



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, February 27<sup>th</sup>, 2020**

**7:30am**

**Kawartha Lakes Police Service Community Room  
6 Victoria Avenue North, Lindsay**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
Charlie McDonald

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Laura LeMiere  
Mark Ridout, Ann Scarlett, Tim White

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

MEETING #RBM-2020-01

## 1.0 CALL TO ORDER

**Called to Order by the Chair (Steve Podolsky, Acting):** 7:35am

**In Attendance:** Steve Podolsky, Leanna Segura, Sandra Falconer, Jim Garbutt, Mark Ridout, Ann Scarlett, Tim White, Councillor Pat Dunn, Councillor Pat O'Reilly, Carlie Arbour

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Nikki Payne & Ashley Locke – City of Kawartha Lakes (departed 8:05am)

**Regrets:** Charlie McDonald, Laura LeMiere, Chief Mitchell

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Mark Ridout

**Seconded By:** Tim White

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-01**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Councillor Dunn

**Seconded By:** Councillor O'Reilly

**Resolved:** That the Minutes of the November 28<sup>th</sup>, 2019 Board of Directors meeting be approved.

**Carried RBM2020-02**

## 3.0 DEPUTATIONS

### 3.1 NIKKI PAYNE (CKL WASTE MANAGEMENT) & ASHLEY LOCKE (CKL COMMUNICATIONS)

- Voluntary Ban of Single-Use Plastics

The deputants gave an overview of single use plastics and styrofoam and the approach historically taken by the municipality in regards to them. They provided information on alternative packaging and difficulties faced with processing them, and that they are taking a reduction approach for single use, in preparation for future provincial and federal regulations. They plan to institute a platform to recognize businesses who institute reduction strategies. Their intention is to launch in April to align with Earth Week, and are looking to receive feedback from the business community.

**Moved By:** Jim Garbutt

**Seconded By:** Councillor O'Reilly

**Resolved:** That the above deputation be received.

**Carried RBM2020-03**

## **4.0 CORRESPONDENCE**

None

## **5.0 OTHER OR NEW BUSINESS**

### **5.1 DOWNTOWN RECONSTRUCTION UPDATES**

Melissa McFarland gave updates. The Enbridge/Aecon work is continuing on schedule, moving west up Kent Street. Overall positive feedback has been received from businesses about the contractors and the progress of the work.

The Kent street block between Lindsay and William stayed blocked off and Hard Co crews began work on February 18<sup>th</sup>. Monday morning updates are being received from Hard Co to all affected businesses.

The newly formed Reconstruction Committee is working on committee structure and identifying priorities.

## **6.0 OTHER OR NEW BUSINESS**

### **6.1 POLICE**

Chief Mitchell sent regrets.

### **6.2 COUNCIL**

Councillor O'Reilly gave updates. Planning has approved several new builds for Lindsay, and reports have come forward for a new hotel. The International Plowing Match will have an information booth at the Farm Show.

### **6.3 STAFF**

Carlie Arbour gave updates. Million Dollar Makeover applications are due Friday. The next intake will occur in May. Digital Main Street Service Squad is helping as many businesses as possible with their digital needs, and the contract will continue until the end of March. The IPM is encouraging local business support with decorated storefront windows. It's recommended that the BIA attend committee meetings and perhaps have a booth at the event.

### **6.4 DOWNTOWN REVITALIZATION**

Steve Podolsky gave updates. A meeting was held with Ec Dev, the BIA and the Chamber to review the work plan. The Trail Towns committee also met, to review updated requirements for the program and to identify priorities.

## 7.0 REPORTS

### 7.1 TREASURER

**Moved By:** Councillor Dunn                      **Seconded By:** Sandra Falconer  
**Resolved:** That the Treasurer's Report of December 2019 be approved.                      **Carried RBM2020-04**

**Moved By:** Councillor Dunn                      **Seconded By:** Sandra Falconer  
**Resolved:** That the Treasurer's Report of January 2020 be approved.                      **Carried RBM2020-05**

### 7.2 MARKETING

**Moved By:** Mark Ridout                      **Seconded By:** Ann Scarlett  
**Resolved:** That the Marketing Committee Minutes of December 2<sup>nd</sup>, 2019 be approved.                      **Carried RBM2020-06**

**Moved By:** Mark Ridout                      **Seconded By:** Ann Scarlett  
**Resolved:** That the Marketing Committee Minutes of January 6<sup>th</sup>, 2020 be approved.                      **Carried RBM2020-07**

**Moved By:** Mark Ridout                      **Seconded By:** Ann Scarlett  
**Resolved:** That the Marketing Committee Minutes of February 3<sup>rd</sup>, 2020 be approved.                      **Carried RBM2020-08**

### 7.3 BEAUTIFICATION

**Moved By:** Leanna Segura                      **Seconded By:** Steve Podolsky  
**Resolved:** That the Beautification Committee Minutes of December 5<sup>th</sup>, 2019 be approved.                      **Carried RBM2020-09**

**Moved By:** Leanna Segura                      **Seconded By:** Steve Podolsky  
**Resolved:** That the Beautification Committee Minutes of January 9<sup>th</sup>, 2020 be approved.                      **Carried RBM2020-10**

### 7.4 PARKING

**Moved By:** Tim White                      **Seconded By:** Jim Garbutt  
**Resolved:** That the Parking Committee Minutes of December 10<sup>th</sup>, 2019 be approved.                      **Carried RBM2020-11**

**Moved By:** Tim White                      **Seconded By:** Jim Garbutt  
**Resolved:** That the Parking Committee Minutes of January 14<sup>th</sup>, 2020 be approved.                      **Carried RBM2020-12**

**Moved By:** Tim White                      **Seconded By:** Jim Garbutt  
**Resolved:** That the Parking Committee Minutes of February 11<sup>th</sup>, 2020 be approved.                      **Carried RBM2020-13**

**Moved By:** Sandra Falconer

**Seconded By:** Jim Garbutt

**Resolved:** That a letter be sent to City of Kawartha Lakes Council recommending an amendment to CKL By-Law 1995-04, to allow a single pass clearing of downtown sidewalks, as soon as feasibly possible following a snowfall.

**Carried RBM2020-14**

## 7.5 ADVOCACY

**Moved By:** Tim White

**Seconded By:** Councillor O'Reilly

**Resolved:** That the Parking Committee Minutes of January 14<sup>th</sup>, 2020 be approved.

**Carried RBM2020-15**

**Moved By:** Tim White

**Seconded By:** Councillor O'Reilly

**Resolved:** That the Parking Committee Minutes of February 11<sup>th</sup>, 2020 be approved.

**Carried RBM2020-16**

## 7.6 CHAIR/VICE-CHAIR UPDATE

No update.

## 7.7 GENERAL MANAGER UPDATE

Melissa McFarland gave updates. New businesses to the downtown in the past few weeks include Olde Mill Candle Co, under the same ownership as Olde Mill Primitives, between The Olympia & Appleseed Quiltworks. Unwrapped, a sustainable living store opened between Kawartha Lakes Classic Flowers and Brittany N Bros. Rustically Signed moved their makers market and DIY workshop space from the 3<sup>rd</sup> floor of the Pie Eyed Monk, to the intersection of Kent & Lindsay. Milk & Honey, a breakfast and lunch café is slated to open on William Street South on Monday. Much of the focus of the General Manager position currently is fielding concerns and complaints from businesses in the face of construction, and working with the committees to advocate for those businesses in any way possible. This includes forming solid relationships with the team leads, various City departments and others.

## 8.0 NEXT MEETING

Thursday, March 26<sup>th</sup>, 2020

7:30am

KLPS Community Room

6 Victoria Avenue North

## 9.0 ADJOURNMENT

**Moved By:** Tim White

**Seconded By:** Ann Scarlett

**Resolved:** That the Board of Directors adjourns its Regular meeting of February 27<sup>th</sup>, 2020 at 9:01am.

**Carried RBM2020-17**



LINDSAY DOWNTOWN

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## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, May 20<sup>th</sup>, 2020**

**9:00am**

**Virtual Meeting  
via Zoom**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
Charlie McDonald

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Laura LeMiere  
Mark Ridout, Ann Scarlett, Tim White

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

**MEETING #RBM-2020-02**

## 1.0 CALL TO ORDER

**Called to Order by the Chair:** 9:19am

**In Attendance:** Charlie McDonald, Steve Podolsky, Leanna Segura, Sandra Falconer, Jim Garbutt, Ann Scarlett, Carlie Arbour

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** Chief Mark Mitchell, Councillor Pat O'Reilly, Mark Ridout

**Absent:** Councillor Pat Dunn, Tim White

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Steve Podolsky

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-18**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Leanna Segura

**Resolved:** That the Minutes of the February 27<sup>th</sup>, 2020 Board of Directors meeting be approved.

**Carried RBM2020-19**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 DOWNTOWN RECONSTRUCTION UPDATES

Melissa McFarland gave updates. Construction is progressing well and on time so far. Most of the major underground work on Kent Street from Lindsay to William has been completed, as well as in the William Street intersection. Surface work will begin soon, with curbs, sidewalks, light standards and landscaping elements being installed over the next few weeks. Most of the sidewalks have been removed, but front entrances to businesses are being maintained.

Jim Garbutt raised a concern about the width of the concrete strip of sidewalk being reduced by half. Carlie Arbour will investigate this claim. Possible issues with foundations were mentioned, and concerns that they may not be rectified before the sidewalk is put in place. Charlie McDonald recommended that a Zoom call be held with Corby Purdy to clarify some issues that have been brought forward, and Melissa McFarland will organize.

## 6.0 OTHER OR NEW BUSINESS

### 6.1 POLICE

Chief Mitchell sent regrets, due to the Police Services Board meeting.

### 6.2 COUNCIL

Councillor O'Reilly sent regrets, and Councillor Dunn was not in attendance.

### 6.3 STAFF

Carlie Arbour gave updates. CKL Economic Development conducted a business survey, which had over 500 responses via phone and online. The aggregated results will be shared when available.

The Economic Recovery Taskforce has the draft Terms of Reference going to Council for approval on Tuesday. The Taskforce is proposed to have a core committee, and working groups, encompassing business organizations like Chambers and the BIA.

The Economic Development website is being updated regularly with business resources, funding information and webinars and can be found at

<https://www.kawarthalakes.ca/en/business-growth/covid-19-business-resources.aspx?mid=31031>

### 6.4 DOWNTOWN REVITALIZATION

Steve Podolsky gave updates. The committee had met prior to the shutdowns to review the workplan and identify priorities and will meet again when able.

## 7.0 REPORTS

### 7.1 TREASURER

**Moved By:** Leanna Segura

**Seconded By:** Steve Podolsky

**Resolved:** That the Treasurer's Report of April 2020 be approved.

**Carried RBM2020-20**

## 7.2 MARKETING

**Moved By:** Laura LeMiere

**Seconded By:** Leanna Segura

**Resolved:** That the Marketing Committee Minutes of March 2<sup>nd</sup> be approved.

**Carried RBM2020-21**

## 7.3 BEAUTIFICATION

**Moved By:** Laura LeMiere

**Seconded By:** Steve Podolsky

**Resolved:** That the Beautification Committee Minutes of March 12<sup>th</sup>, 2020 be approved.

**Carried RBM2020-22**

## 7.4 PARKING

**Moved By:** Jim Garbutt

**Seconded By:** Sandra Falconer

**Resolved:** That the Parking Committee Minutes of March 10<sup>th</sup>, 2020 be approved.

**Carried RBM2020-23**

Discussion was held regarding the reinstatement of parking enforcement in the downtown, which may be reliant on the reopening of City of Kawartha Lakes buildings and facilities so that the Community Liaisons may access the equipment. The BIA will investigate if an arrangement can be made to make an exception for them to access the By-Law Enforcement office, if it is felt that enforcement is required downtown for turnover. Currently this is not yet a problem.

## 7.5 ADVOCACY

No Meeting Minutes to approve

## 7.6 CHAIR/VICE-CHAIR UPDATE

Charlie McDonald gave updates. Classics on Kent, scheduled for July 12<sup>th</sup> has been cancelled.

Conversations have occurred between Chair McDonald and Mayor Letham, regarding options for the future stages of construction, and the BIA will have input into the following options.

Option #1 – Construction of the two remaining phases will proceed as previously scheduled, with Kent Street (from west of William Street, to Victoria Avenue) being completed in 2021; and Cambridge Street (from Peel Street to Russell Street), followed by William Street and York Street being completed in 2022.

Option #2 – Construction of the two remaining phases be delayed by one year, with 2021's work on Kent and Cambridge Streets occurring in 2022, and William and York Streets occurring in 2023.

Option #3 – Construction of the two remaining phases be reversed, with the construction of William & York Streets being completed in 2021, and Kent and Cambridge Streets being completed in 2022.

**Moved By:** Steve Podolsky

**Seconded By:** Laura LeMiere

**Resolved:** That a formal survey be conducted, by phone or in person, to every BIA member, presenting the above 3 options for their vote.

**Carried RBM2020-23**

Melissa McFarland will draft the survey and send to Carlie Arbour for her input into wording and best practices for conducting the survey.

## 7.7 GENERAL MANAGER UPDATE

Melissa McFarland gave updates. During the shutdown, OBIAA has been conducting Best Practices calls via Zoom every Tuesday and Thursday which has given invaluable insight into the challenges faced by BIA's across the province, and strategies to handle various issues. The majority of the General Manager position since March has been focused on business advocacy, researching resources and answering questions. Several social media promotions and giveaways have been conducted, with positive results.

The BIA's new website is live, but not officially launched as some back end training and final edits are being completed. The new domain is lindsaydowntown.ca. The social media strategy is being finalized.

A local supplier list has been created and distributed to the membership to let businesses know where they can source various PPE materials.

As of this date, one business has closed down, not unexpectedly. Buck-a-Roo dollar store closed their doors as of April 30<sup>th</sup>. Much of their garbage was left in the #1 Kent Parkette, and the BIA cleaned it up and disposed of it. By-Law was informed.

## 8.0 NEXT MEETING

The next formal meeting with reports will be held as scheduled on Thursday, June 25<sup>th</sup>.

An interim Board Meeting will be held in between regular meetings for the time being. This meeting will occur on Thursday, June 4<sup>th</sup>, at 7:30am via Zoom. Notices of this meeting (as all BIA meetings are public) will be made available to the membership so that they may observe.

## 9.0 ADJOURNMENT

**Moved By:** Jim Garbutt

**Seconded By:** Sandra Falconer

**Resolved:** That the Board of Directors adjourns its Regular meeting of May 21<sup>st</sup>, 2020 at 10:20am.

**Carried RBM2020-24**



LINDSAY DOWNTOWN

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## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, June 4<sup>th</sup>, 2020**

**7:30am**

**Virtual Meeting  
via Zoom**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
Charlie McDonald

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Laura LeMiere  
Mark Ridout, Ann Scarlett, Tim White

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

MEETING #RBM-2020-03

## 1.0 CALL TO ORDER

**Called to Order by the Chair:** 7:33am

**In Attendance:** Charlie McDonald, Steve Podolsky, Leanna Segura, Jim Garbutt, Laura LeMiere, Mark Ridout, Councillor Pat O'Reilly

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Sandra Falconer (7:37am), Ann Scarlett (7:51am)

**Early Departures:** None

**Guests:** None

**Regrets:** Councillor Pat Dunn

**Absent:** Tim White, Chief Mark Mitchell, Carlie Arbour

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Steve Podolsky

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-25**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Leanna Segura

**Resolved:** That the Minutes of the May 20<sup>th</sup>, 2020 Board of Directors meeting be approved.

**Carried RBM2020-26**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 DOWNTOWN RECONSTRUCTION UPDATES

Melissa McFarland gave updates on the progress in the construction area. The underground work is finished, and focus is on the street surfaces, newly created bumpouts and subsequent landscaping, sidewalks and lampposts. The sidewalks have all been removed, but access to businesses has been maintained with packed gravel to the storefront. It is believed that the work is on schedule, and Lindsay Street work will begin soon.

Jim Garbutt mentioned his concerns about the inside concrete strip on the sidewalk was rumoured to be narrower. Melissa McFarland passed on the information provided to her that the strip is just to create a straight horizontal line where the interlock will start, because the building faces are not all in line with one another. He also brought forward concerns about his foundation and potential structural issues, and advised that the membership should be notified to check their properties. Charlie McDonald advised that he would consult with Engineering and/or CIMA and HardCo.

## 5.2 COVID-19 BUSINESS RESPONSE

Retail openings appear to be going well, with some retailers having waited and opened June 1<sup>st</sup>. Some concerns have been mentioned about the possibility of some businesses price gouging, but this is more likely related to the expense of having to bring some product in from the U.S.

## 6.0 OTHER OR NEW BUSINESS

### 6.1 POLICE

Chief Mitchell was not in attendance.

### 6.2 COUNCIL

Councillor O'Reilly gave updates. The Recovery Task Force Terms of Reference was brought forward and approved by Council. 3 local citizens from the manufacturing, tourism and construction sectors will be included. The intention is for there to be working groups that can have business organizations be a part of. They are discussing the opening of patios when allowed by the province and how more space could be utilized. He also gave updates from Planning on new residential developments. Cancelled events in the CKL include the International Plowing Match, Lindsay Central Exhibition, the large reunion, and any events scheduled in municipal facilities such as the Armoury or recreation centres.

### 6.3 STAFF

Carlie Arbour was not in attendance.

## 7.0 REPORTS

### 7.1 CHAIR/VICE-CHAIR UPDATE

Charlie McDonald gave updates. There have been parking complaints from a business on Cambridge Street South, with employees using the on-street parking and designated back lot parking. He suggests that Wayne English return on a casual basis to monitor without ticketing and that a courtesy card be handed out. Melissa McFarland will create and coordinate with Wayne.

## 7.2 GENERAL MANAGER UPDATE

Melissa McFarland gave updates. Bob FM has created a new version of the subsidy program for businesses and will have her come on the air weekly to give updates on downtown, as well donate gift certificates for giveaways. Kawartha Lake This week also has offered a low-cost advertising program. An additional business closure was reported – the Shoe Repair Shop on William Street South, due to the proprietor moving away.

The Board suggested that sub-committees begin to meet virtually. Melissa will coordinate with Committee Chairs to schedule.

## 8.0 NEXT MEETING

Thursday, June 25<sup>th</sup>, 2020  
Location TBA

## 9.0 ADJOURNMENT

**Moved By:** Leanna Segura

**Seconded By:** Mark Ridout

**Resolved:** That the Board of Directors adjourns its Regular meeting of June 4<sup>th</sup>, 2020 at 8:32am.

**Carried RBM2020-27**



LINDSAY DOWNTOWN

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## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, June 25<sup>th</sup>, 2020**

**7:30am**

**The Grand Experience (177 Kent Street West)  
and via Zoom**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
Charlie McDonald

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Laura LeMiere  
Mark Ridout, Ann Scarlett, Tim White

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

**MEETING #RBM-2020-04**

## 1.0 CALL TO ORDER

**Called to Order by the Chair:** 7:40am

**In Attendance:** Charlie McDonald, Steve Podolsky, Leanna Segura, Sandra Falconer, Jim Garbutt, Laura LeMiere, Ann Scarlett, Carlie Arbour, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Emily Turner, Albert Horne

**Regrets:** Councillor Pat O'Reilly, Mark Ridout, Tim White

**Absent:** Chief Mark Mitchell

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky                      **Seconded By:** Leanna Segura

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-25**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Jim Garbutt                      **Seconded By:** Laura LeMiere

**Resolved:** That the Minutes of the June 4<sup>th</sup>, 2020 Board of Directors meeting be approved.

**Carried RBM2020-26**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

Resignation of Board Director Mark Ridout was received, due to relocation. He passes on his sincere thanks for being part of the organization for the past 4 years, and wishes everyone well in the future.

