

Downtown Guelph Business Association Board of Directors Meeting Agenda
May 17, 2022, 4:00-5:30 via Zoom <https://us02web.zoom.us/j/83819039938>

In Attendance: Lauryn Conlon, Tim Plunkett, Kevin Polach, John Regan, Kristel Manes, Nicole Hogg, Will Mactaggart, Greg Elliot, Sandy Clipsham, Rodrigo Goller, Carly Klassen, Marty Williams, Jenny Jayavel

Regrets: Tom Lammer, Leanne Caron, Daniel Atlin

Guest: Stacy Laughlin, Scott McNair (City of Guelph). Matthew Betik, Brendan Hall (KPMG).

Chair: Kevin Polach

*Note: Meeting is being recorded

Introductions/zoom meeting protocols

Changes: (noted by Kevin Polach)

Guests from City of Guelph & auditors.

Disclosure of Conflict of Interest: none declared.

1. Approval of Agenda

MOTION: “To approve the Agenda.” Moved by Kristel Manes; Seconded by Sandy Clipsham.
Carried.

Presentation of year end audit report moved to item #3

Chair Exec. update to include board vacancy and filling the exec. committee vacancy.

2. Approval of the Minutes

MOTION: “To approve the Minutes of the previous meeting. April 19, 2022.” Moved by: Greg Elliot; Seconded by Rodrigo Goller. **Carried.**

3. Presentation of 2021 Year End Audit (presented by: Matthew Betik, KPMG)

- The DGBA financial statements are included with the City of Guelph consolidated financial statements. Core statements from 2021: increase to receivables from grant monies; investments stayed static, cash balances went down. Tangible capital assist significant increase (all of the ILLUMINATE project equipment) are shown as an ASSET.
- Grants & sponsorships up \$140K - funding for ILLUMINATE is recognized as revenue. Equipment will depreciate the next several years ~approx. \$34,000 per year. City audit committee is aware that there will be “wrinkles” year over year and show into the red.
- Drop in salaries and wages and an increase in professional fees due to Feature Friday photog. initiative that went from a salaried position to an independent contract position.
- Revitalization up considerably from city funding (COVID).
- Statement of cash flows; net change of -\$27,000.

• **MOTION:** “To approve the 2021 Year End Audited results as presented.” Moved by: Rodrigo Goller; Seconded by: Kevin Polach. **Carried.**

4. Financial

MOTION: “To accept the Financial Statements as presented.” Moved by: Sandy Clipsham; Seconded by: Rodrigo Goller. **Carried.**

- Edit date in fourth column “Forecast 01/01/2022” (from 2021), Jenny will change.
- Revitalization vs. Beautification (lighting, flowers) vs. Street Scaping... suggestion to match the language across the various working documents to help with clarity.

5. Report from Stacey Laughlin & Scott McNair, City of Guelph

- Work in the Baker district is on-going, right of ways have been started, Park Lane has been cleared from an archeological standpoint. Baker Street clear will start May 18, 2022. Schedule is continually updated and shared with stakeholders 2 weeks in advance.
- Parking; temporary painting has occurred on upper wyndham. Additional inventory pending. Next week City staff meet Marty & Kevin to brainstorm ideas for parking.
- Portable washroom project; two were put at each location by mistake. Immediate issues were realized at RCM and both were removed as negatives outweigh the positives at that location. One washroom will remain at MCD parking lot. The company can “measure” usage and monitor, report back to city.
- Metrolink work on the overpass on Wilson St. CLOSURES; May 24 - June 7 and again July 11 - Aug 10; does not impact Market Parkcade or parking on Wilson St. No pedestrian or bike access during the week, only access on the weekends; Scott can forward any questions to the contacts at Metrolink.
- Parking Master Plan is going forward for the approval process.
- Gordon St. bridge is having renewal/restoration work, a request for discussion with Metrolink to use the larger bridge as a “GATEWAY WELCOME” to the downtown.
- Request for pigeon spikes to be placed on “Guelph Transit side” of the Wyndham St. railway bridge to minimize droppings.

6. Chair / Exec Committee update (presented by: Kevin Polach)

MOTION: “To accept the resignation of Doug Minett from the Downtown Guelph Business Association Board.” Moved by: Rodrigo Goller; Seconded by: Tim Plunkett. **Carried.**

Encouraged to read Doug’s letter. He will still participate with the St. G Square project. Proposed token or gift for Doug as acknowledgement for his years of service. Marty to fulfill that request.

The board vacancy; replacement of position on board has been put off until Oct. 2022. EXEC. Committee; need to fulfill the role of “Treasurer”, vacated by Doug Minett.

MOTION: “To approve Nicole Hogg as a member of the Downtown Guelph Business Association Executive Board.” Moved by: Rodrigo Goller; Seconded by: Kristel Manes. **Carried.**

DGBA Standing Committees;

Committee Terms of Reference are general operating documents that can be added to by the specific committees to reflect the objectives of the DGBA's Strategic Plan. New Chairs to reach out and compile the committee members and get a meeting together; then reviewing the strat plan and deciding next steps. Marty & Kevin will be active to guide. Meetings in person are agreed to return.

MOTION: "To accept the Terms of Reference for the Downtown Attraction Committee and the Downtown Experience Committee and to include them in the DGBA Governance Bylaw." Moved by: Greg Elliot; Seconded by: Lauryn Conlon. **Carried.**

MOTION: "To approve Rodrigo Goller as Chair of the Downtown Attraction committee." Moved by: Tim Plunkett; Seconded by: Sandy Clipsham. **Carried.**

MOTION: "To approve Lauryn Conlon as Chair of the Downtown Experience Committee." Moved by: Kevin Polach; Seconded by: Greg Elliot. **Carried.**

• **DGBA Governance Bylaw**

Board to review the document and make notes of specific comments, so next meeting we can discuss it efficiently and quickly. Originally drafted by Charles Davidson, and cleaned up by Kevin adding current relevant processes. The City of Guelph has an "establishment bylaw", governing our creation as a BIA. This is an "operational bylaw" of how we conduct ourselves, it is an internal document that can be amended without going through council.

Once approved by the Board it will be shared with the membership, increasing the level of awareness to membership of how we operate which is a positive.

7. Executive Director Update (presented by: Marty Williams)

General Info

- Performance review with all staff... looking towards forward performance rather than looking back at the past two years.
- Keep on the lookout; Metroline media opinion piece article by Marty about the serious social issue crises facing all downtowns. OBIAA Election Book, gathering opinions of BIA's across Ontario and what their pressing issues are. "Main Street Means Business"

Strat Plan Progress

- Marty & Sam working on a project plan for the new committees. A visual timeline format so we can check all the boxes and create a living document.

Beautification

- Planter boxes for the seasonal patio barricades will be distributed fairly to interested parties and should be up by the long weekend.

- Festive lighting decor winter / Christmas; still hugely expensive and we still struggle with intermittent power source availability at the top of the light standards. (item for the attraction committee)
- Getting rid of the ugly stuff; unused paper boxes, remaining transit shelter bits, work with solid waste on reducing the negative impact of the waste bins.
- New business banners are going up, photos by Meris.
- Working with the Horticulture Dept. re: banner and hanging flower basket installation on Douglas St.
- Family Fountain is supposed to be up and running by the long weekend.

Parking

- Parking; angled parking, marked lines & sensors to capture data as to how long parked cars stay in a particular spot. Ability to compare data with tickets issued by enforcement.

Safety

- Police Department uniformed officers foot patrol is constantly being brought up. They do not provide the level of service that is being requested of them. Cons. Connor alone cannot fulfill what is being asked of him. We need more activation on foot.
- Rodrigo will reach out to Chief Cobey as another line of communication.
- We do not need a “call for service” method in the core, downtown (St. George’s, mission stairwell, walkways) needs a different method of delivery. The 9am-5pm hours of support (Cons. Connor or Welcoming Streets are not applicable). The plans and budget have already been passed by council for designated downtown officers; that plan has not been executed.

8. Other business/updates/reports

John Regan impromptu Q & A (presented by John Regan)

- Marty and John will ride along with bylaw to see how the new technology operates.
- Looking forward to meeting on May 27 with Marty and Kevin re: Parking; positive dialogue, real solutions and implementation.
- Sit down to discuss how the patio program is unveiling for Summer of 2022. Reducing existing patios that are not being used. Termination notices to be issued. Going forward Standard Operating Procedures are being developed along with criteria for activation. Fees will be applied in 2023, possible reduction in spaces being used. 103 parking spots are currently in use for summer 2022.
- Suggestion to (re)use dismantled way-finding sign for parkades in the upper Wyndam lot,
- Staggering of solid waste containers along Macdonell needs to be addressed.
- 85 Norfolk St. ripped awnings need to be addressed for property standards, address to bylaw.

9. Next Meetings

Executive Committee: June 7th

Board: Tuesday, June 21st , 4 pm

10. Adjournment

MOTION: “To Adjourn.”

Moved by: Sandy Clipsham; Seconded by: Tim Plunkett. **Carried.**