



MINUTES

Corporation of the City of Cambridge Hespeler Heritage Centre

11 Tannery St E, Cambridge, ON
January 11th, 2017
6:30 p.m.

Committee Members in Attendance: Stefany Kawka, Chair, Mike Widdis, Treasurer, Aaron Fisher, Executive Director and Recorder, Val L'Abbe, Trevor McWilliams, Staff Liaison, Donna Reid, Councillor, Kenn Norman, Cory deVilliers, Vice Chair.

Regrets: Khalid Zaffar, Nicola Toon. Dave Olson, Streetscape Liaison.

Guests: Larry Turner, Mike Devine, Councillor, Jennifer Pataki, Hespeler Village Market, Gord Whitney, Hespeler Village Market.

Meeting Called to Order: The Chair, welcomed everyone present and called the meeting to order at 6:34p.m. and the meeting adjourned at 8:34p.m.

Hespeler Village BIA Website and Facebook Page: Board discussed Hespeler BIA meeting times and posting meeting times on website. Aaron Fisher will update Khalid on Hespeler BIA meeting times and dates of events. The board discusses dates on Hespeler BIA Socials. The dates of March 22nd 2017, and November 8th 2017 may be suitable dates for the events.

2017 Letter of Appreciation: Stefany Kawka and Aaron Fisher will write a letter to be sent to the Cambridge Times to thank all of the volunteers, event organizers, and businesses for a great year in 2016.

Hespeler Village Sign: The board discusses progress with the Hespeler Village sign to be made for the corner of Guelph Ave and Queen Street East. Nicola Toon and Dave Olson received a sign design that the board likes. Dave Olson and Nicola will keep going with the idea but try different fonts for the lettering and get a quote from 654 Signs. The quote and final design will be presented to the city in hopes of approval.

2017 BIA Budget: The board discusses increase in BIA budget. Hespeler BIA levies have not been raised in three years.

Motion: THAT the levy be increased in 2017 by 10.5% to make up for approximately 3.5% from the last three years which had not been raised

Moved by: Cory deVilliers

Seconded by: Mike Widdis

CARRIED

Waterloo Regional Tourism Marketing Corporation: Aaron Fisher submitted the five events that was agreed on to advertise in Explore Waterloo Region magazine. The board discussed the full page that will be in the 2017 Explore WR magazine.

Motion: THAT Kenn Norman will design the full page advertising for the 2017 Exploring Waterloo Region Magazine using the “trails” photo provided by Nicola Toon.

Moved by: Stefany Kawka

Seconded by: Val L'Abbe

Hespeler Village Market: Jennifer Pataki and Gord Whitney update board on progress for the Hespeler Village Market for 2017. The Hespeler Market had a good year in 2016 and look to make improvements. The board discusses ways which the BIA can help including help advertising and planning dates for events to coordinate with the Hespeler Village Market. Aaron Fisher will ask Jennifer Reiner if she would be interested in being a volunteer and possible board member for the Hespeler Village Market.

The opening date for the Farmers Market will be in June 9th.

Close of Meeting: THAT the December 11th, 2017 meeting of the Hespeler BIA Advisory Committee does now adjourn at 8:34p.m.

Moved by: Stefany Kawka

Seconded by: Mike Widdis

CARRIED

Chair – HESPELER BIA

Recording Secretary



MINUTES

Corporation of the City of Cambridge Hespeler B.I.A.

11 Tannery Street E., Cambridge, ON
February 8, 2017
6:30 p.m.

Committee Members in Attendance: Stefany Kawka, Chair, Aaron Fisher, Executive Director and Recorder, Trevor McWilliams, Staff Liaison, Nicola Toon, Khalid Zaffar, Valerie Labbe, Mike Devine, Councillor, Dave Olson, Streetscape Liaison

Regrets: Cory deVilliers, Vice Chair, Mike Widdis, Treasurer, Donna Reid, Councillor

Guests: Larry Turner and Julianna Petrovich, City of Cambridge Parking Working Group

Meeting Called to Order

The Chair, welcomed everyone present and called the meeting to order at 6:31p.m. and the meeting adjourned at 8:40 p.m.

