

ANNUAL GENERAL MEETING HISTORIC DOWNTOWN CHATHAM - BIA

You are cordially Invited to attend the

Historic Downtown Chatham-BIA Annual General Meeting

on November 25, 2020

VIA: Zoom Meeting

or

In-person at 237 King St. W.
Chatham, by reservation only.
Meeting will commence at 5:30pm

RSVP by Nov.17, 2020 by emailing
downtownchathambia@gmail.com

Due to privacy concerns, the link will be emailed
directly to you.

For more information call: 519-352-8387



ANNUAL GENERAL MEETING HISTORIC DOWNTOWN CHATHAM - BIA

Wednesday November 25, 2020
VIA Zoom and at 237 King St. W. Chatham ON

Agenda 2020 Annual General Meeting

November 25, 2020

1. **Call to Order:** Welcome all / Introductions
2. **Approval of Agenda:**
3. **Business Arising from the AGM Meeting Minutes 2019**
4. **Approvals of Minutes from AGM Meeting Minutes 2019**
5. **Declaration of Conflict of Interest:**
6. **Police Report** – Sgt. Doug Cowell – CCTV; Auxiliary Foot patrol; and Bike Unit
7. **Chair Remarks:** Jim Carrington (Covid-19 affects)
 - a. Postponement of events like RetroFest and Santa Claus Parade
 - b. Closures and working from home
 - c. New businesses downtown
8. **Guest Reports:**
 - a. Economic Development - (Taylor Hughes) and (Audrey-Digital Main Street)
9. **Board Reports:**
 - ❖ **Co-Chair** – Paul Shettell
 - ❖ Hanging Flower Baskets, painting benches, trees and cement
 - ❖ Social Media Give-Back– Jordan Kniaziew
 - ❖ Video projects
 - ❖ Office Reports: Connie Beneteau
 - ❖ A Month of Santa
 - ❖ Home For The Holidays – Christmas Open House
 - ❖ **Treasurer** – Jeff Comiskey
 - ❖ Year to Date Projection
 - ❖ 2021 Proposed Budget
10. **New Business**
11. **Paul Shettell – Co Chair**, closing remarks.
12. **Meeting Adjourned.**

Next Board Meeting: December 8, 2020



Meeting Minutes

2019 Annual General Meeting

Historic Downtown Chatham ~ BIA

At Soar Innovation, Catered by Frendz on November 27, 2019 6:00 pm

Attendance: Jim Carrington (Chair & Sons of Kent); Paul Shettell (Chair); Jeff Comiskey (Treasurer & All Risks Insurance); Clair Culliford (Secretary & The Veranda); Sgt. Jim Lynds (CK Police); Mike Plante (Nest Realty); Jordan Kniaziew (owner of 36 Fourth Street); Connie Beneteau (BIA); Taylor Hughes and Zainab Oda (CK Economic Development); Ryan Brown (Director of Public Works); Gaurav Gupta (Soar Innovation); Mark Jenkins (Frendz); Barb Anderson (Barrypatch Collectibles); Aaron Horvath (Access Open Minds); Patricia Clark (Collins Clothier); Stephanie Simmons (Sugar That); Maureen Geddes (Geddes Global); Carol Hall (Jazz Bah).

Jim C. **Calls meeting to order** and welcomes everyone for coming out. Jim had everyone introduce themselves.

A motion was made to approve the agenda first by Stephanie and second by Jeff C. All were in favour. Jim gave a moment to review the **2018 AGM Meeting Minutes**. He asked if there were any business arising for the minutes.

A motion was made to approve the meeting minutes, first by Clair C and second by Mike P. All were in favour, motion was carried.

It was asked if anyone had any **conflict of interest**. Seeing none, we moved on.

Jim C announced that Sergeant Lynds was moving on from his current position. A new person (Doug Cowell) will be replacing him in our monthly meetings and we appreciated all that Jim has done for us over the years. A hard copy of the year-to-date **police report** was distributed and reviewed.

