

# **St. Marys Business Improvement Area (BIA) Board Meeting Agenda**

Date: Monday February 10, 2020

Location: Town Hall, Auditorium, 2<sup>nd</sup> floor, 175 Queen Street East, St. Marys, ON

Time: 6:00pm

## **Agenda Items**

### **1.0 Call to order and confirmation of Quorum**

### **2.0 Declarations of Pecuniary / Conflict of Interest**

### **3.0 Additions to the Agenda (to be added in Section 10.0 Other Business)**

### **4.0 Approval of Agenda**

THAT the Agenda for February 10, 2020 is approved by the BIA Board and signed by the Chair and Secretary.

Motion:

Second:

### **5.0 New Business**

5.1 Council Report

5.2 Approval of BIA Minutes from January 20, 2020 meeting

THAT the Meeting Minutes from the January 20, 2020 BIA Board Meeting are approved by the BIA Board and signed by the Chair and Secretary.

Motion:

Second:

### **6.0 Public Input Period**

### **7.0 Project Updates & Committee Reports**

7.1 Christmas Committee to discuss:

-2020 date

-Facebook stats

-Save the date cards

-BIA social media support

-Survey of event

-Christmas parade meeting/date

## **8.0 St. Marys BIA Budget**

## **9.0 Correspondence (for information)**

9.1 Snow removal on downtown sidewalks

9.2 Social media guidelines

## **10.0 Other Business**

10.1 PW 11-2020 Downtown Decorative Lighting Report, Jed Kelly, Director of Public Works

## **11.0 Agenda Items for Future Meetings & Date of Next Board Meeting**

## **12.0 Adjournment**

THAT this meeting be adjourned at

Motion:        Second:

### **2020 BIA Board Meeting Dates**

**AGM March 9<sup>th</sup>, 2020 at Stonetown Coffee 6pm**

**Please RSVP no later than March 1<sup>st</sup>, 2020 Amie Rankin [secretary@downtownstmarys.com](mailto:secretary@downtownstmarys.com)**

**BIA Board:** Lanny Hoare (Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Gwendolyn Boyle, Tony Winter

**BIA Staff:** Lauren Eedy

**Town of St. Marys Staff:** Kelly Deeks-Johnson (Economic Development)

**For Information:** Brent Kittmer (CAO / Clerk), Trisha McKibbin (Director of Corporate Services)

## **St. Marys Business Improvement Area (BIA) Board Meeting**

### **Minutes**

Date: Monday, January 20th 2020

Location: Town Hall, Council Chambers, 2nd floor, 175 Queen Street  
East, St. Marys, ON

Time: 6:00 p.m.

BIA Board: Lanny Hoare (Chair), Councillor Tony Winter, Amie Rankin  
(Secretary), Kyle Burnside (Treasurer), Gwendolen Boyle

BIA Staff: Lauren Eedy

Town of St. Marys Staff: Kelly Deeks-Johnson, Economic Development

### **Agenda Items**

#### **1.0 Call to order and confirmation of Quorum**

Meeting called to order at 6:05 by the Chair

#### **2.0 Declaration of Pecuniary/Conflict of Interest**

None

#### **3.0 Additions to the Agenda (to be added in Section 9.0 Other Business)**

7.5 Council Report

7.6 Discussion of template for project proposal

8.3 Paint the Town Red for United Way- John Stevens

8.4 Banners

#### **4.0 Approval of Agenda**

Councillor Winter noted that there is no council report in the agenda and he is willing to give one. Under 7.5.

THAT the January 20, 2020 BIA Board Meeting be accepted as amended.

Motion: T. Winter                      Seconded: G. Boyle

Carried

## **5.0 Approval of Meeting Minutes from the December 9, 2019 Meeting**

THAT the Meeting Minutes from the December 9, 2019 BIA Board Meeting are approved by the BIA Board and signed by the Chairperson and Recording Secretary.

Motion: K. Burnside                      Seconded: A. Rankin

Carried

## **6.0 Projects and Committees**

6.1 Treasurers Report – final report for 2019

Motion to approve the Treasurer's Report.

Motion: A. Rankin    Seconded: G. Boyle

Carried

## **7.0 Working meeting to form 2020 budget**

7.1 Public Input Period

THAT the Board accept and receive correspondence from Julie Docker-Johnson regarding the 2020 budget.

