

Downtown Business Improvement Area (BIA) Board ADOPTED MINUTES

Held in Person at Laverne's 21 King Street East Wednesday September 14th 2022 at 6:30 PM

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Members:	Lisa Robichaud, Chair	Lynsey Zufelt, Recording Secretary
	Ray Stedman	Amanda Trafford, Business Coordinator
	Kathrine Christensen	
	Randall Smith	
	Darren Towriess	
	Veronica Fitzgerald	
Regrets:	Shawna Singers	
	Sarah Preston	
	Ted Lojko	

1.	Call Meeting to Order		
	The Chair called the meeting to order at 6:32 PM.		
2.	Disclosure of Pecuniary Interest & General Nature Thereof - None		
3.	Approval of Minutes (Adoption)		
Motion #2022-027-BIA – Approval of Minutes – August 10 th , 2022			
	Moved By: Kathrine Christensen Seconded By: Ray Stedman		
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE		
	THE MINUTES OF THE AUGUST 10 TH 2022 MEETING.		
	- CARRIED		
4.	Public Question / Comment (Only Addressing Reports on the Agenda)		
5.	Disclosure of Additional Items		
	Board Member Ted Lojko shared an email in his absence with several items to be addressed in New Business.		
6.	Delegations – None		
7.	Presentations by Staff (Others)		
	BIA Treasurer Ray Stedman provided an overview of the BIA Budget		

8.	Unfinished Business
	"Wave" Flag Update – To be erected in Spring 2023 following the removal of the holiday lights.
	 Fountain Falls Lighting Update – Through the Chair, Member Ted Lojko's email was shared with the Board, providing an update on the status of the fountain and lighting.
	Holiday Parking Meter Covers
Motion #	2022-29-BIA – Holiday Parking Meter Covers
	Moved By: Lisa Robichaud Seconded By: Ray Stedman
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD DIRECT STAFF TO SOURCE PARKING METER COVERS FOR A COST OF UP TO \$4,000.00 TO COVER THE PURCHASE AND BRANDING OF NEW PARKING METER COVERS, OR ALTERNATIVE IDEAS TO ADVERTISE FREE PARKING DURING THE HOLIDAY SEASON. - CARRIED
9.	Correspondence – None
10.	New Business/Reports
	Fall Sidewalk Sale or Event
Motion #	2022-032-BIA – BIA Halloween Event 2022
	Moved By: Randall Smith Seconded By: Ray Stedman
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE A BUDGET OF \$1,500 FOR THE PURPOSE OF HOSTING A HALLOWEEN TRICK OR TREAT EVENT IN THE BIA ON SATURDAY OCTOBER 29, FROM 2-4PM.
	- CARRIED
	Holidays in Gan Event/Santa Parade
Motion #	2022-030-BIA – Contribute to Santa Claus Parade
	Moved By: Kathrine Christensen Seconded By: Lisa Robichaud
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD CONTRIBUTE \$2,000 TO THE CHAMBER OF COMMERCE IN SUPPORT OF THE SANTA PARADE 2022.
	- CARRIED
Motion #	2022-031-BIA – Contribute to Festival of Lights
	Moved By: Lisa Robichaud Seconded By: Darren Towriess
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD CONTRIBUTE \$2,000 IN SUPPORT OF THE FESTIVAL OF LIGHTS EVENTS WHICH ARE HELD WITHIN THE BIA.
	- CARRIED

	3. Culture days - GAN Arts Network Update by Chair Lisa Robichaud		
	4. Holiday Lighting Plan		
Motion #2022-028-BIA – Downtown Holiday Lighting Plan			
	Moved By: Kathrine Christensen Seconded By: Darren Towriess		
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD DIRECT STAFF TO SEEK QUOTES FOR THE INSTALLATION OF THE HOLIDAY LIGHTING FOLLOWING NOVEMBER 14 TH 2022.		
44	- CARRIED		
11.	Discussion of Additional Items		
12.	Next Meeting – Wednesday, October 12, 2022 at 6:30PM		
13.	Questions from the Media – None		
14.	Adjournment		
	Moved by: Darren Towriess		
	Be it resolved that the Downtown BIA Board hereby adjourns the September 14 th , 2022 meeting at 8:26 PM.		
	- CARRIED		
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Lisa Robichaud, Chair

Lynsey Zufelt

Lynsey Zufelt, Recording Secretary