

Windsor BIA Advisory Committee

Meeting held November 26, 2019

A meeting of the Windsor BIA Advisory Committee is held this day commencing at 9:30 o'clock a.m. in Room 204, 350 City Hall Square West, there being present the following members:

Councillor Rino Bortolin, Acting Chair
Joan Charette, Walkerville BIA
Debbie Croucher, Downtown Windsor BIA (arrives at 10:10 a.m.)
Mary Ann Cuderman, Sandwich Street BIA
Pete Diponio, Erie Street BIA
Sami Mazloum, Wyandotte Street BIA
Lisa Milec, Walkerville BIA
Bridget Scheuerman, Riverside BIA
Terry Yaldo, Pillette Village BIA

Regrets received from:

Councillor Chris Holt
Shane Potvin

Also present are the following resource personnel:

Janice Guthrie, Deputy Treasurer Taxation & Financial Projects
Ian Day, Manager Traffic Operations
Inspector Andy Randall, Windsor Police Services
Greg Atkinson, Planner III Economic Development
Milan Vujanovic, Senior Economic Development Officer
Karen Kadour, Committee Coordinator

1. Call to Order

In the absence of the Chair, Councillor Bortolin agrees to preside as Acting Chair for this meeting.

The Acting Chair calls the meeting to order at 9:35 o'clock a.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

The minutes of the Windsor BIA Advisory Committee of its meeting held August 20, 2019 to be approved at the next meeting of the Committee.

4. Business Items

4.1 Traffic Issues and Safety on Wyandotte Street East

Inspector Andy Randall, Windsor Police Services is present and provides the following comments relating to traffic and safety issues on Wyandotte Street East:

- There have been 670 enforcement actions related to the corridor from Chilver to Lauzon
- The **Road Watch Program** is a City of Windsor community initiative that gives residents and visitors and opportunity to formally report dangerous and aggressive drivers to the police
- Blitzes are undertaken quite often as a deterrent to speeding.
- **Traffic Complaints** can be received under “Services” / “Reporting” / “Traffic Complaints” on the Windsor Police Service website (<https://www.police.windsor.on.ca/Pages/Home.aspx>), or at the following link:
- <https://coplogic.versaterm.com/dors/startreport/115839200/118377700/en>
- Once the online complaints portal is accessed, citizens have the ability to report a specific Traffic Complaint regarding a specific driver/vehicle, or a general traffic complaint about traffic issues in their community.
- Complaints about a specific driver/vehicle will be dealt with through our Road Watch Program. In these cases, the registered owner of the vehicle will receive a letter from the Patrol Support (Traffic Branch) Staff Sergeant, regarding the driving habits of the person operating their motor vehicle.
- If the citizen’s complaint is a general Traffic Complaint regarding such issues as speeding, stop sign violations, distracted driving, etc., a Traffic Enforcement Officer is assigned to liaise with the complainant, and take the necessary enforcement action.
- Windsor Police Services uses online Traffic Complaints to deploy resources in appropriate locations to ensure overall Public and Road Safety.

Inspector Randall advises he will report back on the viability of the Online Traffic Complaints being included in the City of Windsor 311 App.

The Acting Chair remarks a report will be forthcoming to City Council relating to pilot locations for red light cameras and photo radar.

B. Scheuerman suggests that community safety zones be declared in the BIA's.

Clerk's Note: The Province of Ontario has amended the Highway Traffic Act to provide municipalities and police services with an additional traffic management tool. Specifically Bill 26 – An Act to Promote Safety Through the Creation of Community Safety Zones was passed by the Ontario Legislature on June 26, 1998 Section 214 which reads:

“The council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway.”

Moved by B. Scheuerman, seconded by L. Milec,
That the Business Improvement Areas in the City of Windsor **BE DESIGNATED**
as community safety zones due to traffic issues and public safety.
Carried.

