

The Corporation of the Town of



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

**Held in Person (& WebEx) at Laverne's 21 King Street East  
Thursday November 3<sup>rd</sup>, 2022 at 6:30 PM**

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
<b>Members:</b>	Lisa Robichaud, Chair	Lynsey Zufelt, Recording Secretary
	Ray Stedman	Amanda Trafford, Business Coordinator
	Ted Lojko	
	Randall Smith	
<b>Regrets:</b>	Darren Towriess	
	Veronica Fitzgerald	
	Kathrine Christensen	

1.	<b>Call Meeting to Order</b> The Chair called the meeting to order at 6:35 PM.
2.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>
3.	<b>Approval of Minutes (Adoption)</b>
<b>Motion #2022-033 – Approval of Minutes – September 14<sup>th</sup> 2022</b>	
	<b>Moved By:</b> Randall Smith <b>Seconded By:</b> Ray Stedman BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE THE MINUTES OF THE SEPTEMBER 14 <sup>TH</sup> 2022 MEETING. <b>- CARRIED</b>
4.	<b>Public Question / Comment (Only Addressing Reports on the Agenda)</b>
	Mary Donevan and Gord McFarland spoke to the BIA board about Christmas Market plans for Donevan's Hardware
5.	<b>Disclosure of Additional Items</b>
6.	<b>Delegations – None</b>
7.	<b>Presentations by Staff (Others)</b>
	Treasurer Ray Stedman provided the Board with the Budget Report, including end of term details and considerations.

<b>8.</b>	<b>Unfinished Business</b>		
	1. Budget Allotments – The Board recapped recent expenditures on various events, projects and incidentals		
	2. Update – Festival of Lights		
	3. Update – Moonlight Madness		
<b>9.</b>	<b>Correspondence</b>		
	The Board Members discussed Snowflake Lights for Sale and I HeART Main Street		
<b>10.</b>	<b>New Business/Reports</b>		
	1. AGM – To take place in January 2023		
	2. New BIA Board Planning – Staff and Board Members discussed the incoming BIA Board and procedural details due to the conclusion of the term.		
<b>11.</b>	<b>Discussion of Additional Items</b>		
<b>12.</b>	<b>Next Meeting</b> – End of Term. Future meeting date to be determined.		
<b>13.</b>	<b>Questions from the Media</b> – None		
<b>14.</b>	<b>Adjournment</b>		
	<p><b>Moved by:</b>     Randall Smith</p> <p>Be it resolved that the Downtown BIA Board hereby adjourns the November 3<sup>rd</sup>, 2022 meeting at 7:45 PM.</p> <p style="text-align: right;"><b>- CARRIED</b></p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: none;"> <p>_____</p> <p>Lisa Robichaud, Chair</p> </td> <td style="width: 50%; border: none;"> <p>_____</p> <p>Lynsey Zufelt, Recording Secretary</p> </td> </tr> </table>		<p>_____</p> <p>Lisa Robichaud, Chair</p>	<p>_____</p> <p>Lynsey Zufelt, Recording Secretary</p>
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