

**WE WELCOME YOU TO
SMITHS FALLS
DOWNTOWN BUSINESS COMMUNITY**

Downtown Smiths Falls

a
great
place
to
be!

Smiths Falls Downtown Business Association (DBA)

77 Beckwith St. N. Smiths Falls, ON K7A 4T6

Phone: 613-283-4124 ext 1114

E-mail: dba@smithsfalls.ca

www.downtownsmithsfalls.ca

updated February 2012

YOUR DBA BOARD OF DIRECTORS

Maire Hogan (chair) - Elizabeth Interiors
Susan Richards (vice-chair) - Creative Computing
Glenda Bak - Special Greetings
Eric Beere - The Vineyard Winery
Louis Tremblay - Howard, Ryan, Kelford, Knott & Dixon
Barb Willoughby - Personal Pampering Spa
James Benda – Property Owner
Shawn Pankow - Council Representative

The Smiths Falls DBA can have from 5-11 Directors. They are voted into position by their fellow members. Elections take place in February immediately following a municipal election at the DBA Annual General Meeting and the term for each position is four years. Vacant seats can be filled at any time. If you are interested in becoming a Director please call the office.

Another way to become involved in the activities of the DBA is to sit on one of our 2 standing committees:

Promotion and Marketing Committee – this group works towards the mandate of effectively promoting and marketing Downtown Smiths Falls to the residents, other businesses and tourists through a variety of media, as a vibrant business and shopping district attracting people to shop, dine, work, live and gather.

Beautification and Cleanliness Committee – this group works towards the mandate of “beautifying” the Downtown, developing and carrying out programs aimed at making the core a more aesthetically pleasing place to visit, shop, dine and do business. The primary goal of this committee is to ensure a safe and beautiful environment Downtown with projects and partnerships that span all seasons.

Contact the Smiths Falls DBA office to find out how you can become involved.

Have a say, it's your Downtown!!

DBA Staff

The DBA currently has 2 staff members. Our Office Admin. Clerk is the point of contact for general inquires to the DBA and directs those inquires to the proper DBA Officer or DBA Committee; performs general administrative duties; serves as a resource to all committees of the DBA; and performs any other duties, which the Board may assign. Our Downtown Maintenance Worker keeps our downtown looking great by trimming the grass, pulling weeds, graffiti removal, garbage pick up, and many other duties.

Office Admin. Clerk
Amy Hogue

Downtown Maintenance Worker
Barry Davis

Smiths Falls Downtown Business Association Mandate, Vision, Mission, & Goals

Mandate

The mandate of the Smiths Falls DBA shall be to oversee the improvement, beautification and maintenance of municipally owned land, buildings and structures in the area beyond that provided at the expense of the municipality; and, to promote the area as a business and shopping area.

Vision

Downtown Smiths Falls will be a vibrant business and shopping district attracting people to shop, dine, work, live and gather.

Mission

The Smiths Falls DBA is committed to providing effective leadership in the ongoing development of the membership area as a vibrant and sustainable business and shopping district.

Goals

- To promote our downtown core as a vibrant business and shopping district through the promotion of special events and attractions that draw people to the downtown.
- To ensure a clean, safe, attractive and competitive downtown.
- To make the DBA area an enjoyable experience for each person who visits.
- To develop and strengthen the business community to be a unified body.
- To be the voice of DBA and communicate matters of concern from our members to government officials and to the public.
- To maintain and increase awareness of the DBA to DBA members and to the public.
- To work with downtown business and property owners, the Town of Smiths Falls, the Police Department and social groups to make Downtown Smiths Falls a safe and vibrant place to work, visit, live and shop.
- To assist with the recruitment and attraction of new businesses and development to the downtown; and assist with the retention of the existing businesses.

Approved by Board of Directors on January 20, 2010
Confirmed by membership on February 2, 2010

INFORMATION WE NEED FOR OUR DATABASE

As your business is in Downtown Smiths Falls, we would like to confirm your information in our database and all of our print materials. The business name, street address, postal code, phone number and business description are pieces of information we release in our promotional material. All the other information will remain confidential and used for internal communication purposes only. Please take a few moments to fill out this sheet and send it back to our office, or call us when its ready and we will arrange to pick it up. Phone: 613-283-4124 ext 1114 or you can Fax: 613- 283-4764

Business Name: _____

Contact Name: _____

Street Address: _____

Postal Code: _____

Phone Number: _____

FAX Number: _____

Email Address: _____

Website Address: _____

Business Hours: _____

Brief Description of Your Business: _____

PARKING IN DOWNTOWN SMITHS FALLS
THE DO AND DON'TS FOR BUSINESS OWNERS

Please be advised that each business owner is responsible for their own parking arrangements. Additionally, it is your responsibility to inform your staff of the locations that are available to them.

If your building does not have sufficient space for you and/or your staff vehicles, there is a Municipal Lot at the corner of Market St. and William St. E. at a cost of .25¢ for 2 hours. The By the Falls Parking Lot is located on Main St. W. (next to Premier Cinemas) at a cost of .25¢ per hour. Under the water tower there is also a free municipal lot.

The metered parking spots are meant for customer parking. If DBA members and their staff use metered spaces, they take prime parking locations away from people who are coming to shop in our beautiful Downtown. Let's all work together to make our Downtown as user friendly as we can.

About Using the Sidewalks

A-frame signs, merchandise and tables make the downtown more inviting. But remember, for anything you place on public property (the edge of your building is usually the property line) you must have a yearly permit issued by the Town of Smiths Falls. You can download the permit application on the town's website at www.smithsfalls.ca

The only exception is for Sidewalk Sales when the DBA has one permit for everyone but we are required to have a "Hold Harmless Agreement" signed by each business that is participating.

Please contact Erin Watson at Smiths Falls Town Hall at 613-4124 ext. 1171 for more information.

IMPORTANT NUMBERS

Emergency Numbers

Police/Fire/Ambulance (emergencies only)	911
Ambulance	613-283-6266
Smiths Falls Police	613-283-0357
Smiths Falls Fire Services	613-283-5869
Perth & Smiths Falls District Hospital	613-283-2330

Information Services

Smiths Fall Town Hall	613-283-4124
Smiths Falls Downtown Business Association (DBA)	613-283-4124 ext 1114
Smiths Falls & District Chambers of Commerce	613-283-1334
Lanark County Mental Health	613-283-2170
Smiths Falls Crime Stoppers	613-283-2274
Lanark North Leeds Enterprise Centre	613-283-7002

General Inquiries

Service Canada	www.servicecanada.gc.ca	1-800-622-6232
Canada Revenue Agency	www.cra.arc.gc.ca	1-800-267-6999
Canada Business	www.canadabusiness.ca	1-888-576-4444
Health Canada		1-800-267-1245
Ministry of Labor Recorded information on - Termination of Employment , Civic Holidays, Minimum Wages, Overtime Pay, Parental Leave, Vacation Pay, etc.		1-800-531-5551

MAYOR AND COUNCIL 2006-2010

Mayor Dennis Staples	dstaples@smithsfalls.ca	613-283-4124 ext. 1110
Councillor Ken Graham	kgraham@smithsfalls.ca	613-430-9038
Councillor Dawn Quinn	dquinn@smithsfalls.ca	613-430-9036
Councillor Chris Cummings	ccummings@smithsfalls.ca	613-284-7729
Councillor Shawn Pankow	spankow@smithsfalls.ca	613-430-9037
Councillor Jay Brennan	jbennan@smithsfalls.ca	613-430-9035
Councillor Lorraine Allen	lallen@smithsfalls.ca	613-430-4221

MEDIA CONTACTS

If you are having a grand opening or special event at your establishment, you may wish to contact various newspapers, radio stations, and television networks to help promote your business. These media contacts are also helpful at any time of the year. Below is a list of media contacts in and around Smiths Falls.

Radio Stations:

Jack FM (Smiths Falls)	613-283-4630
Lake 88.1 (Perth)	613-264-8811
Virgin 106.9 (Ottawa)	613-750-1069 or 1-800-750-1069
CBC Radio Canada	613-288-6000

Newspapers

Smiths Falls Record News EMC	613-283-5650
Perth Courier	613-267-1100
Brockville Recorder and Times	613-342-4441

Television Stations

Cogeco Cable 10 www.tvcogeco.com	613-283-8404
CTV Ottawa	613-224-1313
A-Channel	613-734-3301 Fax: 613-734-2061

Also note, that many of the above media sources may provide the community with FREE public announcements. Therefore, when you are inquiring about the various advertising that each source provides, be sure to inquire about public service announcements if you're hosting a community event.