

The Corporation of the City of Kawartha Lakes
Minutes
Downtown Revitalization Advisory Committee Meeting

DRAC2018-02
Wednesday, February 21, 2018
5:00 P.M.
Coronation Hall
1 King Street West
Omeme, Ontario

Members:
Councillor Doug Elmslie
Councillor Mary Ann Martin
Chris Handley
Edward Wayne Hilton
Matthew Hutchison
Paul South
Anna Radey (Alternate)

Accessible formats and communication supports are available upon request.

1. **Call to Order**

Edward Wayne Hilton called the meeting to order at 5:21 p.m.

There following members were in attendance: Edward W. Hilton, Matt Hutchison, Chris Handley, Anna Radey, Paul South, Councilor Elmslie, Councilor Martin,

Also in attendance: Judy Coward (OMAFRA), Bob Minhas (Economic Development Officer – Community), Leisha Newton (Economic Development Officer – Downtown), Chris Marshall (Director, Development Services), Leah Barrie (Planner), Anna Kalnina (Planner).

Regrets: Julie Kellett, Dinah Wilson, Lynne Manning, Stephen Podolsky

2. **Administrative Business**

2.1 Adoption of Agenda

Moved By C. Handley

Seconded By Councillor Martin

That the agenda be adopted as circulated.

Carried

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest noted.

2.3 Adoption of Minutes - Wednesday November 29, 2017

Councilor Martin requested that the record show that Councilors are able to vote during the Advisory Committee meeting, as outlined in the Terms of Reference.

Moved By Councillor Elmslie

Seconded By P. South

That the minutes of the Downtown Revitalization Advisory Committee meeting held on November 29, 2017, be adopted as circulated.

Carried

3. **Deputations/Presentations**

Prior to the presentations, all in attendance introduced themselves to the group, with a quick summary of their connection to the Downtown Revitalization Advisory Committee.

3.1 Update from Working Groups

Lindsay Working Group: Summary provided by Edward Wayne Hilton

- Lindsay had a meeting last week, and collected very good feedback
- A review was conducted of the GANTT chart of action items for Lindsay
- There are plans to highlight key action items at the next meeting (with collaboration with the BIA and Chamber)
- The working group would like to include community groups in the action implementation discussion, as required
- The next meeting is scheduled for early March

Fenelon Falls Working Group: Summary provided by Chris Handley

- Fenelon Falls had a meeting in January, with presentations from various community representatives, CKL staff and OMAFRA
- The next meeting is scheduled for the end of March
- A main topic is the CIP, and the importance of the program for Fenelon Falls
- There is a need to work closely with the Trent Severn Waterway (TSW) to facilitate necessary improvements. Therefore, the working group has identified a point person for the TSW to streamline all communications
- Started a initiative to identify which businesses can take advantage of the CIP. Working group members are creating a business and building database for Fenelon Falls
- Clarification that CKL Staff is responsible for the review of streetscapes, furniture and roadways
- Working group requests that CKL staff plan to put forward engineering/planning to implement road changes/upgrades for review by the working group

Action: Bob Minhas advised that a marketing piece is being created to educate the local businesses about the CIP. The material will be shared with all working groups when it is complete

Omeme Working Group: Summary provided by Matt Hutchison

- Omeme had a meeting on January 31, 2018
- Discussions were focused on highlighted projects: Neil Young Mural, Omeme Themed Mural, Guitar directional signage, Audio walking tour.
- Members wanted to see action, so it was good that there were so many upcoming projects that will be implemented before summer 2018
- The Bridge is the most effective way to communicate with Omeme

- The Omemee working group has a facebook page to communicate with the community and the working group members ("Omemee Downtown Revitalization Group")

Action: Bob Minhas advised that a public art policy is being created, and it was agreed that the policy will be shared with the committee members when it is complete

Coboconk/Norland Working Group: Summary provided by Paul South

- Coboconk/ Norland had a meeting on February 15, 2018
 - There was a great turn out (20-25 people), with a lot of business owners
 - They agreed on the "Top 5" wish list for implementation
1. Design and build public washrooms at the wharf in Coboconk
 2. Directional/wayfinding signage and cleaning up our Ontario Ministry of Transportation (MTO) signage in Norland and Coboconk
- Coboconk & Norland are not currently Connecting Links
 - Omemee is grandfathered as a Connecting Link

Action: Request that Engineering attend a future meeting to discuss Connecting Links, as well as a representative from MTO

- Chris Marshall provided a summary of meetings that took place with MTO & the Mayor. While the MTO will not consider adding new Connecting Links, they may be willing to consider one-off projects

Action: CKL Staff to determine if Coboconk can approach MTO for special permissions related to signage

3. Address abandoned buildings in Coboconk
 4. Removal of noxious weeds in front of park
 5. Garbage receptacles in Norland and Coboconk
- They have not scheduled their next meeting

3.1.1 Feedback from Working Group - Suggestions

1. CKL Economic Development Strategy, Goal 1: Adopt a City-wide focus, Objective: Leverage City-wide resources with local implementation, Action: Develop a Kawartha lakes Downtown Revitalization program based on the Ontario Downtown Revitalization program, Timeline: 2019

Is this a typo, or is this really planned for 2019? If so, how does this affect the 4 communities that are currently implementing the action plans?

Action: Bob Minhas will provide an answer at the next meeting

2. Expenditures: What are the processes for utilities, road construction, streetscape planning etc.? How are the plans communicated and shared with the community groups? Are the Trent Severn Waterway or Ontario Ministry of Transportation (MTO) part of these meetings?

Bob: There is a steering committee (that Economic Development is a part of) that meets as needed to discuss utility concerns, large infrastructure projects and Request for Proposals. Internally, there is a roundtable that meets to discuss the issues, however this does not replace the public consultation process.

Action: Request an update from Corby Purdy (Engineering) regarding upcoming projects. Invite him to attend the next Advisory Committee meeting to share information

Action: Bob Minhas to determine when the Trent Severn Waterway or MTO are engaged in the process.

3. Community Questions to CKL Staff: Can we create a mechanism to share the answer from community with all of the other communities?

Bob: Working Groups are asked to send all questions for CKL staff to Bob or Leisha, and responses will be shared with all members of the Advisory Committee so that all communities are provided with the same information. This will also ensure that the same or similar questions are not being addressed by multiple staff members, to avoid confusion and doubling up on work.

4. Moving Forward: Working Group Logistics (Bob Minhas, Judy Coward)

- When hosting a meeting, Bob would like to meet with the chairs 30 minutes before the meeting to discuss any issues or topics that may arise
- Every working group meeting should include a progress review of the action item GANTT chart. Please ensure all attendees have an up to date version for review at each meeting
- Meeting notes must be kept for all working group meetings, for official record and to provide information for the annual Downtown Revitalization report card. In addition, this information is a great tool for funding applications

3.2 Community Improvement Plan Update

Leah Barrie from the Planning department provided a high-level summary of the Community Improvement Plan (CIP).

The CIP is being drafted from previous versions of CIP documents, as well as the input from the Streetscape & Façade Design Guidelines. The draft will be shared with the downtown revitalization groups (Community Advisory Groups and Advisory Committee), and a public meeting will be held for input and discussion.

Suspected timeline:

May - Public Meeting

June - Planning Advisory Committee meeting review

July - Council Adoptions/ Approval

Fall 2018 - Application intakes begin

Councilor Elmslie requested that the CIP is presented to Council prior to the summer, as this is an election year and he is concerned that the Council may not be willing to adopt something that will affect the next Council. It was suggested that the draft CIP is presented to the Council at a special council meeting in March or April.

There was an inquiry if there can be a priority for downtown revitalization areas as they have conducted their streetscape & façade guidelines process to collect detailed feedback from the businesses and community.

A committee will be formed to review and recommend the successful applications. The entire process is still being determined.

3.3 Economic Development Update

Bob Minhas provided the following update:

The Downtown Revitalization Report Card is due now for 2017.

We are in the process of completing the business & building inventory for all 4 communities. This will be an ongoing project over the summer. The group has asked if they are able to access this information.

Action: Bob to determine the confidentiality rules related to the data collected.

There is a new website that will be similar to the GIS system that can provide very useful information about the communities. The software enables people to look up Stats Canada data. CKL is populating data for it as well. Ec Dev has engaged real estate agents.

3.4 Downtown Dreams Update

Leisha Newton provided an update about the Downtown Dreams contest, with the following highlighted details:

The contest will launch on Friday March 2, 2018 at City Hall, 8am. We would like to have representatives from each community present for the announcement.

Applications will be accepted online (at downtowndreams.org) until March 23, 2018

The Advisory Panel will choose the Top 5 in each community, followed by required and optional training & mentoring for the applicants. The Top 5 will pitch their business idea to the Advisory Panel on June 6, and the winners will be announced at a public event at the Academy Theatre on June 6, 5-8pm.

4. Correspondence

No correspondence to review or discuss.

5. New or Other Business

Alternates:

Coboconk/Norland has requested an alternate be identified for the Advisory Committee. This is a public process, so the posting will be placed in the newspaper and interviews will be conducted.

Fenelon Falls already has an alternative, so Lindsay and Omemee were asked to advise if they would also like to have an alternative identified. They will advise Bob by the end of March.

Notice of Motion, Chris Handley:

At the next regular meeting of the Downtown Revitalization Committee of Council, I Christopher Handley will move or cause to be moved;

That the Downtown Revitalization Advisory Committee recommends that the Council of Corporation of the City of Kawartha Lakes immediately rescind the Cash-in-Lieu of Parking policies in Lindsay and Fenelon Falls until such time that fair policies that apply equally across the City of Kawartha Lakes can be considered.

Rationale: the current parking by laws in Lindsay and Fenelon Falls are unequal, onerous and create an unfair disadvantage for businesses in those two communities, by increasing the cost of operations and construction. This acts as a disincentive for investment and hobbles necessary improvements. In Fenelon

Falls the parking fee, is \$5,000 per space and in Lindsay, \$1,500 per space, which in and of itself is biased and unfair. With our efforts to date and our goals envisioned under the Downtown Revitalization Plans, if left in place these policies will hamper our efforts at improvement, business attraction and business retention.

Note: Chris Marshall advised that parking will be addressed during the review of all bylaws (consolidation of multiple bylaws throughout the City). There will be a rural & urban bylaw review.

6. Closed Session

There was no closed session required during this meeting.

7. Next Meeting

The next meeting will be Wednesday, April 25, 2018 at 5-7 p.m. in the Fenelon Falls.

8. Adjournment

Moved By Councillor Elmslie

Seconded By Councillor Martin

That the Downtown Revitalization Advisory Committee Meeting adjourn at 7:03 p.m.

Carried