



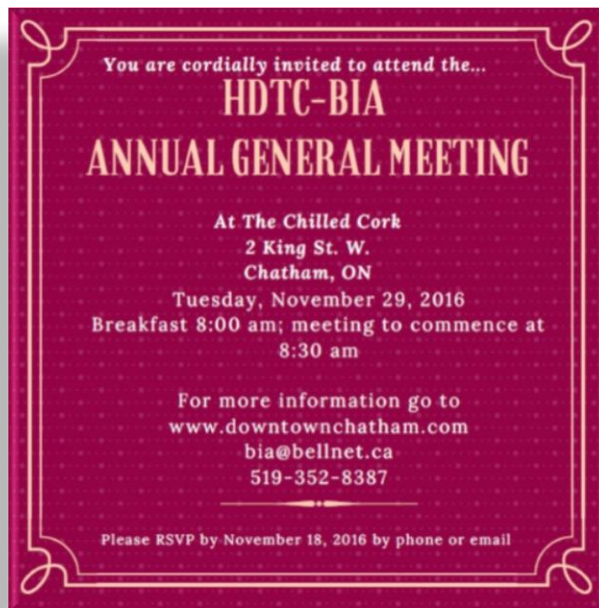
ANNUAL GENERAL MEETING HDTC-BIA

November 29, 2016

The Chilled Cork

2 King St. W. Chatham, ON

8:00 am



Agenda

2016 Annual General Meeting

Historic Downtown Chatham ~ BIA

November 29, 2016 @ The Chilled Cork, 2 King Street West
Breakfast at 8:00 am; Meeting at 8:30 am

1. **Call to Order:** Welcome all / Introductions
2. **Business Arising from the AGM Meeting Minutes 2015**
3. **Approvals of Minutes from AGM Meeting Minutes 2015**
4. **Approval of Agenda:**
5. **Declaration of Conflict of Interest:**
6. **Police Report** – Sgt. Jim Lynds
7. **Chair Remarks:** Jim Carrington
8. **Board Reports:**
 - A. **Festivals and Events** – Jim C.
 - i. DTIC-Extravaganza;
 - ii. DTIC-monthly's;
 - iii. RetroFest
9. **Infrastructure** – Paul Shettell
10. **Financials** – Jeff Comiskey
 - A. Year to Date Projection
 - B. 2017 Proposed Budget
11. **New Business**
12. **Meeting Adjourned.**

Next Board Meeting: January 10, 2017



ONTARIO BUSINESS IMPROVEMENT AREA ASSOCIATION



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Who benefits from having a BIA?

Business Operators:

A BIA can benefit more than just local retail business. All businesses in the area, whether professional, dining, entertainment, finance, retail, or manufacturing may benefit from the improved local atmosphere that a successful BIA helps to create.

It is the responsibility of each business to build upon the activities of the BIA and ensure that the customer receives best value in an efficient and courteous manner. An expanded customer base depends on the successful partnership between the activities of the association and individual businesses.

Property Owners:

BIA-initiated improvements and activities may lead to an increase in property values. Improvements help to create and sustain a more vibrant and viable economic environment within the local area. This attracts both commercial, service sector businesses and employment or industrial workers to the area that, in turn, may lead to an increased demand for retail and office space, and a subsequent increase in property values.

Non-retailers also benefit:

BIA improvements and activities help to create a more vibrant local community and a more prosperous local economic environment. A vibrant community attracts more visitors, more investors and more manufacturing type employers and it retains more local customers for all types of services – including dining, entertainment and professional services. In addition, a vibrant community creates a more inviting atmosphere that clients, customers and employees will enjoy visiting.

A BIA is a secure source of funding:

A secure source of funding is a significant benefit to having a BIA. Once the board of the BIA has prepared a budget, discussed it with its membership and has it approved by the municipality, the municipality collects money as a special levy on all industrial and commercial properties in the area. Funds are then transferred to the BIA organization to carry out its work.

