

**AGENDA**  
and Schedule "A"  
to the minutes of the meeting of the  
**Windsor BIA Advisory Committee**  
held Thursday, July 23, 2015  
at 3:00 o'clock p.m.  
Room 407, 400 City Hall Square East

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1. **CALL TO ORDER**

2. **ELECTION OF CHAIRPERSON**

3. **ADOPTION OF MINUTES**

Adoption of the minutes of the meeting held October 16, 2013 – **(attached)**

4. **DECLARATIONS OF CONFLICT**

5. **BUSINESS ITEMS**

5.1 **Directors and Officers Insurance**

The Manager of Risk and Insurance stated in an e-mail dated July 15, 2015 –  
"Our policies do not cover directors and officers of a BIA".

5.2 **Smoking By-law – Restaurant Patios**

Waleed Al-Tamimi, Tobacco Enforcement Officer, Windsor-Essex County  
Health Unit will be present to speak to the matter.

5.3 **Road Construction Projects and How They Affect BIA's**

5.4 **Contact Person for BIA's in City Hall**

The BIA – City of Windsor Contacts List – **attached.**

5.5 **Facade Grants**

Planning representative to provide an update.

**5.6 How do Smaller BIA's Deal with a Lack of Parking and Recent Increase of Parking Rates**

The Senior Manager of Traffic Operations, Parking and Transportation Planning to be in attendance to speak to the matter.

**Note:** The Senior Manager of Traffic Operations, Parking and Transportation Planning advises a Parking Rate Task Force has been established and will meet individually with all the BIA's.

**5.7 Communication Between BIA's**

**5.8 Magazine for BIA's**

**5.9 Retail Development Corporation**

Planning representative to provide an update.

**5.10 Distribution of Self-Watering Planters and Hanging Baskets**

The Manager, Horticulture will be present to speak to the matter.

**6. NEW BUSINESS**

**7. DATE OF NEXT MEETING**

**8. ADJOURNMENT**

KK/  
Windsor, Ontario October 16, 2013

A meeting of the **Windsor BIA Advisory Committee** is held this day commencing at 9:30 o'clock a.m. in Room 303, 400 City Hall Square East, there being present the following members:

Councillor Alan Halberstadt, Chair  
Arnie Blaine, Ottawa Street BIA  
Debi Croucher, Downtown Windsor BIA  
Pauline Sorokpoas, Downtown Windsor BIA (non-voting)  
Caroline Postma, Wyandotte Street BIA  
Bridget Scheuerman, Olde Riverside BIA

**Regrets received from:**

Mary-Ann Cuderman

**Also present are the following resource personnel:**

Anne Marie Albidone, Environment Services Manager  
Michael Cooke, Manager of Planning Policy  
Adam Coates, Planner II, Urban Design  
John Miceli, Executive Director of Parks & Facilities  
Mike Palanacki, Executive Director Operations  
Rosanna Pellerito, Supervisor Risk Management (A)  
Neil Robertson, Manager of Urban Design  
George Wilkki, City Solicitor  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 9:33 o'clock a.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by C. Postma, seconded by B. Scheuerman,  
That the minutes of the meeting of the Windsor BIA Advisory Committee held April 16, 2013 **BE ADOPTED** as presented  
Carried.

### 3. DECLARATIONS OF CONFLICT

None disclosed.

### 4. BUSINESS ITEMS

#### 4.1 Retail Business Development Corporation

Windsor City Council at its meeting held May 6, 2013 adopted CR80/2013. An excerpt of the motion as it relates to WBIAAC is as follows:

I. "That the Planning Department BE DIRECTED to prepare the required Business Case Study for the proposed Retail Development Corporation pursuant to the requirements of Section 6 of Ontario Regulation 599/06;

II. *That the Planning Department BE DIRECTED to consult WBIAAC (Windsor Business Improvement Area Advisory Committee) and other potentially interested groups including but not limited to the Windsor-Essex Economic Development Corporation and the Windsor-Essex Regional Chamber of Commerce, prior to and during the preparation of the required Business Case Study for the proposed Retail Development Corporation pursuant to the requirements of Section 6 of Ontario Regulation 599/06;"*

N. Robertson states the Planning Department met individually with the BIA's in an effort to develop a strategy. He distributes the following documents attached respectively as Appendix "A", Appendix "B" and Appendix "C":

- Objectives Approved in Principle
- Guiding Principles
- Governance Framework

In terms of the 10 Guiding Principles, N. Robertson states the extensive consultations made it evident that the Business Case Study (and its subsequent implementation) would benefit from having Guiding Principles that will guide the Retail Development Corporation throughout its life cycle. They will also function as the guidepost for all subsequent decision making resulting from creation and implementation of the Retail Development Corporation.

N. Robertson refers to the Governance Framework document and states the City will establish a governance structure based on the following Corporate Governance principles:

- Accountability
- Disclosure and transparency
- Role and Responsibilities of the Board
- Clarity of Purpose
- Integrity and ethical behavior

In response to a question asked by the Chair regarding if the Retail Development Corporation was modeled after another municipality, N. Robertson responds the research determined most municipalities focused on one BIA rather than a city-wide approach.

The Chair questions if the Retail Development Corporation has the authority to allow for tax incentives. N. Robertson states the City along with the Retail Development Corporation would work in tandem to provide incentives in the form of a city-wide Community Improvement Plan.