Sgt Jim Lynds was then informed us that 2019 year to date of as Oct.31 was 635 calls for service. This is similar to previous years. Recently since July, the number of calls for service has decreased. The biggest trend is the homelessness issue. Jim stated that the non-emergency number should continue to be used to notify them of any concern. "Please do call". "We need to know to identify specific trends in order to escalate responses if necessary. You must call at the time of the incident and not weeks later."

Barb identified a specific issue involving one person. She was informed that you as a business owner can ask anyone to leave and not return to your property. If they return, you can call the police.

Clair asked if they had any theory why the number had decreased in July. Sergeant Lynds said there was movement from the Municipality with other groups to assist with the Homelessness issue but he wasn't sure if that was the contributing factor at that date. Perhaps people are getting more comfortable with the regulars, getting to know them and feel they don't need to call as often.

A motion was made to approve the police reports, first by Barb A and second by Gaurav G. All were in favour, motion was carried.

Chair's remarks: Jim C commented that much has changed in the businesses for our downtown since he has started. The core downtown has changed from a majority of retail businesses over to the majority of service businesses. He believes downtown Chatham is a great place to come and that we should all be Ambassadors of our community as "the best place to be". Jim C also remarked that it is time for people to replace "us old guys" (referencing himself and Paul S)

Guest speakers:

Ryan Brown, from Public works said that Engineering builds the bridges and Public Works does the maintenance. Chris T was unable to attend tonight's meeting so Ryan spoke on his behalf. Ryan asked the members that if someone sees the Public Works doing a job to "thank" them for their sometimes it seems like a thankless job. Connie said she loves her public works guys. "They are great!". Ryan continued with Engineering has hired consultants for the 3rd Street Bridge. There have been a couple open houses for the public to have some input already completed. The next phase is to take the communities comments from the latest meetings and tender out the project-build. The final stages of the tender will be Spring/Summer 2020.

Stephanie asked how does the Municipality or the company factor in the time it will take to complete? Ryan said that in general the contractor sets up the "working days" and after that, charges can be issued for going over the deadline. The Municipality has to consider the dollar amounts and an important factor to tenders however, the Municipality is very aware of the costs to businesses due to construction. "It is very challenging."

The other item Chris T wanted Ryan to bring up was the pedestrian cross walk they plan on implementing for safety. These crosswalks will be at King and 4th Street and King and 6th Street. Lastly, Ryan brought up that street lights downtown is in need of repairs and due to the age of the current structure, it is getting very difficult to get replacement parts. Therefore, the Municipality is in the beginning stages of getting new ones.

Taylor H and Zainab O are from Economic Development and work with small businesses to help expedite processes by business planning, hitting business plateaus, and how to improve your businesses through things like social media. Ec. Dev has work shops coming up to help you learn new skills. We facilitate and collaborate with partners. Last year at the Annual General Meeting Stuart McFadden said he was going to put "more boots" on the street to help businesses. He has done that with please like himself (Taylor) and others to cover the Municipality. They have also hired some people like Zainab to assist in a program for the Digital Main Street program. She and the others are there to assist local businesses in adopting new technology. The Digital Service Squad is a one on one training service. Chatham-Kent got funding to hire three and they are going out to all Chatham-Kent areas. The Digital Main Street grant (\$2,500) does currently expire Dec.31 in order for you to apply. Even if you miss the dead line, the training to help put your business into the technology world can be extremely beneficial for some who are not at that level.

Board Reports:

Chair: Jim Carrington and a report on RetroFest 2019: Jim stated that RetroFest is not just a car show and he thinks we have proven that once and for all this year with the help of Rob Myers coming aboard

Last year Jim C said that it was the best Santa Parade yet. He is going to say it again as each year it just keeps getting better and better. “This year was the best year yet!” Jim stated that Connie B deserves all the credit for that.

Jim mentioned the sidewalks had been a “mission impossible” for 18 years for him. Now they have been completed and the HDTC-BIA are very pleased with that.

Barb mentioned that she seen Connie outside sweeping all down King Street. She thought she must be crazy but she knows the Open House was coming and she wanted them to look the best they possibly could. Especially the businesses that were closed and no one else was going to clean up in front of them. Jim C mentioned the mini-lights in the trees downtown got restrung after they were ‘accidentally’ cut down during the tree topping. Jim C wanted to thank Councilmen Marjorie Crew for getting that project moving through the Municipality.

