



Downtown Barrie Business Association (BIA)

Member Handbook

REVISED FEBRUARY 2018



*Welcome to beautiful Downtown Barrie! We at the **Downtown Barrie Business Association** want to take the time to introduce, or re-introduce, our group and explain our role in the City of Barrie.*

What is the Downtown Barrie Business Association?

Downtown Barrie Business Association is a not for profit organization that represents more than **400** businesses located in the Downtown Barrie jurisdiction.

The Downtown Barrie Business Association (BIA) has a two-fold mandate:

- 1) To improve, beautify and maintain public lands and building within the BIA, beyond that which is provided by the municipality at large, and
- 2) To promote the area as a business and shopping area.

The Downtown Barrie Business Association is commonly referred to as ‘Downtown Barrie’, or the ‘Downtown Barrie BIA’, or the ‘BIA’. The term ‘BIA’ is short for ‘Business Improvement Area’.

How does a business become a member of the Downtown Barrie Business Association (BIA)?

Downtown Barrie Business Association is designated a ‘Business Improvement Area’ or a ‘BIA’ under a special municipal by-law and legislated by the Province of Ontario.

It is designed to be a self-help mechanism that provides the tools and resources necessary to promote and beautify the area. Downtown Barrie has a number of regular programs and special programs in place to help create an attractive, successful Downtown area.

A business becomes a member by operating within the geographic boundaries of the ‘Business Improvement Area’ (BIA). These boundaries were defined in the City of Barrie.

What is the membership pay to be apart of the BIA?

The cost of a BIA Membership is based upon a businesses commercial assessment. Since assessments vary, there is no fixed cost for Membership. A businesses’ membership levy is paid when a business pays their taxes. The levy is found on a businesses tax bill.

Who Manages the Downtown Barrie (BIA)?

The Downtown Barrie (BIA) is managed by a Board of Management, which is composed of representatives of property owners and business operators and members of City Council. The Board is appointed by City Council for a four-year term. Usually, the nominees to the board are chosen by a vote of the general Membership and the list is then sent to City Council for appointment. The Board is comprised of the following:

Board of Directors –

- Twelve (12) Directors:
- Two (2) Appointed Council Representatives (voting)
- Total available positions are ten (10).

Partners (Non Voting) -

- Barrie Police Service
- Greater Barrie Chamber of Commerce
- Tourism Barrie
- City of Barrie - Invest Barrie (Economic Development & Downtown Revitalization)

How much time do Board of Management Commit to the BIA?

- Board of Management meetings: 10/year; ~ 2.5 hrs/meeting.
- Board Tasks: ~4hrs/month
- Project/Team Work: ~5hrs/month
- Total: ~12hrs/month or ~100+hrs/year

It is important to note that the Board is a volunteer body who does not receive any form of remuneration.

**What is the relationship between the Board of Management and City Hall?**

The City of Barrie collects business taxes and at the same time collects the BIA levy, by March the Board of Management presents its yearly budget to City Council for approval. Bottom line responsibility results with the Board of Management.

The Downtown Barrie Business Association (BIA) enjoys the co-operative relationship with the City and its various departments. This is vital as some issues (ie. By-law amendments) require input and support from City staff.

What does the Downtown Barrie (BIA) Office do?

The Downtown Barrie (BIA) Office with staff and volunteers implement, facilitate and monitor all the activities of the organization.

The Downtown Barrie Office is comprised of two (2) full time staff:

- Managing Director- Craig Stevens cstevens@downtownbarrie.ca
- Office & Events Administrator – Stacey Zubczyk szubczyk@downtownbarrie.ca

The responsibilities of the Downtown Barrie Office are varied:

- To carry out activities as dictated by the Board of Management,
 - To host and organize all meetings of the Association.
 - To manage and administer financial affairs: accounting reports and annual budgets.
 - To address Member concerns and complaints by working the Board, the Membership and vested community interests.
 - To communicate parking, traffic, streetscape and by-law issues and ideas from the Membership to the City and/or Region.
 - To complete regular Membership 'News & Events' Emails and initiate personal contacts.
 - To update and maintain the Membership database and directory.
 - To respond to requests for information from the local community as well as tourist-oriented agencies and individuals.
 - To facilitate and execute year round events.
 - To work with community stakeholders such as:
 - City of Barrie
 - Greater Barrie Chamber of Commerce,
 - Tourism Barrie
 - Barrie Police
-