Discussion was held on how to fill this vacancy, as it is, according to the by-law, "One Business Resident, being a resident of Lindsay who is an owner or operator of a business located outside the Business Improvement Area but within the City". An advertisement will go in the Kawartha Lakes This Week, Lindsay Advocate and through the BIA's social media channels, requesting applications.

A thank-you card and downtown gift certificates will be sent to him, along with a recorded video of all Board and Marketing Committee members saying their thanks and good-bye.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 COMMERCIAL PROPERTIES IN RECONSTRUCTION AREA – FOUNDATION ISSUES

Chair Charlie McDonald reviewed the BIA’s mandate as set out in the Municipal Act, and the item that outlines that the BIA typically is only mandated to oversee the maintenance and condition of municipal properties within the BIA boundary, versus privately owned buildings.

Jim Garbutt gave an overview of the issues he has experience with his property (specifically the foundation) that has been brought to light with the reconstruction in front of his building.

Emily Turner provided information on the Heritage aspects of maintaining properties in the Heritage Conservation District, and offered to put together a Best Practices information guide to be distributed to property owners.

**Moved By:** Jim Garbutt

**Seconded By:** Councillor Dunn

**Resolved:** That communications be sent to the membership (including property owners) to make them aware of potential foundation issues that may have affected the structure of their buildings and could have been exposed in the excavation of the sidewalks in the reconstruction.

	In Favour	Opposed	Abstain
Sandra Falconer		X	
Leanna Segura			X
Ann Scarlett			X
Laura LeMiere		X	
Steve Podolsky		X	
Charlie McDonald		X	
Jim Garbutt	X		
Councillor Pat Dunn	X		
	<b>2</b>	<b>4</b>	<b>2</b>

**Motion Failed**

After discussion of the above motion, a new motion was proposed.

**Moved By:** Councillor Dunn

**Seconded By:** Ann Scarlett

**Resolved:** That communications be sent to the membership that following a concern raised by a property owner regarding their foundation, a Best Practices document developed by the City of Kawartha Lakes’ Heritage Officer be circulated with information on maintaining properties in the Heritage Conservation District.

	In Favour	Opposed	Abstain
Sandra Falconer	X		
Leanna Segura	X		
Ann Scarlett	X		
Laura LeMiere	X		
Steve Podolsky	X		
Charlie McDonald	X		
Jim Garbutt	X		
Councillor Pat Dunn	X		

**Carried RBM2020-27**

## 5.2 REVIEW OF BOARD OF DIRECTORS ROLES & RESPONSIBILITIES / CODE OF CONDUCT

A draft document was circulated. Board Members will inform Melissa McFarland of any concerns or edits they would like to see made to the document no later than July 16<sup>th</sup>, and the document will be eligible for approval at the July 30<sup>th</sup> Board of Directors meeting.

## 5.3 DOWNTOWN RECONSTRUCTION UPDATES

Updates on progress was given by Melissa McFarland. The survey of reconstruction options will be conducted throughout July and the results discussed at the July 30<sup>th</sup> Board of Directors meeting so that a recommendation can be made to the City at that time.

## 5.4 COVID-19 BUSINESS RESPONSE

The Economic Recovery Task Force is conducting working groups with input from various industries. Melissa McFarland will be attending the one specific to Downtowns later today.

# 6.0 OTHER OR NEW BUSINESS

## 6.1 POLICE

No update.

## 6.2 COUNCIL

Councillor O'Reilly sent regrets. Councillor Dunn gave an update. Council is conducting regular meetings again, and is working towards maintaining the budget. Summer student positions throughout most departments have been suspended for the year.

## 6.3 STAFF

Carlie Arbour gave updates, and an overview of the Economic Recovery Task Force working groups. Currently, the Million Dollar Makeover program is temporarily on hold, and will be reviewed again in the recovery efforts. Economic Development has been working with restaurants owners across the city to get their patios running in various means, as a temporary response to Covid-19.

# 7.0 REPORTS

## 7.1 TREASURER

**Moved By:** Steve Podolsky                      **Seconded By:** Ann Scarlett  
**Resolved:** That the Treasurer's Report of May 2020 be approved.

**Carried RBM2020-28**

## 7.2 MARKETING

**Moved By:** Ann Scarlett

**Seconded By:** Leanna Segura

**Resolved:** That the Marketing Committee Minutes of June 18<sup>th</sup> be approved.

**Carried RBM2020-29**

## 7.3 BEAUTIFICATION

*No Meeting Minutes to Approve*

## 7.4 PARKING

**Moved By:** Steve Podolsky

**Seconded By:** Jim Garbutt

**Resolved:** That the Parking Committee Minutes of June 16<sup>th</sup>, 2020 be approved.

**Carried RBM2020-30**

## 7.5 ADVOCACY

**Moved By:** Leanna Segura

**Seconded By:** Councillor Dunn

**Resolved:** That the Advocacy Committee Minutes of June 16<sup>th</sup>, 2020 be approved.

**Carried RBM2020-31**

## 7.6 CHAIR/VICE-CHAIR UPDATE

No update.

## 7.7 GENERAL MANAGER UPDATE

Melissa McFarland gave updates. She has been participating in the regular meetings being held with Team Kawartha Lakes, OBIAA's Best Practices Calls, and the Chamber Roundtable. Digital Main Street has announced a second round of funding for Transformation Grants and Service Squads. One additional business has closed their doors permanently, which is the Hair Care Salon on William Street North. This is not a surprise, as the owner had sold several months ago. A new business, PRI Engineering, has opened at 1 William Street South and will be given a welcome package tomorrow.

## 8.0 NEXT MEETING

Thursday, July 30<sup>th</sup>, 2020

7:30am

Location TBA

## 9.0 ADJOURNMENT

**Moved By:** Steve Podolsky

**Seconded By:** Sandra Falconer

**Resolved:** That the Board of Directors adjourns its Regular meeting of June 25<sup>th</sup>, 2020 at 9:00am.

**Carried RBM2020-32**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, July 30<sup>th</sup>, 2020  
7:30am**

**The Grand Experience (177 Kent Street West)  
and via Zoom**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
Charlie McDonald

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Laura LeMiere  
Ann Scarlett, Tim White

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

MEETING #RBM-2020-06

## 1.0 CALL TO ORDER

**Called to Order by the Chair:** 7:31am

**In Attendance:** Charlie McDonald, Steve Podolsky, Leanna Segura, Sandra Falconer, Jim Garbutt, Laura LeMiere, Ann Scarlett, Councillor Pat Dunn, Councillor Pat O'Reilly, Carlie Arbour

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Albert Horne

**Regrets:** None

**Absent:** Chief Mark Mitchell, Tim White

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky

**Seconded By:** Leanna Segura

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-33**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Ann Scarlett

**Resolved:** That the Minutes of the June 25<sup>th</sup>, 2020 Board of Directors meeting be approved.

**Carried RBM2020-34**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

### 4.1 2021 BUDGET

Received from Krystina Cunningham, on behalf of the City of Kawartha Lakes Treasurer. The 2021 Budget is due on October 16<sup>th</sup>, with presentations to Council to follow in January.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 DOWNTOWN RECONSTRUCTION – UPDATES & BUSINESS SURVEY

Surveys of previously discussed options for the remaining phases of reconstruction were presented to the membership by Steve Podolsky and Melissa McFarland. All businesses were

given the opportunity to respond, and 107 responses out of a potential 162 were received, with the results below.

Option #1 - Construction of the two remaining phases proceed as previously scheduled	61%
Option #2 - Construction of all remaining phases is delayed a year	20%
Option #3 - Construction of the two remaining phases be reversed	7%
No Preference	15%

**Moved By:** Jim Garbutt

**Seconded By:** Steve Podolsky

**Resolved:** That the data collected in the Reconstruction Options Survey will be provided to CKL Council and Staff, noting that 61% of the respondents would like to see the reconstruction proceed as previously scheduled in 2021 and 2022.

**Carried RBM2020-35**

Updates were given regarding the drainage system in front of Shoppers Drug Mart – issues were identified with the installation and there has been need to tear out the work that was done and re-do. The installed planter bench at the corner of Kent & Lindsay was noted to be much lower than the others, likely due to the slope of the sidewalk, and as it poses a possible accessibility issue and does not meet the specifications of the plan, will be corrected. Discussion was held regarding the installation of the trees, and whether there is concerns with the trees being of different heights as they are installed on different years. Steve Podolsky will follow this inquiry up with Engineering and CIMA for clarification.

## 5.2 REVIEW OF BOARD OF DIRECTORS ROLES & RESPONSIBILITIES / CODE OF CONDUCT

An updated document was presented that is a blanket CKL policy that is to apply to both Council and Local Boards of Management. Board members are to review this document to ensure that it covers everything needed by the BIA, and will be adopted at the August meeting. Any questions regarding it's content should be sent to Melissa McFarland no later than one week before the meeting.

## 5.3 COVID-19 BUSINESS RESPONSE

The mask policy was implemented well and there are no notable issues from downtown businesses that have come to our attention. Stage 3 reopenings were for the most part successful, with many restaurants still using their reconfigured patios, and adjusting their business operations inside. Indoor dining has not proved to be overly busy, but there is still a demand for patios and takeout.

## 6.0 OTHER OR NEW BUSINESS

### 6.1 POLICE

No update.

## 6.2 COUNCIL

Councillor O'Reilly gave updates on new residential development in Lindsay. 2 committees have been formed as a result of Covid-19 – the Economic Recovery Task Force, and a Social Committee who will be looking at the impact on area non-profit organizations.

## 6.3 STAFF

Carlie Arbour gave updates. The Heritage Conservation study is in process for the area of Kent Street East. There is information on the website, and 2 public meetings via Zoom have been scheduled for August 13<sup>th</sup> and 14<sup>th</sup>. KLSBEC is conducting a series of business planning webinars, to appeal to both new and existing businesses. Economic Development has been working with the Health Unit, as health and safety in the workplace has been identified as a priority for businesses. It has been recommended that if events are being planned in communities that a plan be submitted to the health unit, who will advise how to safely conduct the event. The Economic Recovery Task Force working group for downtowns that involves the BIA and area Chambers are conducting meetings on a regular basis. The newly created tourism strategy for CKL is live and launched, and has shifted towards a 'staycation' theme.

## 7.0 REPORTS

### 7.1 TREASURER

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the Treasurer's Report of June 2020 be approved.

**Carried RBM2020-36**

### 7.2 MARKETING

**Moved By:** Laura LeMiere

**Seconded By:** Leanna Segura

**Resolved:** That the Marketing Committee Minutes of July 6<sup>th</sup>, 2020 be approved.

**Carried RBM2020-37**

### 7.3 BEAUTIFICATION

**Moved By:** Steve Podolsky

**Seconded By:** Ann Scarlett

**Resolved:** That the Marketing Committee Minutes of July 14<sup>th</sup>, 2020 be approved.

**Carried RBM2020-38**

### 7.4 PARKING

**Moved By:** Steve Podolsky

**Seconded By:** Councillor O'Reilly

**Resolved:** That the Parking Committee Minutes of July 14<sup>th</sup>, 2020 be approved.

**Carried RBM2020-39**

### 7.5 ADVOCACY

**Moved By:** Leanna Segura

**Seconded By:** Steve Podolsky

**Resolved:** That the Advocacy Committee Minutes of June 16<sup>th</sup>, 2020 be approved.

**Carried RBM2020-40**

## 7.6 CHAIR/VICE-CHAIR UPDATE

Charlie McDonald inquired about plans for reopening for municipal facilities, including the town hall building at 180 Kent. Councillor Dunn advised that all of the CKL buildings are in phased reopenings and the date is still to be determined.

Steve Podolsky advised that Public Works staff Joe Cayley has retired, and that we provided a card and gift to thank him for his service to the downtown over the years. He met with Oliver Vigelius and Enzo Ingribelli regarding downtown items in the interim, as Joe's replacement is still being sought.

## 7.7 GENERAL MANAGER UPDATE

Melissa McFarland gave updates. She has been participating in the regular meetings being held with Team Kawartha Lakes, OBIAA's Best Practices Calls, and the Chamber Roundtable. Distributing mask posters and conducting reconstruction surveys gave the opportunity to face-to-face with many businesses and to hear their concerns and commiserate. Overall there is positivity in the businesses and with the BIA in general. Nexicom will not be returning to their location on Kent Street and the space is available for lease. Canada United is a shop local initiative that the BIA is working with the Chambers of Commerce on to pull together events across the municipality on the last weekend in August, which may coincide well with construction re-opening events that were in the works. There is also a Small Business Relief Fund that is funded by social media shares and views.

## 8.0 NEXT MEETING

Thursday, August 27<sup>th</sup>, 2020

7:30am

Location TBA

## 9.0 ADJOURNMENT

**Moved By:** Jim Garbutt

**Seconded By:** Councillor Dunn

**Resolved:** That the Board of Directors adjourns its Regular meeting of July 30<sup>th</sup>, 2020 at 8:21am.

**Carried RBM2020-41**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, August 27<sup>th</sup>, 2020  
7:30am**

**The Olympia, 106 Kent Street West  
and via Zoom**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
Charlie McDonald

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Laura LeMiere  
Ann Scarlett, Tim White

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

MEETING #RBM-2020-07

## 1.0 CALL TO ORDER

**Called to Order by the Chair:** 7:35am

**In Attendance:** Charlie McDonald, Steve Podolsky, Leanna Segura, Sandra Falconer, Jim Garbutt, Laura LeMiere, Ann Scarlett, Councillor Pat Dunn, Councillor Pat O'Reilly, Carlie Arbour, Chief Mark Mitchell

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** Councillor O'Reilly (7:43am)

**Guests:** Nicki Dedes, Rebecca Mustard, Steve Turner (arrived 8:15am)

**Regrets:** None

**Absent:** Tim White

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Steve Podolsky

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-42**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Councillor Dunn

**Seconded By:** Councillor O'Reilly

**Resolved:** That the Minutes of the July 30<sup>th</sup>, 2020 Board of Directors meeting be approved.

**Carried RBM2020-43**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

### 4.1 RESIGNATION FROM CHARLIE McDONALD, BOARD CHAIR

**Moved By:** Councillor Dunn

**Seconded By:** Councillor O'Reilly

**Resolved:** That the Board receive the resignation of Charlie McDonald, as Chair of LDBIA, and that Steve Podolsky, as Vice Chair of the LDBIA will fulfill the duties of Chair until a new Chair is elected by the Board at the next (2021) AGM.

**Carried RBM2020-44**

### 4.2 EXPRESSION OF INTEREST FOR BOARD POSITION FROM MATT GERAGHTY

**Moved By:** Sandra Falconer

**Seconded By:** Ann Scarlett

**Resolved:** That the above expression of interest be received, and that the Board recommends to CKL Council that Matt Geraghty of Matty G Digital be offered the position of Board Director, effective immediately.

**Carried RBM2020-45**

- 4.3 REPORT FROM OBIAA – PRESENTATION TO LEGISLATIVE ASSEMBLY OF ONTARIO, PRESENTED BY MELISSA McFARLAND, GENERAL MANAGER

**Moved By:** Jim Garbutt

**Seconded By:** Steve Podolsky

**Resolved:** That the above report be received, and forwarded to our local municipal, provincial and federal government representatives.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 DOWNTOWN RECONSTRUCTION

Steve Podolsky and Melissa McFarland gave updates. A meeting was held with Corby Purdy in Engineering and Richard Kettle at CIMA, with the following updates. Hanging basket hardware has been installed, with banner hardware to follow. Glass for the lamp heads are being investigated. Stylized street signage is being investigated by Economic Development. Steve Podolsky has reached out to Juan Rojas, Director of Engineering regarding street furniture and the BIA's request to be involved, but has not yet received a reply. Trees and landscaping in the large planters will be installed later in September with the cooler weather. It was confirmed that a larger caliper tree will be sourced for next year to ensure continuity between the phases of construction. There was issues with the area of sidewalk on the northwest corner of Kent & William, but the adjustments are almost complete. Discussion was held regarding the landscaping on Russell Street, as it has not been maintained and is out of the BIA area. Corby Purdy advised that he will connect with Parks to ensure they're aware of the maintenance requirements.

### 5.2 COVID-19 BUSINESS RESPONSE

Melissa McFarland is keeping abreast of new requirements and information as it rolls out and informing the membership, and will continue to do so through the fall. Chief Mitchell advised that there have been very few Covid-related calls to KLPS lately.

## 6.0 OTHER OR NEW BUSINESS

### 6.1 POLICE

Chief Mark Mitchell gave updates. There has been an increase in drug-related activity and gun seizures, and there are concerns about a possible trend. Due to a decrease in courthouse services, officers have been assigned to patrol the downtown during the day. Chief Mitchell advised the Board of the Ontario Closed Circuit Television (CCTV) Grant Program, that has funding available for police services in partnership with community organizations to install cameras in municipalities as part of the Ontario Guns, Gangs and Violence Reduction Strategy. The grant could cover the purchase of hardware, software, installation, setup and training.

**Moved By:** Sandra Falconer

**Seconded By:** Councillor Dunn

**Resolved:** That the BIA work with the KLPS to investigate the requirements of the application, and if feasible, submit the application prior to the September 10<sup>th</sup> deadline.

6.2 COUNCIL

Councillor Dunn gave updates. Council and City Staff are addressing the deficit with grants and a reduction in hiring. The municipal offices and services are in the process of reopening. They are still addressing how to control traffic. Smaller facilities are starting to open, and cash is now being accepted.

6.3 STAFF

Rebecca Mustard gave updates. The Shop Local campaign will launch Friday in the Kawartha Lakes. The Old Mill Heritage Conservation District project held 2 public meetings and feedback is still being received. The fall tourism campaign is being launched, and the summer campaign was very successful, with a dramatic increase in website traffic as a result. The Economic Recovery Task Force has recommended to Council that reconstructions for Downtown Lindsay & Fenelon Falls be made a priority in the 2021 capital budget. Council has approved the restarting of Million Dollar Makeover.

**7.0 REPORTS**

7.1 TREASURER

**Moved By:** Steve Podolsky

**Seconded By:** Leanna Segura

**Resolved:** That the Treasurer's Report of July 2020 be approved.

**Carried RBM2020-47**

7.2 MARKETING

**Moved By:** Ann Scarlett

**Seconded By:** Jim Garbutt

**Resolved:** That the Marketing Committee Minutes of August 6<sup>th</sup>, 2020 be approved.

**Carried RBM2020-48**

7.3 BEAUTIFICATION

**Moved By:** Steve Podolsky

**Seconded By:** Sandra Falconer

**Resolved:** That the Marketing Committee Minutes of August 6<sup>th</sup>, 2020 be approved.

**Carried RBM2020-49**

7.4 PARKING

**Moved By:** Steve Podolsky

**Seconded By:** Councillor Dunn

**Resolved:** That the Parking Committee Minutes of August 11<sup>th</sup>, 2020 be approved.

**Carried RBM2020-50**

7.5 ADVOCACY

**Moved By:** Councillor Dunn

**Seconded By:** Steve Podolsky

**Resolved:** That the Advocacy Committee Minutes of August 11<sup>th</sup>, 2020 be approved.

**Carried RBM2020-51**

## 7.6 CHAIR/VICE-CHAIR UPDATE

Charlie McDonald thanked the Board and Committee members for all of their hard work. Steve Podolsky thanked Charlie for his dedication and commitment to the Board, especially in his time as Chair.

## 7.7 GENERAL MANAGER UPDATE

Melissa McFarland gave updates. 3 more business closures have occurred, with Fit Body Boot Camp, Twine x Twig and The Grand Experience closing their doors. Laughing Buddha has relocated to the space next door that was vacated by the Buck or Two, and their previous space is in the approval process for a licensed cannabis store. Canada United is this weekend, with national incentives and giveaways for shopping local, as well as a downtown shopping event, where people can submit their receipts via social media for entry to win gift certificates. Additional ballots are being given for patronizing shops and restaurants in the reconstruction area, and a video is being launched to show off some of the completed work, and focus on those businesses being accessible again.

