

Windsor, Ontario July 23, 2015

A meeting of the **Windsor BIA Advisory Committee** is held this day commencing at 3:00 o'clock p.m. there being present the following members;

Councillor Paul Borrelli, Acting Chair  
Councillor Holt  
Joan Charette, Ottawa Street BIA  
Debbi Croucher, DWBIA  
David Grimaldi, Sandwich Street BIA  
Jake Rondot, Walkerville BIA  
Bridget Scheuerman, Ford City and Olde Riverside BIA's

**Regrets received from:**

Councillor Rino Bortolin

**Guest in attendance:**

Waleed Al-Tamimi, regarding Item 5.2  
Nicole Trajkovsky, regarding Item 5.2  
David Hanna

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

Wade Bondy, Contracts Coordinator  
Michael Cooke, Manager of Planning Policy  
Fahd Mikhael, Manager of Traffic Operations  
Neil Robertson, Manager of Urban Design  
Dave Tootill, Manager of Horticulture  
John Wolf, Senior Manager of Traffic Operations  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Committee Coordinator calls the meeting to order at 3:05 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. ELECTION OF CHAIRPERSON**

Moved by Councillor Holt, seconded by D. Croucher,  
That the election of Chairperson for the Windsor BIA Advisory Committee **BE DEFERRED** to the meeting to allow Councillor Bortolin to be in attendance.

Carried.

Moved by Councillor Holt, seconded by J. Charette,  
That Councillor Borrelli **BE APPOINTED** Acting Chair of the Windsor BIA Advisory  
Committee for the July 23, 2015 meeting.

Carried.

#### 4. **DECLARATIONS OF CONFLICT**

None disclosed.

#### 5. **BUSINESS ITEMS**

##### 5.1 **Directors and Officers Insurance**

The Manager of Risk and Insurance advised 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 and Nicole Trajkovsky, Windsor Essex County Health Unit are present and provides the following as it relates to the Smoking By-law and restaurant patios:

- New regulation enacted January 2015 which prohibits smoking on restaurant/bar patios
- Prior to January 2015, if no structure existed over the patio, patrons were allowed to smoke
- The law was changed to be consistent for all patios
- E-cigarettes will be restricted in the future.
- In terms of food trucks, if the vendor has their own area, this would be considered part of a patio and smoking would be prohibited.
- Smoking is allowed if one is standing outside the rail of a patio.
- Suggestion if events are being held including street closures, it is recommended event planners contact the Health Unit regarding smoking restrictions.

In response to a question asked by D. Croucher regarding if smoking is prohibited if there is a street closure, W. Al-Tamimi responds inspections would be required to define the area for AGCO requirements or the City of Windsor permit to use that defined area. He notes smoking would be allowed on the sidewalk or the street however, if the patio was extended onto the street, the smoking ban would apply.

Moved by B. Scheurman, seconded by Councillor Holt,  
That the presentation by Waleed Al-Tamimi, Tobacco Enforcement Officer, and Nicole Trajkovsky, Windsor Essex County Health Unit **BE RECEIVED**.

Carried.

The Acting Chair thanks Waleed Al-Tamimi and Nicole Trajkovsky for their presentation.

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

Wade Bondy, Contracts Coordinator is present and available to answer questions.

B. Scheuerman expresses concern that events/festivals had to be cancelled due to the delays in completion of road projects.

J. Charette suggests the City assign a project manager to inform businesses in the BIA's of impending road construction projects/road closures.

In terms of the Walkerville BIA, J. Rondot reports a "communication committee" was established who regularly attended site meetings and reported back to the businesses of the status of the project. He notes he had three points of contact with the City and suggests other BIA's adopt this as a model.

Moved by J. Rondot, seconded by B. Scheuerman,  
That Administration **BE REQUESTED** to provide advance notification to the Business Improvement Areas of any impending construction projects/road closures.  
Carried.

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

It is suggested contact information for the Environmental Services Manager be added to the list.