What can the Downtown Barrie (BIA) do for member Business?**#1 Marketing –**

A range of on-going and one-time marketing programs are provided. Advertisements in local media both for and with your participation. Produce promotional brochures for your use and distribution as well as at key organizations including; The Chamber of Commerce, Tourism Barrie, etc.

2 Events –

Downtown Barrie (BIA) partners & executes events yearly that are designed to promote the Downtown and provide community goodwill. Generally, these events include:

- **Hot Cocoa Trail** – Every weekend in February
- **Red Carpet Trail** – *New in 2018* - Every weekend in April
- **May Days** – Every Day in May from your businesses opening until closing
- **Lawnchair Luminata & Barrie Thunder Classics** – Every Wednesday June to Sept
- **Promenade Days & Canada Day Celebrations** – beginning July
- **Craft Beer & BBQ Festival** – second weeken in July
- **Tasting Trail** – Every weekend in October
- **Noella Festival Events-** November & December
 - **Tree Lighting Celebration & Santa Claus Parade** – mid November
 - **Holly Days** – mid November until mid December from your businesses opening until closing

❖ **Create your own event-** *If you want to plan a 'Grand Opening' event, 'Anniversary Celebration', 'Open House', 'Sale' or 'Fundraiser' be sure to advise the Downtown Barrie Office so we can assist by getting the word out to local dignitaries, the media, and other BIA businesses.*

3 Communications—

Member communications are fundamental to the success of Downtown Barrie. The Downtown Barrie (BIA) provides a number of opportunities for member-to-member contact.

Member communications include:

- **'News & Events' Emails—** *Learn more on 'Page 7' of 'Member Handbook'.*
 - Sent out every Thursday at 2:00 pm. These emails are a great way to send & receive information.
 - All information is also posted on **Downtown Barrie's 'Member News'** portion of website.
 - **Downtown Barrie Website—**
 - Features includes Member Listings, Featured Businesses, and Downtown Barrie Events & Member News.
 - Check us out at www.downtownbarrie.ca
 - **Social Media (Twitter & Facebook)--**
 - Be sure to 'Like' on Facebook & 'Follow' us on Twitter
 - **Annual General Meeting (AGM) & Holiday Socials**
- ❖ *Included on 'Page 8' of the 'Member Handbook' is a '[Website & Directory Contact Information Request](#)'...Please feel free to fill out & submit back to the Downtown Barrie (BIA) Office at your earliest convenience.*
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4 Advocacy—

Advocacy not only in the way that the Downtown Barrie Office responds to your concerns, but also the manner in which those concerns are presented to stakeholders.

Stakeholders include community agencies, government and your business peers in the Downtown Barrie. Advocacy includes creative problem-solving and is demonstrated in issues related to Parking, Traffic, Beautification, Policy and Planning, Waste Management, etc.

#5 Beautification & Cleanliness—

Through partnerships, with the City of Barrie, the BIA works to make our Downtown beautiful through seasonal decorations, flowers, lighting, banners, and other initiatives.

Other Important Information

Holiday Closure Information

The Retail Business Holidays (RBH) Act R.S.O 1990, requires some retail businesses to close on the nine (9) Canadian statutory holidays*.

Information about the RBH Act, including exact holidays and which businesses are exempt, is available online at:
<https://www.ontario.ca/page/retail-business-holidays>

City of Barrie Services

Business Information

The City of Barrie is committed to the attraction, retention and expansion of business in Barrie. The Business Development Department is aggressively seeking new business investment opportunities and responding to the needs of the existing industry and business within the community. Learn more at www.investbarrie.ca.

Business Licences

Most businesses require a City of Barrie Business Licence. Contact **Enforcement Services** at 705-739-4241 or visit 45 Cedar Pointe, Barrie, for further information.

Information Barrie

Access the Information Barrie Community Database for listings of community groups, agencies, services, government offices, churches, schools and more. Each listing contains details about that organization, including description, address, hours, and contact information. Find the database at www.barriepubliclibrary.ca under the Community tab.



Handing of Garbage & Recycling

Garbage Collection occurs every **Tuesday** and **Friday**, while **Recycling Collection** occurs on **Tuesday** only.

Due to traffic congestion & parked vehicles on the street, collection occurs between the hours of 4:00am and 6:00am.

Materials may only be placed out for collection at the **end** of the business day, the day before collection and any uncollected materials must be removed by 10:00am the day of collection. *This is done in an effort to keep the Downtown Barrie (BIA) looking clean and presentable.*

On a **statutory holiday collection is advanced by one day for the remainder of the week.*

*More information about **Waste Collection** in the Downtown, including limits and restrictions, is included on 'Page 9 & 10' of the 'BIA Member for your convenience.*

Landfill Information

The **City of Barrie Landfill Site** is located at 272 Ferndale Drive, North (north of Edgehill Dr.) The hours of operation are Tuesday to Saturday from 9 a.m. to 4 p.m. The landfill site is closed every Sunday, Monday and designated holidays. The Landfill site is closed New Year's Day, Good Friday, Canada Day, Christmas Day and Boxing Day. The Landfill is also closed at noon on Christmas Eve and New Year's Eve. Visit www.barrie.ca/Landfill or call 705-739-4219 for more information.

Parking in the Downtown

Business owners are responsible for handling parking arrangements for their staff and themselves. If your building does not have sufficient space, monthly municipal parking lot permits are available for purchase at the Downtown Barrie Office and Barrie City Hall (Service Barrie)- 70 Collier Street.

The City of Barrie offers three (3) levels of monthly parking passes.

Yellow Monthly: \$60 before tax **Green** Monthly: \$75 before tax **Blue** Monthly: \$85 before tax

** Monthly parking passes for the **Collier Street Parkade (blue)** are honoured in lots requiring **green** or **yellow** passes; **green** passes are honoured in lots requiring **yellow** passes. The issuance of a pass does not ensure space will be available in the intended lot.

More info about **Downtown Parking** is available on the **City of Barrie** website at www.barrie.ca. Please follow the provided links:

[Living](#) ▶▶ [Getting Around](#) ▶▶ [Parking](#) ▶▶ [Downtown Parking](#)

Parking Tickets

Parking tickets can now be paid online, using a credit card at www.barrie.ca.

Parking tickets may be paid (cash, cheque, money order, Visa, Mastercard, Debit Card) in person at **Service Barrie (1st floor), 70 Collier Street, Barrie** or at **the Enforcement Services Office, 45 Cedar Pointe Drive, Barrie**, or by mail (cheque or money order) to Box 400, Barrie, ON L4M 4T5. All cheque payments should be made payable to THE CITY OF BARRIE and must be received by the due date. Requests for trials for parking tickets must be made in person by attending **the Enforcement Services Office, 45 Cedar Pointe Drive, Barrie**.

Overnight On-Street Parking Restrictions

Within the Downtown Business Improvement Area, on-street parking is prohibited from **December 1st to March 31st** between the hours of **3am to 6am**. Any vehicle found parked in contravention of **By-law 2007-209** may be ticketed and/or towed. This prohibition is in effect regardless of weather conditions or snowfall.

By keeping City streets clear of vehicles during this period, you allow the City crews access to help ensure that your roadways are maintained and that large emergency vehicles can get down the street. Parking is prohibited over sidewalks and the City boulevards.

Signage

The **City of Barrie** has a comprehensive sign by-law regulating the placement of signs. Various types of signs may or may not be prohibited under the by-law. The bylaw is available on the **City of Barrie** website at www.barrie.ca. Follow the provided links:

[Living](#) ▶▶ [Licences, Permits & Applications](#) ▶▶ [Permits](#) ▶▶ [Signs](#)

Please contact **Enforcement Services** at 705-739-4241 or visit **45 Cedar Pointe Drive, Barrie**, to obtain information before you erect any sign.



Blade Signs & Awnings

Blade Signs provide increased storefront advertising and visibility to on-coming vehicular and pedestrian traffic, and attractive outdoor awnings dress up storefronts and provide shelter for pedestrians on days of inclement weather.

Cosmetically, these changes greatly enhance the appearance and visual presence of businesses in the downtown. Business owners can enter into encroachment agreements that will allow the placement of wooden, vinyl or metal Blade Signs and retractable Awnings on the building, overhanging the City sidewalk.

Details are available on the **City of Barrie** website at www.barrie.ca. Follow the provided links:

[Living](#) ▶ [Licences, Permits & Applications](#) ▶ [General Applications](#) ▶ [Outdoor Patios, Blade Signage & Awning](#)

Please contact the **Business Development Department** at (705) 728-9850 or invest@barrie.ca for more information.

Outdoor Patio Program

Downtown restaurants can take advantage of summer weather by offering outdoor dining experiences amidst the pleasurable downtown and in proximity to the waterfront. Restaurant establishments can extend outdoor patios to the edge of the street; pedestrian traffic flow will be maintained through the provision of temporary sidewalks, designed for pedestrian safety and temporarily located on some on-street parking spaces.

Interested business owners are asked to contact the **Downtown Barrie (BIA) Office** (preapproval from the BIA is required).

More info is available on the **City of Barrie** website at www.barrie.ca. Follow the provided links:

[Living](#) ▶ [Licences, Permits & Applications](#) ▶ [General Applications](#) ▶ [Outdoor Patios, Blade Signage & Awning](#)

Spring Street Sweeping Program

Roads and Parks Operations carry out their annual Spring Street Sweeping Program to clean all City streets of sand deposited and other debris. Spring street sweeping improves water quality and the environment by removing pollutants that can be transferred to downstream water bodies through urban run-off. The street sweeping program also improves the cleanliness and aesthetics of City streets and parking lots.

Sweeping usually starts in **mid-April** and is expected to be completed by **mid-May**, weather permitting. Sand that is swept from roads is disposed of in an environmentally responsible manner at the landfill site where it is used for covering waste.

The sweeping program consists of a **3 to 4** part process as follows:

- 1) Flushing streets with water to move sand to the curb,
- 2) A mechanical sweeper capable of picking up heavy sand deposits and debris makes a pass of the street (this could be a few days later),
- 3) A second pass of the street with a vacuum sweeper to remove any fine material that may remain,
- 4) And a final flush of the street with water to remove any remaining materials from the road.

If you should have any questions regarding the annual spring street sweeping program please contact **Service Barrie** at 705-726-4242 or ServiceBarrie@barrie.ca.

Snow & Ice Clearing By-law

All Downtown BIA Merchants, Business and Property Owners are required to have the sidewalks in front & beside their business/property cleared of snow & ice each morning by 10:00 am.

Enforcement Officers begin patrolling for compliance starting at **10:00 am, every morning, from the first snow/ice fall.**

The By-law is available on the **City of Barrie** website at www.barrie.ca by searching: [Snow Clearing By-law \(Downtown\).](#)

Winter Maintenance

The City can declare a winter maintenance event at any time prior to December 1st and after March 31st to ensure that maintenance of the road way during a winter event is completed.

During a winter maintenance event vehicles are prohibited from parking on any street between **12 midnight and 7 a.m.**

Notices of Downtown winter maintenance events will be provided to BIA Members by way of various media outlets; including Downtown Barrie Member communications '**News & Events**' Emails.

Other Frequently Called Numbers & Emails

Emergency Call

911

Barrie Fire & Emergency Service: *Non-Emergency Inquiries* 705-728-3199
Barrie Police Services: *Non-Emergency Inquiries* 705-725-7025
Crime Stoppers Barrie: 1-800-222-8477

Information Services

Downtown Barrie Business Association (BIA): 705-734-1414

Email: info@downtown@barrie.ca

Website: www.downtownbarrie.ca

Barrie Chamber of Commerce: 705-721-5000

Email: admin@barriechamber.com

Website: www.barriechamber.com

Tourism Barrie: 705-739-9444

Email: info@tourismbarrie.com

Website: www.tourismbarrie.com

Simcoe Muskoka District Health Unit: 705-721-7520

Toll Free: 1-877-721-7520

Website: www.simcoemuskokahealth.org

Barrie Public Library (Information Barrie): 705-728-1010

Website: www.library.barrie.ca/

City of Barrie Website: www.barrie.ca

Service Barrie: 705-726-4242 8am. to 5pm.

Email: ServiceBarrie@barrie.ca

Building Services (Permits & Inspections): 705-739-4212 Email: building@barrie.ca

Business Development: 705-728-9850 Email: invest@barrie.ca

Business Licensing: 705-739-4241

City Clerk's Office (Council Info, Birth Certificates, Marriage Licence) : 705-739-4204

Culture Department: 705-739-4299 Email: culture@barrie.ca

Environmental Services/Landfill: 705-739-4219 Email: RethinkWaste@barrie.ca

Events: 705-739-4285 Email: events@barrie.ca

Mayor's Office: 705-792-7900 Email: officeofthemayor@barrie.ca

Municipal Law Enforcement (Parking Tickets, Property Standards, Lottery Licences, Zoning Enforcement): 705-739-4241

Planning Services (Development Review, Zoning Inquiries): 705-739-4208 Email: planning@barrie.ca

Provincial Offences: 705-739-4291

Road & Sewer Maintenance : 705-739-4255

Small Business Centre: 705-720-2445 Email: smallbusiness@barrie.ca

Theatres (Mady & Georgian): 705-739-4228 Email: boxoffice@barrie.ca

Transit: Customer Service 705-739-4209 Email: transit@barrie.ca

Transit Terminal (Mary Street) 705-739-1500

'News & Events Email' & 'Member News' – Content Details

Content Deadlines:

The regular '**News & Events**' is sent out every **Thursday at 2pm**.

The deadline for content to be submitted the Downtown Barrie Office is **Tuesdays at 4:30pm**.

Downtown Barrie does occasionally prepare a 'Special Notice' for distribution.

Please Note:

Downtown Barrie reserves the right to edit content, as well limit or increase the number of times a Businesses featured information is included.

Downtown Barrie also reserves the right to change the format and structure of the 'Member News' and 'News & Email' template.

Downtown Barrie is not responsible for the accuracy of the information presented other than the representation is within the Downtown Barrie BIA boundaries.

Content Details:

Please include the following details...

- **Event Date:**
- **Event Time:**
- **Location:**
- **Description:**

We ask that copy content be limited to 250 characters.

Please include any attachments, such as .pdf posters, along with websites & social media sources (ie facebook or twitter). This can be included as a link.

Any Business Logos are best submitted in 'jpg' format. This is best submitted as an attachment.

Content Example:

Event Date: Saturdays in September & October

Event Time: 8am - 12 noon

Location: Barrie City Hall (70 Collier St) & Mulcaster St

Description:

BARRIE FARMERS' MARKET

Summer isn't over at the Farmers' Market. Still outside and on the street. *A reminder that Mulcaster Street between Worsley and Collier streets is closed Saturdays until October 28, 2018 from 6 am to 2 pm for the on-street Mulcaster Farmers' Market. Visit

<http://barriefarmersmarket.ca/>

- ❖ Please submit any information for '**Downtown Barrie Member News**' portion of website & the '**News & Events**' emailer to info@downtownbarrie.ca.



Website & Directory Contact Information Request

Member communications are fundamental to the success of Downtown Barrie. As a result, the Downtown Barrie Business Association (BIA) provides a number of opportunities for member-to-member contact.

Member communications include:

- **“News & Events’ Emails—** *Learn more on ‘Page 7’ of ‘Member Handbook’.*
 - Sent out every Thursday at 2:00 pm. These emails are a great way to send & receive information.
 - All information is also posted on **Downtown Barrie’s ‘Member News’** portion of website.
- **Downtown Barrie Website—**
 - Features includes Member Listings, Featured Businesses, and Downtown Barrie Events & Member News.
 - Check us out at www.downtownbarrie.ca
- **Social Media** (Twitter & Facebook) --
 - Be sure to ‘Like’ on Facebook & ‘Follow’ us on Twitter

The Downtown Barrie Office is always working on updating our **Website Directory Listings**, along with our **Membership Contact Directory**. **There is no cost to participate in this directory.**

It would be of great assistance if you could please provide the Downtown Barrie Office with an update to the below information.

Please feel free to email the information to info@downtownbarrie.ca or fax the below form to 705-734-1227.

BIA Member -- Requested Information

Company/Business Name: _____

Mailing Address: _____

Telephone: _____

Toll free Number (if applicable): _____

Contact Person(s) (for Downtown Barrie Office use only):

○ _____

Contact Person(s) Email Address (for Downtown Barrie Office use only):

○ _____

Website Address: _____

Website Email: _____

Facebook Handle: _____

Twitter Handle: _____

Instagram Handle: _____

Hours of Operation:

Sunday: _____ *Monday:* _____ *Tuesday:* _____



Wednesday: _____ *Thursday:* _____

Friday: _____ *Saturday:* _____

Downtown Barrie (BIA) Waste Collection – Update

When does Curbside Collection occur in the Downtown Barrie (BIA)?

- **Garbage Collection** occurs every **Tuesday**** and **Friday****
- **Recycling Collection** occurs on **Tuesday**** only

Sunday	Monday**	Tuesday**	Wednesday	Thursday**	Friday**	Saturday
	Put Material out after 4:00pm.	 Collection occurs between 4:00am and 6:00am.* Uncollected materials must be removed by 10:00am.		Put Material out after 4:00pm.	 Collection occurs between 4:00am and 6:00am.* Uncollected materials must be removed by 10:00am.	

***Due to traffic congestion & parked vehicles on the street, collection occurs between the hours of 4:00am and 6:00am.**

This is done in an effort to keep the Downtown Barrie (BIA) looking clean and presentable.

**On a Statutory Holiday, collection is advanced by one day for the remainder of the week.

What can I put outside for Curbside Collection?

- Each Business can put out up to six (6) units of garbage (up to 45 lbs. each) a week



- Each Business can put out up to five (5) recycling boxes a week.



...More information on next side.

Downtown Barrie (BIA) Waste Collection – Update *(continued...)*

Other Restrictions...

- There is also a restriction on the amount of paper & cardboard that can be placed curbside.
 - ❖ Businesses are restricted to **ONE** bundle of cardboard per week and the equivalent of **ONE** recycling box of fine paper per week.
 - Cardboard must be flattened & bundled no larger than 75cm x 75cm x 20cm (or 30" x 30" x 8"). This can be placed in or beside the recycling box.
 - All plastic wrap, liner bags, and Styrofoam from cardboard must be removed.

Where do I get a recycling bin?

- ❖ *Recycling boxes are available at no charge at **Environmental Centre – 272 Ferndale Dr. North** on Tuesday to Saturday from 9:00am to 4:00pm.*

What can I do with my extra Garbage & Recycling?

- Businesses may take their cardboard to the **City of Barrie's Landfill Site** at **272 Ferndale Dr. North** for recycling at no charge. *Cardboard delivered to the site must be kept separate from garbage for disposal.*
- Businesses may also contract directly with a waste management firm to handle their cardboard.

Please note that...

- Consideration must be given to the health & safety of Collectors regarding ease of collection/lift and accessibility.
 - ❖ *Materials placed at the Collectors' knee height (approximately 2ft) are generally safe to collect.*
- Materials placed on a snowbank present an unsafe, awkward reach for Collectors and will **not** be collected.

Please contact the **Barrie Environmental Centre** at RethinkWaste@barrie.ca or 705-739-4219 with any questions.