Co-Chair: Paul S informed everyone that Home For The Holidays – Merchant’s Christmas Open House was tomorrow. Paul thanked Barb A for spearheading this event and getting the merchants together. Paul S went to all Chatham-Kent BIAs and invited them to help generate a Life Cycle By-law that would be cohesive and benefit all BIAs for their different needs. As there was limited support from the other BIAs so, we will move forward with the parties that asked to work on this together. We have an upcoming meeting to some Council. Ryan asked if he could be involved at the next meeting.

Financial: Jeff Comiskey (Treasurer) Everyone had hardcopies of the Financials from 2019. It was identified that we did bring in more this year than spent due to sponsorships and vendor fees. We are asking for the same Levy as last year. Barb asked if next year more can be allotted to the Home-For-The-Holidays. Jeff responded with the amount that is listed in Special Events and depending on the influx of sponsorship in 2020, that determines how much extra we have. However, each year there is an amount spent of the Christmas season/advertising or event including this year.

A motion was made to approve the 2020 Budget first by Carol H and second by Gaurav. All were in favour and 2020 budget was approved.

The motion was made to accept the Board Reports first by Clair, and second by Carol. All were in favour and motion was approved.

Jordan Kniaziew (business owner and business development for Kniaziew Optometry) agreed to join the board of HDTC-BIA. A motion was made to nominate as accept Jordan by Jeff C and second by Paul S. All were in favour and the motion was approved.

Stephanie Simons (Manager of Sugar That) also requested to be more involved and wished to join the board. A motion was made to nominate Stephanie first by Clair C and second by Mike P. All were in favour and motion was approved.

No other new business suggested or any other comments so a motion was made to adjourn the meeting, first by Barb A and second by Mike P. All found in favour of the motion. Meeting adjourned.

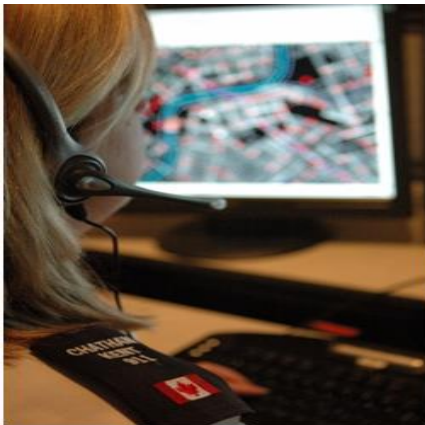
Meeting adjourned.

Chatham-Kent Police Annual Report November, 2020

Presented by: Sgt. Doug Cowell



Overall Calls For Service Central (Chatham)



2020 saw 2887 calls for service
down 229 calls from 2019.



The BIA Area itself also saw a
similar decrease in calls for
service.

In 2020 for the same reporting
period the area had 538 calls
for service down 67 calls from
2019.

What's New?

- ▶ **Chatham-Kent Police Auxiliary Unit** commenced Foot-Patrols in the Downtown to assist with communication from business owners, an extra set of eyes, and give citizens exploring our downtown a sense of security.



- ▶ **Bike Patrol**

This newly formed Unit patrols our Downtown Cores through the entire municipality.

An effort to enhance public safety and to assist mitigating complex social disorders.

- ▶ **CCTV Cameras**

Chatham-Kent Council approved a RFP process to begin to install a Public Video Surveillance System in the Chatham BIA area.

These cameras will only monitor public areas.

The program is a proactive solution, to enhance community well-being and assist CKPS with solving crimes and complex social disorders.



What's New?

- **Crime Prevention Through Environmental Design (CPTED).**
- This report was completed for the entire Downtown Core Area and presented to council.
- The report indicates improvements to safeguard both Municipal and Privately owned properties



<https://www.cptedontario.com/>

► Questions?



Who Benefits?