## 8.0 NEXT MEETING

Thursday, September 24<sup>th</sup>, 2020  
7:30am  
Location TBA

## 9.0 ADJOURNMENT

**Moved By:** Jim Garbutt

**Seconded By:** Councillor Dunn

**Resolved:** That the Board of Directors adjourns its Regular meeting of August 27<sup>th</sup>, 2020 at 8:31am.

**Carried RBM2020-52**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, October 29<sup>th</sup>, 2020**

**7:30am**

**The Olympia**

**106 Kent Street West**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
*Vacant*

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Matt Geraghty  
Laura LeMiere, Ann Scarlett

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

**MEETING #RBM-2020-09**

## 1.0 CALL TO ORDER

**Called to Order by the Chair:** 7:32am

**In Attendance:** Steve Podolsky, Leanna Segura, Sandra Falconer, Matt Geraghty, Laura LeMiere, Councillor Pat Dunn, Councillor Pat O'Reilly

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Jim Garbutt (7:34am)

**Early Departures:** Councillor Dunn (8:36am)

**Guests:** Nicki Dedes

**Regrets:** Carlie Arbour

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Laura LeMiere

**Seconded By:** Matt Geraghty

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-65**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Leanna Segura

**Seconded By:** Councillor Dunn

**Resolved:** That the Minutes of the September 24<sup>th</sup>, 2020 Board of Directors meeting be approved.

**Carried RBM2020-66**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

## 5.0 OTHER OR NEW BUSINESS

### 5.1 DOWNTOWN RECONSTRUCTION UPDATES

Steve Podolsky & Melissa McFarland gave updates. HardCo is in the process of cleaning up and moving out. Brick still needs to be laid on Lindsay Street North, and at #1 Kent Street Parkette. Hydro One still needs to come to switch the lamps over to the right source, and off the generator, which can then be removed from the street. Trees are being staked and wooden mulch planted temporarily, with rubber mulch replacing it in the spring. Four double garbage cans were placed out yesterday, borrowed from Community Services, to be replaced upon receipt of the new cans next year.

Councillor O'Reilly advised that the tender for 2021 is approved and out. Inquiries about the status of the parking lot located on the northeast corner of William and Peel will be made, and if there's an intention to make it municipal public parking. A final walkthrough will be scheduled between key BIA members, Engineering and CIMA to address any final issues that should be addressed.

Concerns have been raised regarding the brightness of the new lamp standards. Engineering had connected with CIMA regarding the lighting study that was conducted, and will be followed up.

## 5.2 COVID-19 BUSINESS RESPONSE

A project is in the works to showcase dine-in restaurants in the downtown who have reported concerns about business upon the end of patio season. A series of social media posts highlighting all of our restaurants will show that dining in can be both safe and enjoyable.

Information about various grants, funding programs, webinars, etc, are still being relayed to the membership on a regular basis.

## 6.0 OTHER OR NEW BUSINESS

### 6.1 POLICE

No update – Chief Mitchell not in attendance.

### 6.2 COUNCIL

Councillors Dunn and O'Reilly gave updates. Reports have been coming to Committee of the Whole to address Covid-19 and business recovery. Issues brought to City Staff from Councillors are being responded to. A restaurant franchise called One Eyed Jack's will be opening in the former location of The Grand. \$1.7 million is being directed to A Place Called Home for the addition of a 19 bed facility and upgrades to the current location. The Santa Claus Parade will forgo the traditional parade, and have the Santa float travel through Lindsay on a route on November 22<sup>nd</sup>. In regards to the City budget – they have been very responsible. A \$5 million shortfall was predicted, but they are coming in on target. Improvements to Municipal Parks have been very well received. Updates were given on new residential developments in the area. Discussion was held about there being an 'ambassador' role for new residents in the area who may want information and tours. An inquiry will be made to Economic Development about the possibility of having a role like this created in the future, with incentives, a welcome package etc. Discussion was held regarding municipal meeting spaces and if they can be made available for committees. Councillor Dunn advised that this is not likely in the near future. Councillor Dunn is still planning to follow up on the possibility of a business registry. Discussion was held regarding liquidation sales – a memo will be coming through the Planning Department to clarify the definition.

### 6.3 STAFF

Carlie Arbour sent regrets, but asked Melissa McFarland to relay that the Million Dollar Makeover program is now open, with an application deadline of December 1<sup>st</sup>. The Digital Service Squad program will be resuming shortly, and the Shop Local campaign is going great, and the largest campaign of this type implemented by the City. There is still time to get involved as a business.

Discussion was held regarding the Digital Service Squad. Feedback from businesses in the first round is that the firm used was not consistent, with promises made and not followed through. This feedback will be passed on formally to Economic Development.

## 7.0 REPORTS

### 7.1 TREASURER

**Moved By:** Laura LeMiere

**Seconded By:** Matt Geraghty

**Resolved:** That the Treasurer's Report of September 2020 be approved.

**Carried RBM2020-67**

### 7.2 MARKETING

**Moved By:** Leanna Segura

**Seconded By:** Laura LeMiere

**Resolved:** That the Marketing Committee Minutes of October 5<sup>th</sup>, 2020 be approved.

**Carried RBM2020-68**

### 7.3 BEAUTIFICATION

**Moved By:** Steve Podolsky

**Seconded By:** Sandra Falconer

**Resolved:** That the Marketing Committee Minutes of October 8<sup>th</sup>, 2020 be approved.

**Carried RBM2020-69**

### 7.4 PARKING

**Moved By:** Councillor Dunn

**Seconded By:** Jim Garbutt

**Resolved:** That the Parking Committee Minutes of October 13<sup>th</sup>, 2020 be approved.

**Carried RBM2020-70**

### 7.5 ADVOCACY

*No Minutes to Approve – Quorum Not Obtained*

### 7.6 CHAIR/VICE-CHAIR UPDATE

Steve Podolsky gave updates. Most were all covered in Reconstruction, Parking, and Beautification updates. The Christmas Tree will be selected today, at Potash Creek Farms who have generously offered to donate again. Jim Garbutt requested a review of the gas leak on Lindsay Street on October 22<sup>nd</sup>. A follow-up will be done with HardCo and CIMA. Discussion was held about preparing businesses for Phase 3 construction beginning in January, with a comprehensive list of FAQ's and contact info. This item will be referred to the Advocacy Committee.

### 7.7 GENERAL MANAGER UPDATE

The position of Marketing & Events Coordinator has been filled by Mackenzie Hulme, and her position will be funded through Canada Summer Jobs through the new year, working around 20 hours per week. Her current focus is the implementation of the Holiday Passport, as well as some social media projects and member communications.

A new business, Harley G's, is opening on William Street North, selling certain types of branded clothing. They're currently renovating the space and will be ready for a soft opening next week. Kawartha Lakes TravelPlus has adjusted their business model to include clothing, jewelry and personal care products. Trent Travel has moved from their Kent Street location to William Street South. A law office from the upper floor above will be moving into the space. Discussion was held about Business mix and if strategies can be implemented to achieve an ideal mix of service vs. retail vs. restaurant.

## **8.0 NEXT MEETING**

Thursday, November 26<sup>th</sup>, 2020

7:30am

Location TBA

## **9.0 ADJOURNMENT**

**Moved By:** Sandra Falconer

**Seconded By:** Councillor O'Reilly

**Resolved:** That the Board of Directors adjourns its Regular meeting of October 29<sup>th</sup>, 2020 at 9:08am.

**Carried RBM2020-71**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, November 26<sup>th</sup>, 2020**

**7:30am**

**The Olympia**

**106 Kent Street West**

#### **Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
*Vacant*

**Treasurer**  
Leanna Segura

#### **Voting Members**

Sandra Falconer, Jim Garbutt, Matt Geraghty  
Laura LeMiere, Ann Scarlett

#### **City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

**MEETING #RBM-2020-10**

## 1.0 CALL TO ORDER

**Called to Order by the Chair:** 7:34am

**In Attendance:** Steve Podolsky, Leanna Segura, Sandra Falconer, Jim Garbutt, Matt Geraghty, Laura LeMiere, Ann Scarlett, Councillor Pat Dunn, Councillor Pat O'Reilly

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Nicki Dedes

**Regrets:** Chief Mark Mitchell

**Absent:** Carlie Arbour

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Councillor Dunn

**Resolved:** That the agenda be adopted as circulated.

**Carried RBM2020-72**

### 2.2 DECLARATION OF PECUNIARY INTEREST

None

### 2.3 ADOPTION OF MINUTES

**Moved By:** Matt Geraghty

**Seconded By:** Sandra Falconer

**Resolved:** That the Minutes of the October 29<sup>th</sup>, 2020 Board of Directors meeting be approved.

**Carried RBM2020-73**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

### 4.1 RECEIVED FROM LEANNA SEGURA, TREASURER

- Resignation from the Board of Directors, due to relocation of business

## 5.0 OTHER OR NEW BUSINESS

### 5.1 DOWNTOWN RECONSTRUCTION UPDATES

Steve Podolsky, Melissa McFarland and Wayne English had a walkthrough in the Phase II construction area with Richard Kettle (CIMA) and Corby Purdy (CKL Engineering). Deficiencies observed by the above, as well as issues sent in by the membership, have been acknowledged.

New Alliance has been awarded the Phase III reconstruction contract to commence in January.

Discussion was held about issues with various construction projects affecting Hydro and phone/internet, which is a loss to business.

## 5.2 COVID-19 BUSINESS RESPONSE

Melissa McFarland updated on the continuation of the Economic Recovery Task Force meetings that are continuing between the BIA, area Chambers and Economic Development, and that they are beginning to look at initiatives to address in the new year. Information about various grants, funding programs, webinars, etc, are still being relayed to the membership on a regular basis.

## 5.3 TEMPORARY APPOINTMENT OF BOARD TREASURER & BANK SIGNING AUTHORITY

**Moved By:** Sandra Falconer

**Seconded By:** Jim Garbutt

**Resolved:** That Laura LeMiere and Melissa McFarland be designated signing authorities for the Lindsay Downtown BIA financial accounts.

**Carried RBM2020-74**

## 6.0 OTHER OR NEW BUSINESS

### 6.1 POLICE

No update – Chief Mitchell sent regrets.

### 6.2 COUNCIL

Councillors Dunn and O'Reilly gave updates. Council acted on the letter from Steve Podolsky for sidewalk plowing. Downtown Lindsay is now to receive same level of service as the rest of the City. They also reduced allowable height from 0.9m to 0.5m for snowbank clearing. Pilot project for 1 year.

By-law has been passed restricting liquidation sales.

Budgets to be approved Tuesday, December 2<sup>nd</sup>.

Planning will be addressing the application for 207 units at the corner of William & Wellington for senior's residential and ground floor commercial space.

Discussion was held about the parking lot at the corner of William & Peel that is no longer being utilized by Engineering & Public Works. Both the BIA and the Councillors will make an inquiry to the City Clerk to see if this area can be used for overflow parking.

### 6.3 STAFF

No update – Carlie Arbour not present.

## 7.0 REPORTS

### 7.1 TREASURER

**Moved By:** Laura LeMiere

**Seconded By:** Leanna Segura

**Resolved:** That the Treasurer's Report of October 2020 be approved.

**Carried RBM2020-75**

### 7.2 MARKETING

**Moved By:** Matt Geraghty

**Seconded By:** Laura LeMiere

**Resolved:** That the Marketing Committee Minutes of November 5<sup>th</sup>, 2020 be approved.

**Carried RBM2020-76**

### 7.3 BEAUTIFICATION

**Moved By:** Sandra Falconer

**Seconded By:** Steve Podolsky

**Resolved:** That the Beautification Committee Minutes of November 5<sup>th</sup>, 2020 be approved.

**Carried RBM2020-77**

### 7.4 PARKING

**Moved By:** Steve Podolsky

**Seconded By:** Councillor Dunn

**Resolved:** That the Parking Committee Minutes of November 12<sup>th</sup>, 2020 be approved.

**Carried RBM2020-78**

### 7.5 ADVOCACY

**Moved By:** Laura LeMiere

**Seconded By:** Leanna Segura

**Resolved:** That the Advocacy Committee Minutes of November 12<sup>th</sup>, 2020 be approved.

**Carried RBM2020-79**

### 7.6 CHAIR/VICE-CHAIR UPDATE

Steve Podolsky noted that he's already updated on relevant items throughout the meeting.

### 7.7 GENERAL MANAGER UPDATE

The Coin Laundry at 18 Kent Street West has been closed. Ark Hair & Beauty has moved from its location at the intersection of Kent & Lindsay to William Street North. Reveal Medi Spa on Lindsay Street has opened a second location at #2 Kent. PB&J Digital Agency have left their location in the Old Post Building. Fresh Fuell is relocating out of the downtown, to Angeline Street North. Hobart's Steakhouse has reopened after extensive renovations, and with a new, family-friendly menu.

Jim Garbutt requested that a reminder be given to property owners that there is a signage by-law, and requirements under the Heritage Conservation District. Discussion was held regarding the ongoing issue of signage and new business' gap in knowledge of requirements, or refusal to follow the requirement, knowing that there likely won't be repercussions. A suggestion was made for Heritage Victoria to be the organization who informs Economic Development, and Jim Garbutt will inquire if this is something they'd be willing to take on, as it's been previously agreed that this is not something that should fall under the role of a BIA.

## 8.0 CLOSED SESSION

**Moved By:** Laura LeMiere

**Seconded By:** Leanna Segura

**Resolved:** That LDBIA Board of Directors moves to a Closed Session, for reason of ‘personal matters about identifiable individuals’.

**Carried RBM2020-80**

8.1 2021 STAFF CONTRACTS

Closed Session Minutes Recorded.

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the LDBIA Board of Directors return to an Open Session.

**Carried RBM2020-81**

## 8.0 NEXT MEETING

Thursday, January 28<sup>th</sup>, 2020

7:30am

Location TBA

## 9.0 ADJOURNMENT

**Moved By:** Sandra Falconer

**Seconded By:** Councillor Dunn

**Resolved:** That the Board of Directors adjourns its Regular meeting of November 26<sup>th</sup>, 2020 at 9:20am.

**Carried RBM2020-82**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE  
**BEAUTIFICATION COMMITTEE**

**Thursday, January 9<sup>th</sup>, 2019**  
**8:00am**

**The Grand Experience (Upper Level)**  
**177 Kent Street West, Lindsay**

**Committee Members**

**Chair**

Steve Podolsky

**Voting Members**

Sandra Falconer

Jim Garbutt

Charlie McDonald

Mark Ridout

Councillor Pat Dunn

**City of Kawartha Lakes Liasons**

Ryan Smith (Parks)

(Public Works)

**MEETING #BC-2020-1**

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 8:38am

**In Attendance:** Steve Podolsky, Sandra Falconer, Charlie McDonald, Mark Ridout, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Jim Garbutt (8:48am)

**Early Departures:** None

**Guests:** None

**Regrets:** None

**Absent:** Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Mark Ridout

**Seconded By:** Councillor Dunn

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-01**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Mark Ridout

**Seconded By:** Charlie McDonald

**Resolved:** That the Minutes of December 5<sup>th</sup>, 2019 be approved.

**Carried BC2020-02**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

### 4.1 RECEIVED FROM RYAN SMITH, PARKS

Case management report received from the City, regarding a complaint about a coat being ripped on wires protruding from the tree grate located outside of Cheslers.

The wires will be investigated on that tree grate, as well as the others to ensure they don't cause harm in the future. Charlie McDonald will meet with the complainant to discuss reimbursement.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 2019 WRAP UP

The Christmas Tree is being taken down and removed today. Ornaments that are salvageable will be stored, along with the tree topper. New lights will be sourced for next year.

Discussion was held about future locations and sources for the tree, including the possibility of using 180 Kent Street.

The Holiday Kick-Off will take place on November 20<sup>th</sup>, 2020, which will give additional time for the tree and other holiday decorations following Remembrance Day.

### 5.2 RECONSTRUCTION DISCUSSIONS & 2020 PLANNING

Discussion was held regarding the Parkette and future uses. Charlie McDonald and Steve Podolsky will chat with Mark Reid to discuss any future plans he may have for the space.

Melissa McFarland has reached out to Stenski Kelly & Associates but has not heard back, regarding their recommendations for hardware accessories that would fit with the Streetscape & Façade Design Guidelines. She will follow up.

Discussion was held regarding the Enbridge work and snow removal issues. These items will be on the Parking Committee's agenda.

### 5.3 OTHER ITEMS

None

## 6.0 NEXT MEETING

Thursday, February 6<sup>th</sup>, 2020

8:00am

Big Brothers Big Sisters Boardroom

117 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Jim Garbutt

**Seconded By:** Councillor Dunn

**Resolved:** That the Beautification Committee adjourns its regular meeting of January 9<sup>th</sup>, 2020 at 9:23am.

**Carried BC2020-03**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE  
**BEAUTIFICATION COMMITTEE**

**Thursday, March 12<sup>th</sup>, 2020**

**8:00am**

**The Grand Experience (Upper Level)**

**177 Kent Street West, Lindsay**

**Committee Members**

**Chair**

Steve Podolsky

**Voting Members**

Sandra Falconer

Jim Garbutt

Charlie McDonald

Mark Ridout

Councillor Pat Dunn

**City of Kawartha Lakes Liasons**

Ryan Smith (Parks)

(Public Works)

**MEETING #BC-2020-02**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:22am

**In Attendance:** Steve Podolsky, Sandra Falconer, Jim Garbutt, Mark Ridout

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** Charlie McDonald

**Absent:** Councillor Pat Dunn, Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Mark Ridout

**Seconded By:** Jim Garbutt

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-04**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Mark Ridout

**Seconded By:** Jim Garbutt

**Resolved:** That the Minutes of January 9<sup>th</sup>, 2020 be approved.

**Carried BC2020-05**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 2020 FLOWERS

Steve Podolsky and Melissa McFarland met with Roger Hill to discuss the options for the upcoming year, as an RFP is difficult without knowing exact numbers, due to the reconstruction. For formality, they will see if they can manage to put something together, with the understanding that in, as all recent years, the work will in all likelihood go to Hill's Florist, who are willing to be flexible and make adjustments as necessary in this unusual time.

Discussion was held regarding the possibility of purchasing temporary plastic planters for the reconstruction area. A full inventory of what is likely to be needed will be completed.

## 5.2 FURNITURE & HARDWARE

The BIA is still unsure of the specs for the new lampposts and whether or not bracket and flag hardware will come pre-installed or it's something that will have to be purchased separately. Melissa McFarland will try and get the specs and details from Engineering.

Steve Podolsky will be in contact with Public Works regarding spring installation of street furniture and how this may be impacted by construction.

## 5.3 GARBAGE ISSUES

Issues with dumping and tenants leaving mattresses on the side of the road have increased. Melissa McFarland obtained large item tags from Waste Management, and will purchase more for future issues, as it's more economic to have Miller Waste pick up than our contracted staff.

## 5.4 OTHER ISSUES

None

## 6.0 NEXT MEETING

Thursday, April 2<sup>nd</sup>, 2020  
8:00am  
Big Brothers Big Sisters Boardroom  
117 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Mark Ridout

**Seconded By:** Sandra Falconer

**Resolved:** That the Beautification Committee adjourns its regular meeting of March 12<sup>th</sup>, 2020 at 9:23am.

**Carried BC2020-06**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BEAUTIFICATION COMMITTEE

**Tuesday, June 30<sup>th</sup>, 2020  
7:30am**

**The Grand Experience, 177 Kent Street West  
and via Zoom**

#### **Committee Members**

##### **Chair**

Steve Podolsky

##### **Voting Members**

Sandra Falconer

Jim Garbutt

Charlie McDonald

Councillor Pat Dunn

##### **City of Kawartha Lakes Liasons**

Ryan Smith (Parks)

MEETING #BC-2020-03

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 7:35am

**In Attendance:** Steve Podolsky, Sandra Falconer, Jim Garbutt, Charlie McDonald, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None  
**Early Departures:** None  
**Guests:** None  
**Regrets:** None  
**Absent:** Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Charlie McDonald

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-07**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Councillor Pat Dunn

**Seconded By:** Steve Podolsky

**Resolved:** That the Minutes of January 9<sup>th</sup>, 2020 be approved.

**Carried BC2020-08**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 FURNITURE

Discussion was held regarding the status of the existing benches and whether they should be placed on the street, regarding concerns about gatherings and cleaning expectations because of Covid-19. Sandra Falconer made the point that all municipal parks have benches and picnic tables and they're still there in other communities. It also may assist with businesses who have limited numbers in stores and it gives a place to sit for people who may not wish to accompany their companions into stores.