Parking Working Group:

Julianna provided an update from the City of Cambridge Parking Working Group whose goal is to have one system overall for all three core areas. Need to find a solution to visitors unable to find parking in the core areas. Need to budget for Hespeler's future parking requirements especially with new development. As next steps Julianna will be meeting with City Engineering and Planning as next steps before finalizing to hopefully occur by summer 2017. Of the eight recommendations the highlights were:

1. Queen Street Parking

Change current 2-hour parking on Queen Street in downtown Hespeler to 1-hour parking. This is only for Queen Street and Tannery Street. Question around whether this would be during business hours only? Julianna will go back and review the existing by-laws but stressed importance of keeping any change minimal and simplified. Timed parking is not part of the Parking Working Group Study.

BIA board members agreed that Queen Street could be changed to 1-hour free parking as a trial and Julianna will go back and review the existing bylaws for core business

hours of Monday-Friday 9am to 6pm or whether the 1-hour free parking would be 24 hours, everyday (evenings and weekends included).

2. Hespeler Public Lots

As far as any change for the two public parking lots in Hespeler, both Adam Street (Library) and Queen Street public lot (beside Bank of Montreal) Councillor Devine recommended that we leave existing parking until the Hespeler future use study is done.

3. Parking Meters

Julianna mentioned that there are 4 parking meters in storage from streetscaping. Discussion on whether they should be re-installed and where? This was also left for review as part of the Hespeler future use study when it occurs.

Councillor Devine requested that Julianna look into more directional signage for visitors around parking and also requested larger signage and signage moved closer to road for lot beside Bank of Montreal and Ernie's on Queen Street as it is no longer visible since bus shelter was installed.

The next Parking Working Group meeting will be held on **February 21, 2017**

Correspondence Updates:

Aaron shared that a TV/Movie production staff will be in the area this Friday February 10th to assess the area for potential filming later this year. No other details at this time but just awareness for BIA board members.

New Sign Application

A new sign application has been received for 5 Queen Street East. Business name is Le Jardin. They are not looking at lighting at this time although agreement that there is a street light outside so not a priority for lighting to be included. Three designs presented and reviewed. Sign quote is \$1555 (tax excluded). Approval of grant for 50% of the cost of sign by all board members in attendance.

Art Corner Project at Queen/Adam Street

Dave has met with Tim at 654 Signs to review our recommendations from last BIA meeting. As next steps Tim would like a deposit should we wish to proceed further.

Sign design includes three gears (actual gears and one or two may be from Crow Foundry). Font is historical to that period (1858). Stainless steel or aluminium letters and lights are inside the letters and halos back. Village would be cut out and back-lit. Base is concrete or cedar.

Kenn made a motion that we agree to approve the design concept and proceed with purchase of the sign from 654 Signs. Val seconded the motion. All voted to proceed. Motion carried.

Councillor Devine agreed to follow up with City tomorrow as far as next steps to issue an (acceptance of proposal? or purchase order?) so a deposit can be provided as a retainer. Goal is to have this installed by this summer if possible.

Flowers and Landscaping

Dave will follow up with Hespeler Horticultural Society once he has a proposal ready to look into the possibility of that group handling the garden at the corner of Queen/Adam Street and also possibly the garden behind the Gazebo next to 27 Queen Street East which is not maintained by the City.

Dave will also get quotes from K&K and confirm with Mike Widdis, Treasurer by April to proceed with flower baskets to be red/white themed for Canada 150 this year.

Aaron will proceed with ordering more snowflakes for Queen Street West for next winter and will update board on how many we are able to order based on funds available.

