

Historic Downtown Chatham BIA
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Meeting Minutes
HDTC-BIA Board of Management
Tuesday March 3, 2020, HDTC-BIA office 6:00pm

Attendance: Paul Shettell (Co-Chair), Clair Culliford (Secretary), Nancy Dudley (Public Relations), Taylor Hughes (Economic Development), Alison MacLean (BIA Admin.), *A/Sgt Doug Cowell (CKPS Representative)*

Regrets: *Connie Beneteau (BIA Admin), Marjorie Crew (Council), Jeff Comiskey (Treasurer), Stephanie Simmons (Board Member),*

Absent: Jim Carrington (Co-Chair), Jordan Kniaziew (Board Member), Mike Plante (Board Member), Courtney Wells (Board Member), Jessica Vannieuwenhuyze (Board Member),

Call to Order: *Nancy Dudley called the meeting to Order at 6:10pm noting the absence of both Chairs (Paul was attending but would be late) and that as there were not a majority of HDTC-BIA Board members in attendance for voting that the meeting would be recommendation only. All agreed.*

Approval Of Agenda: *Recommended Approval First by Nancy, Second by Clair, all agreed*

Police Report CKPS Sgt Doug Cowell: Sgt Cowell presented the Report noting there have not been any major changes or shifts in trends since the last Report. He updated those in attendance of the following projects being implemented by MCK & CKPS to help combat the Homeless Issues and Addiction Problems in Chatham-Kent.

1. Mobile Social Unit- This will be a mobile unit for the whole of Chatham Kent staffed by Social Workers and Public Health officials to address issues such as mental health support, transport to medical appointments, reaching out and delivering services to individuals where they are located in order to provide comprehensive services.
2. Needle Disposal Units- Addition of larger needle disposal boxes in central locations throughout MCK to help collect needles and hopefully eliminate the improper disposal or reuse of needles
3. Possible Addition of Drug Court- Windsor On. is successfully running a Drug Offences Court to lesson the criminal court offences. This court addresses the problem of addictions and specific treatments for addictions. This may be a possibility for CK as well

Sgt.Cowell also inquired as to the efficiency and effectiveness of the current report he produces for HDTC-BIA on behalf of the CKPS. He asked what was important to the BIA to know and what the BIA

did with the information reported. Nancy responded that it helped to define trends in crime patterns, audits for BIA members for safety as well as identify any patterns that need to be addressed such as lighting deficiencies or problem areas. Taylor stated that the report is value added but not at the expense of resources.

Nancy recommended that A new report format could be generated but streamlined based on what was applicable for HDTC-BIA and surrounding areas and that an indepent section on DCC would no longer be necessary as they have an independent security system. Seconded by Clair, All agreed and Sgt. Cowell will work on a new format and present at the next meeting.

Business Arising from Previous Board Meeting Minutes: No new Business arising from previous minutes.

Declaration Of Conflict of Interest: No Declarations of conflicts of interest.

New Business: No new business to be discussed

Board Reports

Co-Chair- Jim Carrington absent

Co-Chair- Paul Shettell

A. Streetlights: Install of new streetlights in the Downtown core is delayed for an undetermined time while participating parties work out installation details.

B. Associate Membership: Tabled to be discussed when the voting majority is in place.

C. CIP: CIP was approved at Council. Paul attended this meeting and voiced concerns that were applicable to BIA

D. Parking Assessment: Two separate issues that both address parking concerns in the BIA were brought before the Board. The first was a letter asking that the process be addressed. The second, a request by Business owner, Jordan Kniaziew, on behalf of *Kniaziew Optometry*, requesting an accessible parking spot in front of his business location.

Paul explained that MCK by-laws are in place and set out a predetermined number of parking spots as well as accessible designation numbers. These also outline parameters for parking enforcement. Sgt.Cowell commented that it may be necessary to amend the current by-laws but enforcement of them needs to remain uniform. Taylor discussed that the initial request for change begins with the BIA.

Nancy recommended that both of these concerns be added to BIA Parking Assessment notes that will be presented in a formal report by the BIA to council once the BIA has reviewed the concerns in their entirety. Seconded by Clair, All agreed.

Follow up: Alison will follow up with both individuals making the request as well as forward a request to MCK on behalf of Kniaziew Optometry

- E. Crosswalks: MCK has tenders out for crosswalks in the BIA area. Expect 3-4 weeks for those and then an additional 2 months for installation.

Secretary- Clair Culliford

- A. Clock Tower: Clair has done some research into the history of the clock tower including ownership of clock and maintenance.

All agreed that Clair would continue to work on the clock tower and its status as well as move forward with speaker replacement.

- B. Celebrity Server: Clair attended the Soup Luncheon Fundraiser supporting Hope Haven/Salvation Army on behalf of HDTC-BIA as a celebrity server. He stated it was very well attended and a formal thank you to Clair and HDTC-BIA on behalf of the event was sent out.

- C. DCC Easter Parade: Center manager Regina S. approached the BIA for support on her event "Easter Parade". An Easter egg hunt will begin at DCC and participants are encouraged to wear easter bonnets and carry baskets as they walk the mainstreets of HDTC-BIA in search of hidden easter eggs at member locations. Regina will coordinate these events with merchants, BIA will assist with promotion and contacts.

- D. Chamber of Commerce Annual Breakfast Meeting: Wednesday March 4 at Smittys Restaurant. Paul and Nancy will attend on behalf of HDTC-BIA_

Treasurer- Jeff Comiskey Regrets, Paul presented the report on Behalf of Jeff

- noting that bank charges were due to the cancellation of two lost cheques
- Conference charges above allocated funds, approved in January
- Wages higher than anticipated due to increased staffing
- Next Levy due in July 2020

HDTC-BIA Admin- Alison MacLean

- A. RetroFest planning with committee in full force, new Sponsorship Proposal out, Tilbury Kinsman will be looking after beverage garden and entertainment and requesting \$1500 support for RetroFest.

B. FEO conference was a success. RetroFest was selected as a top 100 Festival and Event in Ontario and top 10 in SW Ontario. Congratulations to Connie Beneteau and her team for amazing work

C. Alison and Connie will be Attending SWOTConference at the Bradley Center March 3 & 4

MCK Representative- Marjorie Crew Regrets sent and no report

MCK Representative EcDev- Taylor Hughes no reports

Adjournment *Nancy recommended the meeting end at 7:30pm and all agreed.*

**Next Meeting of the HDTC-BIA Board will be ~~Tuesday April 14, 2020~~
@6:00pm HDTC-BIA office.**

Note: April and May Board meetings were cancelled due to Covid-19

Signature of Chair: 

Jim Carrington or Paul Shettell

Signature of Secretary: 

Clair Culliford

Meeting Minutes
Board of Management
June 16, 2020 @ HDTC-BIA Office 6pm

Attendance: Paul Shettell (Co-Chair), Clair Culliford (Secretary), Nancy Dudley (Public Relations), Connie Beneteau (BIA Office.), Jeff Comiskey (Treasurer), Stephanie Simmons (Board Member), Jordan Kniaziew (Board Member).

Paul S called the meeting to order. He welcomed everyone and thanked everyone who continued to work behind the scenes for the HDTC-BIA. The last meeting that was conducted before the quarantine was March 2020. As many things have changed since the Covid-19 pandemic, we would treat this meeting as a new start of the year and move forward. There will be items we can continue with but others will not happen this year. The City has changed what services they have offered as well.

A motion was made to Approve the Agenda first by Clair and second by Stephanie. All were in favour? Yes. Motion was approved.

Police Report: Regrets were offered by Sergeant Cowell. No report was forward to the HDTC-BIA for this meeting.

Paul asked if there were any business arising from the Previous Board Meeting Minutes?
Seeing none, a motion was made to accept the Previous Board Meeting Minutes first by Jeff and second by Clair. Meeting Minutes were approved.

Paul asked if anyone had a declaration of Conflict of Interest. Seeing none, we moved on.

Board Reports:

Co-Chair: Paul shared on Jim Carrington's behalf the letter of resignation from Alison MacLean and accepted Connie Beneteau to return.

Accessibility Parking:

Paul had a meeting with Jordan about his request for the accessibility parking spot on Fourth Street. It was approximately 8 years ago where the merchants on Fourth Street requested that same spot as a loading zone. While we are unable resolve his concern, we did agree that we need to do an overall strategy for parking downtown, including accessibility. It was agreed that Chatham has an aging population and we should be preparing for that and moving forward. Jeff recommended that we start a review. Paul agreed.

Outdoor Patios:

1. Patios on private property –remove some parking spaces to install additional seating
2. Patios on municipal property – Sidewalks

Municipality would close parking spaces immediately adjacent to the patio, build accessible ramps that allow pedestrians to get to and from the sidewalk into the closed parking spaces and erect safety barriers to separate the closed parking spaces from cars traveling on the street. The actual cost of the ramps and barriers

would be split on a pro-rata basis among the interested businesses. A form for "Expression of Interest" would begin the process.

Hedden Maintenance:

Municipality had determined that this year due to the pandemic that there would be no more amenities for this year. The Municipality did install the flower baskets but we are now responsible to have them watered on a regular basis. This required a small tractor, and a watering system. We hired Bill Hedden to maintain the flowers.

Options for giving back to the membership (with acquiring the CK Together money from the Municipality):

A Digital Main Street program. This would include assistance from the original programmers. However, since the discussion began, the Federal Government has reinstated this program to all business.

A non-grant program and a Gift Card Program that has been previously looked into with a BIA top-off for the gift cards. With further discussion, it was determined that a gift card program would only benefit the retail and not the service sector. Another issue was the CK Together grant was also being looked at by the Economic Recovery Task Force which did acquire those funds.

New idea: perhaps we can offer a disinfectant opportunity. This could give back to any business if they chose to utilize the offer. We need to find out more on costs; and how many would be interested. We will look into this and get back to the Board for any approvals.

There is also advertising assistance which would include the summer student for assistance. Jordan and Stephanie will investigate hiring a professional to create a marketing video to promote Downtown and post-pandemic.

Secretary: Clair Culliford: Newsletters from OBIAA and Digital Main Street Grant. Clair also expresses Frank's Music Centre's concern with closing off King Street.

Office Update: Connie-

The HDTC-BIA had to complete an audit for the year 2019. We believe they have finished with their requests for documents and are waiting for their response.

Researched all giving back options to share with the Board. Together CK Grant; Digital Main Street program; the Gift Card Programs; the Summer Student Grant. The BIA applied for a summer student grant and was approved. We are waiting for information from the grant to move forward with hiring; DCC proposal to close off King Street; Outdoor patio information forward to membership and social media.

48 hanging baskets; 2 flower boxes; 3 gateway gardens; and the parkette at Municipal Parking Lot#10 all need watering and weeding.

Office needs to be maintained with extra cleaning (vacuum had to be fixed); filing; paying bills; window updates; phone answered; emails answered; social media

New businesses opening downtown. Updates to documents.

Tents and tables returned, fixed and put away.

Shooting stars still need to be returned (Monday) 2 tables and charging station needs to be returned.

Benches need to be installed somewhere.

Treasurer: Jeff Comiskey reviewed the hardcopies with the Board. It was noted that the Sponsorship money line item will not happen for this year. We will still move forward with the Santa Parade in hopes that we can facilitate that event this year. Again, it was recognized that Office Staff line item will be over as we had two office staff while training. Jeff reminded everyone that these are unprecedented times with unprecedented measures. Things will be a little different than when we had the Annual General Meeting last November.

MCK Representative: Margorie Crew – N/A

MCK Representative: Taylor Hughes - N/A

A motion was made to approve the Board Reports, first by Nancy and second by Clair. It was asked if all were in favour. Yes. Motion was approved.

New Business:

On a normal year, the HDTC-BIA would take July and August off from meetings. This year the Board due to quarantine were unable to meeting for April and May already. Paul asked the Board if they would like July and August off or continue to meeting? Nancy felt if there is a need to make a 'emergency' decision, we can do that electronically through email. Jeff felt that we should schedule July with a tentative date for the 7th.

A motion was made to adjourn this meeting. First by Stephanie and second by Nancy. All in favour, meeting adjourned.

The next meeting will be scheduled for July 7, 2020 at 6pm

Signature of Chair:



Signature of Secretary:

