



## COMMITTEE MINUTES

### OPEN STREETS ADVISORY COMMITTEE MAY 12, 2021, 5:00 P.M. ZOOM

Present: Councillor L. Lucier, Councillor T. Gaffan, Amy McMillan, Rose Marie Roach, Heather Brown, Jodi Brush, Troy Loop, Brenda Necic, Kyle Sala, Administration, John Norton, Karen Loney

Regrets: Chelsea Zammit, Megan Bolton

#### **A. CALL TO ORDER – 5:35 P.M.**

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

Councillor Lucier reminded members that if anyone has a has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of the Committee (or that was the subject of consideration at the previous Meeting of the Committee at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

#### **C. APPROVAL OF PREVIOUS MINUTES**

- i. March 18, 2021
- ii. April 20, 2021
- iii. April 28, 2021

**10 – 2021** Move by Dave Hunt and seconded by Rose Marie Roach to approve the March 18, 2021 minutes, the April 20, 2202 minutes with the amendment to include using local talent and performance areas within the downtown area, and the April 28, 2021 minutes.

**CARRIED**

#### **D. NEW AND UNFINISHED BUSINESS**

##### **I. Co-Chair Update**

- Planning in COVID – Councillor Lucier

Everyone thanked for their participation and input and acknowledge it has not been an easy process.

Suggested that time is taken for everyone to have an opportunity to give their thoughts on what is a deal-breaker for them on Open Streets. Karen



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Loney will write a summary report to Council for the May 24, 2021 meeting.

As the Committee has created the framework for the event, it is recommended this is the last meeting.

Co-Chairs expressed gratitude for everyone's contribution.

Everyone is encouraged to contact Karen for items they can support and volunteer at the events.

### ii. Update from Administration

- Coordinator - 28 applications have been received.
- Marketing – Partnered with local businesses and BIA to have a presence in the Daytripper magazine. Creating a marketing toolkit that people can download social media content to use personally or in their business.
- Volunteers and Vendors – reviewed the [www.kingsville.ca/openstreets](http://www.kingsville.ca/openstreets) where the forms will be. In the vendor form, it notes that Town has banned single used plastics, and alternatives are encouraged.

Request from the Committee is to have the forms ready as soon as possible.

### iii. Music

- Dennis Rodger, President of the Sun Parlor Music Folk Society, reviewed plans.
- Music to be provided based on what the guidelines allow.
- As per the request of the Committee will have two stages.
- Music will be softer at the start and louder music later in the evening.
- Any requests or knowledge of local musicians should be given to Brenda.

### iv. Activities

- Art Society of Kingsville has a membership of 90 people and will engage members for different activities each week.
- The art and culture group has had no ability to make income which makes exposure is critical.
- Activities to be planned based on COVID protocols.
- Artists do not need a formal vendor location but can be placed on sidewalks and considering some store-front windows.
- Funds will be needed for materials.

### v. Engaging Business

- Heather is contacting all the restaurants.
- Troy is speaking with all the businesses in the downtown core.
- EDDK has been informed and invited to come to Open Streets.
- The Town will contact business outside of the downtown core.



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vi. Roundtable final input

- Asked if animals are allowed – yes
- Acknowledge the challenges of Ministry guidelines and importance of not hindering businesses. In red, only 25 people can attend then it is best for restaurants not be limited to only 25 people as a whole. The definition of outdoor is unclear.
- Suggestion to have a raffle to get people's names to recruit for a mailing list and survey's.
- It's a great opportunity to be ambassadors for Kingsville.
- Expressed concerns that there are many details that are still needed.
- Hard to plan but a passion for Open Streets to succeed.
- Was concerned about the music but glad to hear the volume levels will be considered.
- Grateful that the Tourism Economic Development Committee championed the idea.

### E. ADJOURNMENT

**11 – 2021** Moved by Brenda Necic, and seconded by Heather Brown to adjourn the meeting at 7:27 P.M.

**CARRIED**

No further meetings will occur.



## COMMITTEE MINUTES

### OPEN STREETS ADVISORY COMMITTEE APRIL 28, 2021, 7:00 P.M. ZOOM

Present: Councillor L. Lucier, Councillor T. Gaffan, Amy McMillan, Chelsea Zammit, Rose Marie Roach, Heather Brown, Megan Bolton, Jodi Brush, Troy Loop, Brenda Necic, Kyle Sala, Administration, Karen Loney (Manager of Recreation Programing and Special Events)

#### A. CALL TO ORDER

The meeting was called to order at 7:06 P.M.