Business Operators

- Improved atmosphere and ambience
 - Retail
 - Service
 - Professional

Property Owners

- Potential to increase property values and occupancy

The Community

- More vibrant community
- Prosperous local economy
- Potential to increase property values

Municipality and Province

- BIAs are strong local economic engines

Partnership Opportunities

Access to:

- Municipal Programs (CIPs)
- Provincial Revitalization Programs (OMAFRA)
- Product /Service Suppliers
- Partnerships and Networking opportunities with other BIAs
- Government Agencies/Associations
- Local Organizations
- Ontario BIA Association Membership

The ROI of BIAs

BUSINESS MIX



VACANCY



ASSESSED PROPERTY VALUE



EMPLOYMENT



EVENTS



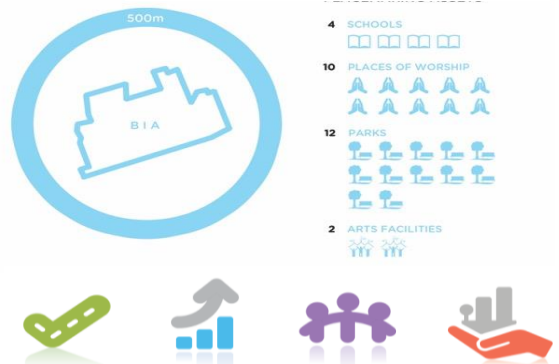
FAÇADE GRANTS



BUILDING PERMITS



PLACEMAKING ASSETS



For the full report go to www.obiaa.com/roi-of-bias-report.pdf

2020 Activities / Involvement / Events

Beautification is a constant effort



Beautification:

Was very important this year during Covid-19. We need to see some beauty downtown.

At the early stages of Covid, the Municipality voted to suspend all extra services. That meant that no hanging baskets were going to go up. The HDTC-BIA decided to have the baskets put up and then figured a way to maintain and water the flowers. We continued to collect garbage downtown almost weekly and recently the Municipality voted back the services. The Banners will go up and the Shooting starts.



Other 2020 Activities

While many events were cancelled, we continued to rally for downtown.

WaderlikesMedia produced a 'timeless' video to invite people back downtown.

Our Summer student made individual merchants videos and the office staff improved on our social media presence.



Our merchants moved forward with their Home for the Holidays Christmas Open House

And the HDTC-BIA facilitated "A month of Santa event."



Other office requirements continued:

Outdoor patio assistance, Covid-19 concerns and kits, Grant Writing Advertising Third Party Audits Outstanding issues downtown pertaining to our homelessness issue and additional Police presence, all continued day to day.

2020 Account Reconciliation

Historic Downtown Chatham BIA

Account Reconciliation with Outstanding Transaction Detail Report 11/01/2020 to 11/21/2020

Report By: Statement end date

Deposit No.	Date	Source	Comment	Amount	Total
Account: 1060 T.D. Chequing					
Previous Statement Start Date:		10/01/2020			
Previous Statement End Date:		10/31/2020			
Statement start date:		11/01/2020			
Statement end date:		11/21/2020			
Reconciliation date:		11/21/2020			
November 1-21, 2020 (AGM reconciliation)					
Reconciled					
Statement End Balance as of 11/21/2020					45,510.69
Add: Outstanding Deposits					0.00
Subtract: Outstanding Withdrawals					(475.74)
Adjusted Bank Balance as of 11/21/2020					45,034.95
Book balance as of 11/21/2020					45,034.95
Outstanding Deposits					0.00
Outstanding Withdrawals					
	10/29/2020	2929	6100, The Chatham Voice	(53.82)	
	11/16/2020	2940	6339, All Kindz of Kopies	(258.07)	
	11/21/2020	2942	861, HOUTMEYERS, Michelle	(163.85)	
Total Outstanding Withdrawals					(475.74)