Other benefits:

- Increasing community interest and pride in the business area
- Ensuring ongoing co-operation among the members of the business community
- Improving lines of communications between the business community and municipal council and staff
- Advocating membership interests and concerns through effective communication with both the municipality and other levels of government
- Increasing cost savings to the membership through improved integration of capital funding and promotional activities

Meeting Minutes

2015 Annual General Meeting

Monday November 23, 2015
At Tasty Lunch 79 King St. W, Chatham, ON
Breakfast at 8:00 am; Meeting at 8:30 am

Call to Order: Welcome and Introductions

Sorry for spelling of some names, their hand writing was not always legible.

Attendance: Paul Shettell (BIA Chair); Jim Carrington (BIA Secretary and Collins Formal Wear); Connie Beneteau (BIA Admin); Lesley Grand (BIA Treasurer and Capitol Theatre); Nancy Labadie (BIA Board); Jaclyn Gillier (BIA Board and DCC); Brock McGregor (BIA MCK Council); Sgt. Jim Lynds (BIA Police Rep); Bonnie Larson (Satellite Restaurant); Julie Samko (former River Rock); Ashley Van Zust (Completely You Massage); Marjolaine Acdoceu (Shepard's Way Inn); Pam Lowther (Enchantment Bridal); Tricia Xavier (Purple Pansy); Barb Anderson (Barrypatch Collectibles); Clair Culliford (Veranda); John Brennan (Simply Shoes); Colin Goudreau (Goudreau Chiropractic); Cathy Johnstone (Laura Secord); Michelle Mann (Hallmark); Jeff Comiskey (All-Risks Insurance); Bill Hedden (WH Apparels); Patrick Pinsonneault (landlord); Bob Crawford (rep for Don Shropshire -MCK); Patricia Clark (Bud Gowan Formals); Diane Galvin (River House Gifts); Lori Parker (Tasty Lunch).

Business Arising from AGM Meeting Minutes 2014

Paul asked everyone to take a quick look at last year's meeting minutes.

Jim C. asked that we (Connie) reverse the Agenda #3 Approvals before #2 Business Arising. (Done).

Approval of Minutes from AGM Meeting Minutes 2014

Motion to accept 2014 Meeting Minutes: First Barb A. and Second Bonnie. All in favour? Yes.

Approval of Agenda

Motion to approve Agenda: First Barb A. and Second Ashley. All in favour? Yes.

Declaration of Conflict of Interest

No conflict of Interest: Seeing none.

Chairman Remarks: Paul Shettell

Sgt Jim Lynds spoke on his yearly report. Hard copies were handed out. The past 5 years, his position is Community Liaison Officer.

Barb A. asked if there was a person on the street begging for money, can we call the police? Answer is yes. This can aggravate the people downtown. We can ask them to move on.

Bob Crawford statement said the "these numbers are amazing going from 2010 to 2015". Then asked if moving forward with the Condos, can we expect more conflict with the bars and new residence? Jim said it could be a good think having more people downtown after hours. More eyes, less crime if watching. Bob commented that is down 2/3rds. Sgt Lynds stated there is a perception that downtown is not safe so in 2012/13, the police concentrated on Social Disorders to make sure the bars and those types of establishments were in order. Bob: Graffiti is down also.

Paul Shettell introduced Brock McGregor. Brock thanked everyone for coming out.

Paul asked if Bob Crawford would like to say anything on behalf of Don Shropshire. (MCK-CAO):

Bob: We (the Municipality) assist in obtaining a vibrant downtown. As you know the Municipality is entering the Budget and it is a very competitive time. There is a balance with decreasing taxes and a high demand to support projects. "If you want to talk, I am available".

Continue,

Paul Shettell with the Chair's Remarks:

On the behalf of your Board of Directors, I would like to welcome and thank you all for coming. I would like to thank the current BIA Board and ever supportive team for their time and hard work. I would like to mention some of the outside groups as well. Thank you to the Helping Hands group from Union Gas, Municipality Chatham-Kent, KHAC, The Chatham Optimist Club, and all of the Volunteers who have helped out on different projects and events. The weather doesn't always cooperate for some of the outdoor events but the ones that do are a huge success because of all the people that make them work "like clock-work".