#### B. DISCLOSURE OF PECUNIARY INTEREST

Councillor Lucier reminded members if members have any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of the Committee (or that was the subject of consideration at the previous Meeting of the Committee at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

#### C. APPROVAL OF PREVIOUS MINUTES – DEFERRED

- i. March 18, 2021
- ii. April 20, 2021

#### D. NEW AND UNFINISHED BUSINESS

- i. Amount to budget for a Coordinator; recommend a maximum of \$6,000
  - 15 weeks of work
  - 16 hours per week; each week may be variable with more hours at the beginning
  - \$20/hour plus labour burden
  - Funds for a temporary phone if needed, mileage, training

**06-2021** Moved by T. Loop, and seconded by H. Brown to include \$6,000 in the budget to hire an Open Streets Coordinator.

**CARRIED**

- ii. Amount to budget for marketing
  - a. Recommend that a maximum of \$5,000 is used for marketing Open Street



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**07-2021** Moved by T. Loop, and seconded by H. Brown to budget \$5,000 now and revisit if needed.

**CARRIED**

Options to investigate:

- Radio
- Day Tripping
- Kingsville Neighbours
- Social Media
- Banners

- iii. Decision on if two security guards will be hired
  - a. Timing: 7:00 P.M. – 11:00 P.M.
  - b. Role: monitor barricades, support opening street to vehicles
  - c. Quote from one company includes
    - i. Four-hour minimum, \$27.50 per hour/ per person
  - d. Total - \$ 3,231.80

**08-2021** Moved by H. Brown, and seconded by T. Loop to include in the budget two security guards.

**CARRIED**

Recommended to check on cancellation policy and confirm if the security guards can help open the street.

General Discussion

- To add to next agenda
  - Entertainment
    - Concerns raised no security allotted for music
    - Confusion on where the music will be
    - Concern if people bring alcohol and their ends up being problems who is responsible

**E. NEXT MEETING DATE** - May 12, 2021 – 5:30 P.M.

**F. ADJOURNMENT**

**09-2021** Moved by Councilor Lucier seconded by Councillor Gaffan to adjourn this Meeting at 7:50 P.M.

**CARRIED**



## COMMITTEE MINUTES

### OPEN STREETS ADVISORY COMMITTEE APRIL 20, 2021, 5:30 P.M. ZOOM

Present: Councillor L. Lucier, Councillor T. Gaffan, Rose Marie Roach, Jennifer Flynn, Megan, Heather Brown, Jodi Brush, Dave Hunt, Troy Loop, Brenda Necic, Kyle Sala Administration, Karen Loney (Manager of Recreation Programming and Special Events)

**REGRETS:** Amy Prisen

A. Councillor Lucier called the meeting to order at 5:33 P.M.

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

Councillor Lucier reminded members of the Committee if anyone pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this meeting of the Committee (or that was the subject of consideration at the previous meeting of the Committee at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

#### **C. ADDITIONS TO THE AGENDA – NONE**

#### **D. APPROVAL OF PREVIOUS MINUTES MARCH 18, 2021** (did not approve)

#### **E. NEW AND UNFINISHED BUSINESS**

##### **1. Co-Chairs Report**

- Council Motion: That Council receives the Report and supports the Open Streets 2021 event at this stage, recognizing that Council will receive an update Report with further recommendations for Council consideration from Administration with input from the Open Streets Advisory Committee; and Further That Council approves the time frame of the event (every Saturday from June 19 to September 11 from 4:00 P.M. to 10:30 P.M.).
- COVID Overview
  - Plan has been shared with the Health Unit for feedback.
  - Reviewed possibilities based on Ministry COVID Framework
  - Intent is to make decision of event week to week.
  - Stay at Home or Grey – Event Cancelled
  - Red – Limited event
  - Orange – Small Event



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- Red – Limited event, no live music
- Orange – Small Event
- Yellow – Moderate
- Green – Large Event

Committee decided to create two plans:

Plan A, Best Case: Streets closed to traffic from 4:00 P.M. – 10:30 P.M. invite up to 50 vendors plus area businesses.

Plan B, Modified: No vendors, closed to traffic till 10:00 P.M.

### 2. Music

Welcomed Dennis Rodger the Chair of the Sun Parlor Folk Festival Music Society. Dennis reviewed the proposal of providing music for Open Streets.

- Committee would like integration of local artist and music at various locations.
- Restaurants are asked to provide name / contact of people who play at there businesses, in order to engage them.
- Folk Fest will be spending \$60,000 on music for the thirteen week.
- Goal is to provide quality music, support business and engage local.

**01-2021** Dave Hunt moved to accept the Sun Parlor Folk Festival Music Society proposal including using local talent and music within the downtown area seconded by Councillor Tony Gaffan.

**Carried**

### 3. Street Closures

**02-2021** Moved by Tony Gaffan, and seconded by Dave Hunt to have the streets closed the same as last year from, Pearl to Beech and Queen to Spruce.

