

## Downtown Guelph Business Association Board of Directors Meeting Agenda

**\* D R A F T \* October 18th, 2022 4:30pm-6:00pm**

**Location: DGBA Boardroom**

**Also Available via Zoom <https://us02web.zoom.us/j/83819039938>**

**In Attendance:** Kevin Polach, Nicole Hogg, Sandy Clipsham, Rodrigo Goller, Marty Williams, Tim Plunkett, Carly Klassen; (via Zoom) Tom Lammer, Leanne Caron, Kristel Manes, Will Mactaggart

**Regrets:** Daniel Atlin, John Regan, Greg Elliot, Lauryn Conlon, Scott McNair (technical issue via zoom), Stacy Laughlin

**Guests:** Sarah Haanstra (Guelph Community Health Centre), Alex Cairney (Welcoming Streets)

**Chair:** Kevin Polach; **Note:** Meeting is being recorded

### **Introductions/zoom meeting protocols**

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

##### Presentation on Welcoming Streets by Sarah & Alex

**Objectives:** Downtown businesses are supported and receive information related to managing challenging situations involving vulnerable individuals. Soon there will be a team of three outreach workers (Alex, Kim & Josh, they are employees of Guelph CHC). De-escalation and anti-stigma training can be provided at your place of business or virtually. Develop programs to help clients engage with the community; eg. Clean Team.

City funded \$15,000 to hire a third outreach worker, will cover for six months and they will be available on the weekends and other gap periods. They are working on a centralized phone number. Weekly huddles for problem solving (10-ish people, from multiple resources; problem solving - making sure there is coverage so there are no lapses) Library support as a warming station, a place to sit and has access to iPads.

Guelph CHC has an integrated primary health care team, with wrap-around social support services and a “safe use site”. Priority populations are people that are homeless or at risk of homelessness, people experiencing low income, people that are new comers, people with moderate to severe mental health & addiction needs, people with moderate to severe disabilities, people without access to primary care, people that identify as indigenous, people that identify as LGBTQ2S+ and vulnerable families with children. Also have locations at Shelldale and Stone Road Mall.

What Alex does; involved in helping businesses manage challenging situations where police would have been called, can be de-escalated, connecting with people and figuring out their long term goals, connecting with primary care, health care, short term help and then hand-off to more long term support.

- Challenges; lack of housing options, lack of food, toxic drug supply, secondary effects of pandemic are magnified in the vulnerable population, people are more visible in downtown, staffing challenges.
- Successes; Larger team, more hours of coverage, weekly “huddle” meetings - sharing of information of where services are located, the library (warmth, safety, ipads for court)

Interest was expressed via Tim and Carly for de-escalation training and vulnerable population interaction sessions with Alex, perhaps upstairs at SRBicycle. ARCH can be contacted for Naloxone training (Deena).

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

### 1. Approval of Agenda

- Moved #4 Financial Update (Discussion on budget 2023; 3 motions will be tabled)
- Moved ED update ahead of the Chair / Exec. Update
- Time permitting we may not have time for standing committee reports
- Due to tech issues we are unable to zoom with Scott M. (see emailed notes from Scott within)

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

### 2. Approval of the Minutes.

**MOTION:** “To approve the Minutes of the previous meeting. September 20nd, 2022, Moved by: Tim Plunkett; Seconded by Sandy Clipsham. **Carried.**

### 3. Report from Scott McNair, City of Guelph (written submission)

- DT Trick or Treat event; We have extra Downtown Maintainers scheduled to work and solid waste is going to try to make sure all of the public waste containers are emptied - the goal is for DT to 'sparkle' before the event. Waiting for confirmation that we can have Bylaw officers downtown during the event. If interest, DGBA should consider asking the Police to also provide officers (Pina and Derick suggested this at our last meeting with them)
- Baker District - general update: Alectra will likely be done their work by end of month - but official timing is still December (as that is what they initially told us). Capital is now on site replacing the water main on the east side of Baker Street (to be completed by late-Fall)
- Downtown Renewal: Open House scheduled for November 2, 6:30-8:30p.m. at City Hall. We will be sharing information with DGBA to include in their newsletter next week. A postcard invitation is going out to all downtown businesses and residents, as well as digital advertising and organic messaging

