

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

On Wednesday March 9th 2022 at 6:00 PM - Online Via WebEx

BOARD MEMBERS PRESENT		STAFF PRESENT
Chair:	Lisa Robichaud	Amanda Trafford, Business Coordinator
Members:	Mayor Ted Lojko, Council Representative	Lynsey Zufelt, Recording Secretary
	Veronica Fitzgerald	
	Sarah Preston	
	Shawna Singers (6:35PM)	
Regrets:	Katherine Christensen	
	Ray Stedman	
	Darren Towriess	

1.	Call Meeting to Order			
	Chair Lisa Robichaud and called the meeting to order at 6:15 PM			
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None			
3.	Approval of Minutes			
MOTION BIA-2022-03				
	Moved By: Ted Lojko Seconded By: Veronica Fitzgerald			
	BE IT RESOLVED THAT THE DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) BOARD ADOPT THE MINUTES OF THE FEBRUARY 24 <sup>TH</sup> MEETING.  - CARRIED			
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			

8. Unfinished Business – None  9. Correspondence – None  10. New Business/Staff Reports  • The BIA Board Members deliberated what they feel the mandate should be and what the BIA should look like, which will be determined at a later date.  • Staff and Board Members discussed funding opportunities for storefronts, accessibility and events.  • Brief brainstorming discussion among Board Members regarding upcoming events, bringing back old events, suggesting new events to be held within the BIA.  **** Board Member Shawna Singers joined the meeting at 6:35***  • Staff updated the Board regarding RED funding: Purpose, eligibility, streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.  • Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.  • Solutions for BIA Christmas lights removal were mentioned, and it was		Presentations by Staff (Others) –				
9. Correspondence – None  10. New Business/Staff Reports  • The BIA Board Members deliberated what they feel the mandate should be and what the BIA should look like, which will be determined at a later date.  • Staff and Board Members discussed funding opportunities for storefronts, accessibility and events.  • Brief brainstorming discussion among Board Members regarding upcoming events, bringing back old events, suggesting new events to be held within the BIA.  **** Board Member Shawna Singers joined the meeting at 6:35***  • Staff updated the Board regarding RED funding: Purpose, eligibility, streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.  • Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.  • Solutions for BIA Christmas lights removal were mentioned, and it was shared by Member Ted Lojko that direction was delegated by the CAO to direct staff to perform the removal in approximately one month's time when the bucket truck is operational.  • Staff noted that a Treasurer's meeting will be organized, and that budget questions can be funnelled through BIA Treasurer (Ray Stedman) or the Board Chair, should the Board members have any questions regarding the Budget.  • Staff will provide the BIA with a reminder for the Provincial Grants and Relief and Energy Rebates.  • Board Members put out some ideas for children & families. Events Chair (Veronica Fitzgerald) and Member Mayor Ted Lojko will work together to organize an Easter event, with the support of Town Staff.  MOTION BIA-2022-04  Moved By: Ted Lojko Seconded By: Lisa Robichaud	7.	Town Records earlier this day, that will be circulated for Board review. To				
10. New Business/Staff Reports  • The BIA Board Members deliberated what they feel the mandate should be and what the BIA should look like, which will be determined at a later date.  • Staff and Board Members discussed funding opportunities for storefronts, accessibility and events.  • Brief brainstorming discussion among Board Members regarding upcoming events, bringing back old events, suggesting new events to be held within the BIA.  ****** Board Member Shawna Singers joined the meeting at 6:35****  • Staff updated the Board regarding RED funding: Purpose, eligibility, streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.  • Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.  • Solutions for BIA Christmas lights removal were mentioned, and it was shared by Member Ted Lojko that direction was delegated by the CAO to direct staff to perform the removal in approximately one month's time when the bucket truck is operational.  • Staff noted that a Treasurer's meeting will be organized, and that budget questions can be funnelled through BIA Treasurer (Ray Stedman) or the Board Chair, should the Board members have any questions regarding the Budget.  • Staff will provide the BIA with a reminder for the Provincial Grants and Relief and Energy Rebates.  • Board Members put out some ideas for children & families. Events Chair (Veronica Fitzgerald) and Member Mayor Ted Lojko will work together to organize an Easter event, with the support of Town Staff.  MOTION BIA-2022-04  Moved By: Ted Lojko Seconded By: Lisa Robichaud	8.	Unfinished Business – None				
The BIA Board Members deliberated what they feel the mandate should be and what the BIA should look like, which will be determined at a later date.  Staff and Board Members discussed funding opportunities for storefronts, accessibility and events.  Brief brainstorming discussion among Board Members regarding upcoming events, bringing back old events, suggesting new events to be held within the BIA.  **** Board Member Shawna Singers joined the meeting at 6:35***  Staff updated the Board regarding RED funding: Purpose, eligibility, streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.  Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.  Solutions for BIA Christmas lights removal were mentioned, and it was shared by Member Ted Lojko that direction was delegated by the CAO to direct staff to perform the removal in approximately one month's time when the bucket truck is operational.  Staff noted that a Treasurer's meeting will be organized, and that budget questions can be funnelled through BIA Treasurer (Ray Stedman) or the Board Chair, should the Board members have any questions regarding the Budget.  Staff will provide the BIA with a reminder for the Provincial Grants and Relief and Energy Rebates.  Board Members put out some ideas for children & families. Events Chair (Veronica Fitzgerald) and Member Mayor Ted Lojko will work together to organize an Easter event, with the support of Town Staff.  MOTION BIA-2022-04  Moved By: Ted Lojko Seconded By: Lisa Robichaud	9.	Correspondence – None				