Motion: G. Boyle                      Seconded: T. Winter

Carried

The Chair noted that any questions or concerns regarding Festive lights will be put off until February BIA board meeting pending more information from Public Works Director, Jed Kelly.

## 7.2 Budget Document Structure

Kelly Deeks-Johnson suggests the board consider a line for advertising and marketing. It is suggested that the board amend 'miscellaneous' to cover that topic. The discussion specifically noted that Meet me in St Marys event, the Day Tripper publication and further work to bring people downtown.

The board determined that recruitment for committees will occur at the 2020 AGM.

Draft committees discussed are:

- 1- Membership Support and Engagement
- 2- Improving Public Space and Beautification
- 3- Bringing People Downtown
- 4- Christmas Committee

The board discussed each budget line and determined that lines noting miscellaneous was too vague and they would reallocate those dollars to other budget lines.

The board discussed adding a line item specific to Hindsight 2020, homecoming event and merge the heritage festival dollars with that event.

Overall the board is pleased with the current layout of the budget but will be more specific with direction and reallocate funds where needed.

## 7.3 Special Projects for 2020

Homecoming / Heritage Festival July 3-5<sup>th</sup> 2020 'Hindsight Is 2020' a report will be brought forward with a request at the February meeting.

## 7.4 Reserve Fund

The board discussed various projects that could be brought forward for further discussion in the future.

## 7.5 Discussion of Template for Project Proposals

Kyle Burnside has created a revised draft that will be shared with the board and pending any changes will be uploaded to the BIA page on the Town's website.

Motion to accept a refined draft of the Project Proposal and Funding Request form for BIA.

Motion: A Rankin      Seconded: T Winter

Carried

## 8.0 Other Business

### 8.1 John Stevens, United Way Paint the Town Red Campaign

John Stevens presented on behalf of the United Way that they are not asking for BIA support for the Paint the Town Red Campaign but instead wanting to inform about the activities that the United Way is running in St. Marys. John Stevens discussed the Nourish Market, the Women United event taking place in March and other campaign initiatives.

THAT the Board receive the presentation given by John Stevens regarding the United Way.

Motion: K. Burnside Seconded: G. Boyle

Carried

### 8.2 Council Report

Councillor Winter gave a summary of Council discussions in particular the tax by law, smoking/vaping bylaw, Upper Thames fee increase. Budget meetings continue January 21<sup>st</sup>, 2020.

Motion to accept council report brought to us by Councillor Winter

Motion: A. Rankin      Seconded: G. Boyle

Carried

8.3 Quadro regarding current active account and termination fee.

Kelly Deeks-Johnson informed the board that she has been in contact with Quadro and gained administrative access to the email accounts and will work with Chair, Lanny Hoare to review the use of the emails and determine how to proceed.

8.4 Banner Campaign

Kelly Deeks-Johnson noted that the Legion is looking at running a banner campaign in recognition of local Veterans. The Town has the banner brackets which are owned by the BIA but they are in need of revitalizing. Asking the board to consider paying for revitalization of the brackets for future usage by the Legion and potential new banners for the downtown highlighting St. Marys.

Costs are as follows:

- \$840.00 powder coating
- \$300.00 new brackets

The board will have further discussion at the next meeting.

## **9.0 Upcoming meetings**

February 10, 2020

March 9<sup>th</sup> AGM location to be determined

## **10.0 Motion to Adjourn**

THAT this meeting be adjourned at:

8:10pm

Motion: G. Boyle

Seconded: T. Winter

Carried

BIA Bank Balancing – YEAR END 2019

11/15/2019	467	Liz Pache? Facebook Ads - Xmas 2019	\$ 185.00	\$	78,937.85
12/5/2019		Deposit - GST/HST Cheque		\$ 106.86	\$ 79,044.71
12/13/2019		STMARYSAP AP /CC		\$ 11,002.67	\$ 90,047.38
12/20/2019	461	Lauren Eedy	\$ 260.00		\$ 89,787.38
		St Marys Independent	\$		\$
12/21/2019	465	Newspaper	\$ 452.00		\$ 89,335.38
			\$		\$
12/30/2019		Quadro	\$ 16.85		\$ 89,318.53
		Bell Media Radio GP - 2019			
		Christmas Open House	\$		\$
12/31/2019	462	Broadcast	\$ 994.40		\$ 88,324.13
			\$		\$
12/31/2019	463	Kinsmen Club of St. Marys	\$ 1,000.00		\$ 87,324.13
			\$		\$
12/31/2019	466	Vista Radio	\$ 904.00		\$ 86,420.13
			\$		\$
1/3/2020	464	Lauren Eedy- December	\$ 360.00		\$ 86,060.13

