



YOU ARE  
CORDIALLY  
INVITED TO  
ATTEND THE:

*Historic Downtown*  
*Chatham* - **BIA**  
**ANNUAL GENERAL  
MEETING**

Wednesday November 23, 2022 6:00pm

In-person at the Capitol Theatre.

RSVP by Nov. 16, 2022

via email: [downtownchathambia@gmail.com](mailto:downtownchathambia@gmail.com)

or call 519-352-8387



**Agenda**  
**2022 Annual General Meeting**  
**Historic Downtown Chatham ~ BIA**  
November 23, 2022

1. **Call to Order:** Welcome all / Introductions
2. **Approval of Agenda:**
3. **Business Arising from the AGM Meeting Minutes 2021**
4. **Approvals of Minutes from AGM Meeting Minutes 2021**
5. **Declaration of Conflict of Interest:**
6. **Police Report** – Sergeant Doug Cowell
7. **Co-Chair Remarks:** - Jim Carrington introduction.
8. **Guest Reports:**
  - I. Economic Development - (Anthony Wilson)
9. **Board Reports:**
  - A. **Co-Chair** – Nancy Dudley:
    - I. **Advocacy**
    - II. **Communication**
    - III. **Events**
    - IV. **Marketing**
    - V. **Revitalization/Street Beautification**
  - B. **Financials** – Paul Shettell
    - I. Year to Date Projection
    - II. 2023 Proposed Budget
10. **New Business:**
11. **Closing Remarks** – Jim Carrington
12. **Meeting Adjourned.**
13. **Next Board Meeting:** December 13, 2022

**Meeting Minutes**  
**2021 Annual General Meeting**  
**Historic Downtown Chatham ~ BIA**  
**November 24, 2021**

Attendee via Zoom: Marjorie Crew CK Council (Board); Chandra Clarke – Turns & Tales; Jen Acampora – Apollo Properties; Clair Culliford – The Veranda (Board); Matt Reaume - Economic Development; Rebecca Smyth – Access Open Minds.

Attendee via in person at 237 King St W: Connie Beneteau – HDTC-BIA; Paul Shettell – HDTC-BIA; Jim Carrington – Sons of Kent & HDTC-BIA; Nancy Dudley – HDTC-BIA; Jeff Comiskey – HDTC-BIA and Barb Anderson – Barrypatch Collectibles.

Nancy called the meeting to order and thanked everyone who could attend.

Nancy asked for a motion to approve the agenda for tonight’s meeting.

*A motion was made by Paul and was seconded by Jeff. All were in favour. The agenda was approved.*

*The Zoom was setup so you could vote (poll) for each of the motions however the poll did not function properly. Nancy informed both the Zoom members and the in-person members to have a show of hands for approvals and speak up for non-approvals. Nancy would review both the room and on screen for each motion presented and made.*

Nancy stated that the meeting minutes were sent ahead of the meeting within the AGM packaged and hoped everyone got a chance to read through them. Nancy asked if there were any business arising from the AGM Meeting Minutes 2020.

Nancy asked for a motion to approve the minutes from the 2020 Annual General Meeting.

*Jeff made the motion to approve the minutes from 2020 and seconded by Clair. Nancy asked if all were in favour? All raised their hands, and the motion was approved.*

Nancy asked if there were any declaration of Conflict of Interest. Seeing no response from the members attending, Nancy moved forward to the Police Report. Marjorie Crew explained that she received a text from Sergeant Cowell that he was called out and was unable to report. Therefore, we continued on.

Chair Remarks: Nancy responded for both herself and Jim as they are both Co-Chair. As a BIA, we are here to help where ever we can. We know that the construction is tough on everyone but in the end, it will all be great. “Once it is done, it will be a blessing in disguise”. We continue to help advertise and market our downtown. We have pivoted along the way with the rest of the world learning what works and what doesn’t. Our meetings went from in person to online with Zoom but we continue to hear from you and respond accordingly.