4.2 Tourism Designation

I. Day reiterates the following as it relates to the WBIAAC Wayfinding Program:

- BIA's may have a maximum of 4 locations.
- The sign will be 12 inches by 36 inches (this is a standard size).
- Both Erie Street BIA and the DWBIA through Council resolution have been identified as tourist attractions under the Trailblazing Sign Policy and thus are allowed 10 signs each.

The Acting Chair asks if a recommendation can be made to increase the number of signs for all of the BIA's.

I. Day expresses concern this may result in a proliferation of signs in the city. He adds there is no budget for additional signs and an amendment to the policy would be required related to the increased cost of the signs. He indicates the cost of the signs is borne by the BIA's.

Moved by D. Croucher, seconded by J. Charette,
That Administration **BE REQUESTED** to report back on the amendments and updates relating to the Trailblazing Policy specifically with options to make it equitable

across all of the BIA's and not necessarily the tourism destinations as well as budgetary impacts or options for either full cost recovery on a shared basis (100% City, 100% BIA's).
Carried.

D. Croucher asks that the Planning Department report back on the dollars available in the capital fund for signage.

4.3 Director's Insurance

D. Croucher and B. Scheuerman report their BIA's are covered by Directors and liability insurance.

It is generally agreed the Chair will review the director's insurance issue and will report back.

4.4 Alley Walk

An e-mail from Barry Horrobin, Director of Planning & Physical Resources, Windsor Police Services dated November 25, 2019 along with a document entitled "Public Alley Spaces in Urban Environments" is distributed and **attached** as Appendix "A". B. Horrobin notes that an alley walkabout was recently facilitated with Lisa Milec (Walkerville BIA), Jake Rondot and Adam Coates, Planning. He asked the group to identify a prominent alley "couplet" to act as a pilot project for making wholesale improvements that could be expanded to additional alleys. Such a "couplet" would presumably be a strategically positioned alley section that borders both sides of a particular BIA's main artery (Wyandotte Street East in the case of Walkerville).

The Acting Chair suggests a Crime Prevention Through Environmental Design (CPTED) review be undertaken for all of the BIA alleyways. He adds it is the responsibility of the abutting property owners to clear the alleyways.

Moved by Councillor Sleiman, seconded by D. Croucher,
That the information provided by the Director of Planning & Physical Resources, Windsor Police Services regarding ideas for optimizing public safety in alleyways **BE RECEIVED**.
Carried.

4.5 Elimination of the Vacancy Rebate Program from all City BIA's

Janice Guthrie, Deputy Treasurer – Taxation & Financial Projects provides the following comments regarding the elimination of the Vacancy Rebate Program:

- In 2017, the Province provided municipalities with broad flexibility to tailor the treatment of vacant land and vacant unit programs in response to local circumstances.
- At that time, Council provided direction to alter the program, on a pilot basis, as it applied only within commercial street level properties located within the DWBIA.
- Specifically, the eligible rebate was eliminated on a declining basis over a 3 year period.
- Upon submitting an application in year 1, a property owner could receive the full 30% rebate, in the 2nd year of application, a property owner would receive 15%, and in the 3rd year of application, a property owner would not receive any rebate.
- As part of the 2019 Budget deliberations, Administration provided Council with an update on the status of the vacancy rebate program including an update as to what other municipalities were implementing.
- The report highlighted that many municipalities were in the process of a full elimination of the program or the phasing out of the program.
- The direction received from Council was to abolish the vacancy rebate program within all Business Improvement Areas.
- The elimination of the vacancy rebate program is one way in which the City of Windsor is supporting these core objectives.

Moved by D. Croucher, seconded by M. Cuderman,

That the update provided by the Deputy Treasurer – Taxation & Financial Projects regarding the elimination of the Vacancy Rebate Program from all City BIA'S

BE RECEIVED.

Carried.