be and what the BIA should look like, which will be determined at a later date.  • Staff and Board Members discussed funding opportunities for storefronts, accessibility and events.  • Brief brainstorming discussion among Board Members regarding upcoming events, bringing back old events, suggesting new events to be held within the BIA.  **** Board Member Shawna Singers joined the meeting at 6:35***  • Staff updated the Board regarding RED funding: Purpose, eligibility, streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.  • Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.  • Solutions for BIA Christmas lights removal were mentioned, and it was shared by Member Ted Lojko that direction was delegated by the CAO to direct staff to perform the removal in approximately one month's time when the bucket truck is operational.  • Staff noted that a Treasurer's meeting will be organized, and that budget questions can be funnelled through BIA Treasurer (Ray Stedman) or the Board Chair, should the Board members have any questions regarding the Budget.  • Staff will provide the BIA with a reminder for the Provincial Grants and Relief and Energy Rebates.  • Board Members put out some ideas for children & families. Events Chair (Veronica Fitzgerald) and Member Mayor Ted Lojko will work together to organize an Easter event, with the support of Town Staff.  MOTION BIA-2022-04  Moved By: Ted Lojko Seconded By: Lisa Robichaud	10.	New Business/Staff Reports				
Staff updated the Board regarding RED funding: Purpose, eligibility, streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.  Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.  Solutions for BIA Christmas lights removal were mentioned, and it was shared by Member Ted Lojko that direction was delegated by the CAO to direct staff to perform the removal in approximately one month's time when the bucket truck is operational.  Staff noted that a Treasurer's meeting will be organized, and that budget questions can be funnelled through BIA Treasurer (Ray Stedman) or the Board Chair, should the Board members have any questions regarding the Budget.  Staff will provide the BIA with a reminder for the Provincial Grants and Relief and Energy Rebates.  Board Members put out some ideas for children & families. Events Chair (Veronica Fitzgerald) and Member Mayor Ted Lojko will work together to organize an Easter event, with the support of Town Staff.  MOTION BIA-2022-04  Moved By: Ted Lojko Seconded By: Lisa Robichaud		<ul> <li>be and what the BIA should look like, which will be determined at a later date.</li> <li>Staff and Board Members discussed funding opportunities for storefronts, accessibility and events.</li> <li>Brief brainstorming discussion among Board Members regarding upcoming events, bringing back old events, suggesting new events to be</li> </ul>				
streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.  • Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.  • Solutions for BIA Christmas lights removal were mentioned, and it was shared by Member Ted Lojko that direction was delegated by the CAO to direct staff to perform the removal in approximately one month's time when the bucket truck is operational.  • Staff noted that a Treasurer's meeting will be organized, and that budget questions can be funnelled through BIA Treasurer (Ray Stedman) or the Board Chair, should the Board members have any questions regarding the Budget.  • Staff will provide the BIA with a reminder for the Provincial Grants and Relief and Energy Rebates.  • Board Members put out some ideas for children & families. Events Chair (Veronica Fitzgerald) and Member Mayor Ted Lojko will work together to organize an Easter event, with the support of Town Staff.  MOTION BIA-2022-04  Moved By: Ted Lojko Seconded By: Lisa Robichaud	*** Board M	*** Board Member Shawna Singers joined the meeting at 6:35***				
Moved By: Ted Lojko Seconded By: Lisa Robichaud		<ul> <li>Staff updated the Board regarding RED funding: Purpose, eligibility, streams of funding were discussed and it was noted that we are not eligible for the current stream of funding but that we will apply in future for beautification/revitalization streams and other categories.</li> <li>Line items of the 2022 BIA Operating and Capital Budget schedule of Bylaw 2022-014, were viewed and questioned.</li> <li>Solutions for BIA Christmas lights removal were mentioned, and it was shared by Member Ted Lojko that direction was delegated by the CAO to direct staff to perform the removal in approximately one month's time when the bucket truck is operational.</li> <li>Staff noted that a Treasurer's meeting will be organized, and that budget questions can be funnelled through BIA Treasurer (Ray Stedman) or the Board Chair, should the Board members have any questions regarding the Budget.</li> <li>Staff will provide the BIA with a reminder for the Provincial Grants and Relief and Energy Rebates.</li> <li>Board Members put out some ideas for children &amp; families. Events Chair (Veronica Fitzgerald) and Member Mayor Ted Lojko will work together to</li> </ul>				
	MOTION BI	A-2022-04				
AREA BIA BOARD APPROVE A BUDGET OF \$ 300.00 FOR THE PURPOSE OF PURCHASING SUPPLIES FOR AN EASTER EVENT IN THE BIA.  - CARRIED						

11.	Discussion of Additional Items		
	Staff to circulate the BIA Constitution to Board Members for Information, as previously discussed.		
12.	Next Meeting – Wednesday, April 13, 2022 at 6:00PM (in person)		
13.	Questions from the Media – None		
14.	Adjournment		
	Moved by: Mayor Ted Lojko  Be it resolved that the Downtown BIA Board hereby adjourns the March 9 <sup>th</sup> 2022 meeting at 7:30 PM.  CARRIED – UNANIMOUS		
Lisa Robic	haud, Chair	Lynsey Zufelt, Recording Secretary	