- Bylaw downtown - We are piloting having an officer either in St. George's Square or Trafalgar Square (in front of Guelph Concert Theatre/Guelph CHC) depending on where there is more need during specific times (i.e.. morning). We've found that St. George's Square has been empty recently. We're viewing this pilot as filling a gap until Guelph Police are able to fill this gap. We will be communicating this in the coming days.
- Metrolinx; Recently installed the second new railway bridge over Wilson Street. Due to supply chain issues, the closure at Wilson Street will continue until December. Metrolinx will be issuing a formal notice of this extension. Metrolinx would prefer if the work to rehabilitate the Norfolk bridge can be complete before determining whether signage can be allowed here (I've bugged them several time for you Marty!). Will put Marty in touch with Danna Evans, as there is a mural/sign planned for under the bridge. I'd like to ensure the City and DGBA can collaborate as needed.
- We're excited to support the chickadee scavenger hunt and will be sharing the messaging on our social (and amplifying any messaging the DGBA tags us in on socials)

#### **4. Financial**

**MOTION:** "To accept the financial report (as of Aug 31 2022) as circulated." Moved by: Rodrigo Goller; Seconded by: Leanne Caron. **Carried.**

#### 2023 Budget

- Two years of no tax levy increase; we have budgeted a 3% increase which amounts to \$679,800, as guided by the city relative to levy increases.

**MOTION:** "To approve the budget levy increase of 3%." Moved by: Kevin Polach; Seconded by: Leanne Caron. **Carried.**

**MOTION:** "To approve a 3.3% cost of living increase for DGBA staff wages." Moved by: Kevin Polach; Seconded by: Sandy Clipsham. **Carried.**

**MOTION:** "To approve \$10,000 to "Clean Team, Welcoming Streets." to fund an occasional worker for one year. Moved by: Kevin Polach; Seconded by: Rodrigo Goller. **Carried.**

#### **Discussion:**

Event expenses; (artist and musician fees) modest increase for music weekends and an additional month of "Noon Hour Concerts"

City holds back an amount as a "tax levy adjustment", has been \$-10,000 to -\$50,000. Is taking out of DGBA operation levy. Requesting a more proactive approach from the city to provide details in a more timely fashion.

Social media person and gift card program, how are the funds allocated for this? Approve the main budget and we can massage the details later.

## **5. Executive Director Update**

**DAC:** Recommendation to move forward with our social media and content creator.

**MOTION:** “To approve moving forward with Jessica Turnblom on a contract basis for the marketing and social media for the DGBA.” Moved by: Rodrigo Goller; Seconded by: Nicole Hogg. **Carried.**

**Amendment 1;** subject to the DAC approval and agreement on terms and deliverables. Moved by: Sandy Clipsham; Seconded by: Rodrigo Goller. **Carried.**

**Amendment 2;** “To approve \$5000 per month maximum budget for six months marketing and social media for the DGBA.” Moved by: Will Mactaggart; Seconded by: Rodrigo Goller. **Carried.**

Upper limit on the contract, details to be forthcoming and have a better understanding on the deliverables.

Anticipated spending Oct. 31 → Dec. 31 \$8000; we have \$10,000 in approved spending.

Chain of command on whom the new hire reports to → DAC responsible for measuring impact/success and should be written into the contract, so as to not fall on the responsibility of staff. Who is on-boarding this new hire? Working group needed that we pull from downtown membership that have very successful socials.

Gift card provider; Miconex (geo-specific cards) is the preferred vendor. Get the on-boarding details ironed out at DAC level and help encourage other businesses to get on board. Put effort into the existing DT dollar program. Put the new program into play after the holiday season. Approx \$16,000 “by-in”. Circulate it back out to the board as a motion and or recommendation, and can vote on it electronically or defer it for later discussion.

## **6. Chair / Exec Committee update**

### **• DGBA Governance Charter**

One change from previous circulated version - re: board elections, Schedule F added. 28 days instead of 30 days to accept the board nominations.

**MOTION:** To accept DGBA Policy & Procedural Bylaw. Moved by: Kevin Polach; Seconded by: Tim Plunkett. **Carried.**

**7. Other business/updates/reports (presented by: Kevin Polach)**

**Motion: To move In-Camera** Moved by: Kevin Polach; Seconded by: Rodrigo Goller. **Carried.**

**Motion: To move out of camera.** Moved by: Tim Plunkett; Seconded by: Sandy Clipsham. **Carried.**

**NB: Standing Committee Reports (\* moved to next meeting)**

**8. Next Meetings**

**Executive Committee: October 31, 2022**

**Board: AGM, Monday November 14**

**9. Adjournment**

**MOTION: “To Adjourn.”**

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