NOTE: Cheque 463,464 and 466 all cleared in January 2020, though represent 2019 expenses.

BIA Bank Statement for Reconciliation Purposes – YEAR-END 2019

BIA Bank Statement for Reconciliation Purposes – YEAR-END 2019



## BIA Bank Statement for reconciliation purposes – YEAR END 2019

<div> View: <span>Select Option</span> or show from: <span>12/01/2019</span> to: <span>01/31/2020</span> <span>View</span> </div> <div> Filter description: <input type="text"/> <span>Filter</span> </div>					
Transaction Date ▲	Code	Description	Debit	Credit	Balance
		Balance Forward			\$79,122.85
Dec 5, 2019	CD			\$106.86	\$79,229.71
Dec 13, 2019	DS	STMARYSAP AP /CC		\$11,002.67	\$90,232.38
Dec 20, 2019	CK	NO.461	\$260.00		\$89,972.38
Dec 30, 2019	DS	QUADRO COMMUNIC BPY/FAC	\$16.85		\$89,955.53
Dec 31, 2019	CK	NO.462	\$994.40		\$88,961.13
Jan 3, 2020	CK	NO.464	\$360.00		\$88,601.13
Jan 6, 2020	CK	NO.463	\$1,000.00		\$87,601.13
Jan 14, 2020	CK	NO.465	\$452.00		\$87,149.13
Jan 28, 2020	DS	QUADRO COMMUNIC BPY/FAC	\$17.85		\$87,131.28
Jan 31, 2020	CK	NO.466	\$904.00		\$86,227.28
Jan 31, 2020	CK	NO.469	\$452.00		\$85,775.28

BIA BUDGET 2019		REMAINING		
ITEM	BUDGET 2019	ACTUAL 2019	Under Budget (Over Budget)	Details
<b>Revenues</b>				
BIA Levy	\$45,000.00	\$44,752.67	\$247.33	
HST Rebate	\$3,268.00	\$2,939.34	\$328.66	
Miscellaneous	\$0.00	\$50.00	-\$50.00	Pewter Sales
<b>SUBTOTAL:</b>	<b>\$48,268.00</b>	<b>\$47,742.01</b>	<b>\$525.99</b>	
<b>Expenses</b>				
<b>MEMBER SUPPORT &amp; ENGAGEMENT</b>				
<b>Membership</b>				
Member Recognition	\$500.00	\$0.00	\$500.00	
Member Welcome	\$500.00	\$0.00	\$500.00	
Networking Socials	\$1,000.00	\$0.00	\$1,000.00	
<b>Training &amp; Education</b>				
Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	
Social Media				
<b>Organizational Capacity</b>				
OBIAA Conference				
OBIAA Membership	\$220.00	\$220.82	-\$0.82	
Policies & Procedures				
Miscellaneous				
<b>SUBTOTAL Member Support and Engagement:</b>	<b>\$5,220.00</b>	<b>\$220.82</b>	<b>\$4,999.18</b>	
<b>IMPROVING PUBLIC SPACE &amp; BEAUTIFICATION (Misc)</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	
Flower Baskets & Hardware	\$4,500.00	\$4,500.00	\$0.00	
Christmas Lights Maintenance	\$500.00	\$0.00	\$500.00	
Lions Club Flag Replacement	\$200.00	\$200.00	\$0.00	
Public Art		\$0.00	\$0.00	
Benches	\$2,500.00	\$0.00	\$2,500.00	
Tree planting strategy		\$0.00	\$0.00	
Miscellaneous	\$500.00		\$500.00	
Plants & Pots	\$2,500.00	\$0.00	\$2,500.00	
<b>SUBTOTAL Improving Public Space and Beautification:</b>	<b>\$20,700.00</b>	<b>\$4,700.00</b>	<b>\$16,000.00</b>	
<b>BRINGING PEOPLE DOWNTOWN</b>				
<b>Ambassador Program</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	
<b>Marketing &amp; Promotion</b>				
Miscellaneous	\$1,200.00	\$400.00	\$800.00	\$400 pictures by Sean Camp for Downtown