Advertising with Explore Waterloo Magazine

Kenn provided the update that Explore Waterloo Magazine have been provided with dates to share on their website for Hespeler events happening this year. Kenn also provided the update that the full-page ad discussed at the last meeting was in error and not part of the Travel Guide publication. However, the FHM will adapt the ad they had created for the back cover of the FHM annual members' Journal being distributed in March.

March 22, 2017 BIA Social

Confirmed that FHM will host. Items to share at this social were discussed including:

1. Unveiling the new Hespeler sign
2. Farmer's Market update. Aaron to invite that group to attend.
3. Recognition to Deb at the FHM building for her willingness to help and allow the clock to be installed as part of the Hespeler Reunion.
4. Introducing new businesses (Oak & Barrel, Le Jardin, Farm to Fork, Hespeler Spaces). Aaron to ensure they are all invited and if unable to attend he will ask that they provide a brief update we can share on who they are and a little bit about their business.
5. Reminder to all about the signage and Building restoration programs
6. Canada 150 reminder to all businesses and chance to share anything they are doing as part Canada 150 especially on Saturday July 1st.

FHM banners for Canada 150

FHM has \$2K to allocate to banners to promote the FHM and Hespeler for Canada 150. Kenn shared a sample of the proposed banner. Suggestion that he send a copy to Trevor to ensure the city okay with the proposed banner and sanction it and then Kenn will confirm with Mike Widdis, Treasurer on next steps to proceed.

Larry mentioned that the Hespeler Reunion Meeting was held recently and committee felt it would be good to keep reunion in front of the public. Discussion of sharing cost of future banners with Hespeler Reunion committee if and when required.



MINUTES

Corporation of the City of Cambridge Hespeler Heritage Centre

**11 Tannery St E, Cambridge, ON
March 22, 2017
6:30 p.m.**

No Meeting this month so no minutes to post.

A BIA Social was held at the FHM (Fashion History Museum).



MINUTES

Corporation of the City of Cambridge Hespeler Heritage Centre

11 Tannery St E, Cambridge, ON
April 12, 2017
6:30 p.m.

Committee Members in Attendance; Stefany Kawka, Chair, Cory deVilliers, Vice Chair, Mike Widdis, Treasurer, Aaron Fisher, Executive Director, Val L'Abbe, Recorder, Kenn Norman, Nicola Toon, Khalid Zaffar, Trevor McWilliams, Staff Liaison, Councillor Donna Reid, Councillor Mike Devine

Guests: Larry Turner

Meeting Called to Order

The Chair, welcomed everyone present and called the meeting to order at 6:35p.m. and the meeting adjourned at 8:32p.m.

Approval of Minutes

Moved by: Kenn Norman

Seconded by: Mike Devine

THAT the minutes of the Hespeler Business Improvement Area Committee meeting of the February 8, 2017 be approved as written.

CARRIED

Monthly Minutes

Reminder that all monthly minutes and meeting agenda be posted to our website. Val to send PDF copy to Khalid to post.

Hespeler BIA Volunteer

Aaron mentioned that staff member who works at Creme and has experience in web design looking to volunteer with BIA. Aaron to approach Justin to encourage him on a volunteer basis to assist with website and promotion of Hespeler.

Correspondence

Email contact list for Hespeler BIA members needs to be updated. Aaron to create a contact list for all to review.

Calendar of Events

Local businesses want a listing of activities and events going in in the downtown core. This information will be added to our Hespeler BIA website and we will also send copy to Trevor McWilliams for the City website. Reminder that City of Cambridge Community Services has a schedule of events that we can also link on our Hespeler BIA website.

Art Corner at Queen/Guelph Avenue

Update that this has been postponed until 2018 due to Adam Street re-construction. There is underground work needed with Energy+ before sign can be installed. City has arranged for PO number and meeting next week with Engineering and 654 Signs. In the interim looking at ensuring garden elements in place for this summer and in place for May 24th. Nicola volunteered to meet with City Horticultural staff (Nathan) and Engineering staff on plans for this garden space this summer.

