

## **Downtown Guelph Business Association Board of Directors**

June 28th, 2023 6:00pm - 8:30pm

Location: DGBA Board Room

42 Wyndham St N, Guelph, ON N1H 4E6

6:13pm Meeting Start

Members in Attendance: Chuck Nash, Kevin Polach, Brianne McCrossan, Pina Marfisi, Iside Dallan, Richard Overland, Derrick Rutherford, Greg Elliott, Rodrigo Goller, Cathy Downer, Greg Elliott

Members in Attendance Virtually: Tom Lammer, Bryan Steele

Introductions/zoom meeting protocols

Disclosure of Conflict of Interest and the general nature thereof

- none noted

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None to declare

1. Approval of Agenda  
Moved by Iside, second by Rich, carried
2. Approval of Minutes of the previous meeting: To be moved to
3. Chair Updates
  - Police Chief discussion
  - More presence on Quebec Street
  - Discussion with Brightworks studio on Wyndham Street and does not feel comfortable walking along street so gave suggestion for approaching city for a space to the side of the Mission for more of a usable space
  - Discussion about Suzuki grant and if it would be applicable and that it would require discussions with Kevin from the Mission
  - The Mission is hoping to bring in other cities for discussions
  - Can invite Derrick's contact to next meeting
  - Strategic Plan follow-up after budget meeting and it was suggested to look into mirroring the direction of the City's Strategic Plan
  - Introduction will be made with Daniel that works with planning strategy
  - Moving office - Space Planning is happening with entire City Hall, so BIA was not yet considered within plan, so Stacey and Chuck will be continuing to work together for a possible solution or temporary solution
  - Discussion suggested by Rodrigo if Quebec Street Shoppes or another location

might be able to accommodate our needs and can be explored

- Can begin to explore options
- Greg also suggested 10C can be a potential office space as well

#### 4. Waste Management Plan - Stacey and Rob

- First round finished with working group
- Can now go to businesses, initial feedback on shortlist
- Rob can meet with and take notes for other suggestions
- 2021 - DGBA was engaged with
- two recommendations - split streams for public and business waste
- first recommendation - new public ones that look better
- second question was what will business owners like, included suggestion for door to door collection

##### **CONCEPT A)**

- Underground communal bins - truck would come and pick up the entire thing
- Questions around how they would be implemented, how many would there be, what other things like patios, etc would that space be used for otherwise
- Would have to be done now with infrastructure revitalization
- If we got rid of waste carts would we then include option for them to keep them or get rid of them

##### **CONCEPT B)**

- Door to door concept
- Go straight from business door to hand cart and be collected
- Operationally more extensive
- Two times a day
- Likely six days a week
- Savings on capital side, but more extensive moving forward

Discussion:

- Underground would be able to be picked up more often, but would be spaced out and may have to walk further

##### **CONCEPT C)**

- Carts continue
- Businesses could potentially have a hut for overflow but would be responsible for taking out and staging during garbage collection

Discussion:

- Split is residential is it's own service, businesses would use the container
- Once waste collection is determined, would then determine if city will continue to manage it or if businesses would be responsible for it
- Link to a survey and Rob's contact info can be sent around to membership and discussions will also be open
- Ten stations would mean likely between 50 to 100 metres and 10 to 30 containers, so discussion would have to happen

- The ones being considered would be more sidewalk appropriate with less of an above ground footprint
- Greg - discussion about option B being easily implemented quickly and a cart would only have to go around 1-2 times per day
- Rob can be contacted for discussions specific to streets and businesses
- Question from Rodrigo - once survey is done can we get a cost comparison for over time to make decision more helpful
- Rich - suggesting for cart pickup to be three times per day, not two
- Bins are about \$10,000 each
- Outside storage units for Option C, would require design, placement and size would have to be approved first
- Rob can be contacted to come meet with business owners in certain areas