RetroFest: We have done an Economic Impact Study that shows it does bring significant new dollars into the City.

Secretary Remarks: Jim Carrington

I keep hear the question, what is it that the BIA does? We as a group have meetings with meeting minutes every month with the exception of 2 months in the summer. At the following meeting, the previous month meeting minutes get approved and are uploaded into the website. If you want to know what is discussed and what the BIA is doing month by month, you can look it up yourself, or call the office and ask.

One concern for next year is our Streetscape. This keeps getting put on and off the table. "Is our answer to streetscape grinding down the raised sidewalks?"

Bob Crawford: "we are working on it and I can tell you we are spending money on it".

Jim C: We use to have Harvest Festival in the fall. "We need something in the September time frame. Jim explained to the membership that he tries to like a new Facebook page every day. "We need to be our own best 'cheerleader' neighbours of each other.

Jim spoke on Sons of Kent Brewery coming to Cinema 6.

Tricia supported Bob Crawford stating that she knows he supports downtown Chatham. As a rep, he is the biggest advocate for the City. He shops downtown all the time.

Board Report:

Marketing and Promotion-in package

Festivals and Events- Bonnie: I heard we may not do RetroFest! Paul: No are already in the beginning planning stages for next year.

Infrastructure updates -Tricia: Streetscape and is Garbage part of the plan? The Residence all got free Totes, but businesses did not. (Crows/garbage scattered) Paul S: That was a Progressive initiative, free for residences only. Tricia: Can the BIA approach Progressive Waste Company for free to the businesses? Paul S. Yes.

Paul Shettell asked to Accept the Reports. First by Marj and Second by Bonnie. All in favour? Yes.

Financials

Year to Date Projection

2016 Proposed Budget

The projected year end still has 5 weeks remaining and therefore is an estimate number.

The Proposal for next year 2016: Same Levy as this year. We (BIA) would need to go to the Municipality and ask for approvals to change. Question was asked: What are the Municipal fixed costs? Paul informed them that these are the Director's Insurance, WSIB (if required by WSIB), and Audit costs. There was a question on the audit costs: Paul answered they are going back to 2012. We have paid 2012 (\$1500.00) audit cost out of the levy but we still need to pay 2013, 14, & 15. Bob C stated that the Municipality is not trying to make it more difficult to run events by the tighter rules to get grant money, it is just that there is limited amount of money to go around.

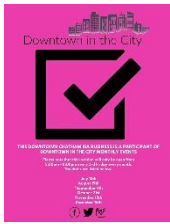
Motion to accept 2016 Budget: First by Pat Clark and Second by Bonnie. All in favour? Yes.

New Business-none

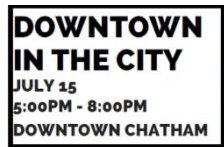
Next Meeting: Regular Board of Management Meeting January 12, 2016

Meeting Adjourned- Motion to adjourn: First by Bill H and Second by Pam. All in favour? Yes.

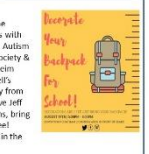
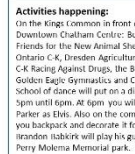
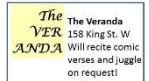
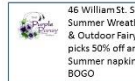
2016 Reports - Community Involvement / Events



In July 2016, one of our committees created a monthly event that was our own called Downtown in the City. Downtown Chatham events were scheduled for the third Friday of each month with a theme, and businesses were encouraged to stay open later that one Friday evening to encourage shopping in downtown Chatham.



July DTIC~Summer Fun Party



October DTIC~Harvestfest

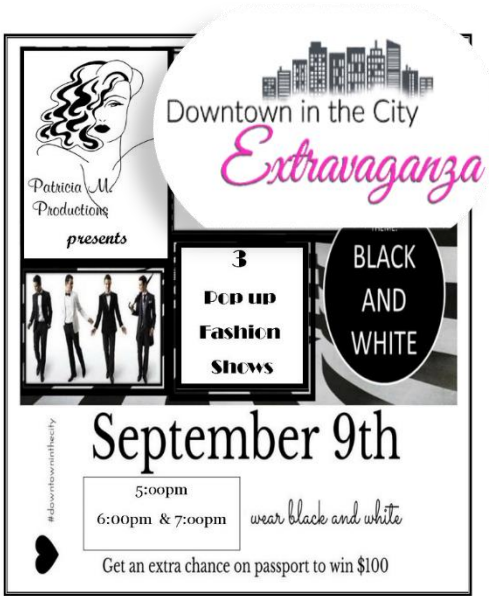
August DTIC~Back to School Event



November DTIC~Hometown Holiday

December DTIC~Light Up Downtown (coming soon)