Hespeler Pow Wow in August

Possible plans with Conestoga College and KW Grassroots Pow Wow. They are looking for new venue and Forbes Park being considered. Potential dates are end of August 19/26th.

Moved by: Cory deVilliers

Seconded by: Nicola Toon

THAT a motion to sponsor \$1K for pow wow which is contingent on Canada 150 funding and approvals from City of Cambridge.

CARRIED

Adam Street Reconstruction

April 24th meeting at Johnson Centre around Adam St. reconstruction. BIA can promote on our website and facebook so local businesses are aware. and an email will be sent to membership.

Banners

Advised that all BIA's are now required to make an application to City of Cambridge to hang banners. BIA's each need to apply and pay a small fee (\$50.00) whenever banners are hung.

LPGA Banners for annual LPGA tournament are expected to go up in May for their event in June. Reminder that volunteers are always needed for this event.

Motion to go forward with funds currently set aside in the budget to be used for banners and to proceed with theme and content of banners. Several options being reviewed including Canada 150+ theme to include first nations as well as possibly a Hespeler Village Market option. Will also need to confirm the number of banners needed.

Village Market Publicity - The Hespeler Reunion Committee passed a motion for banner to be hung across Queen St. (near Tannery St). Cable is needed to hang the banner and options are being looked into to get a cable installed.

Downtown Core Maintenance

Gazebo Garden between 19 and 27 Queen St East has a garden that is not maintained. Dave to reach out to Isley for areas to be included.

Flower Baskets to be ordered from K&K with red & white theme for Canada 150. Dave and Nicola meeting on April 23rd to review placement.

Promotion of Safety for 4-way crossing at Queen/Guelph

Discussed possibility of coloured crosswalk painted on road. Deferred as part of Adam Street reconstruction.

Close of Meeting

Moved by:Stefany Kawka
Seconded by:Mike Widdis

THAT the April 12, 2017 meeting of the Hespeler BIA Advisory Committee does now adjourn at 8:30p.m.

CARRIED

Chair – HESPELER BIA

Recording Secretary



MINUTES

Corporation of the City of Cambridge Hespeler Heritage Centre

11 Tannery St E, Cambridge, ON
May 10, 2017
6:30 p.m.

Committee Members in Attendance; Stefany Kawka, Chair, Cory deVilliers, Vice Chair, Mike Widdis, Treasurer, Aaron Fisher, Executive Director, Valerie L'Abbe, Recorder, Kenn Norman, Dave Olson, Streetscape Liaison and Councillor Mike Devine

Guests: Justin Gomes

Regrets: Nicola Toon, Khalid Zaffar, Councillor Donna Reid, Trevor McWilliams, Staff Liaison

Meeting Called to Order

The Chair, welcomed everyone present and called the meeting to order at 6:32p.m. and the meeting adjourned at 8:30p.m.

Approval of Minutes

Moved by: Cory deVilliers
Seconded by: Kenn Norman

THAT the minutes of the Hespeler Business Improvement Area Committee meeting of the April 11, 2017 be approved as written.

CARRIED

Hespeler BIA Volunteer

Justin Gomes joined the meeting. Justin works at Creme and has experience in web design and is looking to volunteer and assist with Hespeler BIA website and promotion of Hespeler on the BIA Facebook page. Valerie to provide a copy of the minutes to Justin each month so they can be uploaded to the BIA website.

Website Update

Justin provided an update that he has reviewed the website and corrected some minor issues. Need to add the new businesses and remove any businesses now closed.

Correspondence

Email contact list for Hespeler BIA members needs to be updated. Cory will review the current general membership email contact list and send it to Justin so we can have an updated master list to be used with mailchimp for future mailings.

Garbage Collection

Approached by a BIA member about garbage sitting out and not collected. All agreed that garbage is now being collected Monday thru Saturday. There is a garbage handout from the City of Cambridge that we can distribute as needed to all businesses. Aaron and Stefany to arrange for a copy of this handout to be available to share.