Council has not received any information about benches and the issue is not on their radar.

The committee agreed that benches should go in, and Steve Podolsky will reach out to Public Works about the logistics of installation. Joe Cayley is reported to have retired and we will find out who our maintain contact is for various initiatives now.

## 5.2 HARDWARE

There is confusion about whether the new lampposts are meant to have glass in the fixture. Clarification will be obtained. The bracket / hanging basket / flag hardware did not come installed and Corby Purdy is looking into this.

Steve Podolsky presented information and a sample of the material that will be used for the 'interlock' material that goes into the intersections for crosswalks.

## 5.3 NEW TREES & LANDSCAPING

Discussion was held on new furniture and the landscaping going into the newly created bumpouts. The initial plantings will be part of the reconstruction but maintenance and replacement will fall to the BIA. Steve Podolsky suggested a meeting with Craig Shanks at the time that the CPDF grant is submitted to explain why the BIA would request an increase to address these items.

Landscaping at this point will be done in the fall, as the summer is now too hot. There have been concerns raised from the businesses in the reconstruction area about a lack of flowers in their area once everything is completed. There are not many cast iron planters remaining after the gas main work and reconstruction. Options will be considered to bridge the time before next year's replacement. Inventory will be done of the cast iron planters for numbers, and Roger Hill will be consulted for his opinion.

## 6.0 NEXT MEETING

Thursday, August 6<sup>th</sup>, 2020  
8:00am  
Location TBD

## 7.0 ADJOURNMENT

**Moved By:**

**Seconded By:**

**Resolved:** That the Beautification Committee adjourns its regular meeting of June 30<sup>th</sup>, 2020 at 8:15am.

**Carried BC2020-09**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE  
**BEAUTIFICATION COMMITTEE**

**Tuesday, June 30<sup>th</sup>, 2020**  
**7:30am**

**The Grand Experience, 177 Kent Street West**  
**and via Zoom**

### **Committee Members**

#### **Chair**

Steve Podolsky

#### **Voting Members**

Sandra Falconer

Jim Garbutt

Charlie McDonald

Councillor Pat Dunn

#### **City of Kawartha Lakes Liasons**

Ryan Smith (Parks)

**MEETING #BC-2020-04**

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 8:30am

**In Attendance:** Steve Podolsky, Sandra Falconer, Jim Garbutt, Charlie McDonald, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** Councillor Dunn (8:55am), Charlie McDonald (9:20am)

**Guests:** None

**Regrets:** None

**Absent:** Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Councillor Dunn

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-10**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Councillor Dunn

**Seconded By:** Sandra Falconer

**Resolved:** That the Minutes of June 30<sup>th</sup>, 2020 be approved.

**Carried BC2020-11**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 FURNITURE

Corby Purdy and Carlie Arbour were contacted regarding new furniture and the process for procurement and whether we can be involved in the process. Discussion was held regarding the pros and cons of having benches with armrest dividers. Steve Podolsky and Melissa McFarland met with Oliver Vigelius and Enzo Ingribelli at Public Works regarding installation of the existing benches in the non-reconstruction area. 13 benches will go out into existing bench pads for the remainder of summer and fall.

Planters will be on the agenda for September. Melissa McFarland will bring samples and some pricing for discussion, as well as complete an inventory of number of storefronts. Planters will be installed in the 2020 reconstruction area in early spring, and the 2021 reconstruction area will receive them upon completion. Sandra Falconer will investigate the option of custom molds.

## 5.2 HARDWARE

Still awaiting response from Corby Purdy regarding all hardware on the lampposts for hanging baskets, banners and flags. Glass for the lamp fixtures is still an unknown.

## 5.3 NEW TREES & LANDSCAPING

Jim Garbutt voiced concerns regarding the height of the new trees as they're installed in different phases of the reconstruction. Steve Podolsky has contacted Corby Purdy to inquire, who passed the inquiry on to CIMA. We are still awaiting a response.

## 5.4 REID'S LOT ON KENT STREET

Discussion was held about the future of the Reid's ValuMart lot, and it's potential donation to the City. It would be of benefit to have improvements made to this area at the same time as 2021's reconstruction. Steve Podolsky will follow up with Carlie Arbour to inquire to the status

## 6.0 NEXT MEETING

Thursday, September 3<sup>rd</sup>, 2020  
8:00am  
Appleseed Quiltworks  
100 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:**

**Seconded By:**

**Resolved:** That the Beautification Committee adjourns its regular meeting of August 6<sup>th</sup>, 2020 at 9:45am.

**Carried BC2020-12**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BEAUTIFICATION COMMITTEE

**Thursday, September 3<sup>rd</sup>, 2020  
8:00am**

**Appleseed Quiltworks (Upstairs)  
100 Kent Street West**

#### **Committee Members**

##### **Chair**

Steve Podolsky

##### **Voting Members**

Sandra Falconer

Jim Garbutt

Councillor Pat Dunn

##### **City of Kawartha Lakes Liasons**

Ryan Smith (Parks)

MEETING #BC-2020-05

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:10am

**In Attendance:** Steve Podolsky, Sandra Falconer, Jim Garbutt, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** Councillor Dunn (9:15am)

**Guests:** None

**Regrets:** None

**Absent:** Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Sandra Falconer

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-13**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Councillor Dunn

**Seconded By:** Sandra Falconer

**Resolved:** That the Minutes of August 6<sup>th</sup>, 2020 be approved.

**Carried BC2020-14**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 COMMITTEE RECRUITMENT

Discussion was held regarding recruiting additional committee members, due to the loss of two members in the last two months.

Committee members will continue to brainstorm potential downtown members who may have an interest and be a good fit, and speak to those people prior to the next meeting.

## 5.2 2020/2021 FLOWERS & PLANTERS

Information was provided regarding sourcing planters for each phase of the finished reconstruction. A minimum of 124 planters will need to be purchased for the 2021/2022 years. Typical street furniture suppliers have planters that run into the cost of \$500-700 apiece. Melissa McFarland connected with a contractor who may be able to custom build to budget. She will supply him with potential styles that are preferred and he can provide ideas.

**Moved By:** Jim Garbutt

**Seconded By:** Sandra Falconer

**Resolved:** Fall chrysanthemums will be procured for the storefront planters, large planters at the parkette, at the transit terminal on Victoria Avenue, and around the sign at #1 Kent Street; temporary planters will be procured for the area of reconstruction and planted as soon as possible.

**Carried BC2020-15**

## 5.3 RECONSTRUCTION ITEMS – LANDSCAPING & HARDWARE

Trees in reconstruction area will be installed no later than the end of September. The trees should be able to be scoped for the future years to be a higher caliper so that there is consistency. Plantings in the large planters will be done in fall as well. Ashtrays will be re-installed on the lampposts. Lenses for the lights will be sourced.

## 5.4 OTHER ITEMS

Enzo Ingribelli from Public Works took care of the weeds in municipal parking lots.

Discussion was held about the plates installed at the intersections to indicate the sidewalk cut out and crosswalks. They are rusted and possibly oxidizing on to the new cement. The information that has been received is that this is now the standard in new build projects for accessibility.

Discussion was held regarding the CCTV 50/50 grant opportunity presented at the Board by the KLPS. Funding would possibly be an insurmountable challenge with the pressure of 2021 capital expenses related to Beautification. The committee agreed to table the topic but commit to continuing research into logistics in cost, so that we are well prepared for possible future intakes and placed on the Advocacy Agenda.

## 6.0 NEXT MEETING

Thursday, October 1<sup>st</sup>, 2020

8:00am

Appleseed Quiltworks, 100 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:**

**Seconded By:**

**Resolved:** That the Beautification Committee adjourns its regular meeting of September 3<sup>rd</sup>, 2020 at 9:40am.

**Carried BC2020-16**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BEAUTIFICATION COMMITTEE

**Thursday, October 8<sup>th</sup>, 2020  
8:00am**

**Appleseed Quiltworks (Upstairs)  
100 Kent Street West**

#### **Committee Members**

##### **Chair**

Steve Podolsky

##### **Voting Members**

Sandra Falconer

Jim Garbutt

Councillor Pat Dunn

##### **City of Kawartha Lakes Liasons**

Ryan Smith (Parks)

MEETING #BC-2020-06

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:03am

**In Attendance:** Steve Podolsky, Sandra Falconer, Jim Garbutt, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** Councillor Dunn (9:00am)

**Guests:** None

**Regrets:** None

**Absent:** Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Sandra Falconer

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-13**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Councillor Dunn

**Seconded By:** Sandra Falconer

**Resolved:** That the Minutes of September 3<sup>rd</sup>, 2020 be approved.

**Carried BC2020-14**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 COMMITTEE RECRUITMENT

A potential recruit was discussed but this particular person had expressed that they were unable to join because of the Thursday meeting schedule. The committee discussed a possible change, and the first Tuesday would actually be better suited to many of the committees schedules. This change can be implemented for the November meeting and the potential recruit will be informed of the change to see if this would allow for them to join.

Other potential options were discussed, and will be investigated, and brought to the Board for further discussion.

## 5.2 STREET MAINTENANCE

Discussion was held regarding the placement of flyers and posters on downtown lampposts and how this can be discouraged. Posters are being removed as seen, and while there's a by-law preventing this, it's not proactively enforced.

The street sweeper was sent by Public Works, but broke down mid-way through the job. It will be completed when able.

Weeds were addressed on the corner of Russell and Lindsay. Public Works was thanked.

## 5.3 RECONSTRUCTION ITEMS – LANDSCAPING & HARDWARE

It was confirmed that the benches and garbage cans will be included in the Engineering budget. Steve Podolsky and Melissa McFarland attended a meeting via Zoom with Juan Rojas, Economic Development and Environmental Services. The BIA will work with Economic Development to advise Engineering as to number required and possible designs that fit with the reconstruction design and Heritage District. Garbage can designs will be chosen with ease of waste removal in mind. Research is being done for bench styles and if certain benches from Ontario suppliers have been installed in other downtowns that perhaps could be checked out

We're still awaiting information on the lamppost hardware for banners, the globes for the lamp standard, etc. The #1 Kent Parkette is being redone with a mudmat and sidewalk pavers.

Positive feedback was received on the installation of the temporary planters with chrysanthemums were completed after the last meeting. The possibility of a more simple permanent planter was discussed, and a cost comparison will be done to figure out cost of lifespan, etc.

## 5.4 HOLIDAY SEASON

The BIA does not have Christmas decorations for the new lampposts in the newly reconstructed area. It is unclear if the previous wreaths would fit on the new lampposts. Public Works will be contacted to see if there's a way to make them work.

A Christmas tree will be sourced as usual – Steve Podolsky will contact Potash Creek Farms and Pineneedle Farms.

A suggestion was made to use the installed hanging basket hardware to develop a holiday hanging basket with winter greenery and lights. Melissa McFarland will investigate.

## 5.5 OTHER ITEMS

Jim Garbutt made a request to revisit the sign by-law. Melissa McFarland will contact Susanne Murchison to inquire about the status of the by-law that was being redeveloped pre-Covid, and advise that the BIA would like to be included in the development process. Melissa McFarland will work with Economic Development to put messaging out that the upcoming Million Dollar

Makeover grant can address changes to signage who do not meet the requirements of the Heritage Conservation District.

## **6.0 NEXT MEETING**

Tuesday, November 3<sup>rd</sup>, 2020

8:00am

Appleseed Quiltworks

100 Kent Street West

## **7.0 ADJOURNMENT**

**Moved By:** Jim Garbutt

**Seconded By:** Sandra Falconer

**Resolved:** That the Beautification Committee adjourns its regular meeting of October 8<sup>th</sup>, 2020 at 9:44am.

**Carried BC2020-16**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BEAUTIFICATION COMMITTEE

**Tuesday, November 3<sup>rd</sup>, 2020  
8:00am**

**Big Brothers / BIA Boardroom  
106 Kent Street West**

#### **Committee Members**

##### **Chair**

Steve Podolsky

##### **Voting Members**

Darlene Algire

Sandra Falconer

Jim Garbutt

Councillor Pat Dunn

##### **City of Kawartha Lakes Liason**

Ryan Smith (Parks)

MEETING #BC-2020-07

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:05am

**In Attendance:** Steve Podolsky, Darlene Algire, Sandra Falconer

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** Jim Garbutt, Councillor Pat Dunn

**Absent:** Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Sandra Falconer

**Seconded By:** Darlene Algire

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-17**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Sandra Falconer

**Resolved:** That the Minutes of September 3<sup>rd</sup>, 2020 be approved.

**Carried BC2020-18**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

### 4.1 RECEIVED FROM SUSANNE MURCHISON, CHIEF BUILDING OFFICIAL

As a response to Melissa McFarland's email inquiry regarding the new draft of the Signage By-Law, it was advised that the updates to the document were put on hold due to Covid-19. The new draft is triggered by staff, not Council, and at the time it is revived and brought to Council for endorsement in moving it forward, the BIA is on the list of stakeholders to be consulted in the process.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 COMMITTEE RECRUITMENT

The committee welcomes Darlene Algire to the committee and thanks her for joining. Melissa McFarland will follow up on possibly recruiting a member of the Lindsay Horticultural Society.

## 5.2 RECONSTRUCTION ITEMS – LANDSCAPING & HARDWARE

Trees have been installed and will be staked in the near future. Temporary wooden mulch has been placed, and will be replaced with rubber mulch in the spring. The planter at the corner of Kent & Lindsay is being raised, as it was too low.

CKL Economic Development has asked for a proposal to be submitted with recommendations on furniture (benches, garbage cans, bike racks) with quoted costs and proposed locations. Melissa McFarland is putting this together to submit, based on recommendations from the Streetscape & Façade Design Guidelines, and the Heritage Officer.

Discussion was held about new planters. Sandra Falconer will investigate having a mold made to produce a custom design.

Economic Development is working on stylized street signs for downtown to indicate the Heritage Conservation District, and has also advised that future plans for the area of the Valu-Mart lot facing Kent Street is in the hands of Realty Services.

## 5.3 HOLIDAY SEASON

The Christmas Tree has been procured from Potash Creeks farms as a donation and will be put up in downtown on November 17<sup>th</sup>. The lights were disposed of last year and new lights are being purchased, as well as additional decorations. Hill's Florist will install the winter greenery planters, as usual, and are working on the new hanging baskets. The outlet on the new lampposts are near the bracket, but the old standards will require an extension cord. The lights for the tree and baskets will be purchased from Home Hardware this week.

Discussion was held about the potential for a mural on the wall facing the Parkette, with a holiday theme that visitors can take a photo in front of. Melissa McFarland will produce a design, and she and Steve Podolsky will ask AutoTrim if it can be printed and installed on the wall. The design will incorporate the Lindsay Downtown logo with a holiday theme. Benches can be used from the downtown stash at Public Works to place in front.

## 6.0 NEXT MEETING

Tuesday, December 1<sup>st</sup>, 2020  
8:00am  
Century Theatre  
141 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Sandra Falconer

**Seconded By:** Darlene Algire

**Resolved:** That the Beautification Committee adjourns its regular meeting of November 3<sup>rd</sup>, 2020 at 9:14am.

**Carried BC2020-16**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE BEAUTIFICATION COMMITTEE

**Tuesday, December 1<sup>st</sup>, 2020**  
**8:00am**

**Century Theatre**  
**141 Kent Street West, Lindsay**

#### **Committee Members**

##### **Chair**

Steve Podolsky

##### **Voting Members**

Darlene Algire

Sandra Falconer

Jim Garbutt

Councillor Pat Dunn

##### **City of Kawartha Lakes Liason**

Ryan Smith (Parks)

MEETING #BC-2020-09

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:05am

**In Attendance:** Steve Podolsky, Darlene Algire, Jim Garbutt, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** Councillor Pat Dunn (8:40am)

**Guests:** None

**Regrets:** None

**Absent:** Sandra Falconer, Ryan Smith

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Councillor Dunn

**Seconded By:** Jim Garbutt

**Resolved:** That the agenda be adopted as circulated.

**Carried BC2020-20**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Jim Garbutt

**Seconded By:** Darlene Algire

**Resolved:** That the Minutes of September 3<sup>rd</sup>, 2020 be approved.

**Carried BC2020-21**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 HERITAGE STREET SIGNS

Information was received from Carlie Arbour & Emily Turner from Economic Development regarding stylized street signs for downtown, with recommendations from the Heritage Committee on content, colour and style. Accessibility will also provide input.

**Moved By:** Councillor Dunn

**Seconded By:** Darlene Algire

**Resolved:** That the committee endorses the street signs as presented.

**Carried BC2020-22**

## 5.2 RECONSTRUCTION ITEMS – LANDSCAPING & HARDWARE

Trees have been staked. There is broken banner hardware that was damaged by Public Works and will be replaced.

Inspections are being conducted for pre-construction which is to commence the first week of January. Membership was notified.

Discussion was held about the proposed schedule from the City and New Alliance.

A walkthrough was conducted with Corby Purdy (CKL), Richard Kettle (CIMA), Steve Podolsky, Melissa McFarland, and Wayne English (BIA) to address deficiencies.

Discussion was held regarding potential new planters, and positive feedback has been received on the clean and simple design of the temporary planters. At the time of purchasing, one planter per storefront will be procured by the BIA.

A furniture schematic was sent to Engineering, with the request that a confirmation of placement would be available to us before installation.

## 5.3 HOLIDAY SEASON

The tree, donated by Potash Creek Farms, is up and decorated. The lampposts are decorated.

Roger Hill has offered to place additional baskets on the lampposts on Lindsay Street South. The committee agreed that the BIA will foot the costs for these baskets, even though they're out of the boundary, but will send a letter to Community Services to request funding if they would like the BIA to continue to provide materials and maintenance in this area. The rationale being that the area is a gateway to the downtown, and it would be beneficial to have the consistency on these posts.

Melissa McFarland commended Roger Hill and Hill's Florist on his willingness to work with the BIA on any issue that arises. Also noted was that Chad Broad from Home Hardware was also an asset in the holiday decorating.

**Moved By:** Councillor Dunn

**Seconded By:** Darlene Algire

**Resolved:** 'Friends of the BIA' will be identified and sent thank you cards and gift cards.

**Carried BC2020-22**

## 5.4 OTHER ITEMS

Discussion was held regarding gum removal from sidewalks and potential methods for this. Melissa McFarland will investigate.

Discussion was held about sign compliance. Jim Garbutt confirmed that the issue was brought to Heritage Victoria, and that they are forming a sub-committee to address.

## 6.0 NEXT MEETING

Tuesday, January 5<sup>th</sup>, 2020

8:00am

Century Theatre

141 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Jim Garbutt

**Seconded By:** Darlene Algire

**Resolved:** That the Beautification Committee adjourns its regular meeting of December 1<sup>st</sup>, 2020 at 9:32am.

**Carried BC2020-23**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Monday, January 6<sup>th</sup>, 2020**  
**5:00pm**

**Boiling Over's Coffee Vault**  
**146 Kent Street West**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Liz Grimes

Laura LeMiere

Rebekah McCracken

Mark Ridout

Ann Scarlett

**MEETING #MC-2020-01**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 5:07pm

**In Attendance:** Leanna Segura, Liz Grimes, Laura LeMiere, Mark Ridout, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Matt Geraghty

**Regrets:** Rebekah McCracken

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-01**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Laura LeMiere

**Seconded By:** Mark Ridout

**Resolved:** That the minutes of the December 3<sup>rd</sup>, 2019 Marketing Committee Meeting be approved.

**Carried MC2020-02**

## 3.0 DEPUTATIONS

### 3.1 MATT GERAGHTY – MATTY G DIGITAL

Re: Presentation on upgrades to Lindsay Downtown BIA's digital media needs and website

Slide deck was presented, and will be made available to committee members following the meeting. Matt will follow up with a quote for services discussed.