**Carried**

**03-2021** After discussion on music it was moved by Councillor Tony Gaffan and seconded by Heather Brown, that if music is allowed that the street closure would be past the Carnegie to Mill.

**Carried**

### 4. Resources needed at each Open Streets (Volunteer or Town support) – Differed

- Closing the street to cars – Town
- Monitoring four gates – Volunteers





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- Opening the street to cars – Volunteer
  - Gates to go to Library (Town truck) - Coordinator and Volunteers
- Ambassador - Greeting 4:00 P.M – 8:00 P.M.
- Committee Lead on call
- Town Lead on call
- Security

Needs from the Town:

- Signage
- Would like the Carnegie open for washrooms

**04-2021** Moved by Dave Hunt, and seconded by Heather Brown to ask to have the Carnegie and Unico open for bathrooms.

**Carried**

It was further discussed if port-a-potty is a better choice as people would not know where the Unico is and staffing maybe needed at Unico.

**ACTION:** Karen to look at cost for staffing at Unico versus port-a-putty.

### 5. Businesses / Vendors participation; agreement on a decision criteria - Deferred

- Business Registry - 1
- Business Directory - 1
- Business Impacted by COVID regulations – 2
- Willing to Committee to 13 weeks - 2
- Self-sufficient (no support needed) - 1
- Can show proof of insurance - 2
- Community Benefit (non-profit) - 2

### 6. Budget

- Reviewed wants for a Coordinator
  - Need someone at every open street.
  - Best to hire someone sooner than later.
- Reviewed if security should be hired
  - Reviewed cost for security to help monitor the barricades, and help people leave the streets

**05-2021** Moved by Councillor Tony Gaffan, and seconded by Heather Brown to allocate costs to have two security people from 7:00 P.M. – 11 P.M.





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**Carried**

- Town items - deferred
- Other - deferred

### 7. Sub-committees

It was agreed to set the following sub-committees to advance the topic area.

- Entertainment
  - Brenda to work with the Folk Festival
- Volunteers
  - Megan and Jodi
- Businesses / Vendors
  - Purpose of group is to engage people within and outside the downtown core to participate.
    - Troy to focus on the downtown area
    - Heather to contact all restaurants.
- Culture – Arts
  - Rose to lead in partnership with the Arts Society of Kingsville
  - Have lots of ideas but will be COVID dependent.
  - Ideas will be present to the Open Streets committee some ideas.

### F. NEXT MEETING DATE

- April 28, 2021 7:00 P.M. – 7:45 P.M.
- May 12, 2021 – 5:30 P.M.

### G. ADJOURNMENT



## COMMITTEE MINUTES

### **OPEN STREETS ADVISORY COMMITTEE MARCH 18, 2021, 7:00 P.M. ZOOM**

Present: Councillor L. Lucier, Councillor T. Gaffan, Dave Hunt, Kyle, Rose Marie roach Amy Prisen, Jennifer Flynn, Megan, Heather Brown, Jodi Brush, Troy Loop, Brenda Administration, Karen Loney (Manager of Recreation Programing and Special Events), John Norton (CAO)

#### **A. CALL TO ORDER – 7:03 P.M.**

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

Councillor Lucier reminded the Committee that if any member of the Committee has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this meeting of the Committee (or that was the subject of consideration at the previous meeting of the Committee at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

#### **C. INTRODUCTIONS**

#### **D. RECOMMENDATIONS TO ADMINISTRATION ON OPEN STREET**

- I. Timing: To recommend to administration to have Open Streets start at either 3 P.M. or 4 P.M. and end between 10 P.M. or 11 P.M.
- II. Dates: June 19 to September 11
- III. Streets to be closed - Same as last year
- IV. Vendor
  - a. Registered Kingsville business only
  - b. No fee as long as the business can show insurance; if the vendor does not have insurance, then payment can be a charge to cover the insurance
- V. The following activities are proposed.
  - a. Music
  - b. Art
  - c. Market
  - d. Family-oriented programming



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- e. Connections with,
  - 1. Highland Games
  - 2. Folk Festival
  - 3. Peele Island Unplugged
- VI. Volunteers – Staff will be working on a Kingsville Volunteer Ambassador Program that will have a page on the Town website where people can register to volunteer. If people register for Open Streets these name can be forward to the committee.
- VII. The following workgroups will be formed,
  - a. Engaging Business
  - b. Activities / Art / Market
  - c. Music
  - d. Hospitality
  - e. Volunteers

### **E. NEXT MEETING DATE**

Next meeting to occur after the Report to Council. A doodle poll will be sent out to determine the next meeting date

### **F. ADJOURNMENT**