



**MEETING MINUTES**  
**Board of Management Meeting**  
**Tuesday, December 4/18 - 1:11 pm**

**Committee Members in Attendance**

Graham Braun, Omar Kaake, Mano Duggal, Patrick Simmons, Shane Murphy, Matt Rolleman, Frank Monteiro, Brian Kennedy, James Goodram

**Guests/Guest Speakers**

Not applicable.

**Regrets**

Mike Rederer, Mario Gonsalves, Emily Dwornikiewicz

**City Updates from James**

- Meetings now in progress with consultant team on redevelopment plans for Dickson Street between Water Street & Ainslie Street.
- Design phase for reconstruction of Ainslie Street and Water Street to start in 2019 with Region. James to reach out to region to ensure BIA is involved in the process.
- Bypass road to be constructed in 2019 to Franklin Blvd from highway 24.
- BIA to hold two seats in stake holder meeting(s) to review streetscape designs for upcoming reconstructions.

**Board of Directors 2019 - 2022**

- Brian distributed BIA Code of Conduct and Constitution to be signed by new board at January's meeting.
- Brian sent list of new BIA board members for next term to City.
- Frank shared that council is appointed on December 11th, 2018.
- Graham discussed determining the appointment of the roles for the new board before January's meeting.
- Brian reviewed Governance Training through Capacity Canada for new BIA Board Directors and Executive roles. \$5,000 was estimated as a preliminary budget to be set aside to create a custom training package for the BIA board. Discussion took place for additional funding sources and the ability to share the training with other organizations. Brian to proceed with formulating a preliminary package that outlines in detail the service would be provided through Capacity Canada.

**Update on Legal Matters**

Closed meeting.

**Current Events/Sponsorships**

- Brian Kennedy gave an update on upcoming events.
  - Moonlight Shopping event had 23 participating businesses staying open late during the Unsilent Night and Cambridge Christmas Market.
  - The Horse and Carriage Rides on Saturday, December 8th had good momentum on social media, expecting a great turnout on Saturday.
  - Thus far 18 businesses have been secured to participate in the Galt Gift Guide 2018.
  - Brian confirmed there will be a post event report to follow the December events.

- James Goodram mentioned that there has been great feedback from City staff on the monthly e-newsletters and e-blasts.
- Queen's Square organizers to donate lights to Downtown Cambridge BIA. BIA to request that the white lights on tree parameter be left up all year.
- Frank discussed the Santa Claus Parade and the desire to have the parade take place in Galt and Preston on alternating years. Hespeler Village has its own Santa Claus Parade which was used as a comparison. Frank will send Brian the possible routes in Galt for review by the BIA board. Frank asked for the BIA support on the preliminary location change.

Moved by: Graham Braun

Seconded by: Shane Murphy

CARRIED

THAT the BIA will issue a letter in support of the return of the Santa Claus Parade to the downtown core, focusing on the downtown core, while being mindful of the safety concerns that need to be addressed to make it viable.

- Brian Kennedy discussed the meeting that took place on November 19th with representatives from the Three BIA's, Councillors, and City Staff had a formal debriefing of the Ambassador Team. From the meeting we noted:
  - All Three BIA's are in agreement that the CCAP service was not provided in 2018 and that want to see the former model reinstated under the City of Cambridge. Brian Greets assured us that the equipment and ability to reimplementation was feasible. Brian Kennedy suggested that the board review the service agreement and team assembly to ensure that the reformation of CCAP is vetted before issuing the funding in 2019.
  - The Ambassador team requires an entirely different team to deal with needle pick-up and campsites
  - Defining the Ambassador Team's maintenance parameters were also addressed. It was shared that the Ambassador Team's are to service the core areas only, not the entire City.
  - The City shared that they will be servicing and providing the hanging flower baskets in 2019. Whether grown in-house or subcontracted is to be determined. It was strongly recommended that they continue purchasing from K&K and revisit having them provide the watering maintenance.
  - The City shared updates on new equipment they are purchasing which includes Steam Cleaner and Sidewalk Sweeper, as well as their new Garbage Truck should be delivered in early 2019.

#### **Revised 2019 Proposed Budget**

- Brian Kennedy shared revisions to the 2019 proposed budget
  - Contingency removed from 2019 budget.
  - Cost associated with downtown flowers baskets removed from 2019 budget. The City is now covering the cost.
  - Budget for assessment appeals have been lowered after review of prior year and current year appeals.
  - Monies reallocated to expenses in Advertising & Promotion, Beautification, and Sponsorship & Events.
- Board reviewed rental fees for current BIA office under Administration expenses and the need for the space. Board to decide in January if they want to continue renting the space and renew the yearly lease.
- *Board discussed meeting spaces for board meetings and have decided that one space should be booked for the year's monthly board meetings. Old Post Office - Idea Exchange's meeting room and Historic City Hall's Cambridge Room were selected as candidates for reviewed by Brian Kennedy.*

Moved by: Omar Kaake

Seconded by: Matt Rolleman

CARRIED.

THAT we accept the 2019 BIA Budget as proposed.

#### **Year to Date Financial Snapshot & Capital Projects**

- Brian Kennedy reviewed year to date financials and proposed spending.
  - Brian Kennedy reviewed garbage receptacle design for pilot curb-side garbage collection project. Board reviewed perspective locations for the pilot project.

Moved by: Graham Braun

Seconded by: Matt Rolleman

CARRIED

THAT we spend up to \$5,000 on the proposed pilot project for two garbage collection receptacles.

Moved by: Graham Braun  
Seconded by: Shane Murphy  
CARRIED

THAT we spend \$1,500 on installation and lights for lighting the trees on lower Main Street.

- Brian Kennedy reviewed plans for Upper Main Street. Design currently does not include power receptacles. BIA to request power receptacles if desired.

Moved by: Graham Braun  
Seconded by: Shane Murphy  
CARRIED

THAT the BIA requests that the City includes power receptacles near the trees on Upper Main Street.

- Brian Kennedy reviewed ordering LED Pole Mounted Snowflakes as the 50/50 capital purchase for 2018.

Moved by: Shane Murphy  
Seconded by: Matt Rolleman  
CARRIED

THAT we spend \$18,000 on the capital purchase of 21 LED Pole Mounted Snowflakes.

#### **Community Partnership Update**

- Brian Kennedy and Patrick Simmons shared a recent meeting held with representatives from Downtown Cambridge BIA, For a Better Cambridge, Downtown Cambridge Property Owners Group, and the Cambridge Chamber of Commerce with the Mayor Elect Kathryn McGarry to work closely together on issues facing Downtown Cambridge and other short term and long term mutual goals.
- Brian Kennedy had a recent meeting with Cameron Dearlove, Executive Director for the Cambridge Self-Help Food Bank. There was a discussion on future initiatives that can be mutually beneficial. Cameron Dearlove shared details on the Cambridge Kitchen project and the recent feasibility study. Brian Kennedy to share feasibility study with BIA board. Request for a letter of support from the BIA to Cambridge Self Help Food Bank and the Cambridge Kitchen project.

#### **New Business**

- Patrick Simmons shared his speculation that the Region is looking at expanding its footprint as an administration. It was shared and agreed that we should actively work towards encouraging the Region to open offices in Downtown Cambridge.

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*End of Session - 3:00 pm*

#### **Next Meeting**

The next meeting will be held on January 8th, 2019 at 1:00 pm.

#### **Close of Meeting**

Moved by: Graham Braun  
Seconded by: Omar Kaake

THAT the December 4/18 meeting of the Downtown Cambridge Business Improvement Area Advisory Committee adjourns at 3:00 pm.

# Omar Kaake

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*Downtown Cambridge BIA Vice-Chair*

# Brian Kennedy

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*Downtown Cambridge BIA Recording Secretary*