



**Downtown Business Improvement Area (BIA) Board
UNADOPTED MINUTES**

On Thursday February 24th 2022 at 6:30 PM - Online Via WebEx

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Members:	Mayor Ted Lojko, Council Representative	Amanda Trafford, Business Coordinator
	Veronica Fitzgerald	Lynsey Zufelt, Recording Secretary
	Sarah Preston	
	Shawna Singers	
	Lisa Robichaud	
	Ray Stedman	
	Katherine Christensen	
	Darren Towriess (6:55PM)	

1.	Call Meeting to Order As this was an inaugural meeting, Mayor Lojko acted as Chair and called the meeting to order at 6:35 PM
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Approval of Minutes – None
4.	Public Question / Comment - None
	There being none, the Chair moved on to the next order of business.
5.	Disclosure of Additional Items – None
6.	Delegations – None
7.	Presentations by Staff (Others) – None <ul style="list-style-type: none"> • All in attendance took a moment to introduce themselves. • Mayor Ted Lojko outlined the responsibilities and history of the BIA Board, and provided an overview of Town Staff support. • Member Katherine Christensen asked that all consider the <i>mandate</i> of the Board, as understanding and adding consistency to goals for the

	<p>Board which will ensure productivity and success for the BIA. Members and Staff need to understand roles and responsibilities.</p> <ul style="list-style-type: none"> • Mayor Lojko added that one function is to provide information as to how to access funding and tax rebates, and also to advocate the downtown needs/parameters to the Town Council and Administration.
*** Darren Towriess joined the meeting at 6:55***	
	<ul style="list-style-type: none"> • Amanda noted that we are starting over, and that we intend to do everything right by setting collective goals and parameters and to tap in to funding. • BIA members expressed interest in discussing the 2022 budget and accounts payable. • Darren added some comments and expressed gratitude for this BIA Board reset.
8.	Unfinished Business – None
9.	Correspondence – None
10.	New Business/Staff Reports
MOTION BIA 2022-01	
	<p>Moved By: Ted Lojko Seconded By: Katherine Christensen</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPOINT TO THE EXECUTIVE:</p> <p style="text-align: center;">CHAIR – LISA ROBICHAUD VICE CHAIR – SHAWNA SINGERS TREASURER – RAY STEDMAN SECRETARY – SARAH PRESTON EVENTS CHAIR – VERONICA FITZGERALD</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
11.	Discussion of Additional Items (Round Table)
	<ul style="list-style-type: none"> • The Board discussed 2022 potential events, communication to other members, potential funding projects (Main Street/RED) as well as other government-funding programs for businesses which a briefing will be held for businesses in the near future to inform BIA Businesses of available opportunities and application deadlines. • Mayor Lojko noted that with the Town Square reconstruction and other Town Projects that there will be opportunities in 2022 for events and promotions within the BIA.