<b>Events</b>	<b>(Misc)</b>	<b>\$ 2,165.00</b>	<b>\$300.00</b>	<b>\$1,865.00</b>	Meet Me in St Marys - Museum Donation \$300
	Christmas Event	<b>\$4,180.00</b>	<b>\$3,465.00</b>	<i>\$715.00</i>	
	Heritage Festival	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<i>\$0.00</i>	
	Santa Claus Parade - Sponsorship to Kinsman	<b>\$1,000.00</b>	<b>\$0.00</b>	<i>\$1,000.00</i>	
<b>Partnerships</b>				<i>\$0.00</i>	
	Stratford Tourism Alliance (STA) Membership	<b>\$400.00</b>	<b>\$400.00</b>	<i>\$0.00</i>	
	Canada Blooms	<b>\$250.00</b>	<b>\$0.00</b>	<i>\$250.00</i>	
	<b>SUBTOTAL Bringing People Downtown:</b>	<b>\$11,295.00</b>	<b>\$6,165.00</b>	<b>\$5,130.00</b>	
	<b>RUNNING THE ST. MARYS BIA</b>				
<b>Running the BIA</b>					
	Admin Support	<b>\$5,000.00</b>	<b>\$1,805.00</b>	<i>\$3,195.00</i>	
	Annual General Meeting	<b>\$55.00</b>	<b>\$55.00</b>	<i>\$0.00</i>	
	Audit	<b>\$1,000.00</b>	<b>\$900.00</b>	<i>\$100.00</i>	
	Email/Quadro	<b>\$600.00</b>	<b>\$337.37</b>	<i>\$262.63</i>	
	Bank Fees	<b>\$50.00</b>	<b>\$4.50</b>	<i>\$45.50</i>	
	Office Supplies	<b>\$350.00</b>	<b>\$96.18</b>	<i>\$253.82</i>	
	Miscellaneous	<b>\$300.00</b>	<b>\$98.70</b>	<i>\$201.30</i>	\$40 Downtown \$ pd to CanTire. // \$58.7 BIA Breakfast mtg
	GST/HST	<b>\$3,300.00</b>	<b>\$627.48</b>	<i>\$2,672.52</i>	
	<b>SUBTOTAL Running the BIA:</b>	<b>\$10,655.00</b>	<b>\$3,924.23</b>	<b>\$6,730.77</b>	
	<b>GRAND TOTALS:</b>	<b>\$47,870.00</b>	<b>\$15,010.05</b>	<b>\$32,859.95</b>	
	<b>Total Levy (Income)</b>	<b>\$48,268.00</b>	<b>\$47,742.01</b>	<b>\$525.99</b>	
	<b>Total Expenses</b>	<b>\$47,870.00</b>	<b>\$15,010.05</b>	<b>\$32,859.95</b>	
<b>Reserve Funds:</b>					
	Remaining in Bank December 2019	\$86,060.13			
	Streetscape Plan ( Assets )	-\$20,000.00			
	Proposed Project (s)	-\$20,000.00			
	Public Art	-\$10,000.00			
	Constitution	-\$1,000.00			
	Remaining	<b>\$35,060.13</b>			

**BIA Bank Balancing 2020**

<b>Date</b>	<b>Ch #</b>	<b>Description</b>	<b>Dr</b>	<b>Cr</b>	<b>Balance</b>
<b>1-Jan-19</b>		<b>Opening Balance</b>			<b>\$ 88,961.13</b>
			\$		\$
3-Jan-20	464	Lauren Eedy - December	360.00		<b>88,601.13</b>
			\$		\$
6-Jan	463	Kinsmen Club of St. Marys	1,000.00		<b>87,601.13</b>
Januayr 14,			\$		\$
2020	465	St. Marys Independent	452.00		<b>87,149.13</b>
			\$		\$
28-Jan		Quadro	17.85		<b>87,131.28</b>
		Vista Radio - Xmas	\$		\$
31-Jan-20	466	Committee	904.00		<b>86,227.28</b>
			\$		\$
31-Jan-20	469	Stratford Tourism Alliance	452.00		<b>85,775.28</b>
		Liz Pache - Xmas	\$		\$
3-Feb-20	467	Committee	185.00		<b>85,590.28</b>
			\$		\$
3-Feb-20	470	Lauren Eedy - January	440.00		<b>85,150.28</b>