2016 Reports - Community Involvement / Events



Downtown in the City ~

Extravaganza was a grand night out on the town. Downtown Chatham and all it's participating businesses offered specials or had silent auctions or open houses. Everyone who participated had a great time and the streets had both men and women dressed in theme: Black and White.



RetroFest 2016 was having a Sweet Sixteen Birthday! A few new things happened this year including some rain but that didn't stop the car enthusiasts from coming out and staying!



2016 Reports - Community Involvement / Events



- **Municipal Council Meeting** are attended and deputations are made that directly effect the Downtown Chatham area.
- Individual meetings with City designates
- Administration & HDTC-BIA re: Streetscape / Capital Budget / C.I.P program.
- Stuart McFadden Analytical Data
- Meeting with Gord Quinton and Steve Brown
- Meetings with Auditors
- Meetings with Progressive Solutions and the Municipality
- Meetings with Emergency Services (Fire; Police & EMS)
- Meetings with Adam Sullo and Parking and Streetscape
- Meeting with Dave Taylor
- Meeting with Tourism

Streetscape Design MEMORIAL PLAZA



"I am so proud of how the municipal councilors, staff, Chatham-Kent Museum, Thames Art Gallery, Milner House, Downtown BIA, Chatham Legion Branch 642 pipe band and colour guard, Black Historical Society, Chatham-Kent Police, and so many others who have stepped up to make this happen - and the list will continue to grow" Stated Dave Van Kesteren, June 17, 2016
The Chatham Voice.com

Canada Day in Tecumseh Park

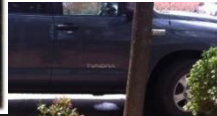
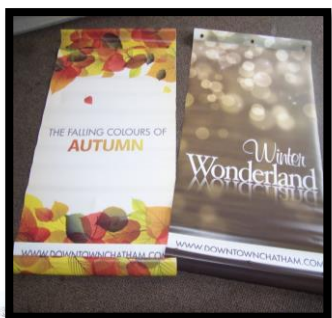
- **Other meetings:**
- With Janice W and the Real-estate Board.
- With Robert Nashat from the Medical Place Pharmacy.
- Workforce Panning Board meetings
- Zonta Park presentations
- Meetings with Members (Pete Tsirimbis) (Lynn O'Brien)
- Meetings with Brent DeNure (RetroFest & FireFest)
- Meetings with Canada Day Groups
- Meetings with Big Brothers/Big Sisters
- Worked with charity and other not for profit groups.





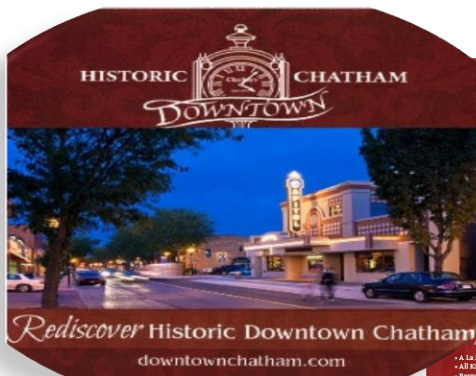
PITCH-IN WEEK
 APRIL 17-23, 2016
 Proudly Sponsored By *Tim Hortons*

Pitch in Week: Every year in April, the HDTC-BIA organizes a group of volunteers to go around and clean up during that week. We don't stop there...periodically we go around and empty all the ash urns, replace garbage receptacles, and identify issues for the Municipality to assist in correcting, repair and beautification.



Changing the sliders in the gateway signs; Re-stringing the Mini-lights in the trees and put up the shooting stars.

