

Minutes
Downtown Woodstock Business Improvement Area
Board of Management

DATE: Thursday June 3, 2021
TIME: 8:30 AM
LOCATION: Virtual Meeting on Zoom
PRESENT: T.J. McNamara, Melanie Burns, Fadel Zabian, Phillippe Lehner, Steve McGregor, Mark Ellis, Virginia Armstrong (Manager), Judith Fleming (Assistant Manager), Dalton Beseau (Administrative Assistant)
DELEGATIONS: Jurgen Vandijken and Peter Harrison (Rotary Club of Oxford), Tyler Allard (Woodstock Police Service)
ABSENT: Ryan Shelton
RECORDING: Dalton Beseau, Administrative Assistant

1. CALL TO ORDER

Meeting opened at 8:35AM.

2. ADOPTION OF AGENDA

MOTION

Moved: F. Zabian

Seconded: S. Talbot

AND RESOLVED THAT THE agenda for June 3, 2021, be accepted as presented.

“Carried”

3. CONFLICT OF INTEREST

1. Conflict of interest – Fadel Zabian (for discussion regarding re-location of the Downtown Woodstock BIA to a new location)

4. ADOPTION OF MINUTES – From Regular Board Meeting (Thursday May 6, 2021)

MOTION

Moved: P. Lehner

Seconded: F. Zabian

AND RESOLVED THAT THE minutes from the May 6, 2021, BIA Board of Management Meeting be accepted as presented.

“Carried”

4. DELEGATIONS

1. Oxford Rotary Club – Tiny Homes Initiative
 - a. Mark Ellis connected with Jurgen, discussing ideas and land options to locate the Tiny Home Project.
 - b. New land available – is not available for permanent housing but has received permission from property owner for temporary housing.
 - c. Mark Ellis informed that the current property may not be sufficient for building due to flooding and other environmental factors (there are also no services that go out to the site).
 - d. Sandra Talbot informed that Planning will not support the project due to the environmental factors. While this has been a good attempt, she also notes that the Property has not been designated to a settlement area yet – so the site may not be served for a while. Without extra support in addition to housing, this project may not be successful (as the location will need 24/7 support). She recommends that the Rotary work with the City/ County so that no one works in silos, and everyone works together.
 - e. Peter Harrison has noted that they have communicated with different groups, have support from CMHA, OCHC and Ontario Works with a relatively positive response. Also noted that the site has appropriate services. Estimates that they have 18 letters of support from the local community.

- f. Fadel notes how those supports will be integrated into the solution (i.e., providing counselling by CMHA on-site) – letters of support are not enough.
- g. Peter Harrison noted that OCHC has committed to having the mobile bus on the site and CMHA have stated that they will have counselling on the site.
- h. Jurgen wanted to have a conceptual plan to bring to Council (with support from the community) and now needs support from Council to develop this plan further (wants to work together and not in silos)
- i. Limited resources for counselling and support agencies were an issue brought up by others including Sandra and OCHC/CMHA.
- j. Peter Harrison noted there are grants available for capital set-up and the initial operations.
- k. Instead of making this public, Fadel suggests the need for some more background work to bring all aspects/partners together.
- l. Virginia Armstrong noted that the Rotary Club should be included on the Anti-Poverty Group due to the intersectionality of groups and organizations.

MOTION

Moved: F. Zabian

Seconded: P. Lehner

AND RESOLVED THAT the Woodstock BIA defer their decision until after the City Council meeting with respect to the Rotary’s request for a letter of support for the Tiny Homes Project.

“Carried”

- 2. Woodstock Police Service – Tyler Allard
 - a. Police continuing to see new faces in Downtown Woodstock core area. Concern as to where these individuals are coming from.
 - b. Received more direction from administration on how to handle these situations. Have been doing a better job of moving people along from the Museum stairway and Market building.