Economic Development: Matt Reaume spoke on the new businesses that have opened since the pandemic. He said he is encouraged by the 12 plus new businesses to help create a robust area for

encouraging people to gravitate to downtown Chatham. He also sees a trend in “supporting local”. Residence of Chatham-Kent are behind the local businesses and feels we can only get better.

Board Reports: Connie updated everyone on the events that happened during 2021. We are still getting asked why RetroFest 2021 was not live as Wambo and other events happened. We continue to explain that when RetroFest happened, we were still in Stage #3 and did the only thing we could under the mandates at that time. However, we did whatever we could to tie in the businesses downtown with the live stream on multiple social platforms. Videos conducted with the Ms. RetroFest Contestants, Purchases needed to feed Junior Judges, and other local purchases. Santa Claus Parade timeframe had less Covid-19 restrictions however due to a lack of Auxiliary Officers in Chatham-Kent, no traditional Parades were approved for 2021. We put Santa on Kings Commons (Downtown Chatham Centre) and gave away candy and photos. The Mall was very busy for that day and Santa Event was very well received.

We assisted the participating businesses with their Home for the Holidays -Christmas Open House, tried to organize downtown to participate with Light Up CK and have been working on our own talking light up Christmas Trees. We have been working on infrastructure as well with the new Lampposts; painting benches; painted gateway signs; flowers in parkette and boxes; new brightly coloured winter banners and refurbishing the shooting stars.

Financials – Jeff reviewed the Accounts Reconciliation and the Year-to-Date Projection on screen. In the 2021 Year to Date Budget, you can review all the balances projected to December 31, 2021. When we produced the 2021 budget, we did not believe we would be able to have any events due to the lock-down. However, we did do events under virtual and live streaming and later some in-person events. We only allotted for accumulating \$20,000 in Grants and Sponsorship when we were able to total \$38,372. Other items that deviated from the original budget was the repair and maintenance line item. This was for renovations to the floor, painting and ceiling repair during the time where most businesses were a minimum capacity. The office staff was anticipated to continue at part-time but did resume to full time. The line item for beautification included Hedden Maintenance and the refurbished shooting stars and new winter banners. Revenue and Expenses were reviewed. Jeff asked if there were any questions? Seeing none, Nancy asked for a motion to approve the Board Reports. A motion was made by Barb and 2<sup>nd</sup> by Marjorie. All were in favour and the Board Reports were approved.

*A motion was made to approve the Board Reports first by Barb and seconded by Marjorie. All hands were raised in favour. The motion was approved.*

Jeff then proposed the 2022 Budget. The budget was up on screen for everyone to review. The 2022 has the same Levy proposed and the last several years with no request for an increase. There is a suggested increase in Sponsorships and Grants as we believe we can reach that amount and with those Grants, we will unutilized on the events or activities that they were written for. Therefore, if the grants or sponsorships are not realized then they will be reflected in that event or activity accordingly. The overall Expense breakdown was reviewed. Jeff asked if there were any question about the proposed 2022 budget. Clair asked where the HST amount comes from. It was explained that as Not-for-Profit, the taxes from purchases made in that year will ultimately be files and come back to the BIA.

*A motion was made to approve the 2022 Budget first by Paul, and seconded by Barb. All showed a hand in favour. Motion to approve the 2022 Budget was passed.*

Nancy asked if there were any new businesses to be brought up? Seeing none, Nancy asked Paul make a final remark.

Paul thanked Jeff for presenting the Treasurer's report. Paul commented that moving forward into the new year, the mood of the downtown will improve with the businesses. We all felt the pain with Covid restrictions and Construction. Paul stated that if you have any concerns, please continue to flow them through the office and someone on the Executive Team will talk to you. Paul mentioned if you are interested in joining the Board, please give Connie a call. Last, Paul wanted to thank Clair for "being the boots on the ground" and Bill for helping to keep the streets clean. "Thank you all!"

With no other questions or comments, Nancy asked for a motion to adjourn.

*Motion was made to adjourn first by Barb and seconded by Paul. All were in favour.*

Meeting adjourned.

