

Windsor BIA Advisory Committee – Meeting held February 15, 2018

A meeting of the **Windsor BIA Advisory Committee** is held this day commencing at 4:30 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Councillor Rino Bortolin, Chair
Councillor Chris Holt
Joan Charette (arrives at 4:10 p.m.) Walkerville BIA
Debbie Croucher, Downtown Windsor BIA
Lawrence Holland, Ottawa Street BIA
Cara Kennedy, Walkerville BIA
Sami Mazloum, Wyandotte Street BIA
Greg Plante, Pillette Street BIA
Teresa Silvestri, Erie Street BIA

Regrets received from:

Councillor Paul Borrelli – meeting conflict
Bridget Scheuerman

Guests in attendance:

Suk Bedi, Pricewaterhouse Coopers LLP Director, Risk Assurance Services, regarding ***Item 4.1***
Katie Renaud, Workforce WindsorEssex, regarding ***Item 4.2***

Also present are the following resource personnel:

Marco Aquino, Executive Initiatives Coordinator
Michael Cooke, Manager, Planning Policy
Janice Guthrie, Deputy Treasurer Taxation
Matthew Johnson, Economic Development Officer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 4:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Minutes

Moved by Councillor Holt, seconded by S. Mazloum,
That the minutes of the Windsor BIA Advisory Committee of its meeting held
October 10, 2017 **BE ADOPTED** as presented.
Carried.

4. Presentations

4.2 A Guide to Recruitment & Retention for Small Business in Windsor-Essex

Katie Renaud, LEPC Researcher Quantitative LMI Specialist, Workforce WindsorEssex provides the highlights of the presentation entitled “Our Tools and Resources”, *attached* as Appendix “A” as follows:

- Workforce WindsorEssex is the region’s Local Employment Planning Council.
- Through their work, they have the opportunity to connect and meet with local employers to learn about their workforce conditions.
- From July to September 2017, consultations were conducted with 61 small businesses (100 employees or less) to gather information about their workforce, including their recruitment and retention best practices as well as their challenges.
- Recruitment is done through:
 - Experiential learning
 - Job posting, interview, onboarding
 - Labour market information
 - Supporting your team
 - Offering perks
 - Investing in employees
 - Team building around Windsor-Essex
 - Consultations with 60+ employers to gather challenges and strategies
- Quarterly employer surveys are carried out each quarter with employers
- Workforce WindsorEssex works with students, jobseekers, educators, employment service providers, community organizations, and government.

K. Renaud offers to provide presentations relating to Workforce WindsorEssex individually to the BIA’s.

Moved by Councillor Holt, seconded by D. Croucher,
That the presentation provided by Katie Renaud, LEPC Researcher Quantitative LMI Specialist, Workforce WindsorEssex regarding recruitment and retention for small business in Windsor Essex **BE RECEIVED**.

Carried.

4.1 PwC Internal Audit Findings Review & Action Plan

Suk Bedi, PwC Director, Risk Assurance Services is present and distributes the "Internal Audit of Nine Business Improvement Associations (BIA), **attached** as Appendix "B". He provides an overview of this matter as follows:

- In terms of the Summary of Significant Findings, two were noted:
 - Financial statements have not been audited by the City appointed auditors in a timely manner for two BIA's.
 - Bank reconciliation controls were not performed consistently or did not have evidence of independent review across eight BIA's.
- The review of the Constitutional By-laws revealed that the BIA's have not consistently framed their governing document. The review revealed that policies such as Mandate, Critical Success Goals, AGM Procedures, Changes to Policies and Procedures, Media Inquiries and Human Resources and staffing were not incorporated in all the Constitutional By-laws.
- The **Management Action Plan relating to Constitutional By-laws** is for the BIA's to share Bylaws to facilitate a comparison and update when necessary.
- As it relates to considerations for improvement, it is suggested the BIA's coordinate with the Ontario BIA Association and Essex County BIA Associations for possible sharing of knowledge, resources, repository of standard templates and collaboration to define and implement standard policies and procedures.
- Improve Timeliness of Financial Statements
- The **Management Action Plan relating to the improvement of Financial Statements** is the BIA management will review processes for submitting timely audited financial statements. (*Finding closed*)
- Prepare and Review Standard Financial Reports
- The **Management Action Plan relating to the preparation and review of Standard Financial Reports** is the BIA management supports standardized reporting and review controls over key financial reports and reconciliations.

S. Bedi indicates a report will be provided to the Executive Committee of Council in April 2018 and the BIA's could individually provide a standard set of Constitutional By-laws, or the nine BIA's could develop a universal template by-law for all to use.