- c. There may be some by-law issues that need to be re-vamped regarding loitering and panhandling.
- d. Not a huge increase in crime statistics generally in the Downtown Core (outside of loitering, trespassing, panhandling)
- e. Officer's Tyler Allard and Greg Bryant will continue to patrol the Downtown until they are replaced by new officers in January.
- f. Melanie extended a thank-you for clearing the market/museum square area as it is a beautiful space and was becoming overwhelmed by homeless individuals.
- g. Sandra noted that the City can strengthen municipal by-laws but believes that those powers/rules/laws may need to come from the province to deal with the problem.
- h. Sandra will e-mail to see what communities have stronger by-laws.

6. CHAIRPERSON'S REPORT – Nothing to report

7. MANAGER'S REPORT – Virginia Armstrong

1. Virginia and Melanie attended meeting at the County. Recommendation is sub-committee being formed (Housing Collaborative meeting) and Virginia will be attending.
2. Steve, Melanie, Sandra and Fadel recommended by Virginia to participate in the workshop she attended for the anti-poverty group.
3. Garry Edwards has been hired to clean-up the Downtown streets through Community Employment Services. He has been excellent. Hoping to acquire a few other individuals for an "adopt the block" so individuals can "adopt a block" downtown to keep that block clean (may be part of our "Love Downtown Woodstock" project).
4. FanSaves program – Dalton will be the project manager. Will get that launched and running. Please sign-up if you have not done so already.
5. Judith is 12 hours week – she will be the feet on the street (interacting with merchants on a regular/daily basis). She will be keeping databases up to date as well as our contact lists.
6. Judith has signed her revised one-month contract. Garry will be here until September through Community Employment.

7. Beautifications – not much is happening soon. Will start scheduling meetings monthly to establish a schedule.
8. Locations – reach out to community partners to create a hub for one stop of businesses at the Market Building.
9. Continuing to look at locations (i.e., Zabian’s) and have met with a architect to see how to lay out the building. Costs will be low as it is inside renovations (not structural).
10. Love Downtown Woodstock project is continuing to be worked on. Flowers are done from Van Dyke’s and ready for pick-up.
11. Eleven locations will benefit from this grant (i.e., flowers and videos) – most particularly the businesses which have outdoor patios.
12. Newsletter will be going out soon for June so please keep an eye out for that.
13. Sandra Talbot has been appointed to the board as a council representative.

MOTION

Moved: F. Zabian

Second: S. Talbot

AND RESOLVED THAT the Manager’s report be approved as presented.

“Carried”

8. COMMITTEE REPORTS

- a. Social Media Committee – F. Zabian
 - i. Working on videos and mapped out next six months of videos/themes.
 - ii. Social media is going well with engagements and shares.
 - iii. We need to start sharing information through our social media channels.
- b. Beautification Committee – R. Shelton
 - i. No Report
- c. Governance Committee – V. Armstrong
 - i. No Report

d. Safe Downtown Ad Hoc Committee – V. Armstrong

MOTION

Moved: F. Zabian

Second: P. Lehner

AND RESOLVED THAT the BIA go to council to look at possibility of putting lighting in the alleyways.

“Carried”

9. FINANCIAL STATEMENTS – F. Zabian

- i. F. Zabian reported that the trial balance ledger from January to March looks to be in good order.

MOTION

Moved: M. Burns

Seconded: P. Lehner

AND RESOLVED THAT the trial balance from January 2021 to March 2021 be approved as presented.

“Carried”

- b. Audited reports (2020)

- i. Advertising and beautification budget lines will likely be higher this year due to new programs and events.
- ii. Important to have additional funds for situations where a re-assessment is done (BIA levy’s may be affected) – we do have a reserve for bad-debt allowance such as this.

MOTION

Moved: P. Lehner

Seconded: M. Burns

AND RESOLVED THAT the audited financial statements be approved as presented.

“Carried”

10. NEW BUSINESS

Katherine DeBoer has sold her building to a developer in Toronto.

11. OUTSTANDING – Nothing to Report

12. ADJOURNMENT

Motion to Adjourn.

Moved: F. Zabian

“Carried”

The BIA Board of Management Meeting was adjourned at 9:55am

Next Meeting: July 8, 2021, at 8:30am (virtually on Zoom – link to be distributed)