Next Board Meeting: December 14, 2021



**Chatham-Kent Police Service  
Report for Downtown Chatham BIA  
October 2022  
237 King Street West, Chatham**

**CALLS FOR SERVICE  
Central (Chatham)  
October 1<sup>st</sup> – 31<sup>st</sup>, 2022**

**Total Calls - 2758 (2022)**  
Total Calls - 3013 (2021)  
Total Calls - 2887 (2020)

**BIA Area - 60      BIA 2021 - 75      BIA 2020 - 48**  
**YTD 2022 - 581    YTD 2021 - 520    YTD 2020 - 538**

Throughout the month of October numerous incidents were investigated by Police in the Downtown area of Chatham. Some of these calls included: 911 calls, alarms, disturbances, suspicious persons, and for police assistance. The following is a list of some incidents that were investigated.

**King St, Chatham (43 Incidents)** – Out of the entire BIA area (43) of the 60 calls for service took place on King St, with (17) occurring in the remaining BIA area, including (5) on Fourth St and (5) on Wellington.

**Social Disorder Incidents** - During the month of October, Chatham-Kent Police responded to 16 complaints relating to social disorder issues.

**Liquor Licence Act** – In October the Chatham-Kent Police responded to (7) incidents directly related to the after-hours activities downtown.

**Property Related Incidents** – During the month of October, Police responded to no Break & Enter calls, (2) Arsons one no evidence the other still waiting for area business video, (1) Robbery under investigation on-going, (8) Theft complaints with charges laid in one incident the others refused victims or there was insufficient evidence to proceed, (1) Mischief call, and (9) Unwanted persons. Members of the public called in (5) Suspicious Persons. The Suspicious Persons number of (5) is very low for a month.

A comparison of pre-COVID levels from 2019 for the same time frame the BIA area YTD was at 605 and 710 in 2018.

\*Please note under the ONLINE Reporting tab you can Report a Crime, obtain Clearance Checks, Vulnerable Persons Registry, Security Camera Registry, Bicycle Registry and Key Holder Registry. \*

[Home - Chatham-Kent Police Service \(ckpolice.com\)](http://ckpolice.com)

[Online Crime Reporting - Chatham-Kent Police Service \(ckpolice.com\)](http://ckpolice.com)

Next link is the Community Safety and Well-Being Plan.

[CSWP Final \(ckpsannual.com\)](http://ckpsannual.com)

Finally, CPTED Ontario which anyone can take a course or become a member of, to learn how to safeguard their property and/or neighbourhoods.

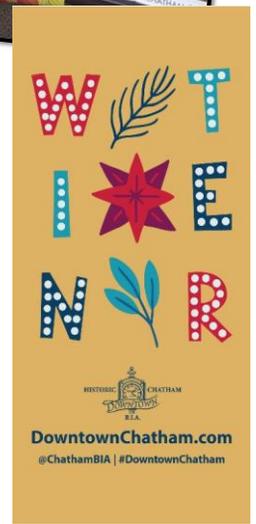
[CPTED | CPTED Ontario](http://cpted.com)



Downtown is always changing over time. Just this parkette has seen many changes over the year and now these new flower planters will be filled with flowers come this spring.



With the new lampposts, came the need for new banners. We have already replaced the Winter banners with bright new colours and we will be replacing the RetroFest and Summer Banners as well.



Garbage in our downtown core seems to be a bigger issue than before. We are sure you have seen Bill Hedden go around with this tractor constantly picking up garbage, cleaning out ash urns and overall trying to keep our city beautiful.

We can't do this alone. We have organized groups and had help from Together CK in the past and even individuals who just care about keeping Chatham beautiful, pick up trash.

With the help of the Municipality's Public Works, they pick up our benches and get them over for repair when needed.

With the help of Waste Connections of Canada, we have had to replace some of the garbage receptacles that get vandalized.

In collaboration with the Chatham Legion we have agreed to share costs of the flags around the cenotaph as well as given them more time to have the remembrance day banners up.