Forbes Park Music Festival

Dave Olson confirmed that the Galt Stokers Car Club is confirmed for Saturday July 8th as an addition to the Forbes Park Music Festival. There is room for 26 - 28 cars on Queen Street. Application has been submitted for street closure.

Hespeler Pow Wow in August

Possible plans with Conestoga College and KW Grassroots Pow Wow in Forbes Park. Potential dates are end of August 19/26th. Aaron provided update that the committee has applied for funding and the event is tentative and dependant on funding. No further updates at this time.

Banners

Banner design options reviewed to include a Canada 150+ theme. Suggestions and feedback provided to Aaron. Need final design approved by end of week and once finalized we need approval from the City. Aaron will get quotes from Sign Man, CanLight and Grand River Signage and to ensure Grommets on both sides. Application has dimensions and size requirements.

Downtown Core Maintenance

Aaron to reach out to Isley to confirm a 2017/2018 contract and confirm what will be included.

Hespeler Village Market

Stefany asked that we get an update from the market committee for next meeting. Market is set to open on Friday June 9th.

Promotion of Safety for 4-way crossing at Queen/Guelph

Reviewed possibility of coloured crosswalk painted on road for this intersection for increased safety and visibility. Region has advised it is not possible to have rainbow crossing but we can have a larger white cross walk. Must follow city guidelines. Need letter from Hespeler BIA recommending a pilot project for this intersection if we wish to proceed with a request for the possibility of a coloured crosswalk. Cory will set up a meeting with the region and City.

Hespeler Village Sign at Groh Avenue

Sign now in place at Groh Avenue. Review and recommendation to add a Hespeler Village sign at Townline and Ellis Road. Cory agreed to email the City to see about having a sign added at this location. Councillor Devine and Dave Olson will meet before next BIA meeting to review existing signage and any other signage recommendations.

Sign Application

A new sign application has been received for Hilborn & Konduros. Quote attached from Paul Thompson Signs. Sign application has been completed.

Motion that as the application stands now we recommend funding to 25%. Should they wish to add lighting and other design elements, we would be open to adjusting the grant or additional amounts provided up to the maximum of \$1500. Approval of grant for 25% of the sign cost by all board members in attendance.

Close of Meeting

Moved by: Stefany Kawka
Seconded by: Mike Widdis

THAT the May 10, 2017 meeting of the Hespeler BIA Advisory Committee does now adjourn at 8:30p.m.

CARRIED

Chair – HESPELER BIA

Recording Secretary



MINUTES

Corporation of the City of Cambridge Hespeler Heritage Centre

11 Tannery St E, Cambridge, ON
July 12, 2017

Committee Members in Attendance; Stefany Kawka, Chair, Cory deVilliers, Vice Chair, Aaron Fisher, Executive Director, Val L'Abbe, Recorder, Kenn Norman, Trevor McWilliams, Staff Liaison, Councillor Mike Devine, Councillor Donna Reid, Dave Olesen, Streetscape Liaison.

Guests: Jay Brown, Hespeler Spaces, Gord Whitney, Hespeler Village Market and Christina Restoule, Grassroots Pow Wow Committee.

Regrets: Mike Widdis, Treasurer, Nicola Toon, Khalid Zaffar, Larry Turner

Meeting Called to Order

The Chair welcomed everyone present and called the meeting to order at 6:30 p.m. and the meeting adjourned at 8:40 p.m.

Approval of Minutes

Moved by: Cory deVilliers
Seconded by: Kenn Norman

THAT the minutes of the Hespeler Business Improvement Area Committee meeting of the June 14, 2017 be approved as written.

CARRIED

Correspondence

KW Record reached out looking for comments on commercial vacancies and the credit given to landlords for long-term vacancies. Aaron directed them to Cory to provide his understanding of this issue and his opinion. Discussion about possibility of inviting the reporter to attend a BIA meeting if further opinions and feedback are required from the BIA board.