## 4.0 CORRESPONDENCE

### 4.1 RECEIVED FROM RICK GORRILL, COMMITTEE MEMBER

The current meeting schedule poses conflicts with other commitments. He will attend meetings when possible, and a new employee at the agency may take his place in the future.

### 4.2 RECEIVED FROM PENNY BARTON-DYKE, EXECUTIVE DIRECTOR, UNITED WAY, CKL

Request for sponsorship for the 'World Premiere' of the Edward Binney Community Garden.

Discussion among the committee resulted in agreement that this initiative is cost-prohibitive for a one-night event with limited attendance.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year-to-date financials were presented.

### 5.2 HOLIDAY WRAP-UP

As discussed at the December meeting, the Holiday Kick-Off was a success and will continue in the basic same format in 2020. Overall positive feedback has been continued to be received.

The Holiday Passport saw 650 passports completed for the draw, which is on par with 2018. More emphasis needs to be placed on the businesses and their staff to be asking every single customer if they have a passport and be ambassadors for the program. Education pieces will be discussed for next year.

A suggestion was made by Melissa McFarland to recognize a particular business (Corner Bites Eatery) who went above and beyond to distribute passports to customers. Agreement was made to acknowledge them at the AGM with a thank you card and planter donated by Kent Florist.

### 5.4 ANNUAL GENERAL MEETING

The AGM will be marketed to businesses as the 'Winter Social' and will take place on Monday, January 27<sup>th</sup> at 6:00pm at the Pie Eyed Monk. Melissa McFarland will look into the basic requirements of what needs to be accomplished at an AGM so that the focus can remain on the social aspect. Elements to be factored into the evening will include door prizes (Downtown Gift Certificates), brewery tour, refreshments and a cash bar.

Leanna & Melissa will distribute notices door to door next week.

### 5.5 UPCOMING INITIATIVES

Deferred until next meeting.

## 6.0 NEXT MEETING

Monday, February 3<sup>rd</sup>, 2020  
5:00pm  
Boiling Over's Coffee Vault  
146 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Mark Ridout

**Seconded By:** Liz Grimes

**Resolved:** That the Marketing Committee adjourns its Regular meeting of January 6<sup>th</sup>, 2020 at 6:36am.

**Carried MC2020-03**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Monday, February 3<sup>rd</sup>, 2020**  
**5:00pm**

**Boiling Over's Coffee Vault**  
**146 Kent Street West**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Liz Grimes

Laura LeMiere

Rebekah McCracken

Mark Ridout

Ann Scarlett

**MEETING #MC-2020-02**

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 5:15pm

**In Attendance:** Leanna Segura, Liz Grimes, Laura LeMiere, Rebekah McCracken, Mark Ridout, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Mark Ridout

**Seconded By:** Laura LeMiere

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-04**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Ann Scarlett

**Seconded By:** Mark Ridout

**Resolved:** That the minutes of the January 6<sup>th</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-05**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year-to-date financials were presented.

## 5.2 DIGITAL MEDIA & WEBSITE

Quotes and other follow-up information was provided from Matt Geraghty of Matty G Digital following January's presentation and reviewed by the committee.

**Moved By:** Ann Scarlett

**Seconded By:** Mark Ridout

**Resolved:** That the BIA will enter an agreement with Matty G Digital for a new website as presented, as well a social media Strategy and 1 month of social media management.

**Carried MC2020-06**

The committee discussed the need for professional photography for use in all media, and will pursue this as the weather improves.

## 5.3 SPRING SHOPPING EVENT

Discussion was held around the structure of the event, which will take place on Friday, May 29<sup>th</sup>. Live music will be sought out, and options for a seating area will be researched. Vendors will be encouraged to seek out BIA businesses to do a pop up with.

The committee agreed to brainstorm over the month and bring ideas to the March meeting.

## 5.4 OTHER INITIATIVES

Promotional offerings were brought forward from Kawartha Visitors magazine, Kawartha Possibilities magazine, and CHEX TV and all were turned down by the committee at this time.

## 6.0 NEXT MEETING

Monday, March 2<sup>nd</sup>, 2020  
5:00pm  
Boiling Over's Coffee Vault  
146 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Ann Scarlett

**Seconded By:** Rebekah McCracken

**Resolved:** That the Marketing Committee adjourns its Regular meeting of February 3<sup>rd</sup>, 2020 at 6:04pm.

**Carried MC2020-07**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Thursday, June 18<sup>th</sup>, 2020**

**5:00pm**

**Pie Eyed Monk, 8 Cambridge Street North  
and via Zoom**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Liz Grimes

Laura LeMiere

Rebekah McCracken

Mark Ridout

Ann Scarlett

**MEETING #MC-2020-04**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 5:29pm

**In Attendance:** Leanna Segura, Liz Grimes, Laura LeMiere, Rebekah McCracken, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** None

**Absent:** Mark Ridout

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Rebekah McCracken

**Seconded By:** Liz Grimes

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-08**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the minutes of the March 2<sup>nd</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-09**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year-to-date financials were presented.

## 5.2 DIGITAL MEDIA & WEBSITE

An overview of the newly launched website was reviewed with all positive feedback. The social media posts, that are not time-sensitive are ready to go and will likely be launched around July 1<sup>st</sup>, with the templates being used regularly at that point. Matt Geraghty will be doing a sample month when given the go-ahead. The domain [hello@lindsaydowntown.ca](mailto:hello@lindsaydowntown.ca) was purchased and everything switched over.

## 5.3 OTHER INITIATIVES

Videos – Pasquino Productions produced the Retail Re-opening Video and the video was posted on Tuesday with excellent community feedback. It was also picked up by Kawartha Lakes This Week and Global Peterborough and posted on their feeds.

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the committee commission a second video from Pasquino Productions to focus on restaurants and dining.

**Carried MC2020-10**

FanSaves – an overview of the main program, offering a platform for businesses to offer discounts and promotions through an app, was discussed, following our participation in the FanSaves Helps Gift Certificate program. A rewards system, similar to the Passport, may be able to be developed in the near future. The item will stay on future agendas for consideration.

Reconstruction Area Grand Opening – options for a ‘non-gathering event’ were discussed. Balloon decorations on the lampposts, ‘open for business’ signage, decorations in the bumpout planters, a virtual ribbon cutting with a video by Shayne Pasquino. Target date would be July 11<sup>th</sup>, pending completion of the reconstruction.

A promotion will be created where customers submit a photo of receipts of purchases made from businesses in the reconstruction area equal to ballots to win gift certificates to be spent at those same businesses. 40 x \$25 equaling \$1000 of gift certificates will be given away.

Social Media Challenge – every business in the downtown be incentivized to promote other businesses on their own social media. Randomize businesses who sign up to match them up.

Feature promotion – ‘Who Are the People in Your Neighbourhood?’ blog series. Utilize the Canada Summer Jobs position to create a ‘video’ of slides and photos featuring each business owner as a personal profile.

## 6.0 NEXT MEETING

Monday, July 6<sup>th</sup>, 2020

4:00pm

Location TBA

## 7.0 ADJOURNMENT

**Moved By:** Liz Grimes

**Seconded By:** Laura LeMiere

**Resolved:** That the Marketing Committee adjourns its Regular meeting of March 2<sup>nd</sup>, 2020 at 7:00pm.

**Carried MC2020-11**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Monday, March 2<sup>nd</sup>, 2020**  
**5:00pm**

**Boiling Over's Coffee Vault**  
**146 Kent Street West**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Liz Grimes

Laura LeMiere

Rebekah McCracken

Mark Ridout

Ann Scarlett

**MEETING #MC-2020-03**

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 5:13pm

**In Attendance:** Leanna Segura, Liz Grimes, Laura LeMiere, Rebekah McCracken, Mark Ridout, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Liz Grimes

**Seconded By:** Mark Ridout

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-08**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Ann Scarlett

**Seconded By:** Rebekah McCracken

**Resolved:** That the minutes of the February 2<sup>nd</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-09**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year-to-date financials were presented.

## 5.2 DIGITAL MEDIA & WEBSITE

Melissa McFarland presented an update from Matt Geraghty of Matty G Digital. He agreed to the Marketing Committee's proposal of hiring him for the website, a social media strategy, and one month of social media management to use as a template. Melissa is in the process of scheduling meetings with him to get the process started. He will require some payment up front and will invoice as necessary.

## 5.3 SPRING SHOPPING EVENT

Discussion was held regarding a Spring Shopping event, scheduled for Friday, May 29<sup>th</sup> from 5:00pm-9:00pm. Melissa McFarland will contact the Pie Eyed Monk to inquire about availability of space, to model the event after the successful Holiday Kick-Off. The evening will have a spa/pampering theme, and local salons and spas will be approached to participate with demonstrations. Tickets will be sold for \$20 and businesses will be approached to be featured retailers with the donation of a \$100 valued prize.

Discussion was also held about a Spring Passport, with the same theme, and the tagline 'Stamp Your Way to the Spa!'. Businesses in the construction area will be featured as being able to give two stamps per purchase. Melissa McFarland will investigate spa getaways in Ontario as a prize, through Trent Travel, and Mark Ridout will begin to work on the design.

## 5.4 OTHER INITIATIVES

**Moved By:** Laura LeMiere

**Seconded By:** Mark Ridout

**Resolved:** That the Marketing Committee will commit to the Bob FM Subsidy Program for 2020, at a cost of \$221 monthly from April through December.

**Carried MC2020-10**

The committee discussed the value of seminars that could be offered to the membership, especially in light of construction concerns. Customer service would be a priority. Melissa McFarland will investigate partnerships with the Lindsay Chamber and KLSBEC.

## 6.0 NEXT MEETING

Monday, April 6<sup>th</sup>, 2020

5:00pm

Boiling Over's Coffee Vault

146 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Mark Ridout

**Seconded By:** Ann Scarlett

**Resolved:** That the Marketing Committee adjourns its Regular meeting of March 2<sup>nd</sup>, 2020 at 6:43pm.

**Carried MC2020-11**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Monday, July 6<sup>th</sup>, 2020**

**4:00pm**

**Pie Eyed Monk, 8 Cambridge Street North  
and via Zoom**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Liz Grimes

Laura LeMiere

Rebekah McCracken

Ann Scarlett

**MEETING #MC-2020-05**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 4:17pm

**In Attendance:** Leanna Segura, Liz Grimes, Laura LeMiere, Rebekah McCracken, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Liz Grimes

**Seconded By:** Ann Scarlett

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-12**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Laura LeMiere

**Seconded By:** Rebekah McCracken

**Resolved:** That the minutes of the June 18<sup>th</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-13**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year-to-date financials were presented. No update from June meeting.

## 5.2 DIGITAL MEDIA & WEBSITE

Social media scheduled posts done by Matty G Digital will be on Facebook and Instagram throughout July.

Melissa McFarland gave updates on various programs, such as the new funding announced for Digital Main Street Transformation Grants and Service Squads, and the Shop Local Campaign being prepared by the City and for use by organizations and businesses across the Kawartha Lakes.

## 5.3 RECONSTRUCTION GRAND OPENING PROMOTIONS

The plans as discussed at June's meeting will be put into action as soon as the sidewalk and other finishing touches are completed in the reconstruction zone, with a launch date to be announced.

## 5.4 OTHER INITIATIVES

After the success and positive feedback of the Retail Reopening Video, an additional one will be done for the reopening of restaurants. Melissa McFarland will be in contact with Shayne Pasquino of Pasquino Productions to get it rolling as soon as the green light is given for Stage 3 reopenings.

## 6.0 NEXT MEETING

Monday, August 10<sup>th</sup>, 2020  
4:00pm  
Location TBA

## 7.0 ADJOURNMENT

**Moved By:** Ann Scarlett

**Seconded By:** Laura LeMiere

**Resolved:** That the Marketing Committee adjourns its Regular meeting of July 6<sup>th</sup>, 2020 at 5:50pm.

**Carried MC2020-14**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Thursday, August 6<sup>th</sup>, 2020**  
**4:00pm**

**Boiling Over's Coffee Vault, 148 Kent Street West**  
**and via Zoom**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Liz Grimes

Laura LeMiere

Rebekah McCracken

Ann Scarlett

MEETING #MC-2020-06

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 4:20pm

**In Attendance:** Leanna Segura, Liz Grimes, Laura LeMiere, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Steve Podolsky (4:30pm), Carlie Arbour (4:30pm via Zoom), Donna Goodwin (4:30pm via Zoom)

**Regrets:** Rebekah McCracken

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-15**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Ann Scarlett

**Seconded By:** Liz Grimes

**Resolved:** That the minutes of the July 6<sup>th</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-16**

## 3.0 DEPUTATIONS

### 3.0 SHOP LOCAL CAMPAIGN – CARLIE ARBOUR & DONNA GOODWIN, CKL ECONOMIC DEVELOPMENT

Carlie Arbour & Donna Goodwin joined the meeting via Zoom to present the Shop Local Campaign to the committee, with an emphasis on how local businesses can use their own social media accounts to help promote the campaign, via easy to use templates.

Technical difficulties caused the deputation to be cut short. Donna Goodwin will meet with Melissa McFarland separately to give the pertinent info, that can then be shared with the committee at a later date.

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year-to-date financials were presented.

### 5.2 CANADA UNITED & REOPENING PROMOTIONS

Promotions, as discussed at the previous meeting, will be tentatively implemented for the weekend of August 28<sup>th</sup> – 30<sup>th</sup>. Melissa McFarland is working with area Chambers of Commerce on some cross-promoting of events and initiatives. The entire downtown will be promoted under the Canada United Shop Local Weekend, but the special contest will be reserved for the businesses in the reconstruction area, as an informal ‘grand opening’. Shayne Pasquino will be sourced to do a video to promote those businesses.

### 5.3 OTHER INITIATIVES

Melissa McFarland passed on information gathered from OBIAA Best Practices calls that all downtowns are struggling with trying to plan holiday events. The general consensus among Ontario BIA’s is that less emphasis will be placed on events where crowds may gather (tree lightings, holiday markets, etc) and more emphasis on shopping local, support of local businesses and getting the general public into stores and restaurants and spending money.

The committee discussed the Holiday Passport and how to make it even more successful and appealing, as it’s a great way to promote spending in the downtown, especially if the marketing budget is used to for prizes that put revenue back into the registers of downtown businesses – such as with gift certificates.

The committee discussed a new meeting schedule, and agreed upon the first Thursday of each month at 5:00pm, at Boiling Over.

As the committee has fewer members than it has previously, a general discussion was held regarding recruitment. Each committee member will brainstorm downtown members who they believe would be an asset to the committee, and make inquiries as to their interest in joining.

## 6.0 NEXT MEETING

Monday, September 3<sup>rd</sup>, 2020  
5:00pm  
Boiling Over’s Coffee Vault, 148 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Liz Grimes

**Seconded By:** Ann Scarlett

**Resolved:** That the Marketing Committee adjourns its Regular meeting of August 6<sup>th</sup>, 2020 at 5:45pm.

**Carried MC2020-17**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Thursday, September 3<sup>rd</sup>, 2020**  
**5:00pm**

**Boiling Over's Coffee Vault**  
**148 Kent Street West**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Matt Geraghty

Liz Grimes

Laura LeMiere

Rebekah McCracken

Ann Scarlett

MEETING #MC-2020-07

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 5:12pm

**In Attendance:** Leanna Segura, Matt Geraghty, Liz Grimes, Laura LeMiere, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** Rebekah McCracken

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-18**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Ann Scarlett

**Seconded By:** Liz Grimes

**Resolved:** That the minutes of the August 6<sup>th</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-19**

## 3.0 DEPUTATIONS

## 4.0 CORRESPONDENCE

### 4.1 CITY OF KAWARTHA LAKES – SHOP LOCAL CAMPAIGN

Information was provided by Melissa McFarland to the committee, on behalf of Donna Goodwin, Economic Development Officer, regarding the launch of the Shop Local Campaign. An overview of the program was given, including the template program that businesses can use to promote their own business within in the campaign. The information and instructions will be sent to the membership.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year-to-date financials were presented.

## 5.2 COMMITTEE RECRUITMENT

Matt Geraghty, as the newest member of the Board of Directors has joined the committee. One more committee member would be ideal, and the committee will continue to brainstorm who may be a good fit.

## 5.3 HOLIDAY INITIATIVES

Melissa McFarland reached out to BakerTilly regarding status of the 2020 the Santa Claus Parade. They will update her after they have more information.

The committee agreed that priority should be given to getting shoppers into stores and spending money in the holiday season. The Holiday Passport will be the best way to accomplish this, and efforts and budget will be focused on this, versus events where distancing may be a challenge. Prizes for the passport will be some combination of downtown gift certificates, store gift certificates and some physical product. Possible marketing initiatives could include a Bob FM partnership, perhaps in a '12 days of giveaways' early bird promotion. Brainstorming was conducted towards themed baskets of giveaways from the businesses, purchased by the committee, and will be finalized at the next meeting.

Matt Geraghty offered to design the passport. Melissa McFarland will send him last year's documents.

## 5.4 OTHER INITIATIVES

Social media / communications / marketing position can be hired from the Canada Summer Jobs funding that was granted, but not used this summer. An extension was given until February. The committee advised that this position would be beneficial for holiday promotions, and should be hired this fall.

Discussion was held about the inconsistencies found with businesses' hours of operations across platforms. They will be advised in an upcoming newsletter to check their various listings and ensure they're consistent.

## 6.0 NEXT MEETING

Thursday, October 1<sup>st</sup>, 2020  
5:00pm  
Boiling Over's Coffee Vault  
148 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Liz Grimes

**Seconded By:** Ann Scarlett

**Resolved:** That the Marketing Committee adjourns its Regular meeting of August 6<sup>th</sup>, 2020 at 5:45pm.

**Carried MC2020-20**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Monday, October 5<sup>th</sup>, 2020**  
**5:00pm**

**Boiling Over's Coffee Vault**  
**148 Kent Street West**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Matt Geraghty

Liz Grimes

Laura LeMiere

Rebekah McCracken

Ann Scarlett

**MEETING #MC-2020-08**

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 5:13pm

**In Attendance:** Leanna Segura, Matt Geraghty, Liz Grimes, Laura LeMiere

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Rebekah McCracken (5:30pm)

**Early Departures:** None

**Guests:** None

**Regrets:** Ann Scarlett

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Liz Grimes

**Seconded By:** Laura LeMiere

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-18**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Matt Geraghty

**Seconded By:** Laura LeMiere

**Resolved:** That the minutes of the September 3<sup>rd</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-19**

## 3.0 DEPUTATIONS

## 4.0 CORRESPONDENCE

### 4.1 RESUMES RECEIVED IN APPLICATION FOR THE POSTED POSITION OF MARKETING & EVENTS COORDINATOR, UNDER THE CANADA SUMMER JOBS PROGRAM

The committee reviewed resumes received thus far for the above posted position. They identified potential candidates that would be suitable for an interview, and Melissa McFarland will contact them and set up interview times with herself and Matt Geraghty.

Melissa McFarland will finalize a job description and will work with the successful candidate to develop an appropriate schedule and work plan.

If available, the successful candidate will be able to begin in mid-October, and the Canada Summer Jobs grant will take them through Christmas.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year to date financials were presented.