D. Croucher states the DWBIA is willing to share their by-laws, however she is not willing to commit her Board to a universal by-law.

J. Charette requests any deficiencies within the respective BIA's be provided. The Chair states the BIA's can contact S. Bedi, PwC for this information.

In response to a question asked by Chair regarding if M. Johnson, Economic Development Officer is able to assist in the coordination of a universal template by-law, M. Johnson agrees to assist, where each BIA is to provide an outline of what should be included within the universal Constitutional By-Laws that will be created so that this can be collated and sent to the BIAs for action.

Moved by Councillor Holt, seconded by S. Mazloum,

That Matthew Johnson, Economic Development Officer **BE REQUESTED** to liaise with PwC to coordinate the development of a universal template for a Constitutional By-law with details for the constitutional by-law to be provided by the nine BIAs and recommendations as identified in the "PwC Summary of Findings for the City of Windsor Internal Audit of Nine Business Improvement Areas", that BIA's **BE REQUESTED** to provide a board resolution accepting the action plan, and further, that the Constitutional By-laws and bank reconciliation controls **BE PROVIDED** to PwC by September 30, 2018.

Carried.

D. Croucher voting nay.

The Chair questions if the Constitutional By-laws for the BIA's should be housed in the Office of the City Clerk. He notes he will contact the City Clerk regarding this matter and will report back.

The Chair thanks Suk Bedi for his presentation.

5. Business Items

5.1 Maintaining Commercial Zoning with Business Districts

Discussion ensues regarding the placement of a recovery home on Drouillard Road in the Ford City BIA and the following comments are provided:

- Not opposed to the placement of a recovery home, but the home should not be located on the main street.
- Planning indicates the home will be zoned as "commercial use" and counseling services will be provided to the 4-5 residents who reside there. The initial use of the dwelling was a doctor's office and Drouillard Place operated a counseling centre.
- There are similar homes located in the Walkerville and Erie Street BIA's.

D. Croucher indicates there are too many social service agencies related to substance abuse located within a two block radius in the downtown area. She adds

when applications are made, that consideration be given to ensure the location will not be detrimental to residents and businesses.

M. Cooke indicates a methadone clinic and a dental office are not different from a legal aspect. He adds this matter will be discussed at Council's meeting to be held on February 26, 2018.

Moved by Councillor Holt, seconded by C. Kennedy,
That the update relating to maintaining commercial zoning with business districts
BE RECEIVED.
Carried.

5.2 Six Main Street Improvement Project

As this is an initiative of Mayor Dilkens, this matter is deferred to allow the Mayor to be in attendance at a future meeting of WBIAAC.

Moved by J. Charette, seconded by Councillor Holt,
That the "Six Main Street Improvement Project" **BE DEFERRED** to allow Mayor Drew Dilkens to be attendance to provide a presentation.
Carried.

6. New Business

D. Croucher requests the "Bright Lights Windsor" initiative be located in any of the BIA's in 2018 and not in Jackson Park as only a few local businesses benefitted from this event. She adds Lanspeary Park may be an ideal location.

Moved by D. Croucher, seconded by S. Mazloum,
That **CONSIDERATION BE GIVEN** to relocating the "Bright Lights Windsor" event from Jackson Park to one of the BIA's.
Carried.

City Council at its meeting held February 26, 2018 approved the following motion relating to the installation of a pedestrian activated crosswalk at the intersection of Wyandotte and Chilver:

CR115/2018 "That the following proposed motion by Councillor Holt BE REFERRED to Administration to allow for Administration to undertake a review as soon as possible utilizing the new warrant study criteria, and that if it meets the new criteria, that it be approved accordingly and to be funded through ward funds:

That the installation of a pedestrian activated crosswalk at the intersection of Wyandotte and Chilver BE APPROVED using ward funds; and further,

That Administration BE REQUESTED to recommend ideas for improving pedestrian safety (painted crosswalks, reflective rumble strips, etc.) along the Walkerville BIA Corridor.

Moved by Councillor Holt, seconded by D. Croucher,

*That the Walker Road BIA pedestrian activated crosswalk in the Walkerville BIA **BE SUPPORTED.***

Carried.

Moved by Councillor Holt, seconded by D. Croucher,

That the installation of a pedestrian activated crosswalk at the intersection of Wyandotte and Chilver in the Walkerville BIA **BE SUPPORTED.**

Carried.

Moved by Councillor Holt, seconded by G. Plante,

That Administration **BE REQUESTED** to provide a report outlining the feasibility of installing pedestrian activated crosswalks in all of the BIA's.

Carried.

7. **Date of Next Meeting**

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

8. **Adjournment**

There being no further business, the meeting is adjourned at 5:50 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR