



**LUCKNOW DOWNTOWN REVITALIZATION COMMITTEE**

**Lucknow Sports Complex -**

**February 5, 2013 – 7:00 pm**

**Minutes**

Wayne McDonagh	Chair	P
Lillian Abbott	Council Representative	P
Joan Chamney	Beautification Committee Representatives	P
Morten Jakobsen	Chamber of Commerce Representatives	P
Laura Johnson		A
Margie MacPherson		P
Ian Montgomery		A
Lana Sanderson-Neeb		A
Stu Reavie		A
Jack Van Dorp	County of Bruce	A
Taralyn Martin	Business & Economic Officer	P
Mary Rose Walden	Administrator	A

**1.0 CALL TO ORDER**

Chair McDonagh called the meeting to order at 7:39pm.

**1.1 DISCLOSURE OF PECUNIARY INTEREST**

<u>Name</u>	<u>Item</u>	<u>Nature of Interest</u>
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None reported.

**2.0 MINUTES**

Moved by MacPherson

Seconded by Abbott

**Adopt Minutes** THAT the Lucknow Downtown Revitalization Committee hereby adopts the December 4, 2012 meeting minutes.

Carried

**3.0 ACTION PLAN**

Taralyn has updated the Community Toolkit Action Plan. Please review the Action Plan and advise of any actions that should be added.

ACTION: Taralyn went through the items that have been completed and the items that are still outstanding under the Revitalization Committee lead. The Committee agreed that the next step is a Marketing Plan. Morten stated that the Chamber has a concern with the lack of commercial vacant land and development-ready residential land. He said that the Chamber will be bringing their concerns forward to Council. He also stated that the Revitalization Committee should work closely with the Chamber and with Council to develop a Marketing Plan. The Chamber will be focusing more on retaining current businesses in Lucknow and less on promotions and events.

## **4.0 REPORTS**

### **4.1 Wish List**

Committee members were asked to bring a wish list with them to this meeting so we could discuss future projects and if we required funding from the Township for any major projects. It was mentioned last meeting that downtown public washrooms are a priority. The old pump house by the Lucknow Sports Complex has an access door from the outside which is good and with the installation of a new "secure" door would keep the public separate from the OPP office and the Hurontel equipment. However this room also houses the electrical panels for the building, has an access hatch to the roof that would have to be secured, and although the well is abandoned, the framework is still present. We are not sure that it is big enough to house a separate ladies/men set up. The other two sections of the building are not available at this time, as the one is home to the OPP and Hurontel, while the third section houses all the water controls for the water tower. Mary Rose will continue her investigation and report further at the next meeting.

Any updates on the bridge to be reported.

ACTION: No one had anything to report on the bridge. The Committee agreed that we should look into using the washroom facilities in the Lucknow Sports Complex. Joan stated that there are washrooms behind the tourism office that are not currently being used. Wayne will talk to Mark Hackett about the possibility of making the washrooms accessible to the public 7 days a week (a suggestion was made to create a door from the washroom to the outside). Taralyn will talk to Mary Rose about this.

### **4.3 Agendas**

As you are aware this Committee is a Committee of Council and as such subject to the policies of the municipality. In keeping in compliance with the Township's Procedural By-law and Accountability and Transparency Policy the agendas will be posted on the municipal calendar and no longer emailed to individual email addresses. The agenda deadline to be posted will be the Friday before the meeting. Normally they will be posted before the deadline. You will have to check the website periodically.

STAFF Comments: Mary Rose will report further at the meeting.

ACTION: Taralyn will still send meeting reminders through e-mail to Committee members.

### **4.2 Signage**

#### **4.2.1 Town Entrance Signs**

Ian to give an update on the progress made on the vinyl lettering for the back of the gateway signs. Last meeting, we briefly talked about lighting for the signs. Is this something we want to pursue this year? We also talked about plants for around the sign. Did we decide that this would be up to the Lucknow Horticultural Society? Wayne got a quote from Huron Landscaping to look after the 4 planters for \$2,317.37 plus hst (\$301.26) for a total \$2,618.63.

ACTION: Ian was not at the meeting but told Wayne that progress is being made on the vinyl lettering for the town entrance signs. As Wayne understands, the Lucknow Horticultural Society does not have the man power or money to look after the plants at the four gateway signs. It was suggested that perhaps we invite the president of the Horticultural Society, Suzanne Andrew, to our next meeting. Morten will talk to Chris Hackett of Inside and Out to get a quote for plants for the entrance signs.

#### **4.2.2 Perpendicular Signs**

Letters were hand-delivered to all the business and commercial property owners in the downtown at the beginning of the month, which described the Spruce the Bruce Grant Program and how much money owners can receive for new perpendicular signs and façade improvements. A copy of the letter that was sent out is attached. Wayne to report on the feedback he received when delivering these letters.

ACTION: Wayne said he got a good response from business owners when he delivered the letters; however, Pat McKillip said she hasn't had any inquires about the signs yet. The Committee agreed that we have done what we can to encourage business owners to take advantage of the Spruce the Bruce grants. Once the 2013 Spruce the Bruce Grant Applications become available, Taralyn will send out an e-mail blast to Huron-Kinloss businesses.

Joan said that she took a picture of the perpendicular signs in downtown Alliston because it looked so nice and will e-mail it out to Committee members. Taralyn will talk to Lisa Fritz of Three Creeks Bar and Grill to see if they will be putting their perpendicular sign up soon.

#### 4.3 Streetscape and Beautification Elements

Wayne to report on the status of the new benches and Mary Rose to report on the status of the waste receptacles. Receipts must be submitted to Spruce the Bruce by the end of the month. Joan to give an update on the Beautification Committee's projects.

ACTION: Invoices for the benches have been given to Mary Rose and the benches will be done for the Spring. The benches that were made last year are also being repaired to fix the water damage. Joan has selected the pictures to be used on the new waste receptacles. The new waste receptacles will be placed by Knectels, at the bakery and across from Everlastings in the Spring.

#### 4.4 Huron-Kinloss Project Updates

##### 4.4.1 Huron-Kinloss 2013 Discovery Guide

We are currently gathering information for next year's guide. If you have any community events to go in the guide, please forward them to Taralyn.

ACTION: Joan suggested contacting the Christian Reform Church to get information on the Tuesday Table that the Lucknow churches put on.

##### 4.4.2 Huron-Kinloss Downtown Holiday Shopping Pass

The Holiday Shopping Pass promotion was a great success. We received a total of 1525 completed Holiday Shopping Passes, which represents a total of \$228,750 that was spent between November 9<sup>th</sup> and December 24<sup>th</sup> in Huron-Kinloss. Of this total amount, \$201,800 was spent in Lucknow. Please let Taralyn know if you have any suggestions to improve the Holiday Shopping Pass promotion, as we may do it again this year.

ACTION: Noted.

#### 4.5 Spruce the Bruce Grants

County Council approved the Spruce the Bruce Grants for 2013. More details are to come.

ACTION: Grant applications will be out in 3-4 weeks.

### 5.0 Finances

Balance	3,053.18
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ACTION:

### 6.0 **NEW BUSINESS**

#### 6.1 RT07

Taralyn notified the Committee of grants being offered through the Regional Tourism Organization 7. More information is available at: [http://rto7.ca/Public/Resources/Partnership-Funding-en?utm\\_source=RTO7+Mailing+List&utm\\_campaign=0d344d289c-Partnership\\_Funding\\_Guidelines\\_Posted\\_2\\_12\\_2013&utm\\_medium=email](http://rto7.ca/Public/Resources/Partnership-Funding-en?utm_source=RTO7+Mailing+List&utm_campaign=0d344d289c-Partnership_Funding_Guidelines_Posted_2_12_2013&utm_medium=email)

6.2 Beautification Committee

Joan stated that the Beautification Committee has \$1000 left out of the Reunion fund. They are looking for ideas for the remaining monies. She will let the Beautification Committee know that flowers are needed for the four entrance signs.

6.3 Invitation to Sentinel

Joan suggested that Garit Reid of the Lucknow Sentinel be invited to the Lucknow Revitalization Committee meetings. Taralyn will let Garit know when the meetings are being held.

7.0 **ADJOURNMENT**

**Adjourn** Moved by MacPherson  
Seconded by Jacobsen  
That the Lucknow Revitalization Committee do now adjourn to meet again on April 2, 2013 at 7:00 pm.

Carried