### 5.2 HOLIDAY PASSPORT

Matt Geraghty presented mockups of the 2020 design. The committee discussed layout and content. New businesses will be contacted for participation. Passport runs November 20<sup>th</sup> and draws through December 18<sup>th</sup>. Melissa McFarland will send the committee the previously decided prize themes, and the committee will come to the next meeting with ideas on how to structure the 12 prizes. The themes include variations of things like Movie Night, Girls Night, Guys Night, Date Night Out, Date Night In, Kids, Holiday Entertaining, Culinary Delights, Fashion Finds, Essentials, Pampering, Health & Wellness. All businesses who participate in the passport will be placed into one of the 12 categories, and gift certificates and/or products from each will be included.

Quotes for printing will be obtained.

### 5.3 ADVERTISING & PROMOTIONS

**Moved By:** Laura LeMiere

**Seconded By:** Rebekah McCracken

**Resolved:** That the BIA subsidize downtown ads and an editorial spread for November & December editions of the Lindsay Advocate.

**Carried MC2020-19**

Social media posts will be done for downtown restaurants to show the safety measures that have been put into place to address Covid.

### 5.4 RECONSTRUCTION

The committee will take on the reconstruction initiatives, and those individuals who had shown keen interest in the reconstruction activities will be invited onto the committee for the new year.

## 6.0 NEXT MEETING

Thursday, November 5<sup>th</sup>, 2020

5:00pm

Boiling Over's Coffee Vault

148 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Liz Grimes

**Seconded By:** Laura LeMiere

**Resolved:** That the Marketing Committee adjourns its Regular meeting of October 5<sup>th</sup>, 2020 at 6:32pm.

**Carried MC2020-20**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Monday, November 5<sup>th</sup>, 2020**  
**5:00pm**

**Boiling Over's Coffee Vault**  
**148 Kent Street West**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Matt Geraghty

Liz Grimes

Laura LeMiere

Rebekah McCracken

Ann Scarlett

**MEETING #MC-2020-08**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 5:11pm

**In Attendance:** Leanna Segura, Matt Geraghty, Liz Grimes, Laura LeMiere, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Mackenzie Hulme

**Regrets:** Rebekah McCracken

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Liz Grimes

**Seconded By:** Laura LeMiere

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-18**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Matt Geraghty

**Seconded By:** Laura LeMiere

**Resolved:** That the Minutes of the October 5<sup>th</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-19**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 BUDGET OVERVIEW

Year to date financials were presented.

### 5.2 HOLIDAY PASSPORT

Discussion was held about the printing process. The passports will be available for pickup on

November 16<sup>th</sup>. The cost of printing from PP Print in Port Perry was far lower than in previous years, and the quality of the sample provided was excellent. Distribution will be on Thursday the 19<sup>th</sup>, and all who are available can help. Discussion was held regarding the prize categories and breakdowns, and how each business will be represented in the prizes. Shopping for the prizes will take place towards the end of November.

### 5.3 ADVERTISING & PROMOTIONS

Bob FM will help promote the Shop Local messaging through the holiday season, and a commercial for the Holiday Passport will be done.

The Lindsay Advocate released the November issue with the downtown feature that the BIA subsidized, with ads for downtown businesses as well as an editorial written by Melissa McFarland. The December issue will be similar, but with a holiday theme.

### 5.4 BUSINESS OPENING HOURS

Feedback has been received from customers to merchants that they have encountered difficulties with businesses having inconsistent hours posted on various platforms, no opening hours on their doors, etc. Messaging will be sent to the businesses encouraging consistency and transparency to avoid frustrated visitors. Another survey will be attempted to try and capture a snapshot of when downtown is generally open or closed for business.

### 5.4 RECONSTRUCTION

Discussion was held about bringing additional members onto the Marketing Committee who had shown a keen interest in reconstruction initiatives last winter. Discussion was held about some early initiatives, and the desire to see the return of the campaign shelved by the City due to Covid-19. It was suggested that in order to maximize parking for customers, that an incentive be given to downtown employees in order to utilize lots further away. This will be brought to the Parking Committee.

## 6.0 NEXT MEETING

Thursday, December 3<sup>rd</sup>, 2020  
5:00pm  
Boiling Over's Coffee Vault  
148 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Liz Grimes

**Seconded By:** Laura LeMiere

**Resolved:** That the Marketing Committee adjourns its Regular meeting of November 5<sup>th</sup>, 2020 at 6:50pm.

**Carried MC2020-20**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES OF THE MEETING OF THE  
**MARKETING COMMITTEE**

**Monday, December 3<sup>rd</sup>, 2020**  
**5:00pm**

**Olympia Restaurant**  
**106 Kent Street West, Lindsay**

**Committee Members**

**Chair**

Leanna Segura

**Voting Members**

Matt Geraghty

Liz Grimes

Laura LeMiere

Rebekah McCracken

Ann Scarlett

**MEETING #MC-2020-08**

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 5:22pm

**In Attendance:** Leanna Segura, Matt Geraghty, Liz Grimes, Laura LeMiere, Rebekah McCracken, Ann Scarlett

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Mackenzie Hulme

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Laura LeMiere

**Seconded By:** Ann Scarlett

**Resolved:** That the agenda be adopted as circulated.

**Carried MC2020-21**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Rebekah McCracken

**Seconded By:** Liz Grimes

**Resolved:** That the Minutes of the November 5<sup>th</sup>, 2020 Marketing Committee Meeting be approved.

**Carried MC2020-22**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

### 4.1 RECEIVED FROM LEANNA SEGURA, MARKETING COMMITTEE CHAIR

Re: Resignation due to relocation of business

## 5.0 OTHER OR NEW BUSINESS

### 5.1 COMMITTEE STRUCTURE

**Moved By:** Laura LeMiere

**Seconded By:** Rebekah McCracken

**Resolved:** That Matt Geraghty be Chair of the Marketing Committee, effective of the January 2021 meeting.

**Carried MC2020-23**

Sandra Patrick from Down to Earth will join the committee in January.

## 5.2 BUDGET OVERVIEW

Year-to-date financials were presented and reviewed.

## 5.3 HOLIDAY PASSPORT

Second print run of an additional 1000 was required. A note has been made to increase the initial print run to 7500 from 5000 next year. The prize baskets are being completed, with products from many businesses procured by Laura LeMiere and Mackenzie Hulme, and Melissa McFarland will make up the balance of each basket with gift certificates for the businesses in each categorized basket. Prize giveaways will begin on December 7<sup>th</sup>. Discussion was held regarding how each prize should be given away, to keep the draws interesting. It was agreed that an email would be sent to the membership asking who would like to have a draw conducted in their business, and the first 12 to respond will be chosen. The prize draws will be recorded with the business owner or staff, posted on social media daily, and the prize can be left there for pickup.

## 5.3 ADVERTISING & PROMOTIONS

The holiday-themed spread in the Lindsay Advocate was well received. New opportunities will be explored in 2021, as a better understanding of what is needed to address Covid-19 and reconstruction becomes clearer.

## 5.4 RECONSTRUCTION - CKL CAMPAIGN & SIGNAGE

Melissa McFarland, Liz Grimes and Ann Scarlett virtually attended a meeting with City of Kawartha Lakes' Communications and Marketing Department, and Economic Development, to better understand what the downtown would like to see for the reconstruction. They were asked to attribute percentages to signage vs advertising, and it was agreed that more of the budget should be spent on local advertising, but that signage is still crucial for wayfinding, and a positive experience for customers who choose to come downtown.

## 6.0 NEXT MEETING

Thursday, January 7<sup>th</sup>, 2020  
5:00pm  
Boiling Over's Coffee Vault  
148 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Laura LeMiere

**Seconded By:** Matt Geraghty

**Resolved:** That the Marketing Committee adjourns its Regular meeting of December 3<sup>rd</sup>, 2020 at 6:03pm.

**Carried MC2020-20**



LINDSAY DOWNTOWN

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## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, January 14<sup>th</sup>, 2020**

**7:30am**

**The Grand Experience (Upper Level)  
177 Kent Street West, Lindsay**

#### **Committee Members**

##### **Co-Chair**

Steve Podolsky

##### **Co-Chair**

Steve Turner

##### **Voting Members**

Dan Burns

Jim Garbutt

Charlie McDonald

Tim White

Councillor Pat Dunn

##### **CKL By-Law Liaison**

Aaron Sloan

##### **LDBIA Community Liaison**

Wayne English

MEETING #PC-2020-01

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 7:35am

**In Attendance:** Steve Podolsky, Steve Turner, Charlie McDonald, Tim White, Councillor Pat Dunn, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Jim Garbutt (7:39am)

**Early Departures:** None

**Guests:** Enzo Ingribelli (left 8:10am)

**Regrets:** None

**Absent:** Dan Burns, Councillor Pat Dunn

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Tim White

**Seconded By:** Charlie McDonald

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-01**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Turner

**Seconded By:** Charlie McDonald

**Resolved:** That the Minutes of the December 10<sup>th</sup>, 2019 Parking Committee Meeting be approved.

**Carried PC2020-02**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

Parking Reports for the month of December were reviewed. Please see agenda package or request a copy from the Lindsay Downtown BIA.

**Moved By:** Tim White

**Seconded By:** Jim Garbutt

**Resolved:** That the above report be received.

**Carried PC2020-03**

## 6.0 OTHER OR NEW BUSINESS

### 6.1 DOWNTOWN PARKING

Enzo Ingribelli, Public Works Supervisor attended the meeting. A history of the BIA and their relationship with City Staff was given.

Discussion was held regarding the level of service for snowbanks, and requirements for removal. Enzo will communicate with Melissa McFarland regarding overnight removal as soon as he is able following a significant snowfall.

Discussion was held regarding sidewalk clearing, and whether a policy could be put into place to have the sidewalk plow make a pass through downtown, with businesses and property owners being responsible for more thorough cleanup afterwards. Issues have been cited with pedestrians struggling with unshoveled sidewalks early in the morning before businesses are in, as well Sundays when many are closed. The BIA and Public Works will investigate this possibility, and in the meantime will take steps to have their own maintenance team do a pass with their plow on Sundays when there has been a Saturday night snowfall. An inquiry will be made to see if they can obtain salt from the City to put down during those times.

Issues have been noted with salt eroding the buildings in some cases, perhaps caused when snowplows are driving too quickly and the salt-filled snow ends up against the building faces. Enzo assured the committee that he is able to monitor the GPS' of the plows, and there has been no recent speed infractions.

Discussion was held regarding cars parked overnight, impeding both regular plowing operations, and the overnight removal of the snowbanks. It was stated that it is not the role of Public Works to report infractions of the parking overnight by-law. The issue should be referred to by-law or the KLPS for assistance.

Concerns were raised regarding late season winter events and whether the budget and contract will cover them, and limitations of where the snow can be stored upon removal.

## 7.0 NEXT MEETING

Tuesday, February 11<sup>th</sup>, 2020  
7:30am  
The Grand Experience (Upper Level),  
177 Kent Street West

## 8.0 ADJOURNMENT

**Moved By:** Jim Garbutt

**Seconded By:** Tim White

**Resolved:** That the Parking Committee adjourns its Regular Meeting of January 14<sup>th</sup>, 2019 at 8:55am.

**Carried PC2020-04**



LINDSAY DOWNTOWN

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## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, February 11<sup>th</sup>, 2020  
7:30am**

**The Grand Experience (Upper Level)  
177 Kent Street West, Lindsay**

#### **Committee Members**

**Co-Chair**  
Steve Podolsky

**Co-Chair**  
Steve Turner

#### **Voting Members**

Dan Burns  
Jim Garbutt  
Charlie McDonald  
Tim White  
Councillor Pat Dunn

**CKL By-Law Liaison**  
Aaron Sloan

**LDBIA Community Liaison**  
Wayne English

MEETING #PC-2020-02

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 7:37am

**In Attendance:** Steve Podolsky, Steve Turner, Dan Burns, Jim Garbutt, Tim White, Councillor Pat Dunn, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Enzo Ingribelli, Oliver Vigelius, Corby Purdy

**Regrets:** Charlie McDonald

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Tim White

**Seconded By:** Steve Podolsky

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-05**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Tim White

**Seconded By:** Jim Garbutt

**Resolved:** That the Minutes of the January 14<sup>th</sup>, 2020 Parking Committee Meeting be approved.

**Carried PC2020-06**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

Parking Reports for the month of January were reviewed. Please see agenda package or request a copy from the Lindsay Downtown BIA.

**Moved By:** Dan Burns

**Seconded By:** Jim Garbutt

**Resolved:** That the above report be received.

**Carried PC2020-07**

## **6.0 OTHER OR NEW BUSINESS**

### **6.1 DOWNTOWN PARKING**

Steve Podolsky and Melissa McFarland gave an update on the meeting they (along with Charlie McDonald) attended in January, with City Clerk Cathie Ritchie, and Manager of Municipal By-Law Enforcement Aaron Sloan. As a follow up from the meeting, the time limits in Lot M1 will be returned to 4 hours (and permits). Snow clearing in the lots will continue, and Wayne English will continue to monitor and inform Aaron when he believes there to be an excess that requires clearing. The single issue not resolved was regarding the increase in parking fines, and despite the BIA's request, will remain at the higher rate. The committee agreed that the reasoning stated by Cathie Ritchie was practical, and a change back to the lower amounts would not likely be endorsed by Council.

## **7.0 NEXT MEETING**

Tuesday, March 10<sup>th</sup>, 2020  
7:30am  
The Grand Experience (Upper Level),  
177 Kent Street West

## **8.0 ADJOURNMENT**

**Moved By:** Councillor Dunn

**Seconded By:** Dan Burns

**Resolved:** That the Parking Committee adjourns its Regular Meeting of February 11<sup>th</sup>, 2020 at 8:50am.

**Carried PC2020-08**



**LINDSAY DOWNTOWN**

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE **PARKING COMMITTEE**

**Tuesday, March 10<sup>th</sup>, 2020  
7:30am**

**The Grand Experience (Upper Level)  
177 Kent Street West, Lindsay**

#### **Committee Members**

**Co-Chair**  
Steve Podolsky

**Co-Chair**  
Steve Turner

#### **Voting Members**

Dan Burns  
Jim Garbutt  
Charlie McDonald  
Tim White  
Councillor Pat Dunn

**CKL By-Law Liaison**  
Aaron Sloan

**LDBIA Community Liaison**  
Wayne English

**MEETING #PC-2020-02**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 7:36am

**In Attendance:** Steve Podolsky, Steve Turner, Tim White, Councillor Pat Dunn, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Jim Garbutt (7:47am)

**Early Departures:** None

**Guests:** Enzo Ingribelli, Oliver Vigelius, Drew Sinclair

**Regrets:** Charlie McDonald, Dan Burns

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Tim White

**Seconded By:** Steve Turner

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-09**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Tim White

**Seconded By:** Councillor Dunn

**Resolved:** That the Minutes of the February 11<sup>th</sup>, 2020 Parking Committee Meeting be approved.

**Carried PC2020-10**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

Parking Reports for the month of February were reviewed. Please see agenda package or request a copy from the Lindsay Downtown BIA.

**Moved By:** Tim White

**Seconded By:** Jim Garbutt

**Resolved:** That the above report be received.

**Carried PC2020-11**

## **6.0 OTHER OR NEW BUSINESS**

### **6.1 DOWNTOWN PARKING**

Discussion was held regarding Enbridge and the completion of Aecon's work. Enbridge is responsible for the condition of the sidewalk patches and the BIA will have a contact so that issues can be communicated with them after they've finished.

Discussion was held about the Parking Study. Melissa McFarland will contact Adam Found to inquire about the status, target presentation date to Council, and whether or not the Board & Committee will have an opportunity to review it prior it going to Council.

Steve Podolsky gave an update on the sidewalk clearing recommendation – the Board has approved a letter to go to Council recommending that the by-law be amended to allow a pass through downtown to clear a pedestrian path upon significant snowfalls.

## **7.0 NEXT MEETING**

Tuesday, April 14<sup>th</sup>, 2020

7:30am

The Grand Experience (Upper Level),  
177 Kent Street West

## **8.0 ADJOURNMENT**

**Moved By:** Tim White

**Seconded By:** Jim Garbutt

**Resolved:** That the Parking Committee adjourns its Regular Meeting of March 10<sup>th</sup>, 2020 at 8:47am.

**Carried PC2020-12**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, June 16<sup>th</sup>, 2020**

**7:30am**

**via Zoom**

#### **Committee Members**

##### **Co-Chair**

Steve Podolsky

##### **Co-Chair**

Steve Turner

##### **Voting Members**

Dan Burns

Jim Garbutt

Charlie McDonald

Tim White

Councillor Pat Dunn

##### **CKL By-Law Liaison**

Aaron Sloan

##### **LDBIA Community Liaison**

Wayne English

**MEETING #PC-2020-02**

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 7:33am

**In Attendance:** Steve Podolsky, Steve Turner, Dan Burns, Jim Garbutt, Charlie McDonald, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Wayne English (7:45am)

**Early Departures:** None

**Guests:** None

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Councillor Dunn

**Seconded By:** Charlie McDonald

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-13**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Councillor Dunn

**Resolved:** That the Minutes of the March 10<sup>th</sup>, 2020 Parking Committee Meeting be approved.

**Carried PC2020-14**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

No report. Operations of the parking enforcement part of the Community Liaison position ceased at the end of March and can only resume once City of Kawartha Lakes Municipal buildings are able to be opened to the public.

## 6.0 OTHER OR NEW BUSINESS

### 6.1 DOWNTOWN PARKING

Charlie McDonald updated on the Community Liaison position. Complaints were received from a business on Cambridge Street south about employees utilizing the on-street parking spaces, as well as some privately designated lot spaces. Wayne English has returned on a casual part-time basis to monitor and Melissa McFarland created courtesy cards to be placed on vehicles, requesting that they return to their previous parking arrangements and allow customers to utilize the prime spaces, now that downtown has seen a significant increase in traffic. Jim Garbutt commented on offenders in his area as well.

Jim Garbutt brought forth an inquiry about by-law enforcement using drones for monitoring – Councillor Dunn advised that this was not likely.

An inquiry was made about the parking spaces in the construction area and if there are now fewer. Wayne English does not believe this is the case, but will do a count and give an update. A concern was also raised about the Pie Eyed Monk and their utilization of adjacent parking spaces for an expanded patio, and it has been questioned if those parking spaces were purchased from by-law. Councillor Dunn advised that to his knowledge, if parking spots are leased from the municipality, then they are to only be used for parking. Melissa McFarland will contact Aaron Sloan to clarify. The Economic Recovery Task Force is looking at various options for patios, and how they can be expanded in both municipal and private areas.

An inquiry was made about the Parking Study. Councillor Dunn has advised that the majority of reports have been delayed until the end of the 3<sup>rd</sup> quarter. Melissa McFarland spoke to Adam Found prior to the shutdowns, who advised that there would likely be plenty of time for consultations on the completed study before any decisions were to be made by Council on the results.

Steve Podolsky advised that any issues with the sidewalks in the non-reconstruction areas would be the responsibility of Enbridge or Aecon from their work, and they would be quick to fix when contacted.

Wayne English advised that he cautiously returning part-time and has concerns about returning full time at this point. He also advised that John Hope will not be returning.

## 7.0 NEXT MEETING

Tuesday, July 14<sup>th</sup>, 2020

7:30am

The Grand Experience (Upper Level) and via Zoom  
177 Kent Street West

## 8.0 ADJOURNMENT

**Moved By:** Councillor Dunn

**Seconded By:** Dan Burns

**Resolved:** That the Parking Committee adjourns its Regular Meeting of June 16th, 2020 at 8:03am.

**Carried PC2020-15**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, July 14<sup>th</sup>, 2020**

**7:30am**

**The Grand Experience, 177 Kent Street West  
and via Zoom**

#### **Committee Members**

##### **Co-Chair**

Steve Podolsky

##### **Co-Chair**

Steve Turner

##### **Voting Members**

Dan Burns

Jim Garbutt

Charlie McDonald

Tim White

Councillor Pat Dunn

##### **CKL By-Law Liaison**

Aaron Sloan

##### **LDBIA Community Liaison**

Wayne English

**MEETING #PC-2020-04**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 7:35am

**In Attendance:** Steve Podolsky, Steve Turner, Jim Garbutt, Charlie McDonald, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Albert Horne

**Regrets:** None

**Absent:** Dan Burns, Councillor Pat Dunn

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Charlie McDonald

**Seconded By:** Steve Turner

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-16**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Charlie McDonald

**Resolved:** That the Minutes of the June 16<sup>th</sup>, 2020 Parking Committee Meeting be approved.

**Carried PC2020-17**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

No formal report was given, as formal enforcement is still not taking place. He has continued to hand out the courtesy notices, and noted dates of communications that have taken place with CIMA, HardCo and Coco Paving.

Municipal buildings are still closed to the public, which includes our Community Liaison, and will not likely reopen until at least Stage 3.

## 6.0 OTHER OR NEW BUSINESS

### 6.1 DOWNTOWN PARKING – ENFORCEMENT NEEDS

It appears that some of the complaints received about Cambridge Street have been resolved and there has been improvements. Kent Street is generally busy but there haven't been any major issues. There could be some ongoing issues with tenants, especially overnight. Committee members were reminded that if they receive any complaints from other businesses or customers, they should always be directed to Wayne English or Melissa McFarland so that they can be tracked.

Jim Garbutt brought forth a concern about the new parking spaces in the reconstruction area, that they appear to be shorter, causing longer vehicles to protrude into the driving lanes, and also concerns that due to some patio placements and possible shorter curbs, that overhanging front ends could impede the pedestrian pathways around patios. Wayne English advised that the length of the painted lines don't matter, that the lines are only meant to delineate between the adjacent spaces. The possibility of vehicles overhanging the curbs in front of patios will be investigated and Engineering will be contacted if necessary. Jim Garbutt advised he will check with Accessibility.

### 6.2 RECONSTRUCTION & PARKING INVENTORY

Parking inventory counts have been completed and in the reconstruction area, there are actually now 52 regular spaces and 3 accessible spaces, versus the previous 49 and 2, however he believes some of the accessible spaces may be misplaced.

### 6.3 BY-LAW ISSUES – PROPERTY STANDARDS

Wayne English has been in contact with a business owner who has concerns about the condition of the property behind her business. Weeds are an issue in this area and the entire municipal parking lot around it. He will be following up with by-law.

## 7.0 NEXT MEETING

Tuesday, August 11<sup>th</sup>, 2020

7:30am

The Grand Experience (Upper Level) and via Zoom

177 Kent Street West

## 8.0 ADJOURNMENT

**Moved By:** Steve Turner

**Seconded By:** Charlie McDonald

**Resolved:** That the Parking Committee adjourns its Regular Meeting of July 14<sup>th</sup>, 2020 at 7:58am.

**Carried PC2020-18**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, August 11<sup>th</sup>, 2020  
7:30am**

**The Grand Experience, 177 Kent Street West  
and via Zoom**

#### **Committee Members**

**Co-Chair**  
Steve Podolsky

**Co-Chair**  
Steve Turner

#### **Voting Members**

Dan Burns  
Jim Garbutt  
Charlie McDonald  
Tim White  
Councillor Pat Dunn

**CKL By-Law Liaison**  
Aaron Sloan

**LDBIA Community Liaison**  
Wayne English

MEETING #PC-2020-05

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 7:35am

**In Attendance:** Steve Podolsky, Steve Turner, Jim Garbutt, Charlie McDonald, Councillor Pat Dunn, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** Dan Burns, Tim White

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Councillor Dunn

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-19**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Charlie McDonald

**Seconded By:** Steve Turner

**Resolved:** That the Minutes of the July 14<sup>th</sup>, 2020 Parking Committee Meeting be approved.

**Carried PC2020-20**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

Wayne English reported updates on issues from the previous meeting. He has spoken to Aaron Sloan regarding the weeds behind Cathy Allan's. There have been some improvements made, likely by the property owner. Issues with the municipal lots should be reported on the City's website, where a tracking number is given – this has been done, but no response. He has been advised that someone from Public Works will respond, but nothing has been received as of yet.

Peel Street, south side at William now has 3 parking spaces where it used to be a loading zone, and is still signed as such. It has been advised that they will stay as parking spaces and the sign will be removed.

The lot behind 24 Kent Street – resident of upstairs apartments who frequently has trailer, now has a steel scrap trailer for drop offs. Wayne is monitoring, and Steve Podolsky, as property owner, is aware.

An investigation into the sidewalk in front of Pane Vino’s patio has not produced any issues with vehicles overhanging the sidewalk and blocking the pedestrian pathway as of yet.

## **6.0 OTHER OR NEW BUSINESS**

### **6.1 DOWNTOWN PARKING – ENFORCEMENT NEEDS**

Wayne English will follow up with By-Law Enforcement, copying the City Clerk, to inquire about what is required for him to begin official enforcement.

When he is able to begin official patrols, the committee agreed that 3 days a week, plus the addressing of complaints would be a good start.

### **6.2 OTHER ITEMS**

Melissa McFarland received a complaint from a business who has just relocated and opened at 9 Kent Street West, regarding the construction trailer parked in front. She will follow up with Engineering/Hard Co/CIMA to inquire if it can be relocated somewhere off of Kent Street.

Due to the closure of his business, Charlie McDonald informed the committee of his resignation.

## **7.0 NEXT MEETING**

Tuesday, September 8<sup>th</sup>, 2020  
7:30am  
Location TBD

## **8.0 ADJOURNMENT**

**Moved By:** Jim Garbutt

**Seconded By:** Charlie McDonald

**Resolved:** That the Parking Committee adjourns its Regular Meeting of August 11<sup>th</sup>, 2020 at 8:03am

**Carried PC2020-21**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, September 15<sup>th</sup>, 2020**  
**8:00am**

**Appleseed Quiltworks (Upstairs)**  
**100 Kent Street West**

#### **Committee Members**

**Co-Chair**  
Steve Podolsky

**Co-Chair**  
Steve Turner

#### **Voting Members**

Dan Burns  
Jim Garbutt  
Tim White  
Councillor Pat Dunn

**CKL By-Law Liaison**  
Aaron Sloan

**LDBIA Community Liaison**  
Wayne English

MEETING #PC-2020-06

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:05am

**In Attendance:** Steve Podolsky, Steve Turner, Dan Burns, Councillor Pat Dunn, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** Jim Garbutt (8:10am)

**Early Departures:** Dan Burns (9:01am)

**Guests:** None

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Councillor Dunn

**Seconded By:** Steve Turner

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-22**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Dan Burns

**Seconded By:** Steve Turner

**Resolved:** That the Minutes of the August 11<sup>th</sup>, 2020 Parking Committee Meeting be approved.

**Carried PC2020-23**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

Parking Reports for the month of August were reviewed. Please see agenda package or request a copy from the Lindsay Downtown BIA.

**Moved By:** Councillor Dunn

**Seconded By:** Steve Turner

**Resolved:** That the above report be received.

**Carried PC2020-24**

## 6.0 OTHER OR NEW BUSINESS

### 6.1 DOWNTOWN PARKING

Discussions were held regarding utilizations count – the lots are consistently busy and full – street parking varies, but is nowhere near as utilized at the rate they were before March. Municipal employees are not using their usual spaces, which frees up parking in general.

Weed issues in the municipal lots were reported to Public Works, and lot M1 was taken care of quickly.

Discussions were held regarding winter issues, and the contracts for snow removal for sidewalks, streets and lots. Snow removal in the lots is addressed by By-Law Enforcement, while streets and sidewalks is addressed by Public Works. A meeting was held on February 11<sup>th</sup> between Steve Podolsky & Melissa McFarland, with Bryan Robinson & Oliver Vigelius at Public Works, regarding By-Law 95-04, which places the responsibility of sidewalk clearing of the BIA geographical area on the adjacent businesses.

Enzo Ingribelli, who facilitates between the BIA and Public Works will be invited to future parking meetings on an ongoing basis.

By-Law Enforcement will be approached with a proposal for the BIA to take care of the sidewalk removal of vacant properties where an absent landlord does not maintain their area. By-Law Enforcement could then follow the items of 4.1 and 4.2 on the 95-04 by-law and charge the property owner, while reimbursing the BIA. This will be addressed to Aaron Sloan, copying the City Clerk, Cathie Ritchie. An ask for a reply by October 6<sup>th</sup> will be requested.

Charlie McDonald attended the meeting and expressed his intention to join the committee as a member of the community.

**Moved By:** Councillor Dunn

**Seconded By:** Steve Turner

**Resolved:** That Charlie McDonald be made a voting member of the Parking & Advocacy Committees.

**Carried PC2020-24**

## 7.0 NEXT MEETING

Tuesday, October 13<sup>th</sup>, 2020

7:30am

Location TBD

## 8.0 ADJOURNMENT

**Moved By:** Steve Turner

**Seconded By:** Jim Garbutt

**Resolved:** That the Parking Committee adjourns its Regular Meeting of September 15<sup>th</sup>, 2020 at 9:04am.

**Carried PC2020-25**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, October 13<sup>th</sup>, 2020  
8:00am**

**Century Theatre  
141 Kent Street West, Lindsay**

#### **Committee Members**

**Co-Chair**  
Steve Podolsky

**Co-Chair**  
Steve Turner

#### **Voting Members**

Dan Burns  
Jim Garbutt  
Charlie McDonald  
Councillor Pat Dunn

**CKL By-Law Liaison**  
Aaron Sloan

**LDBIA Community Liaison**  
Wayne English

MEETING #PC-2020-06

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 8:05am

**In Attendance:** Steve Podolsky, Dan Burns, Jim Garbutt, Charlie McDonald, Councillor Pat Dunn, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** Dan Burns (8:55am)

**Guests:** Enzo Ingribelli (left 8:37am)

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Jim Garbutt

**Seconded By:** Charlie McDonald

**Resolved:** That the agenda be adopted as circulated.

**Carried PC2020-26**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Jim Garbutt

**Seconded By:** Dan Burns

**Resolved:** That the Minutes of the September 15<sup>th</sup>, 2020 Parking Committee Meeting be approved.

**Carried PC2020-27**

## 3.0 DEPUTATIONS

Discussion was held between the committee and Enzo Ingribelli of Public Works regarding snow removal for the upcoming winter season. There are concerns regarding snow removal on sidewalks in front of vacant businesses, and a proposal was submitted to the Manager of By-Law Enforcement for the BIA to clear the snow and submit the costs to the City for them to follow through with the property owners for reimbursement. This proposal was refused, stating that the procedures will be followed as per the by-law.

There are concerns with the utilization of Lot M1 when Phase 3 construction begins in January and on-street parking on Kent from William to Cambridge is lost.

The committee discussed with Enzo Ingribelli the process for sidewalk snow removal for the upcoming season.

## 4.0 CORRESPONDENCE

None

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

Parking Reports for the month of September were reviewed. Please see agenda package or request a copy from the Lindsay Downtown BIA.

**Moved By:** Councillor Dunn

**Seconded By:** Charlie McDonald

**Resolved:** That the above report be received.

**Carried PC2020-28**

## 6.0 OTHER OR NEW BUSINESS

### 6.1 DOWNTOWN PARKING

Wayne English expressed his concerns with the standard of sidewalks pertaining to snow removal, and that the service levels are too high, and that it creates a dangerous environment for pedestrians. He requested that the BIA approach the City to request the BIA look after sidewalk snow removal with costs being provided by the City in lieu.

Charlie McDonald suggested that a separate meeting be scheduled with all relevant parties from the City and the BIA to ensure that everyone has the same understanding of the policies and procedures. The BIA will request to view the snow removal contract via Cathie Ritchie for parking lots, as a first step.

Melissa McFarland will work on obtaining a list of the downtown property owners for the purpose of contacting them via mail to remind them of the sidewalk snow removal requirements, especially in the case of vacant properties. The usual email will be sent to the membership at the beginning of November to remind them of their responsibility.

Councillor Dunn made suggestions as to how to approach the concept of the City of providing reimbursement for the BIA's sidewalk snow removal. He suggested that a 50/50 matching funds option be explored. The BIA will look into costs. A memo would need to be written to the Mayor and Council to ask for this option to be explored, which would then be passed onto City Staff.

**Moved By:** Jim Garbutt

**Seconded By:** Steve Podolsky

**Resolved:** That the Parking Committee send a memo to the Mayor & Council requesting that City Staff review the By-Laws pertaining to snow removal and winter maintenance in Downtown Lindsay, citing our concerns that the current By-Laws do not address.

**Carried PC2020-29**

Wayne English recommended that businesses on the north side of Kent Street be advised that when construction begins in January, that Lot M5 (Peel & Cambridge) is often underutilized and available, provided that the employees of 180 Kent are not all back in the office full time.

Jim Garbutt advised that because of the new configuration of the bumpouts and construction signage and sandbags, the vehicular turning ability at William & Kent is an issue. He also brought up the issues with deliveries for Kent Street restaurants, and could they be advised to request earlier morning deliveries.

## **7.0 NEXT MEETING**

Tuesday, November 10<sup>th</sup>, 2020

7:30am

Location TBD

## **8.0 ADJOURNMENT**

**Moved By:** Councillor Dunn

**Seconded By:** Charlie McDonald

**Resolved:** That the Parking Committee adjourns Regular Meeting of October 13<sup>th</sup>, 2020 at 9:20am.

**Carried PC2020-30**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE  
**ADVOCACY COMMITTEE**

**Tuesday, November 10<sup>th</sup>, 2020**  
***Following Parking Committee Meeting***

**Century Theatre**  
**141 Kent Street West**

**Committee Members**

**Chair**

Jim Garbutt

**Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

MEETING #AC-2020-07

## 1.0 CALL TO ORDER

### Meeting Called to Order by the Chair:

**In Attendance:** Jim Garbutt, Dan Burns, Steve Podolsky, Steve Turner, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Wayne English

**Regrets:** Charlie McDonald

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky

**Seconded By:** Councillor Dunn

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-16**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Steve Turner

**Resolved:** That the Meeting Minutes of September 15<sup>th</sup>, 2020 be adopted.

**Carried AC2020-17**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 POWER INTERRUPTION

A power interruption has been scheduled by Hydro One to address the poles on the south side of Kent between William & York. They have been scheduled for November 15 and November 22.

### 5.1 DOWNTOWN ZONING & BUSINESS MIX

Item will be kept on the agenda for future meetings. Jim Garbutt has asked Melissa McFarland to inquire to the City of Kawartha Lakes if Downtown Lindsay is any way officially designated as a 'tourist area'.

## 5.2 RECONSTRUCTION FAQ'S & RESOURCES

The topic was recommended to be added to the agenda from the previous Board of Directors meeting. A suggestion was made for a 'frequently asked questions' and contact resource to be developed for the next phase of reconstruction, for businesses. Melissa McFarland has discovered that this something already being implemented by Economic Development, and will provide recommendations to additions to that document if necessary – however it's already a fairly comprehensive resource, and there's likely no need for the BIA to duplicate.

## 5.3 OTHER ITEMS

Jim Garbutt recommended that the Parking Meeting be moved back to it's previous time slot of 7:30am, as the later time slot (which as a result pushes Advocacy back), seems to result in the loss of quorum before the conclusion of the meeting. This will be implemented for the December meetings.

## 6.0 NEXT MEETING

Tuesday, December 8<sup>th</sup>, 2020  
*Following Parking Committee Meeting*  
Century Theatre  
141 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Councillor Dunn

**Seconded By:** Steve Turner

**Resolved:** That the November 10<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 9:01am.

**Carried AC2020-**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE PARKING COMMITTEE

**Tuesday, December 8<sup>th</sup>, 2020  
7:30am**

**Century Theatre  
141 Kent Street West, Lindsay**

#### **Committee Members**

**Co-Chair**  
Steve Podolsky

**Co-Chair**  
Steve Turner

#### **Voting Members**

Dan Burns  
Jim Garbutt  
Charlie McDonald  
Councillor Pat Dunn

**CKL By-Law Liaison**  
Aaron Sloan

**LDBIA Community Liaison**  
Wayne English

MEETING #PC-2020-11

## 1.0 CALL TO ORDER

### QUORUM NOT OBTAINED – NOTES ONLY

Meeting Called to Order by the Chair: 7:45am

**In Attendance:** Steve Podolsky, Jim Garbutt, Councillor Pat Dunn, Wayne English

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Oliver Vigelius, Enzo Ingribelli (arrived 7:50am)

**Regrets:** Steve Turner

**Absent:** Charlie McDonald, Dan Burns

## 2.0 ADMINISTRATIVE BUSINESS

### ~~2.1 ADOPTION OF AGENDA~~

~~**Moved By:-**~~

~~**Seconded By:-**~~

~~**Resolved:** That the agenda be adopted as circulated.~~

~~**Carried PC2020-**~~

### ~~2.2 DECLARATIONS OF PECUNIARY INTEREST~~

### ~~2.3 ADOPTION OF MINUTES~~

~~**Moved By:-**~~

~~**Seconded By:-**~~

~~**Resolved:** That the Minutes of the November 10<sup>th</sup>, 2020 Parking Committee Meeting be approved.~~

~~**Carried PC2020-**~~

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

### 4.1 RECEIVED FROM SARAH O'CONNELL, DEPUTY CLERK

Re: Correspondence Regarding Snow Removal in Downtown Lindsay – Council Resolution

**CR2020-364**      **Moved By:** Councillor Dunn      **Seconded By:** Deputy Mayor O'Reilly

That a Pilot Project be put in place for Downtown Area's for the 2020/2021 winter season, waiving the current policy(cies) and By-Law one year; That Downtown Lindsay receive the same level of sidewalk service as other Downtown Areas in the City; That the level of service be adjusted so that the snowbank removal in all Downtown Areas be triggered at .5 meters instead of .9 meters; That Staff be directed to apply a heightened level of service in back municipal parking lots during the winter months; and That Staff report back to Council on the service level adjustments by the end of Q2, 2021.

**Carried**

Oliver Vigilius spoke on behalf of Public Works and indicated that the service level for downtown Lindsay will remain that snowbanks will be cleared as soon as able, understanding that December especially is the busy season and they're prioritizing making things pedestrian friendly. In regards to sidewalks, their sidewalk plow will clear a single path, with the understanding that businesses and property owners will continue to clear the rest as they've always done.

Reminders will be sent on an ongoing basis to the membership regarding their requirements to maintain their storefronts above any beyond what the City will plow.

Discussion was held regarding the snow removal in the construction area, which will be maintained by New Alliance.

Jim Garbutt confirmed with Oliver Vigelius and Enzo Ingribelli that salting levels remain the same.

## 5.0 REPORTS

### 5.1 COMMUNITY LIAISON – WAYNE ENGLISH

Parking Reports for the month of November were reviewed. Please see agenda package or request a copy from the Lindsay Downtown BIA.

~~**Moved By:**~~

~~**Seconded By:**~~

~~**Resolved:** That the above report be received.~~

~~**-Carried PC2020**~~

## 6.0 OTHER OR NEW BUSINESS

### 6.1 DOWNTOWN PARKING

Discussion was held regarding parking lot usage and the future of the former Irish House location. It is the understanding of the committee that the area will be converted to a municipal parking lot during the 2022 construction. Public Works will grade and gravel the area in the meantime.