Mailing List update

Continuing to work on updating our mailing list. Cory identified that we have business owners on our mailing lists however several landlords are missing. Cory is working on finalizing and updating email contact information. Suggestion was also raised to gather a mailing list for community groups within Hespeler to help improve communications and awareness of events.

Social Media Update

Cory reminded board members that we need more of a presence on social media. Reminder that BIA meeting minutes need to be on the website as well as the city website. Val will follow up with Justin to ensure minutes are posted. Justin was going to make sure that events are posted to the website. Local businesses need to be reminded to share events and updates with the BIA Facebook page @HespelerVillage as well as the BIA website (www.hespelervillage.com) so they can be shared.

Parking Working Group

Latest update from the City is that some BIA members in Galt and Preston were unaware of existing regulations and how they would be changing. Council has agreed it would go back again for review and also host a public information forum with presentations tentatively planned for the fall.

Hespeler Core Area Parking

Aaron suggested that Cory draft a letter that can be shared with the BIA membership as a reminder that parking on private property is not permitted and to include a reminder of the various short and long-term parking options currently available for both staff, business owners and clientele.

Treasurer Role

Mike Widdis has advised that he needs to stop working as Treasurer due to work and family commitments. Main tasks are annual budget and summary for AGM. Minimal bookkeeping. Kenn has previous finance experience and has agreed to meet with Mike and review the various tasks. Communication to the BIA membership is needed to make all aware of the vacancy and plan to elect a new member at the November general meeting. As Kenn is overseeing the Treasurer role it was highlighted that there is a specific need for a member who can oversee all social media content.

August BIA Meeting Cancelled

Due to board member vacations and inability for majority to attend, the August Hespeler BIA meeting is being cancelled. Meeting will resume in September.

Forbes Park Music Festival

Great weather and very good attendance at this year's event with positive feedback from visitors. Fashion History Museum had much higher attendance that day. Surveys were done at the event and 13% of attendees were from outside of Cambridge. The Galt Stokers Car Club have agreed to return next year along with the soap box derby on Adam Street. Plan to continue to extend the music festival out onto Queen Street. Dave mentioned that plans for next year include more signage to make visitors aware of the various activities.

Hespeler Village Market

Update from Gord that overall the vendors are very happy. Seems to be steady traffic during market and businesses along Queen St are finding Fridays are now their busiest day of the week. All 25 stalls are booked for this Friday. Banners look amazing and provide more visibility and awareness. One challenge the committee is facing is a way to get volunteers to host barbeques in the gazebo as community fundraiser. Hespeler Spaces will host an activity table this weekend geared towards children's activities. Gord mentioned that the Market also needs volunteers to help with the Hespeler Santa Claus parade walking along the route handing out information.

Hespeler Pow Wow in August

Christina joined the meeting to provide an update on the Grassroots Pow Wow to be held in Forbes Park on August 19th. This will be the first Pow Wow in Cambridge. Grounds open at 10am with official opening ceremony at noon and closing ceremony at 6pm. A community potluck will be held at St. Andrews Church after close of event at 6pm. Information page on their website outlining what to expect, Pow Wow protocol, what to bring, etc. This will also be shared on the BIA Facebook page. Sponsors are still needed.

Core Maintenance, Banners & Flower Baskets

Reminder to discuss banners/planters early in the new year. Dave advised that the banners and flower baskets have now been put up in conjunction with Dennis at the City. For next year we need more flower baskets and banners as some spots had to be skipped. Also banners must be 23" wide by 49" long to fit on the posts and if possible a baffle should be on bottom as well for stability. Dave is also looking into possibility of using past banners in different sections (ex. one set of banners along Tannery Street). Dave is working on a map to identify placement for banners and flowers and to ensure that nothing is hung by stop signs or intersections for safety and visibility. Smoking and need for butt receptacles has been raised to the board so we will look into possibility of ordering receptacles to collect cigarette butts to help keep the Gazebos and street clean.