With the Website we help list all businesses to assist the public to find your business.

Our social media is shared between other social medias as the more we share each others activities, the more information about Downtown Chatham gets out to the masses.

Our Events like RetroFest hosts 20,000 people downtown Chatham in a couple of days. New this year we helped facilitate Crowfest and for those who came out thought it was a great event with world class buskers. Home for the Holidays is a merchant driven event and Santa Claus Parade is back after years due to the pandemic but this year we will also have our with our talking trees above the Capitol Theatre.

Adverting for the businesses downtown assist in both the Service Sector as well as the Retail Sectors. CK Senior Magazines, Chatham Voice, Chatham Daily News, Daytripping Southwestern Ontario. On-Route, Blackburn Radio and 5 Amigos radio (99.1).

# Account Reconciliation

Historic Downtown Chatham BIA

Account Reconciliation with Outstanding Transaction Detail Report 11/01/2022 to 11/22/2022

Report By: Statement end date

Deposit No.	Date	Source	Comment	Amount	Total
<b>Account: 1060 BIA T. D. Chequing</b>					
Previous Statement Start Date:	10/01/2022				
Previous Statement End Date:	10/31/2022				
Statement start date:	11/01/2022				
Statement end date:	11/22/2022				
Reconciliation date:	11/22/2022				
November 1 - 22, 2022 (for AGM purposes)					
<b>Reconciled</b>					
<b>Statement End Balance as of 11/22/2022</b>					24,240.82
Add: Outstanding Deposits					0.00
Subtract: Outstanding Withdrawals					(10,761.42)
<b>Adjusted Bank Balance as of 11/22/2022</b>					<u>13,479.40</u>
<b>Book balance as of 11/22/2022</b>					<u>13,479.40</u>

Outstanding Deposits 0.00

Outstanding Withdrawals

08/22/2022	3172	Vendor fee returned	(22.60)
10/21/2022	3208	Family Services	(20.00)
11/02/2022	3212	2023 renewal, OBIAA	(275.01)
11/02/2022	3213	1542, The Glasshouse Nursery	(4,972.00)
11/07/2022	3219	7132, Waste Connections of Canada	(542.08)
11/07/2022	3220	17326, The Chatham Voice	(339.00)
11/11/2022	3227	Myrtle Flower Market	(282.50)
11/14/2022	3222	Pipe & Drums band for parade	(800.00)
11/15/2022	3231	BENETEAU, Connie	(1,907.78)
11/17/2022	3229	The Capitol Theatre	(175.00)
11/18/2022	3223	Donation for help with Wish Centre	(300.00)
11/18/2022	3224	Band for parade	(200.00)
11/18/2022	3226	Wish Centre Hall rental	(400.00)
11/18/2022	3232	7418, Abstract Marketing	(525.45)

Total Outstanding Withdrawals (10,761.42)