## 7.0 NEXT MEETING

Tuesday, January 12<sup>th</sup>, 2020

7:30am

Century Theatre

141 Kent Street West

## 8.0 ADJOURNMENT

~~**Moved By:**~~

~~**Seconded By:**~~

~~**Resolved:** That the Parking Committee adjourns Regular Meeting of December 8<sup>th</sup>, 2020 at.~~

~~**Carried PC2020-**~~



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE ADVOCACY COMMITTEE

**Tuesday, January 14<sup>th</sup>, 2020**  
***Following Parking Committee Meeting***

**The Grand Experience (Upper Level)**  
**177 Kent Street West, Lindsay**

#### **Committee Members**

##### **Chair**

Jim Garbutt

##### **Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

MEETING #AC-2020-01

## 1.0 CALL TO ORDER

### Meeting Called to Order by the Chair:

**In Attendance:** Jim Garbutt, Charlie McDonald, Steve Podolsky, Steve Turner

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** None

**Regrets:** None

**Absent:** Dan Burns, Councillor Pat Dunn

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky

**Seconded By:** Charlie McDonald

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-01**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Charlie McDonald

**Seconded By:** Steve Turner

**Resolved:** That the Meeting Minutes of October 8<sup>th</sup>, 2019 be adopted.

**Carried AC2020-02**

## 3.0 DEPUTATIONS

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 2020 INITIATIVES

The City of Kawartha Lakes Corporate Strategic Plan is slated to go to Council today. There is concern that the BIA and other community organizations were not asked for input. An opportunity may arise if the plan is not adopted today, and referred back to City Staff, in which case the BIA may have the opportunity for input. If this is the case, Melissa McFarland will ask OBIAA if there is precedent for BIA's providing thoughts on this.

The Capital Planning Study is also in the works – Melissa McFarland will put the BIA on the mailing list for updates.

## **6.0 NEXT MEETING**

Tuesday, February 11<sup>th</sup>, 2020  
*Following Parking Committee Meeting*  
The Grand Experience (Upper Level)  
177 Kent Street West

## **7.0 ADJOURNMENT**

**Moved By:** Steve Turner

**Seconded By:** Charlie McDonald

**Resolved:** That the January 14<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 9:12am.

**Carried AC2020-03**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE  
**ADVOCACY COMMITTEE**

**Tuesday, February 11<sup>th</sup>, 2020**  
***Following Parking Committee Meeting***

**The Grand Experience (Upper Level)**  
**177 Kent Street West, Lindsay**

**Committee Members**

**Chair**

Jim Garbutt

**Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

MEETING #AC-2020-02

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:39am

**In Attendance:** Jim Garbutt, Dan Burns, Steve Podolsky, Steve Turner, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Corby Purdy, Wayne English

**Regrets:** Charlie McDonald

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Turner

**Seconded By:** Steve Podolsky

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-04**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Turner

**Seconded By:** Councillor Dunn

**Resolved:** That the Meeting Minutes of January 14<sup>th</sup>, 2020 be adopted.

**Carried AC2020-05**

## 3.0 DEPUTATIONS

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 2020 INITIATIVES

Melissa McFarland contacted OBIAA to inquire about best practices for BIA's to have input into municipal strategic plans, and generally input is valuable when specifically addressing downtowns or tourism-type items. In the case of the CKL Corporate Strategic Plan, input not requested, and as the draft plan was already approved by Council, that opportunity has passed this time, and downtowns were not specifically mentioned in the plan regardless.

Information regarding an Affordable Housing Information Session was presented to the committee. Both Jim Garbutt and Steve Podolsky have intentions to attend and can pass any relevant info to the committee in March.

Update on the check valve issue for sewers was discussed, and Corby Purdy was able to clear up some questions regarding the lateral lines. Councillor Dunn advised that the issue was going to be addressed by Council, who will be reviewing a possible plan for a check valve subsidy program and will update the committee as needed.

Discussion was held about the reconstruction and the possibilities of rent subsidies by the municipality for affected businesses. The BIA had already been advised that there is no precedent for any time of reimbursement, but that the available budget for business support would be best used towards marketing and promotional initiatives.

## 6.0 NEXT MEETING

Tuesday, March 10<sup>th</sup>, 2020  
*Following Parking Committee Meeting*  
The Grand Experience (Upper Level)  
177 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Councillor Dunn

**Seconded By:** Steve Turner

**Resolved:** That the February 11<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 9:01am.

**Carried AC2020-06**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE ADVOCACY COMMITTEE

**Tuesday, June 16<sup>th</sup>, 2020**  
***Following Parking Committee Meeting***

**via Zoom**

#### **Committee Members**

##### **Chair**

Jim Garbutt

##### **Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

**MEETING #AC-2020-03**

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:03am

**In Attendance:** Jim Garbutt, Dan Burns, Charlie McDonald, Steve Podolsky, Steve Turner, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Wayne English

**Regrets:** None

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Turner

**Seconded By:** Steve Podolsky

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-07**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Councillor Dunn

**Seconded By:** Charlie McDonald

**Resolved:** That the Meeting Minutes of February 11<sup>th</sup>, 2020 be adopted.

**Carried AC2020-08**

## 3.0 DEPUTATIONS

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 ESTABLISH CURRENT PRIORITIES / REVIEW OF ISSUES BROUGHT FORTH AT FEBRUARY MEETING

Corporate Strategic Plan – as discussed at the February meeting, Melissa McFarland was advised that business organizations were not consulted on the plan, as it was higher level and pertained more to the operations of the municipal corporation itself. She will keep an eye out for future studies in which the BIA would have value in contributing to.

Check Valves – Councillor Dunn advised that reports have been delayed and will be brought to Council at the end of the 3<sup>rd</sup> quarter, at which time he expects there to be an update. Investigations are still to be completed, and Councillor Dunn will stay on top of the issue.

Rent Relief for Business Tenants in the Construction Area – as discussed at the February meeting, Melissa McFarland was advised by the City that funding assigned to the support of businesses would be towards marketing and promotions, versus directly funding leases. OBIAA confirmed that there is no precedent for this type of funding.

Chair Jim Garbutt brought forth his concerns, previously discussed at the June 4<sup>th</sup> Board of Directors meeting about the foundation of his building, brought to his attention once exposed by the construction. He gave an overview and timeline of his issues, and has communicated them to various CKL departments and the contractors. He was provided information on various options of repair by CIMA and HardCo but continues to be concerned about the long term ramifications and if other buildings are in the same condition. Charlie McDonald advised that following the Board meeting, he had spoken with Corby Purdy (Engineering), Richard Kettle (CIMA) and Kirk Pearce (HardCo) and was assured that any minor issues found would be immediately repaired, and larger issues would be brought to the attention of the property owner. He advised that he was satisfied with the response from these professionals and that he did not believe (upon advice from OBIAA) that this was not a matter that fell into the mandate of the BIA. Jim Garbutt's recommendation was that an email be sent to the membership asking them to check their buildings out of caution. Concerns were brought forth that this may cause unnecessary panic and delay of the construction project. Discussion of these matters followed, and the subject was left that a motion would need to be made to the Board of Directors for an action of this nature, or for the BIA to proceed with the matter as an organization.

## 6.0 NEXT MEETING

Tuesday, July 14<sup>th</sup>, 2020

*Following Parking Committee Meeting*

The Grand Experience (Upper Level) & Zoom

177 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Councillor Dunn

**Seconded By:** Steve Turner

**Resolved:** That the June 16<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 8:28am.

**Carried AC2020-09**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE  
**ADVOCACY COMMITTEE**

**Tuesday, July 14<sup>th</sup>, 2020**

***Following Parking Committee Meeting***

**The Grand Experience, 177 Kent Street West  
and via Zoom**

**Committee Members**

**Chair**

Jim Garbutt

**Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

MEETING #AC-2020-04

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 7:58am

**In Attendance:** Jim Garbutt, Dan Burns, Charlie McDonald, Steve Podolsky, Steve Turner

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Wayne English, Albert Horne

**Regrets:** None

**Absent:** Dan Burns, Councillor Pat Dunn

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Charlie McDonald

**Seconded By:** Steve Podolsky

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-10**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Steve Turner

**Resolved:** That the Meeting Minutes of June 16<sup>th</sup>, 2020 be adopted.

**Carried AC2020-11**

## 3.0 DEPUTATIONS

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 HERITAGE PROPERTIES – BEST PRACTICES

The Best Practices sheet on maintaining properties in a Heritage Conservation District that was prepared by Emily Turner in Economic Development was completed and circulated by Melissa McFarland following the June Board of Directors meeting. It was very well done and contained a lot of valuable information for property owners. It will be helpful in the future phases of reconstruction.

## 5.2 MASK REQUIREMENTS

The information that was put out by the HKPR Health Unit was sent out to the membership, and posters distributed to every business. Melissa McFarland, along with Economic Development and area Chambers were able to have a virtual meeting with the Health Unit to get their questions answered. The mask policy went into effect on Monday, July 13<sup>th</sup> and the first day did not present any issues downtown that the BIA is aware of.

## 5.3 STATE OF EMERGENCY LEGISLATION

Chair Jim Garbutt asked for clarification on the State of Emergency. Melissa McFarland advised that both the province and the municipality (who has been following the province) are currently under the legislation until July 22<sup>nd</sup>, which allows closures and restrictions, the ability to redirect budget to different services, such as health care, and to be able to apply for various types of funding.

## 5.4 MEMBER COMMUNICATIONS

Chair Jim Garbutt inquired about the reconstruction updates that are sent weekly and if all affected businesses are receiving them. Melissa McFarland advised that those lists are maintained by Engineering and Economic Development and not the BIA. He also inquired if all BIA Associate Members receive the same communications as regular members, and was advised that they are.

## 6.0 NEXT MEETING

Tuesday, August 11<sup>th</sup>, 2020  
*Following Parking Committee Meeting*  
The Grand Experience (Upper Level) & Zoom  
177 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Steve Turner

**Seconded By:** Charlie McDonald

**Resolved:** That the July 14<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 8:09am.

**Carried AC2020-12**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES FOR THE REGULAR MEETING OF THE  
**ADVOCACY COMMITTEE**

**Tuesday, August 11<sup>th</sup>, 2020**

***Following Parking Committee Meeting***

**The Grand Experience, 177 Kent Street West  
and via Zoom**

**Committee Members**

**Chair**

Jim Garbutt

**Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

MEETING #AC-2020-05

## 1.0 CALL TO ORDER

Meeting Called to Order by the Chair: 8:04am

**In Attendance:** Jim Garbutt, Charlie McDonald, Steve Podolsky, Steve Turner, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Wayne English

**Regrets:** Dan Burns

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky                      **Seconded By:** Steve Turner

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-13**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky                      **Seconded By:** Charlie McDonald

**Resolved:** That the Meeting Minutes of July 14<sup>th</sup>, 2020 be adopted.

**Carried AC2020-14**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 RECONSTRUCTION FOLLOW-UPS

Chair Jim Garbutt suggested that as the Kent Street portion of the reconstruction is wrapping up, that there may be value in the BIA conducting a walk-around, identifying any questions we would like the answers to, or identifying issues with the work that we would like to be addressed before completion. This would also provide our membership with reassurance that the BIA is being proactive.

## 5.2 OTHER ITEMS

Some garbages appear to be overflowing. Miller has historically picked up on Monday mornings as well as the regular Thursday pickup. Melissa McFarland will contact Miller to inquire if this is still being done. Steve Podolsky will advise Scott Wood to check them frequently and pick up any overflowing ones he sees.

Discussion was held about the lack of available public washroom facilities, with the municipal service centre, library and Victoria Park Armoury closed.

Discussion was held regarding downtown vacancies. Melissa McFarland will post them on social media at the request of the property owner. She is looking into the option of having space on the website for listings.

Due to the closure of his business, Charlie McDonald informed the committee of his resignation.

## 6.0 NEXT MEETING

Tuesday, September 8<sup>th</sup>, 2020  
*Following Parking Committee Meeting*  
Location TBD

## 7.0 ADJOURNMENT

**Moved By:** Steve Turner

**Seconded By:** Councillor Dunn

**Resolved:** That the August 11<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 8:19am.

**Carried AC2020-15**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE ADVOCACY COMMITTEE

**Tuesday, September 15<sup>th</sup>, 2020**  
***Following Parking Committee Meeting***

**Appleseed Quiltworks (Upstairs)**  
**100 Kent Street West**

#### **Committee Members**

##### **Chair**

Jim Garbutt

##### **Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

MEETING #AC-2020-06

## 1.0 CALL TO ORDER

**Meeting Called to Order by the Chair:** 9:05am

**In Attendance:** Jim Garbutt, Charlie McDonald, Steve Podolsky, Steve Turner, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Wayne English

**Regrets:** Dan Burns

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky                      **Seconded By:** Steve Turner

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-16**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky                      **Seconded By:** Steve Turner

**Resolved:** That the Meeting Minutes of August 11<sup>th</sup>, 2020 be adopted.

**Carried AC2020-17**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

Received from Ainsley Herlihey at Income Tax Plus regarding the request of an installation of a covered walkway on Kent Street, adjacent to their building. This would be a tool to ensure the comfort of clients waiting outside to ensure social distancing.

Melissa McFarland has reached out to Carlie Arbour, who was facilitating the extensions of patio licenses in the spring, for her thoughts, and will investigate what other communities are doing through OBIAA.

## 5.0 OTHER OR NEW BUSINESS

### 5.1 CCTV GRANT

The timeline for the September application was too short, but the committee will investigate logistics and costs for any possible future intakes.

### 5.2 OTHER ITEMS

Reconstruction Walkaround – as Lindsay Street construction is slated to finish by October 31<sup>st</sup>, it was proposed that the BIA conduct a walkaround to assist in checking with deficiencies and observing the final product.

Discussion was held regarding the new lamp standards and concerns that have been brought forward about the strength of light and whether the dark spots will be an issue. Corby Purdy was looking into it, and the committee will follow up.

## 6.0 NEXT MEETING

Tuesday, October 13<sup>th</sup>, 2020  
*Following Parking Committee Meeting*  
Location TBD

## 7.0 ADJOURNMENT

**Moved By:**

**Seconded By:**

**Resolved:** That the September 15<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 9:27am.

**Carried AC2020-18**



LINDSAY DOWNTOWN

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## Lindsay Downtown Business Improvement Association

### MINUTES FOR THE REGULAR MEETING OF THE ADVOCACY COMMITTEE

**Tuesday, November 10<sup>th</sup>, 2020**  
***Following Parking Committee Meeting***

**Century Theatre**  
**141 Kent Street West**

#### **Committee Members**

##### **Chair**

Jim Garbutt

##### **Voting Members**

Dan Burns

Charlie McDonald

Steve Podolsky

Steve Turner

Councillor Pat Dunn

MEETING #AC-2020-07

## 1.0 CALL TO ORDER

### Meeting Called to Order by the Chair:

**In Attendance:** Jim Garbutt, Dan Burns, Steve Podolsky, Steve Turner, Councillor Pat Dunn

**Recording Secretary:** Melissa McFarland

**Late Arrivals:** None

**Early Departures:** None

**Guests:** Wayne English

**Regrets:** Charlie McDonald

**Absent:** None

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky

**Seconded By:** Councillor Dunn

**Resolved:** That the agenda be adopted as circulated.

**Carried AC2020-16**

### 2.2 DECLARATIONS OF PECUNIARY INTEREST

### 2.3 ADOPTION OF MINUTES

**Moved By:** Steve Podolsky

**Seconded By:** Steve Turner

**Resolved:** That the Meeting Minutes of September 15<sup>th</sup>, 2020 be adopted.

**Carried AC2020-17**

## 3.0 DEPUTATIONS

None

## 4.0 CORRESPONDENCE

None

## 5.0 OTHER OR NEW BUSINESS

### 5.1 POWER INTERRUPTION

A power interruption has been scheduled by Hydro One to address the poles on the south side of Kent between William & York. They have been scheduled for November 15 and November 22.

### 5.1 DOWNTOWN ZONING & BUSINESS MIX

Item will be kept on the agenda for future meetings. Jim Garbutt has asked Melissa McFarland to inquire to the City of Kawartha Lakes if Downtown Lindsay is any way officially designated as a 'tourist area'.

## 5.2 RECONSTRUCTION FAQ'S & RESOURCES

The topic was recommended to be added to the agenda from the previous Board of Directors meeting. A suggestion was made for a 'frequently asked questions' and contact resource to be developed for the next phase of reconstruction, for businesses. Melissa McFarland has discovered that this something already being implemented by Economic Development, and will provide recommendations to additions to that document if necessary – however it's already a fairly comprehensive resource, and there's likely no need for the BIA to duplicate.

## 5.3 OTHER ITEMS

Jim Garbutt recommended that the Parking Meeting be moved back to it's previous time slot of 7:30am, as the later time slot (which as a result pushes Advocacy back), seems to result in the loss of quorum before the conclusion of the meeting. This will be implemented for the December meetings.

## 6.0 NEXT MEETING

Tuesday, December 8<sup>th</sup>, 2020  
*Following Parking Committee Meeting*  
Century Theatre  
141 Kent Street West

## 7.0 ADJOURNMENT

**Moved By:** Councillor Dunn

**Seconded By:** Steve Turner

**Resolved:** That the November 10<sup>th</sup>, 2020 meeting of the Advocacy Committee be adjourned at 9:01am.

**Carried AC2020-**



LINDSAY DOWNTOWN

STYLE + FLAVOUR + LIFE

Lindsay Downtown Business Improvement Association

MINUTES FOR THE  
**ANNUAL GENERAL MEETING**

**Monday, January 27<sup>th</sup>, 2020**  
**6:00pm**

**The Pie Eyed Monk**  
**8 Cambridge Street North, Lindsay**

**Board Members**

**Vice Chair**  
Steve Podolsky

**Chair**  
Charlie McDonald

**Treasurer**  
Leanna Segura

**Voting Members**

Sandra Falconer, Jim Garbutt, Laura LeMiere  
Mark Ridout, Ann Scarlett, Tim White

**City Council**

Councillor Pat Dunn, Councillor Pat O'Reilly

**KLPS Liason**  
Chief Mark Mitchell

**CKL Staff Liason**  
Carlie Arbour

MEETING #AGM-2020-01

## 1.0 CALL TO ORDER

**Session Called to Order by the Chair:** 6:16pm

**In Attendance:** Charlie McDonald, Steve Podolsky, Sandra Falconer, Jim Garbutt, Laura LeMiere, Mark Ridout, Ann Scarlett, Leanna Segura, Councillor Pat O'Reilly, Chief Mark Mitchell, Carlie Arbour

**Recording Secretary:** Melissa McFarland

**Regrets:** Councillor Pat Dunn, Tim White

**Guests:** See separate sign-in sheet

## 2.0 ADMINISTRATIVE BUSINESS

### 2.1 ADOPTION OF AGENDA

**Moved By:** Steve Podolsky

**Seconded By:** Laura LeMiere

**Resolved:** That the agenda be adopted as circulated.

**Carried AGM2020-01**

## 3.0 OPENING REMARKS FROM 2019 BOARD CHAIR, CHARLIE McDONALD

## 4.0 COMMITTEE UPDATES

4.1 UPDATE FROM STEVE PODOLSKY, CHAIR OF BEAUTIFICATION & PARKING COMMITTEES

4.2 UPDATE FROM JIM GARBUTT, CHAIR OF ADVOCACY COMMITTEE

4.3 UPDATE FROM LEANNA SEGURA, CHAIR OF MARKETING COMMITTEE

4.4 UPDATE FROM MELISSA McFARLAND, GENERAL MANAGER

## 5.0 LIASON UPDATES

5.1 POLICE – MARK MITCHELL, CHIEF OF KAWARTHA LAKES POLICE SERVICE

5.2 CKL STAFF – CARLIE ARBOUR, ECONOMIC DEVELOPMENT OFFICER

5.3 COUNCIL – PAT O'REILLY, WARD 7 COUNCILLOR

## 7.0 OPEN DISCUSSION

## 8.0 ADJOURNMENT

**Moved By:** Jim Garbutt

**Seconded By:** Ann Scarlett

**Resolved:** That the Lindsay Downtown BIA adjourns its Annual General Meeting of January 27<sup>th</sup>, 2020 at 7:04pm.

**Carried AGM2020-02**