



**MEETING MINUTES**  
**Board of Management Meeting**  
**April 20/21 at 1:02 pm**

**Board Members in Attendance**

Omar Kaake, Patrick Simmons, Matt Rolleman, Nicholas Ermeta, Shane Murphy, Mano Duggal, Emily Dwornikiewicz, Mario Gonsalves

**Regrets**

N/A

**Staff in Attendance**

Brian Kennedy - BIA Executive Director, Laura Pearce - City Liaison

**Delegations**

N/A

**Meeting Called to Order**

The regular meeting of the Downtown Cambridge BIA was held online through Zoom. Shane Murphy, Vice-Chair welcomed everyone present and called the meeting to order at 1:02 pm and adjourned at 2:00 pm.

**Disclosure of Interest**

There were no disclosures of interest.

**Presentations**

Andrew Doman, Senior Engineer,  
Transportation Expansion Design & Construction Division, Region of Waterloo Ainslie Street Reconstruction

**Approval of March 2021 Downtown Cambridge BIA Minutes.**

**Moved by:** Emily Dwornikiewicz

**Seconded by:** Mano Duggal

THAT the minutes of March 2021 Downtown Cambridge BIA be approved.

**CARRIED**

**Ainslie Street Reconstruction Presentation and Review with BIA Board**

**Regional Road Construction – Sequencing**

- We have considered scheduling regional road work such that the Downtown Cambridge BIA can have a relief period:
- Ainslie Street (Park Hill to Concession) construction (2022 to 2024), including deferral of Park Hill (Water to Ainslie) to avoid conflict with Dundas St detouring (i.e. user frustration due to traffic congestion and delays)
- Park Hill will be merged with Water Street (Ainslie to Concession) and tentatively deferred to 2027/2028
- This gives a 3/4 year window of relief, between 2024-2027/8, from regional road construction within the Downtown Cambridge BIA

**Work Through City of Cambridge**

- Main Street between Water and Dickson – Pedestrians only for 2021 and possibly longer
- I was not aware of this Downtown Cambridge BIA/City of Cambridge initiative/plan, thank you for letting me know.

- I can accommodate this initiative if this continues into 2022 (and beyond).
- We'd need to coordinate when we reconstruct Ainslie at Main as there would be some disruption when the watermain, sewers, traffic signals, etc. are replaced in that area.

### **On-Street Parking**

- The original design requirement was to consider on-road cycling lanes through this corridor. However, after my review, there would be significant impacts to certain design elements. This would take away cross-sectional width from other critical elements such as sidewalks, (road) lane widths, and on street parking.
- New construction is required to be AODA compliant. As such, sidewalk width must be accessible; especially for those who require the use of mobility assistive devices. On-Street parking is currently utilized well here.
- On-road cycling at the south end of the corridor (Concession to Warnock) would be provided, which will require the removal of 2 on street parking stalls at the food bank.
- The first on-road parking stall on Ainslie, immediately south of Thorne Street, will need to be removed as it poses a sight line (i.e. potential public safety) issue.
- One stall between Main and Dickson needs to be removed so we can construct compliant turning lane tapers.
- That said, instead of full removal of on-street parking, we only need 4 removed.
- BIA request came in for an accessible stall. The request is acknowledged and will be investigated.
- Aside from the 4 out of the 37 parking stall removals and the cycling facility south of Warnock, the cross-section is planned to remain pretty much the same.

### **Streetscaping**

- This is a very constrained corridor, so streetscaping elements are difficult to physically fit into the cross-section, and potential adverse impacts to accessibility would be non-compliant with the AODA.
- One element that could be accommodated, subject to City of Cambridge approval (and 100% funding), is to modernize the decorative street lights; modernized lighting is brighter and the bases are much slimmer than the current big concrete block bases.
- Decorative street lighting is owned by the City, so this would be at their sole approval and cost.
- I support this design element in principle, subject to the City (see above) and it could be included in my construction contract.
- BIA noted that planter hanger attachments are preferred over banner flags. With the constrained corridor providing little to no physical space, without compromising accessibility, I feel this is an excellent opportunity to combine function with efficient design (i.e. lighting and streetscaping).

### **Public/BIA Engagement**

- I plan to host an online EngageWR public engagement window for the month of May, in order to solicit additional feedback.

### **City Updates**

- Report by City staff in support of the Main Street road closure is drafted to go to Council May 11th, 2021 for Council's approval.
- City staff to review later today the operational impacts and details surrounding the Main Street road closure in anticipation of Council's approval.
- Council has approved their revised schedules to remain in virtual meetings until the end of 2021. As such the BIA is required to follow the same schedule. Should the recommendations by Public Health change and Council approves returning to in-person meetings than the BIA would be able to do so as well.