# Projected Year End Budget December 31, 2022

DOWNTOWN CHATHAM BIA					
Projected Year End Budget 2022					
Projected to December 31, 2022					
	BUDGET	October	November	December	ACTUAL TO
<b>REVENUE</b>					
BIA LEVY	\$80,000.00	\$0.00	\$0.00	\$21,350.00	\$80,000.00
POTENTIAL EVENT SPONSORSHIPS/GRANTS	\$60,500.00	\$2,405.50	\$220.00	\$1,500.00	\$110,857.18
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$195.00
HST	\$1,500.00	\$0.00	\$7,774.49	\$0.00	\$7,774.49
<b>TOTAL REVENUE</b>	<b>\$142,000.00</b>	<b>\$2,405.50</b>	<b>\$7,994.49</b>	<b>\$22,850.00</b>	<b>\$198,826.67</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE EXPENSES:</b>					
TELEPHONE; Canquest	\$720.00	\$69.90	\$69.90	\$69.90	\$838.80
INTERNET: Bell	\$1,400.00	\$122.00	\$122.00	\$122.00	\$1,426.00
OFFICE SUPPLIES	\$4,000.00	\$64.24	\$700.00	\$400.00	\$3,419.05
OFFICE EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE	\$200.00	\$0.00	\$100.00	\$100.00	\$292.00
REPAIR AND MAINTENANCE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
BOOKKEEPING	\$4,000.00	\$346.74	\$346.74	\$346.74	\$4,161.73
CRA	\$400.00	\$10.82	\$10.82	\$10.82	\$129.88
OFFICE STAFF	\$49,920.00	\$4,105.92	\$4,125.00	\$4,125.00	\$46,739.39
CRA	\$5,000.00	\$308.24	\$315.00	\$315.00	\$3,609.80
TRAVEL/MILEAGE	\$300.00	\$0.00	\$0.00	\$300.00	\$300.00
CONFERENCES	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
GUESTS AND SPEAKERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WEBSITE MAINTENANCE	\$750.00	\$0.00	\$0.00	\$0.00	\$315.71
ADVERTISING/MARKETIN	\$6,945.00	\$0.00	\$900.00	\$300.00	\$2,366.00
INTEREST AND BANK CHA	\$80.00	\$17.00	\$2.00	\$2.00	\$127.00
BEAUTIFICATION	\$0.00	\$8.00	\$5,000.00	\$10,400.00	\$15,814.25
BEAUTIFICATION-Maint	\$3,000.00	\$250.00	\$250.00	\$250.00	\$2,600.00
AUDITS -New mandate	\$1,800.00	\$0.00	\$4,000.00	\$4,000.00	\$8,000.00
DIRECTOR'S INSURANCE	\$2,200.00	\$156.15	\$156.15	\$156.15	\$1,951.86
VOLUNTEER APPRECIATIC	\$300.00	\$0.00	\$0.00	\$500.00	\$500.00
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
<b>MEMBERSHIPS:</b>					
Membership: FEO	\$360.00	\$0.00	\$0.00	\$0.00	\$180.00
Membership: OBIAA	\$225.00	\$0.00	\$275.51	\$0.00	\$275.51
Membership Chamber of	\$150.00	\$0.00	\$0.00	\$0.00	\$126.00
AGM	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Membership Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPECIAL EVENTS:	\$51,500.00	\$5,849.43	\$4,000.00	\$10,173.00	\$74,845.15
<b>TOTAL EXPENSES</b>	<b>\$139,250.00</b>	<b>\$11,308.44</b>	<b>\$20,873.12</b>	<b>\$39,570.61</b>	<b>\$176,518.13</b>

# Proposed Budget 2023

HISTORIC DOWNTOWN CHATHAM BIA 2023 Proposed Budget							
<b>REVENUE</b>							
	BIA Levy						\$80,000.00
*	Sponsorships and Grants						\$71,060.00
	HST						\$4,000.00
<b>TOTAL REVENUE</b>							<b>\$155,060.00</b>
<b>EXPENSES</b>							
<b>Administrative Expenses:</b>							
		Office Communications					\$2,300.00
		Office Supplies and Equipment					\$3,200.00
		Repair and Maintenance					\$1,000.00
		Office Staff/Bookeeper/Student					\$59,300.00
		Canada Revenue costs					\$4,250.00
		Travel Expenses					\$300.00
		Conferences					\$1,500.00
		Memberships					\$1,285.00
		Websites maintainance					\$500.00
		BIA Advertising / Marketing					\$4,700.00
		Interest/Bank Charges					\$125.00
		Infrastructure / Beautification					\$3,600.00
		Municipal Fixed Costs					\$6,000.00
		Volunteer/Appreciation					\$300.00
	*	Special Events	over sponsorship				\$66,700.00
<b>TOTAL EXPENSES</b>							<b>\$155,060.00</b>
* Special Events includes \$71,000 in sponsorship and generated income for the event (via vendors/participants)							



Any New Business:

Board Members 2023:

Closing Remarks:

Meeting Adjourned,

Next Board Meeting: December 13, 2022