Moved by B. Scheuerman, seconded by D. Grimaldi,  
That the "BIA - City of Windsor Contact List" **BE RECEIVED**.  
Carried.

### **5.5 Facade Grants**

N. Robertson states there has been no direction from Council regarding the preparation of guidelines which includes funding sources for facade grants. He states at one time, there was a fund entitled the BIA Assistance Program which was intended to offset and contribute to improvements in BIA's, i.e. streetscapes. He indicates there are not enough dollars in this account to fund facade improvements.

Moved by D. Grimaldi, seconded by B. Scheuerman,  
That City Council **BE REQUESTED** to consider the implementation of a facade grant program similar to the Community Improvement Plan (CIP) Program in Sandwich Towne.  
Carried.

**Clerk's Note:** Subsequently, Councillor Holt at Council's meeting held August 24, 2015 asked the following question:

*CQ59-2015 - "Asks that given the success of existing streetscape projects in Walkerville & Wyandotte Town Centre BIA 's, is there an opportunity to leverage the public investments made by the City by offering a facade grant program aimed at improving the appearance of existing buildings?"*

A report from the Planning Department that addresses the WBIAAC motion and CQ59-2015 is being prepared and will come to Council in the near future.

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

In terms of lack of parking, the Senior Manager of Traffic Operations suggests utilization studies be undertaken to determine shortage/non-shortage of parking or perceived shortage on a case by case basis.

In response to a question asked by B. Scheuerman regarding if the BIA has to have parking meters to be considered for off-street parking, J. Wolf responds affirmatively. He states based on Council direction, if the BIA is not part of a municipal parking program and contributing to the reserve fund, it is highly unlikely the city would invest in this area.

#### **5.7 Communication Between BIA's**

It is generally agreed the members of WBIAAC will meet off site to discuss any pertinent matters.

#### **5.8 Magazine for BIA's**

B. Scheuerman suggests consideration be given to the development of a BIA magazine. It is generally agreed to invite Gordon Orr, Acting CEO Tourism Windsor Essex Pelee Island to a future WBIAAC meeting.

#### **5.9 Retail Development Corporation**

N. Robertson states the concept of the Retail Development Corporation arose from the Office of the Mayor in 2010.

Councillor Borelli indicates the discussion relating to the Retail Development Corporation was removed at the 2015 Budget session and put on hold due to possible duplication of efforts with the Windsor Essex Economic Development Corporation.

Moved by B. Scheuerman, seconded by D. Croucher,  
That the discussion relating to the Retail Development Corporation **BE TABLED** pending the result of the Windsor Essex Economic Development Corporation restructuring.  
. Carried.

#### **5.10 Distribution of Self-Watering Plants and Hanging Baskets**

Dave Tootill, Manager of Horticulture is present and provides the following as it relates to self-watering plants and hanging baskets in the BIA's:

- The number of hanging baskets in the BIA's have been distributed equally.
- City staff provides the maintenance of the planters throughout the BIA's.
- The majority of BIA's have permanent planters.
- Suggestion for BIA's to meet individually with Administration.

B. Scheuerman requests Administration provide a quote regarding the cost to water the planters in the BIA's.

J. Rondot states the planters are not allocated equally in the BIA's.

Moved by J. Charette, seconded by B. Scheuerman,  
That the Manager of Horticulture **BE REQUESTED** to meet individually with each Business Improvement Area in order to conduct a walk-through of the BIA and to assess the distribution of the self-watering plants and hanging baskets.  
Carried.

### **6. NEW BUSINESS**

The following topics of discussion are proposed for the next meeting of WBIAAC:

- Discussion regarding street furniture and maintenance costs
- Wayfinding signage for BIA's
- OADA- What are the BIA's obligations - Invite the Accessibility/Diversity Officer

### **7. DATE OF NEXT MEETING**

At the call of the Chair.

**8. ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:59 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR

**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

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**