Close of Meeting

Moved by: Stefany Kawka

Seconded by: Valerie Labbe

THAT the July 12, 2017 meeting of the Hespeler BIA Advisory Committee does now adjourn at 8:40p.m.

CARRIED

Chair – HESPELER BIA

Recording Secretary



MINUTES

**Corporation of the City of Cambridge
Hespeler Heritage Centre**

**11 Tannery St E, Cambridge, ON
August 9, 2017
6:30 p.m.**

No meeting this month due to vacations and board member availability so no minutes to post.



MINUTES

Corporation of the City of Cambridge Hespeler Heritage Centre

11 Tannery St E, Cambridge, ON
Sept 13, 2017

Committee Members in Attendance; Cory deVilliers, Vice Chair, Aaron Fisher, Executive Director, Val Labbe, Recorder, Kenn Norman, Treasurer, Nicola Toon, Khalid Zaffar, Trevor McWilliams, Staff Liaison, Councillor Donna Reid, Dave Olesen, Streetscape Liaison.

Regrets: Stefany Kawka, Chair, Councillor Mike Devine

Meeting Called to Order

The Vice Chair welcomed everyone present and called the meeting to order at 6:37 p.m. and the meeting adjourned at 8:04 p.m.

Approval of Minutes

Moved by: Nicola Toon
Seconded by: Kenn Norman

THAT the minutes of the Hespeler Business Improvement Area Committee meeting of the July 12, 2017 be approved as written.

CARRIED

Correspondence - Increasing Customer Traffic

Former VP of Harry Rosen has approached a BIA member again looking to provide sessions for business owners around increasing customer traffic and marketing. Discussed possibility of having him attend a BIA social so he can provide an overview. Will provide option to sponsor a portion of the next General Meeting in November with option to present around the services he can provide to BIA membership.

Annual General Meeting (AGM) - November 8th

The Annual General Meeting is confirmed for 6:30 pm on Nov. 8, 2017 to be held at Hespeler Spaces. Aaron will ensure that this is posted 30 days prior to the event and that an email communication goes out to all membership. Aaron will also let Hespeler general membership know that there is one open position on the BIA board as Mike Widdis has stepped down as Treasurer. Kenn Norman has agreed to take over this Treasurer role based on his previous financial experience. Going forward we hope to have board members responsible for specific tasks. At this point we have a gap with social media and event planning (ex. Facebook page) so hoping that someone with experience in those areas is interested.

Clean to the Core Maintenance Funds

Dave provided an update around streetscaping and core maintenance. Dave is preparing a scope of work for Isley to sign off on including items such as power-washing the bridge on a monthly basis, spot-cleaning sidewalks periodically and removing weeds in grates around the trees. Dave is preparing scope of work for Isley to be provided at a future meeting.

Dave will reach out to Shannon Noonan, City of Cambridge to arrange with Cambridge Hydro for addition of an outlet on one pole on Queen West. For planters and banners in 2018, Dave recommended that Can-Lite be retained to strip off unneeded hardware on some poles where we cannot hang planters due to visibility etc. and to re-install the Hespeler beehive signs at the same time.

Moved by: Cory DeVilliers
Seconded by: Nicola Toon

THAT we agree to set aside up to \$2000 for the streetscaping items presented by Dave Olesen.

CARRIED

Snowflakes

To be installed by CanLite through the City of Cambridge. Snowflakes to be installed after Remembrance Day and to be removed mid-February. There are 30 snowflakes to be hung. Aaron will send Trevor McWilliams an email to confirm installation. Brackets are already on the poles ready for installation except for the three new snowflakes on order.

Lighting the Falls

Suggestion raised again around possibility of lighting the falls with LED lighting. Trevor McWilliams suggested we check with the City to review feasibility of putting lights on the pole and to review what was done in Preston Central Park for Candyland. Justin and Aaron will oversee this project and obtain quotes and look into feasibility.