Moved by B. Scheuerman, seconded by C. Postma,

That the verbal report of the Manager of Urban Design regarding the establishment of a City-Wide Retail Development Corporation (a Municipal Services Corporation) within the City of Windsor **BE SUPPORTED AND ACCEPTED.**

Carried.

A. Blaine voting nay.

#### **4.2 Street Level Planters – Distribution and Floral Beautification**

J. Miceli advises a report to City Council regarding the street level planters and hanging baskets within the BIA's is being finalized. He states in 2008, a total of 400 hanging baskets were approved in the Operating Budget, however, currently there are 800 hanging baskets and the budget has remained at the 2008 level. He indicates he wants to ensure the planters are distributed equally throughout the BIA's and notes some BIA's are requesting maintenance expertise.

J. Miceli reports Martha's Vineyard is contracted to provide the hanging baskets and the watering of the baskets. He notes a "pilot project" was undertaken in 2013 in the DWBIA whereby self-watering planters and hanging baskets were utilized.

C. Postma states her recommendation to the Board of the Wyandotte Street BIA will be to eliminate the hanging basket program as the cost is approximately \$24,000 annually.

#### **4.3 Street Cleaning**

D. Croucher indicates her concern relates to sidewalk cleaning rather than street cleaning and asks what the responsibility of the BIA is. B. Scheuerman responds students are hired to sweep the sidewalks and to maintain weeding of the planters twice weekly in the Olde Riverside BIA. C. Postma states the Wyandotte Street BIA has a contract with Windsor Community Living who provides sweeping of the sidewalks and to pick up litter. A. Blaine reports people are hired on an as needed basis to provide sidewalk maintenance. He notes all planters were removed in the Ottawa Street BIA.

A. Marie Albidone reports the City does not have a “sidewalk sweeper” or power washing equipment. She states street cleaning is provided for every BIA three times a week unless the temperature drops below freezing at which point the street sweeper cannot be utilized.

D. Croucher provides an overview of a situation in the DWBIA whereby a restaurant owner dumps garbage (with greasy contents) on the sidewalk. She questions if other BIA’s are experiencing this issue. G. Wilkki indicates he will contact the Manager of By-law enforcement regarding this matter.

#### **4.4 Parking Meters**

D. Croucher advises when the DWBIA is holding events and bagged meters are required, she states they are charged \$5.00 per bag. She is requesting courtesy be afforded as the BIA does not have budgeted dollars for this expense.

A. Blaine explains the Ottawa Street BIA has been paying \$500 per day (for several years) for free parking for patrons, i.e. sidewalk sales.

M. Palanacki suggests a meeting be convened with the DWBIA and the Coordinator, Community and Special Events to discuss the issue and the need to develop a policy regarding the bagging of meters and the subsequent cost.

#### **4.5 Officers & Directors Liability Insurance**

The salient points of discussion as it relates to Officers & Directors Liability Insurance within the BIA’s are as follows:

- BIA’s are required to purchase liability insurance
- Suggestion for BIA’s to consider purchasing liability insurance as a “group”
- DWBIA has \$5,000,000 liability insurance at a cost of \$1,100 annually.

The Chair proposes the BIA’s meet with an insurance company to discuss the feasibility of acquiring group coverage. B. Scheurman advises she will undertake this initiative.

#### **4.6 The Downtown Windsor BIA is requesting information relating to which other BIA’s are subject to the following:**

- Streetscaping repayments
- Retroactive repayments for reassessed commercial properties
- Withholdings for property reassessments and readjustments
- Fees associated to required annual audits

M. Cooke states at one time, the BIA Assistance Program (started in 2006) was receiving regular annual deposits as part of the City's capital budget to assist with capital works improvements in BIA's. Presently, the program has approximate balance of \$200,000. The 2014 capital budget is requesting that \$100,000 be placed into this account. It will not be until 2018 that additional funds are scheduled to be provided into this account. A. Blaine recalls historically, City Council approved the deposit of \$100,000 annually in the BIA Capital Works Program Fund.

Moved by A. Blaine, seconded by B. Scheuerman,

That City Council **BE REQUESTED** to consider the reinstatement of the annual contribution of \$100,000 into the BIA Capital Works Program Fund to assist the BIA's in their respective endeavours.

Carried.

It is generally agreed all BIA's are undertaking annual internal audits.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

At the call of the Chair.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:30 o'clock a.m.

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CHAIR

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COMMITTEE COORDINATOR

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1. **CALL TO ORDER**

2. **ADOPTION OF MINUTES**

Adoption of the minutes of the meeting held April 16, 2013 – *(previously distributed)*

3. **DECLARATIONS OF CONFLICT**

4. **BUSINESS ITEMS**

4.1 **Retail Business Development**

The report of the Manager of Urban Design dated April 9, 2013 entitled "Establishing the City-Wide Retail Development Corporation (or Municipal Services Corporation)" – *attached.*

4.2 **Street Level Planters Distribution and Floral Beautification**

4.3 **Street Cleaning**

4.4 **Parking Meters – Cost to be borne by Festivals & Events in the BIA's**

4.5 **Officers & Directors Insurance Liability with regards to events within a Business Association (Closed Roads and Open)**

4.6 **The Downtown Windsor BIA is requesting information relating to which other BIA's are subject to the following:**

- Streetscaping repayments
- Retroactive repayments for reassessed commercial properties



- Withholdings for property reassessments and readjustments
- Fees associated to required annual audits
- Paying for a portion or all of their annual hanging basket allotments
- Cleaning of sidewalks and streets within BIA boundaries

5. **NEW BUSINESS**

6. **ADJOURNMENT**