

Downtown Business Improvement Area (BIA) Board UNADOPTED 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 1. "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		

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	Culture days - GAN Arts Network Update by Chair Lisa Robichaud			
	Holiday Lighting Plan			
Motion #2022-028-BIA – Downtown Holiday Lighting Plan				
	Moved By: Kathrine Christ	ensen 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. - 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			
Lisa Robichaud, Chair		Lynsey Zufelt, Recording Secretary		