BIA Bank Statement for Reconciliation Purposes

February 3, 2020

## Transaction History

View transactions by selecting a time period or date range, or filter your results by entering a description.

View:

or show from:   
MM/DD/YYYY

to:   
MM/DD/YYYY

[View](#)

Filter description:

[Filter](#)

Transaction Date ▲	Code	Description	Debit	Credit	Balance
		Balance Forward			\$88,961.13
Jan 3, 2020	CK	NO.464	\$360.00		\$88,601.13
Jan 6, 2020	CK	NO.463	\$1,000.00		\$87,601.13
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Jan 31, 2020	CK	NO.469	\$452.00		\$85,775.28
Feb 3, 2020	CK	NO.467	\$185.00		\$85,590.28
Feb 3, 2020	CK	NO.470	\$440.00		\$85,150.28

## FORMAL REPORT

<b>To:</b>	St. Marys BIA Board
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	28 January 2020
<b>Subject:</b>	[Title]

### INFORMATION

This report presents the St. Marys BIA Board with information regarding the historical and current decorative seasonal light program.

### BACKGROUND

The Town's Public Works Department manages the implementation of the seasonal light displays on downtown street light posts on behalf of the BIA. This includes storage of the light displays, annual maintenance, taking care of repairs, installation and removal.

This report is specifically outlining challenges in regards to the hanging and removal of the seasonal light displays and the mounting system. The light displays for the light posts work with what is referred to as the 'quick mount system'. This mounting system is dual purpose for seasonal lights and summer hanging baskets. The previous light displays utilized this dual purpose mount system.

Historically all seasonal decorative post lights were installed in one 3 hour session, utilizing 2 Town staff and 1 contracted electrical contractor.

This report refers to 'legacy lights' which are multi-colored seasonal displays that the BIA decommissioned and replaced with the shooting star displays on Queen St. and the snow flake displays on the side streets. Legacy light displays were, teddy bears, gingerbread, candy canes etc. All legacy lighting is still in inventory and is fully functional. The report also refers to the 2016 purchase of custom Shooting Star Displays (SSD).

Decorative light locations

- 12 posts on Queen St, from Church St. & Water St.
- 16 posts on Church St. N & S between Jones St. & the Church St. Bridge
- 15 posts on Wellington St. N & S between Jones St. & Wellington St. Bridge
- 11 posts on Water St. N & S between Jones St. & Water St. Bridge

### Downtown Revitalization Project:

The downtown road reconstruction was completed as part of the Town's 2016 capital budget. The scope of the project was extensive and included approximately 520 meters of complete road reconstruction on Queen St. between Thomas St. and Peel St., therefore encompassing the majority of the downtown core. BIA representatives were involved in design aspects of the project and brought a focus on functionality and downtown beautification. Budget did not include lamp post or street light fixture replacement.

The BIA 100% funded lamp shade replacements in 2017 to refresh the aesthetic look of decorative street lighting due to yellowing of legacy fixtures. At this time the BIA also wanted to refresh seasonal lighting. The direction was to obtain new seasonal lighting using only white lights. Initial light purchase was focused on Queen St. between Church St. & Water St. consisting of 12 decorative post locations.

General specifications and sample of mounting system was submitted to the BIA Board's preferred vendor, Ron Bailey Metal Works. Specifications: Road Allowance max height of 4.3m or 169" from pavement. Total weight restriction of 32 lbs.

Prior to the first installation in 2016 it was determined that a different mount system would be required for the new lights due to the size and height. A new mounting system separate from the existing system was integrated into the light. A prototype was shown to Town staff on Oct 20th, 2016 with a contractor used for mounting. Staff review the prototype and gave approval to proceed with the order.