4.7 2019 Year End Close & Development of 2020 BIA Budgets

Janice Guthrie, Deputy Treasurer – Taxation & Financial Projects provides the following information relating to the 2019 year end close and the development of 2020 BIA Budgets:

- The Board of Management is responsible to prepare an annual budget reflecting the priorities and needs of the BIA as determined by the Board and its membership.
- The Board is also responsible to prepare and present to Council an annual report which includes audited financial statements.
- City Council approved the following as part of the 2019 BIA budget deliberations:
- CR290/2019 –
 - *“That Administration BE DIRECTED to draft guidelines for the business improvement associations that would outline in a clear way the report that Council expects to receive at year-end with respect to annual expenditures, and that these guidelines be drafted in consultation with all the BIA’s across the City of Windsor as well as the WBIAAC advisory committee; and,*
 - *That Administration undertake a review of other BIA’s and best practices across Ontario; and further,*

- *That Administration BE DIRECTED to develop for Council's consideration and approval, a more robust budget template for all BIA's so that Council has a clear understanding of BIA budgets and expenditures that are in a more transparent manner."*
- To address the foregoing motion, administration did seek responses from other municipalities across Ontario as to their budget process and annual reporting.
- Administration received the budget template as utilized by the City of Toronto (as attached to the Agenda).
- Will be requesting Annual Budgets from the BIA's along with their audited statements.

D. Croucher states the template provided is very onerous in terms of the financial reporting and offers to share the DWBIA budget template with the BIA's as it is less detail oriented.

J. Guthrie adds she is not suggesting the use of the Toronto template but is shows a more comprehensive model.

The Acting Chair expresses concern that 10% of the BIA budgets will go to the time, effort and cost associated with the financial reporting mechanism.

J. Guthrie reports that administration is looking for comments on the projected actuals column that will help to facilitate the variance reporting requirement. She notes PwC will be reviewing this to ensure consistency with all of the BIA's and adds a more fulsome budget template will be provided to the BIA's in February to use for their 2020 budget submission.

In response to a question asked by B. Scheuerman regarding if administration is seeking more information on how the BIA budgets are spent, J. Guthrie responds City Council requested this information relating to their 2020 budget submission. In terms of reserves in the BIA's, this will be included in the reporting package.

The Acting Chair provides clarification that the BIA's have full power to spend their budgets as they wish, however, they will have to disclose to the municipality how it's being spent. He states administration is looking to streamline the budget process to include the budget variance report within the current budget submission.

J. Guthrie remarks that she will attend a future WBIAAC meeting to discuss outstanding issues around the financial statements and the Annual Report.

P. DiPonio indicates that the BIA's are already filing financial reports along with their Board minutes and questions if these documents should constitute an annual report.

Moved by Councillor Sleiman, seconded by M. Cuderman,
That the update provided by the Deputy Treasurer – Taxation & Financial Projects regarding the 2019 year end close and the development of 2020 BIA budgets **BE RECEIVED.**

Carried.

4.6 BIA Membership and Process for Addition of New Members

Discussion ensues regarding an issue in which a property owner began a business as a retail establishment on the first floor of a former residential home and actually requested that they become members of the BIA. The property was already designated CD 1.3, however MPAC considered it to be residential and not commercial.

J. Guthrie advises the city has a responsibility to ensure properties are assessed. MPAC makes that determination for an in-home business and any dispute must be made with MPAC.

The Acting Chair suggests a “user fee”/associate membership to allow a business to be entitled to the benefits of BIA marketing, etc, although the member would not have voting rights.

Moved by J. Charette, seconded by D. Croucher,
That the update relating to the BIA membership and process for addition of new members **BE RECEIVED.**

Carried.

4.8 Update on Wayfinding Signage

This matter was discussed under Item 4.2.

4.9 Bright Lights

The Acting Chair states that Jackson Park is a permanent location for the Bright Lights event due to the costs related to infrastructure.

D. Croucher asks for the status of the funds from Casino Windsor for OLG and if these funds can be used for lighting in the BIA’s

The Acting Chair suggests representatives from the BIA’s meet with Mayor Dilkens to discuss the Bright Lights initiative.

5. Date of Next Meeting

The next meeting will be held at the call of the Chair.

6. Adjournment

There being no further business, the meeting is adjourned at 11:35 o'clock a.m.

ACTING CHAIR

COMMITTEE COORDINATOR