#### 5. Treasurer Update - Richard Overland

- Class E Bond at 10C
- Principal Sum of \$25,000
- 3% Interest on it
- Changing the Class of bond we have may also be an option
- Kevin - do we want to maximize investment and/or keep it accessible in something such as GIC, etc.
- Could also cash it out and use it toward an operating budget
- Derrick suggestion to use 10C as new BIA office space in future
- We would get 5% in a GIC, so should we inquire with 10C about potential increase for interest payout
- Chuck, suggestion that after two years will not be renewing, but give them notice and potentially adjust term
- Kevin asked if other bonds are maturing at same time, do we know if they are in a position to cash out bonds if many are getting cashed out
- If we continued with bond for the next two years might it help with other maturing bonds that would be getting paid out
- Rodrigo suggested consideration for investing more, to help them further down the road especially if considering potential of using the 10C space
- A number of things coming in future like reduction in levy
- These are unsecured investments
- Was originally an investment in the Downtown community
- Reminder by Greg - this is not a charitable donation, but an investment - two-year advanced notice of pulling investment would be courteous
- Can we ask about maturity of other bonds, or do we know of any
- Is it an option to collect part of bond rather than full amount
- We do not want to take the money back without two years notice because the maturity date is coming up quickly
- Looking into if 10C is a not for profit

**Motion: Offer to renew Class E Bond for two years at 3% with notice there will not be renewal**

Moved by Richard, second by Derrick

**Discussion:**

- Proposed amendment to motion by Kevin Polach to include inquiry if funds are volatile prior to cashing out
  - Cathy confirmed Current renewal rates are at 70%
- Moved by Richard, seconded by Pina, carried

6. Miconnex - Kevin, Chuck, board

- If a \$50 gift card is purchased it can be redeemed as a cheque for face value
- Balance of unused gift card is given back in cash
- Hard copy gift cards can also go missing
- Exploration was done by the previous board
- Program has been implemented in many places and is very successful
- Can only be redeemed by businesses within geo-cached spaced and for businesses that signed up
- Miconnex has signed contract
- Separate account would have to be managed from our bank account to hold funds for these cards
- Another program was tried in 2019, which did not succeed
- Not a large amount of businesses in each other participating city has a large participation rate, much like Waterloo having over 400+ businesses and only 60 participants
- Non refundable sign-up fee was agreed to on contract sign up
- Concern that limit on card is \$500
- Would not replace Downtown Dollars, would be used as well
- It is a challenge to get businesses to sign up
- Miconex will walk through all of downtown to sign businesses up
- Kevin is passing off to Bri with Miconex to review contract and then if cannot adjust program Bri will have Jannette come speak to the board

7. CIC Updates

- Continuing conversation with Kevin at the Mission to have a more harmonious relationship with the church
- Derrick suggests updating bylaws for giving out food, for a better system of how meals are being provided
- Places are not allowed to donate food at the end of their day for safety reasons
- Barrie went through a similar situation
- Safety measures may help with situation on Quebec Street
- Multiple complaints from the public that they do not feel safe walking through downtown during meal program times/pick ups
- Derrick will look into these items

8. Attractions Committee Update

Pina's Updates:

- Repainted downtown fence black
- Lights on poles downtown redone
- Garbage cans cleaned up downtown
- Graffiti alley by cork street will be repainted
- Bike racks went up downtown

Bri's Updates:

- Some peoples emails are still missing, Bri/office can manually add and update database
- Newsletter going out more frequently, two people have access now
- Spirit of the Season vendor call going out in next two weeks

9. Chamber of Commerce - Cathy

- Can we bring back a representative from the Chamber of Commerce

10. Economic Development & Tourism

- Patio Program Proposal Delegation is on July 5th
- Space that is associated with parking needed to be treated fairly
- These proposed changes are recommendations
- Some fees are in line with encroachment agreement
- Inspection fees are required
- Restriction was removed for amount of space requirement
- Restriction was removed for activation hours that are required
- Also needed consideration for how MAT would be effected when looking at how it would be funded
- Discussion about patio decisions and suggestions
- Bri attended discussion with City staff and Chuck to discuss patio feedback, but the board will not be delegating on behalf of the membership

11. Next Meetings

- July 17th at 6pm

12. Adjournment