Following the first install of the SSD, operational staff made several observations and raised concerns to management. These concerns were as follows: final decorative light fixture weight is 57lbs, double the legacy fixtures; dimensions were much larger than existing and storage space was limited; required 2 staff via contract services and 2 Town staff to complete installation; and installation time was 3 times longer than previous years.

In 2017 the BIA wanted to proceed with additional SSD to replace the legacy displays on the side streets. Staff expressed concerns regarding installation and storage. The BIA selected white snow flake lighting that followed recommended specifications. There are no issues with the snow flake displays. They are 11lbs, easy and quick to install and are not difficult to store.

### **In Summary:**

The SSD have been used for 3 winter seasons and through the installation and removal of these fixtures, Public Works Operational staff have raised concerns about logistics of the installation for these displays sighting health and safety concerns.

Operational costs for installation and take down appear to be increasing due to additional resources required by approximately \$1,500-\$2,000.

To summarize challenges expressed are as follows:

- It is difficult to install the lights efficiently due to their large size and that the mounting system required for the lights do not integrate easily into the existing OEM pole mounts.
- It takes 2 Town staff on the ground and 2 contractor staff w/ bucket truck & ladder against the pole to install and remove.
- Even with 4 persons onsite it still takes a longer duration to install per fixture. This is double or triple the resources required for the historical seasonal lighting,
- No fall arrest training or equipment in the department
- The Town has undergone a service delivery review to optimize budget costs, smaller decorative lighting is lower cost to install, remove, store and maintain.

## **REPORT**

Given the current Health and Safety concerns raised by staff, installation of the SSD by town staff is not viable for the 2020/2021 winter season.

Several Options for program modifications are possible:

### **1) Do Nothing**

As the current installation practice has been deemed a hazard by staff continuing the practice would be contradictory to Occupational Health and Safety Act and the Town's Health and Safety Policy:

- *Members of Council and the Management Team are accountable for the health, safety and wellness of Team Members under their supervision. They must ensure that all workplace hazards, acts of violence and harassment are identified and investigated, controlled, then eliminated and monitored. Management must ensure that Team Members work in compliance with applicable laws, safe work practices and procedures. Management will provide Team Members with the necessary support, training, resources, tools and personal protective equipment.*
- *Team Members must protect their own and each other's health, safety and wellness by reporting hazards, acts of violence and or harassment, participating in training and working in compliance with the Occupational Health & Safety Act and applicable regulations and following safe work practices and procedures established by the Town*

### **2) Use Contracted Service for Installation and Removal**

BIA to fund 100% contractor installation of shooting star displays only. Conceptually all SSD would be installed via the use of a contracted service with qualifications in fall arrest and working at heights. Historically Forman Electric has been used to assist with the light display installation & removal as required. This is expected to cost around \$1,500-\$2,000 annually. This option would allow initial capital investment into the displays to remain. The Town would continue to cover the installation of the smaller light post displays with existing operational budgets. Town would continue to store and make the lights ready for the fall installation.

### **3) Replace existing SSD with snow flake displays**

This option would require the additional purchase of 12 snow flake displays to replace the shooting star displays on Queen Street between Church Street S. & Water Street S. This option would return the installation resource requirements to pre-2016 levels and would be sustainable within the existing winter lights budget. The unfortunate result is that the initial capital investment would be lost. Cost per new display \$610, total 2020 required capital \$7,320 for 12 displays.

### **4) Move snow flake displays to Queen St., reuse legacy multi colored displays**

The Town does have sufficient stock of legacy seasonal multi-colored displays to fill in downtown areas. Displays are fully functional and have been held in storage since 2017. This option would return the installation resource requirements to pre-2016 levels and would be sustainable within the existing winter lights budget. No 2020 Capital requirement.

### **5) Update Legacy Seasonal Displays**

The legacy seasonal multi-colored displays consist of traditional seasonal items, i.e. teddy bears, candy canes, etc., could be updated to white LED



Lighting to match snow flake displays. This would require updating of Qty 12 costing approximately \$250 per fixture, Total cost of \$3,000. This option would return the installation resource requirements to pre-2016 levels and would be sustainable within the existing winter lights budget.