Weeded and replanted some flower gardens.



The Chatham Voice
 &
 Chatham Daily News / Chatham
 This Week

Advertising through our Website, Facebook, Twitter, printed papers and radio
 CK Child & CK Senior Magazines
 CK Travel & Ontario Bluewater Visitor Guide



www.downtownchatham.com

Gateway signage



Account Reconciliation



Historic Downtown Chatham BIA

Account Reconciliation with Outstanding Transaction Detail Report 11/01/2016 to 11/16/2016

Report By: Statement and date

Deposit No.	Date	Trans.#	Source	Comment	Am	Total
Account # 1060 T.D. Chequing						
Previous Statement Start Date:			10/01/2016			
Previous Statement End Date:			10/31/2016			
Statement start date:			11/01/2016			
Statement end date:			11/16/2016			
Recommendation date:			11/16/2016			
November 1-16, 2016 Rec for AGM						
Reconciled						
Statement End Balance as of 11/16/2016						41,590.62
Add: Outstanding Deposits						0.00
Subtract: Outstanding Withdrawals						0.00
Adjusted Bank Balance as of 11/16/2016						41,590.00
Book balance as of 11/16/2016						41,590.62

Projected Year End Budget For December 31, 2016



HISTORIC DOWNTOWN CHATHAM BIA Year End Projection Sheet 2016

REVENUE

BIA Levy	\$80,000.00
Event Sponsorships/Grants/Vendor Revenue	\$46,000.00
HST rebate	<u>\$4,400.00</u>
TOTAL REVENUE	<u>\$130,400.00</u>

EXPENSES

Administrative Expenses:	Approved 2106	Proposed to use
Office Communications	\$1,800.00	\$1,652.48
Office supplies/Equip	\$2,500.00	\$3,000.00
Repair and Maintenance	\$1,000.00	\$3,000.00
Bookkeeping	\$2,000.00	\$1,630.00
Office Staff	\$30,644.00	\$32,500.00
CRA	\$7,656.00	\$3,000.00
Travel	\$300.00	\$250.00
Conferences	\$1,400.00	\$1,657.00
Guest and speakers	\$200.00	\$205.00
Membership	\$900.00	\$900.00
Websites maintainance	\$1,000.00	\$500.00
Advertising/Marketing	\$10,000.00	\$9,080.00
Interest/Bank Charges	\$50.00	\$0.00
Beautification/Infrastructure	\$2,000.00	\$5,491.00
Municipal Fixed Costs	\$3,300.00	\$3,100.00
Volunteer/Appreciation	\$500.00	\$500.00
Misc	<u>\$250.00</u>	<u>\$0.00</u>
Special Events/Sponsorship:	<u>\$14,500.00</u>	<u>\$37,400.00</u>

TOTAL EXPENSES

\$80,000.00

\$103,865.48

2017 Proposed Budget



HISTORIC DOWNTOWN CHATHAM BIA 2017 Proposed Budget

REVENUE

BIA Levy	\$80,000.00	
* Estimated Event Sponsorships/Grants/Vendor Revenue	<u>\$35,000.00</u>	
TOTAL REVENUE		\$115,000.00

EXPENSES

Administrative Expenses:

Office Communications	\$1,850.00	
Office Supplies and Equipment	\$3,450.00	
Repair and Maintenance	\$2,450.00	
Bookkeeping	\$2,000.00	
Office Staff	\$40,000.00	
Guest and speakers	\$200.00	
Memberships	\$1,000.00	
Websites maintainance	\$1,200.00	
BIA Advertising / Marketing	\$6,000.00	
Interest/Bank Charges	\$50.00	
Beautification	\$2,000.00	
Municipal Fixed Costs	\$3,300.00	
Volunteer/Appreciation	\$500.00	
Misc	\$250.00	
Special Events:	<u>\$50,750.00</u>	
TOTAL EXPENSES		\$115,000.00

Note:

*Potential 2017 HST Rebate \$ 2,500.00

*Horticulture Levy in and out \$13,000.00

* For reference, all amounts are approximate