### **Beautification, Events, and Marketing Update**

Brian Kennedy shared that the City has a new contractor for the hanging flower baskets this summer and that Isley Landscaping has the watering contract. The Downtown Galt Core will be receiving 60 packets this year and these are set to be installed the first week of June 2021.

First week of June we plan to install the CCoC BIA street banners.

Brian had a meeting with E-Bolt music to investigate on-street live music during the Main Street closure in support of their Backlot Sessions. This is contingent on public health guidelines as the reopen. Brian will be meeting the the City Special Events department to hear their plans for Summer 2021 and get guidance on any event parameters the BIA may need in order to move forward.

Brian shared the interest in developing a Patio Grant in support of the reopening of businesses this summer and further support the Lower Main Street closure.

The Sharable Moments Regional BIA Initiative has been delayed due to the COVID-19 pandemic. Next week we will likely have an update on the design package which is required to bring forward to City staff for review and approval should the BIA be looking to install this on Public Property.

Video campaigns from summer 2020 will relaunch this summer as part of the reopening and will be built into the marketing plan for the downtown.

### **Communication Between City and BIA Board**

Discussion around the importance of City updates and BIA involvement around issues that affect the downtown core area. Inasmuch as downtowns business and property owners are not represented at Council, in the interest of ensuring that downtown business owners concerns are front of mind related to core area changes, any City committees, focus groups etc., that are established related to core area changes should be required to include a BIA member, or at the very least, the reports of these committees should be communicated to the Board in a timely manner. As well, City staff should be required to meet pro-actively with the BIA to explain core area initiatives (HCD, intensification, height guidelines, proposed CTS locations, etc.) and ask for input.

**The following motion was raised and voted on over email prior to this month's meeting.**

### **Open-Air Main Street Shopping and Patio Project UPDATE**

Brian Kennedy shared an update on the Main Street road closure. After meeting with City staff earlier this week, it looks like we will be granted permission to close the street once the Stay-at-Home order is lifted. City staff's recommendation is a Friday, June 4th start date but is subject to change if Public Health restrictions continue at this level after May 21. The report on this project will go to Council on May 11th for final approval.

Our business's feedback on Main Street itself has been extremely supportive of the closure, and we have several members that are actively engaged in ensuring this is a successful project. I've been working closely with Shane, Omar, and Matt on several elements of this project - thank you for your efforts and ongoing support with this project!

We seek approval from the board to support the patio seating and beautification efforts on-street during this road closure for \$14,500. The success in activating this space is paramount to ensuring we have a vibrant summer season downtown. Not to mention, this pilot will be looked at closely by staff and the public when we seek to activate the space and close Main Street in years to come post-COVID. We need to ensure this project is successful.

Aside from the beautification efforts outlined, we will be developing a Patio Grant for businesses to apply for up to \$1,500 towards their own patio expansions this summer. Like our other grants, this will be for up to \$1,500 in BIA funding per applicant - but the one alteration is that their funding contribution will only need to be matched at 25%. The BIA will cover up to 75% of their costs for tables, chairs, flowers, fencing, etc. This means if an applicant invests up to \$2,000, we will cover \$1,500. As we all recognize, it is crucial this Summer to see our downtown active and vibrant as restrictions lift. We are asking for a budget of \$10,500 for this grant.

We are also setting aside additional funds for musical entertainment, art installations, etc., once restrictions permit them to take place. The site maps for the street set-up and patios are still ongoing with the businesses, and we are waiting for some items to fall in place. I will share an up-to-date report on the project at our next BIA meeting.

**Moved by:** Shane Murphy

**Seconded by:** Omar Kaake

THAT the Downtown Cambridge BIA approves spending \$14,500 on the purchase of materials to develop the Open-Air Main Street project.

AND THAT the BIA approves budgeting \$10,500 on the development of a Patio Program for 2021.

**CARRIED**

#### **Next Meeting Date**

The next meeting will be Tuesday, May 18th, 2021 at 1:00 pm, Zoom Call.

#### **Close of Meeting**

**Moved by:** Emily Dwornikiewicz

**Seconded by:** Mano Duggal

THAT the April 20/21 meeting of the Downtown Cambridge BIA adjourns at 2:00 pm.

---

Downtown Cambridge BIA Vice-Chair

---

Downtown Cambridge BIA Recording Secretary