer months that would work for the BIA, but be managed by the town. **ACTION: This is something to investigate further.**

### **Parking Assessment Project**

- **ACTION: Shaune asked Trent if parking signs can be posted along the downtown core. It was recommended that before this occurs, that Shaune together with Peter and Trent would work together to inventory parking spots and put together a formal proposal for the BIA to consider.**
- **ACTION: Tom will continue the Parking Strategy with the Parking Committee that Olivia had started.**

### **Town Lighting**

- A question was asked regarding Town lighting and whether or not it was up to the illumination standard. Trent commented that they are still awaiting a report, but regardless of if they are up to standard or not, they were not up to ‘our’ standard. General discussion issued about improvements. Improvements such as putting on an extension to every pole. The cost to improve lighting would be \$5,000 per light, with 13 lights and the installation of 2 new poles per block for additional 8 new poles or 21 lighting poles. Trent also mentioned that the wiring would need to be replaced. At that time it would be a good idea to consider the look of the side walk.
- Trent said that they are also looking at improving sidewalks in the downtown area as a number of them are cut up- cost associated with this project is \$80.00 a meter. The best way to approach this project according to Trent is to do it in phases. Peter agreed saying that a block a year would be a major success.
- Brad inquired to Trent about how the lighting issue was being positioned to the BIA. Although the BIA would like to be consulted on the issue the responsibility can not be the BIA’s.

- Shaune responded by saying that when the lights went operational that the BIA wasn't part of that discussion and reiterated the seriousness of the illumination problems and commented that it is very dark.
- Trent concluded this discussion by commenting that a report is going before Town Council which recommends completing a block at a time. They are going to look at existing funds and proceed from there. Trent finished the discussion by stating that at least 90% of all lighting needs to be replaced and that he is looking into liability issues.

### **Christmas Lighting**

- Biggest concern is that of money. James Timlin reported that a few stores were not on board yet, but felt confident that the project is well positioned to move forward. Brad indicated that he would like to see invoices and contracts returned as soon as possible. Shaune commented that invoices should go out now to the respective businesses.
- Funding from PELA CFDC was denied for this year.
- Sponsorship from our first source was seriously considered, but in the end was turned down. James indicated alternatives that he is considering for sponsorship and naming rights to the light show.
- James stated that the lights are being ordered and there is a need to put into place an opening night for the start of lights
- After thanksgiving-November 15<sup>th</sup> ish was a date that was brought up
- Brad indicated he would like the lights to begin installation in the middle of October giving time for town staff to work through arising issues.

### **Construction of Splash Pad**

- Trent updated the board with the news that ground on the construction of the splash pad will break next week
- They are looking at updating the facility; improving washroom conditions
- The splash pad will have 12 heads total, and the town feels that this is something that can attract not only families, but also aid to attract boaters into the area
- Brad inquired about parking availability and Trent responded by saying that there are 49 spots available even with the volleyball court being there.
- Shaune asked how businesses can help summer programs. Trent responded by stating that camp staff should be better utilized. Shaune said that the BIA will continue to share cost of Christmas lights. Discussion went back to lighting. Trent informed the board that Ontario Hydro will not allow the Town to put up any of their own hydro poles. Shaune raised the point that council installed a crosswalk sign, so why couldn't they put any hydro poles up
- Trent then reported that there have been many complaints to public works regarding the overall aesthetics look of the parks. Renee asked community living if we can get two bodies to help with this and to clean up the park. It would cost 200.00 a month for 2 hours a day, five days a week for 3 months. The overall weed control according to Renee between John and Robert Streets has been awful. Peter commented that 63 Dundas street looks like crap-no merchants like the looks of it.

- Trent envisions a specific crew for central Napanee- Park, bridge, flowers, weeds, snow etc. He is working on that for the interim.
- Brad loves the partnership idea with Community Living, and Peter agrees noting that it's a cheap option.
- **ACTION: Have Tom work alongside with Renee to further explore and develop this partnership**

### **Christmas Hanging Baskets**

- Renee asked requested the board consider purchasing 23 Christmas Hanging baskets for \$1000.
- Brad suggested that it would be nice to purchase said baskets but to request a sponsorship.
- Renee requested sponsorship from one source; however they offered to pay for only two baskets in front of their building.
- Doris felt that the price was higher than she would have expected.
- Shaune and Peter are ok with the additional \$1,000. Doris asked if a tender for the hanging baskets should be completed.
- Brad wants hanging baskets but would like Tom to work with Renee to receive a tender from Penny and Sharp's flowers. Hanging baskets should be up by December 1<sup>st</sup>.
- **ACTION: Have Tom contact Penny from Sharp's Flowers and arrange to get a quote for the hanging baskets and then compare her price**

### **Community Living Partnership**

- Renee asked for \$600.00 for Community Living to help clean up the downtown area for October thru December. Mondays and Fridays are the only days the town cleans and she would like to have 5 day a week clean up. Two Community Living staff, plus their own supervisor would work 2 hours/day 5 days a week for a monthly commitment of 200 from the BIA. Brad loves this idea as it's a new partnership established between the BIA and Community Living. Renee wants a schedule worked up. Brad wants Tom to follow up with Renee. If program is successful it should be carried over to next year.

### **Strategic Plan**

- Brad brought up the strategic plan and would like to get back on track inviting Karen to come back sometime in October or November. Once we have completed this next phase it may be a good time to hold an open meeting with the membership to receive their input on how to move forward. This should take place in the New Year.

### **Treasurer's Report:**

- Peter said that the YTD financials look really great and that the financial standing is fantastic given the budget savings in staff for the year.

## **Core Area Advisory Committee**

### *Discussion of banners*

- Peter asked whether or not they found the winter banners? Apparently the town has paid for them
- James said that he will speak to Ron regarding this issue
- Brad would love to see the banners up throughout downtown
- Shaune thinks we should have 3 seasons- need a generic a stock banner that is complimentary- put our seasonal banners with the generic ones.
- Shaune believes that the poles should be done first and then the banners
- Peter wants the winter ones up and stated that if we could get spring, summer and fall ones that a price per set is needed and that the BIA upon receiving a tender would consider purchasing.
- **ACTION: Locate the winter banners and investigate the cost of generic banners**

### **We then switched to the next topic of discussion which is the Lip Dub Video**

- James spoke regarding the lip dub video: October 21<sup>st</sup>, 10am, they are doing a big crowd scene and want a large crowd to participate in it. Brad would like Tom to promote that (put it into October's newsbeat!), twitter, facebook, mass email etc.
- **ACTION: Have Tom begin to promote this event (Facebook, Twitter and on October's Newsbeat)**

### **Committee Business:**

- Midway folks gave the BIA a cheque.
- Peter spoke about the Chamber of Commerce eliminating marketing. They are creating a new office- plan is to divide to current chamber space into half where the chamber would be in one half and the BIA the other. The existing 'BIA' office would turn into a rental space for the Chamber, and when it isn't used it could act as a meeting room for both the BIA and Chamber.

Meeting adjourned at 8:30pm.

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Minutes Completed By:

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Date: