

**Downtown Guelph Business Association**  
**Board of Directors Meeting \* DRAFT\* Minutes (for approval April 19, 2022)**

March 22, 2022, 4:00-5:30

Zoom Recording Link:

[https://us02web.zoom.us/rec/share/T1nV2DMwp\\_-cB8HEGTPsetMReVnhmF8Dw0j061q1YgFhaEo\\_jFK5M8PBWOZRlyM.AEPJTn8u7A1MLCtB?s tartTime=1644959246000](https://us02web.zoom.us/rec/share/T1nV2DMwp_-cB8HEGTPsetMReVnhmF8Dw0j061q1YgFhaEo_jFK5M8PBWOZRlyM.AEPJTn8u7A1MLCtB?s tartTime=1644959246000) (Passcode: 3s=Lm^qf)

**In Attendance:** Lauryn Conlon, Doug Minett, Tom Lammer, Kevin Polach, John Regan, Leanne Caron, Kristel Manes, Nicole Hogg, Will Mactaggart, Greg Elliot, Sandy Clipsham, Rodrigo Goller, Marty Williams, Carly Klassen

**Regrets:** Tim Plunkett, Daniel Atlin

**Guest:** Stacy Laughlin (City of Guelph).

**Chair:** Kevin Polach

Note: Meeting is being recorded

**Changes: (noted by Kevin Polach)**

Nicole Hogg is taking minutes going forward.

Introduction of Carly Klassen (Sage soap Company & MKT MKT) to replace Marc Petitpas as representative for the Guelph Chamber of Commerce.

**Disclosure of Conflict of Interest:** none declared.

**1. Approval of Agenda**

**MOTION:** “To approve the Agenda.” Moved by Kristel Manes; Seconded by Rodrigo Goller. **Carried.**

**2. Approval of the Minutes.**

**MOTION:** “To approve the Minutes of the previous meeting. March 22, 2022, Moved by: Sandy Clipsham; Seconded by Greg Elliot. **Carried.**

- Spelling and date errors to be corrected for published version.

**3. Financial**

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

- Confirmation that line item Downtown Lighting is \$19K, front end loaded for the year.

**4. Officers Reports: Chair / Exec Committee update**

**HR (presented by: Kevin Polach)**

- DGBA staff to undergo 360 performance evaluation, by Sheila Smith of S2HR Consulting; quote of \$1800-2300
- Confidentiality discussed; DGBA Exec. operates as HR, what to do with repository of information?
- Aggregate of reviews will be presented by Exec. to the board
- non-disclosure agreement would cover this
- “in-camera” covers any detailed issues that would need to be discussed privately.
- HR contract? More financially suitable than a lawyer? Kristel will forward candidates. Exec. to discuss and report back.

#### **DGBA Bylaws, (brought forward from Feb 15 2022 meeting) (presented by: Kevin Polach)**

- Draft bylaw from 2013; should we continue to pursue a clearly laid out internal, Operational Bylaw with updated responsibilities for 2022 to govern the board and participation on the board including committee structures.
- provide clarity to membership of the role of the DGBA, accountability structure, infographic
- there already exists an Establishment Bylaw from the City that allows us to exist as a BIA
- Exec. to discuss and report back.

#### **Downtown Social Issues (presented by: Kevin Polach)**

- Addressing emails from Board Members vocalizing frustration with “refuse”, harassment, B & E.
- ATMs are locked down, Chamber is trying to coordinate bodies that have influence in decision making.
- What should the role of the DGBA be in this? Who should take the leadership role? Lots of talk and no true action or follow up.
- On-going and complex issue that requires appropriate government funding, lest it be a bandage solution of issue management.
- Welcoming Streets mandate is muddled and gets dragged into case management when the focus should be on assisting businesses with people and also be the conduit with social services. Mechanism is there but it is prudent for a live person to be available on the other end.
- City working with “Guelph Labs” to identify what is needed to solve the problem of mitigating the issues.
- Need to have a clear system of where to direct business owners that have concerns, graffiti, window smash, needles (especially on weekends).
- Operational maintenance is lacking and needs to be addressed.
- Physical manifestation of homelessness, revisiting porta potties in the DT core.
- strategic planning topic to consider: garbage cans are ugly, garbage removal, graffiti, feces, public washrooms, existing locations that could be staffed for supervision.

#### **Walk-about Update (presented by: Kevin Polach)**

- Exec & city staff present on Feb. 23
- Discussion of integration of Baker District with the rest of DT
- Debrief with Scott Stewart, invited to engage in charette for specific ideas of linking St. Georges Square with Baker Development. Design committee: Exec. + Ian Panabaker + Lloyd Grinham
- We all want the same thing for DT Guelph, which is the best thing possible.

### **Parking (presented by: Kevin Polach)**

- Hundreds of spaces have gone off-line, affecting customers, employees, tourism.
- Stakeholder meeting; tangible solutions for short term and long-term solutions.
- Upper Wyndham Street transition of parallel parking to angled parking on one side.
- Way-finding update, re-assessment underway to add more Green P signs.
- Parking Enforcement; have one dedicated officer just for two passes hours 9:30 & 4:30.
- Traffic Signage on the periphery increases capacity.
- “New eyes” for by-law; Drop the pretense that it is working, inefficient enforcement does not make the system work, we need a solution. Many city departments need to be included.
- Park Lane & Chapel Lane enforcement & parking spot sensors pilot underway.
- Tell business owners not to park all day, put it in a newsletter. Make it economically irrational to park on the street all day everyday.

### **5. Executive Director Update (presented by: Marty Williams)**

- Strat Plan Meeting Mon. March 28<sup>th</sup> @ 3pm, sending materials and links beforehand. Rebecca Sutherns of Sage Solutions to help us identify the parameters and strategic priorities of the Board for the next 18-24 months.
- Art on the Street (Quebec St.), Exotic Car Show in June (Carden St.)
- Attract people to DT in mass quantities.
- Tourism Advisory Council discussions to build tourism assets.
- “Goodbye Graffiti” ongoing removal project.
- Content creators are being interviewed by Meg and Sam for DGBA socials.
- Seasonal Patio Program 2022; confirmed not to have road closures for 2022 (Leanne Caron); informational report; there are no identified funds for the road closures moving forward.
- Fees for patios are waived for 2022 (\$3 per square foot of parking space)
- 63 seasonal patios for 2021 / 42 seasonal patios so far in total for 2022.
- Messaging to businesses that cost benefits are still being realized, and possibility in future of DGBA taking on some of the burden of fees.
- Carden St is closed more than any other street for special events.
- DGBA will pay for street closures for a particular events
- John Regan to look into streamlining seasonal patio vs. established patio encroachment application and re-application process for businesses.

## **7. Council Update (presented by: Leanne Caron)**

- Skyline application High Rise results at 16 stories.
- Public engagement; Growth Management Plan open house March 22; vote on official bird of Guelph for “Bird friendly city” designation; vote on short list on the city website.

## **8. Next Meetings**

- Strat Plan Session: Monday, March 28<sup>th</sup>, 3pm Zoom (link and materials to be sent via email from Marty)
- Executive Committee: Reschedule, Date TBD.
- Board: Tuesday, April 19 at 4pm.
- Will it be in person? Hybrid version? Still can be recorded.

## **9. Adjournment**

**MOTION:** “To Adjourn.” Moved by: Leanne Caron; Seconded by: Kevin Polach. **Carried.**