#### **6) Modify SSD**

Staff have discussed the situation with the original vendor, Ron Bailey metal works. Modification of the displays were deemed not possible as stars have 3 connecting points to main star which surrounds the decorative light fixture. General the modifications would be too labor intensive to effectively offset any savings by reusing any components of the display

#### **7) Create a Quick Mount System for SSD and Utilize contractor for installation**

Through the discussion with RDJ Bailey Metal Works, the issues were detailed and through discussion development of possible quick mount system could be possible. This quick mount system would only work with the SSD and would be fixed on specific posts meaning that the displays would always be at the same locations year over year. The new receiving mount bracket would be fixed to the post year round and would be powder coated black.

Cost \$250 - \$350 per location, \$4200 for 12 locations includes: initial installation, new quick mount bracket, modifications to the existing SSD lights, black re-coating of all hardware to matching fixture base.

Design of quick mount for SSD could include banner functionality. The town has some banner hardware in storage that could be reworked and refreshed. All banner hardware was removed in 2016 due to ascetic deterioration of the mounting hardware. In discussions with Ron Bailey a new upper section could be included in the design of the SSD mount and the existing lower sections could be coated to match. Accommodation of upper section of banner system into new quick mount system and recoating of lower banner support \$600 for 12 locations.

Long term cost for Installation & removal of SSD would be the responsibility of BIA via contractor, but the overall time requirement would be expected to be significantly reduced. Full installation via contractor would remove the Health and Safety concern as town staff would not be involved in the mounting process.

## **FINANCIAL IMPLICATIONS**

### **Historical Cost of Shooting Star Installation**

	Contracted Services	Staff Time	Total
Installation	2,549	1,000	3,600
Take Down	1,050	500	1,550
		Seasonal Cost	\$5,150

\*Costs are average over 2018-2019 Seasons

Seasonal Costs for contracted services in 2015 was \$2,100 for both installation and take down. Contracted service cost has risen by 42% since shooting star display was implemented.

Below are Capital and Operational cost comparisons for all viable options. Option 1 and Option 6 are determined to be disqualified based on analysis of long term viability.

Opt #	Description	Capital Requirement	Cost	Ongoing Operational BIA Cost
2	Use Contracted Service for Installation and Removal	0		\$2,000 Annually
3	Replace existing shooting star displays with snow flake displays	\$7,320 for 12 replacement display		\$0 Including in Town Winter Light program
4	Move snow flake displays to Queen St., reuse legacy multi colored displays	0		\$0 Including in Town Winter Light program
5	Update Legacy Seasonal Displays	\$3,000		\$0 Including in Town Winter Light program
7	Create a Quick Mount System for Shooting Star Displays and Utilize contractor for installation	\$4,800		\$750-\$1,000 Annually for display setup and take down. Additional cost for setup and take down of banner displays if requested. Individual Banner costs to be determined based on complexity and material chosen.

## SUMMARY

Staff have endeavoured to detail options for consideration within the 2020 BIA budget. Given the available information to date staff would recommend either Option 3 or Option 7.

Option 3 would have an overall lower cost of implementation annually, with similar requirements for installation & removal as post 2016 displays. Unfortunately this would make the existing SSD display surplus and all capital investment would be lost.

Option 7 would see further modifications to the SSD displays but allows for continued use of the 2016 capital investment. It should be noted that the SSD displays are custom and to staffs knowledge are unique to the St. Marys Downtown. Development of a more efficient mount system should remove the majority of the time requirements for installation and removal. To address the Health and Safety requirement staff are recommending a qualified contractor with proper fall arrest training and equipment be retained for installation and removal. This cost is expected to range about \$750 annually.

If the BIA was acceptable to this option a test fit would be completed during the summer months to verify the overall look of the post with new bracket and banner hardware.

## **RECOMMENDATION**

Town staff are recommending that the BIA vote to accept option #7 - Create a Quick Mount System for SSD and utilize contractor for installation. Staff will work with RDJ Bailey Metal Works to commission a prototype of the new Quick Mount System and install it on one lamp post prior to the fall. The BIA can gain feedback from its membership and discuss any changes that need to be made.

## **REVIEWED BY**

### **Recommended by the Department**

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Jed Kelly  
Director of Public Works