Projected Year End Budget

December 31, 2020

DOWNTOWN CHATHAM BIA						
Projected YEAR END Budget versus Actual 2020 As at DECEMBER 31, 2020						
		ANNUAL BUDGET	October	November	December	CURRENT ACTUAL TO DATE
REVENUE						
BIA LEVY		80,000.00	11,730.00	0.00	7,120.00	77,500.00
POTENTIAL EVENT SPONSORSHIPS/GRANTS		23,000.00	0.00	0.00	0.00	0.00
MISCELLANEOUS		0.00	0.00	0.00	0.00	203.88
HST		3,500.00	0.00	0.00	0.00	0.00
TOTAL REVENUE		\$106,500.00	\$11,730.00	\$0.00	\$7,120.00	\$77,703.88
EXPENSES						
		ANNUAL BUDGET	October	November	December	CURRENT ACTUAL TO DATE
ADMINISTRATIVE EXPENSES:						
Total Communication costs						
TELEPHONE; Canquest		720.00	59.90	59.90	59.90	718.80
INTERNET: Bell		1,360.00	113.00	113.00	113.00	1,367.52
OFFICE SUPPLIES		4,200.00	0.00	336.77	240.00	2,121.39
OFFICE EQUIPMENT		500.00	0.00	0.00	0.00	0.00
POSTAGE		300.00	0.00	100.00	0.00	100.00
REPAIR AND MAINTENANCE		1,600.00	0.00	400.00	0.00	400.00
BOOKKEEPING		3,500.00	290.00	290.00	290.00	3,630.00
OFFICE STAFF		40,000.00	1,944.80	1,395.65	1,395.65	38,732.74
CRA		3,000.00	130.98	97.11	97.11	2,665.31
TRAVEL/MILEAGE		500.00	0.00	0.00	0.00	0.00
CONFERENCES		1,500.00	0.00	0.00	0.00	2,420.30
GUESTS AND SPEAKERS		500.00	0.00	0.00	0.00	0.00
WEBSITE MAINTENANCE		750.00	0.00	0.00	0.00	315.71
ADVERTISING/MARKETING		4,000.00	47.63	2,000.00	0.00	6,201.63
INTEREST AND BANK CHARGES		50.00	2.00	2.00	2.00	78.50
BEAUTIFICATION		2,000.00	0.00	160.00	160.00	1,373.83
AUDITS (directly off levy end of year)		2,000.00	0.00	0.00	2,500.00	2,500.00
DIRECTOR'S INSURANCE		2,000.00	0.00	0.00	0.00	2,107.00
VOLUNTEER APPRECIATION		400.00	0.00	0.00	200.00	255.78
MISCELLANEOUS		600.00	0.00	0.00	0.00	0.00
MEMBERSHIPS:		1,070.00	0.00	700.00	330.00	1,362.00
SPECIAL EVENTS:		35,950.00	0.00	1,200.00	0.00	2,237.00
TOTAL EXPENSES		\$106,500.00	\$2,588.31	\$6,854.43	\$5,387.66	\$68,587.51
Projected Income as at December 31, 2020		\$1,732.34				

2021 Proposed Budget

HISTORIC DOWNTOWN CHATHAM BIA

2020 Approved Budget

REVENUE

	BIA Levy					\$80,000.00	
*	POTENTIAL EVENT					\$20,000.00	
	MISCELLANEOUS					\$0.00	
	HST					\$1,500.00	
				TOTAL REVENUE			\$101,500.00

EXPENSES

Administrative Expenses:

		Office Communications			\$2,112.00	
		Office Supplies and Equipment			\$4,600.00	
		Repair and Maintenance			\$3,000.00	
		Bookkeeping			\$3,500.00	
		Office Staff			\$40,000.00	
		Guest and speakers			\$300.00	
		Memberships			\$1,358.00	
		Websites maintainance			\$750.00	
		BIA Advertising / Marketing			\$6,000.00	
		Interest/Bank Charges			\$80.00	
		Beautification			\$2,000.00	
		Municipal Fixed Costs			\$4,700.00	
		Volunteer/Appreciation			\$400.00	
		Misc			\$200.00	
	*	Special Events:			\$32,500.00	
		TOTAL EXPENSES				\$101,500.00

* Special Events includes \$23,000 in sponsorship



Motions made:

Any New Business:

Closing Remarks

Motion to adjourn

Next Board Meeting: December 8, 2020