Street Closure for Harvest Festival

Discussion around the street closure this Saturday Sept. 16th for the Hespeler Harvest Festival. Issues have occurred during past street closures with some visitors unsure of detour options. Suggestion going forward to make sure that street closures include detour signs as a best practice whenever possible. For this Saturday's event, Cory has agreed to loan some open house signs that can be used as detour signs on Tannery for visitors.

Close of Meeting

Moved by: Cory DeVilliers
Seconded by: Kenn Norman

THAT the September 13, 2017 meeting of the Hespeler BIA Advisory Committee does now adjourn at 8:04 p.m.

CARRIED

Chair – HESPELER BIA

Recording Secretary



MINUTES

Corporation of the City of Cambridge Hespeler Heritage Centre

11 Tannery St E, Cambridge, ON
October 11, 2017

Committee Members in Attendance; Stefany Kawka, Chair, Cory deVilliers, Vice Chair, Aaron Fisher, Executive Director, Val Labbe, Recorder, Kenn Norman, Treasurer, Nicola Toon, Khalid Zaffar, Trevor McWilliams, Staff Liaison, Councillor Mike Devine, Dave Olesen, Streetscape Liaison.

Regrets: Councillor Donna Reid

Meeting Called to Order

The Chair welcomed everyone present and called the meeting to order at 6:38 p.m. and the meeting adjourned at 8:04 p.m.

Approval of Minutes

Moved by: Cory deVilliers
Seconded by: Kenn Norman

THAT the minutes of the Hespeler Business Improvement Area Committee meeting of the September 13, 2017 be approved as written.

CARRIED

Parking Working Group

City of Cambridge hosted a public information forum in September to provide updates around existing parking regulations and any changes in the three core areas.

Traffic Challenges

Concern raised to the BIA over traffic backing up daily at rush hour driving southbound on Guelph Avenue coming into the downtown core. There is a backup of traffic from Queen past Sheffield Street that seems to have started occurring when Adam Street was changed to a two-way street. Possible recommendation that a left-turn advance signal be added to reduce congestion. Agreement to inform Jeff Nyenhuis, City of Cambridge of this traffic issue so he is aware and can look into a solution.

Hespeler Village Signage

Hespeler Village sign now installed on Townline Road directing visitors to the Fashion History Museum and Hespeler downtown core.

Annual General Meeting

Confirmed for November 8th at 6:30 pm at Hespeler Spaces. Email has gone out to membership to make sure all are aware of the AGM as well as the open position on the BIA board.

Update from Aaron that Justin from Creme is still interested in assisting with the BIA. As he is not a business owner or tenant he does not qualify for a position on the board but could assist on a volunteer basis.

Reminder to have all volunteers and new board members sign the Code of Conduct and non-disclosure documents that all current board members have signed.

Lighting the Falls

Justin and Aaron met with a contractor who worked previously with the Preston BIA to get a quote and review possibility of re-installing the light over the falls and possibly other lighting options for the falls. One quote already received from Little Electric for a programmable light with ability to change to any of three colours. Eight hours for programming included. Still waiting on second quote as comparison. Trevor requested copies of any quotes so he can review with City of Cambridge. Also a reminder from Trevor to include Jason Reeve, Manager of Community Services on any site visits so he can provide any input and feedback.

Budget Review

Kenn reviewed the draft budget and provided an overview to the board. Budget to be presented at the AGM in November. Kenn has purchased a copy of Quickbooks that can be transferred to whoever is overseeing the bookkeeping going forward.

Signage Application

Aaron to provide the final invoice received from Hilborn & Konduros for their new sign recently installed so the application can be reviewed for approval.

Close of Meeting

Moved by: Valerie Labbe
Seconded by: Stefany Kawka

THAT the October 11, 2017 meeting of the Hespeler BIA Advisory Committee does now adjourn at 8:14 p.m.

CARRIED

Chair – HESPELER BIA

Recording Secretary