

JUL 12 2022



CITY CLERK
CITY OF PORT COLBORNE

**Downtown Port Colborne BIA - Board Meeting
Tuesday, April 5, 2022- 6:00 PM
92 Charlotte Street, Port Colborne**

Attendance: Jesse Boles, Taylor Mynlieff, Morgan MacLean, Anna Maria Crognale, Norbert Gieger and Councillor Donna Kalailieff.

Guests: Scott, Trevor & Wyatt

Staff: Mary-Lou Ambrose-Little & Sarah English

Regrets: Alicja Kniffen, Ed Cleveland, Larry Beverly

Welcome

Jesse Boles, Chair welcome everyone to the meeting and announced that there is a quorum.

Call to order

The meeting called to order at 6:16 pm

Declaration of pecuniary interest

None.

Approval of the meeting agenda

Motion: "to approve the agenda. To move up our guest speakers Scott, Trevor, and Wyatt to the beginning of the meeting. Motion by: Anna Maria Crognale Seconded by: Taylor Mynlieff. Carried

Approval of March 2022 minutes

Motion: "to approve the minutes of the February Meeting." Motion by Taylor; Seconded by: Donna. Carried

Business Arising from the Minutes

- Discussion around the previous evening's Events Committee meeting. Jesse summarized discussions had with Bryan Boles, Director of Corporate Services & City Treasurer regarding Canal Days.
- Anna Maria Crognale added a Parking discussion.

Parking for disability permits discussed. Clarification is needed on whether disability permits follow the 2-hour parking rule. Donna provided a point of contact and next steps for Anna Maria Crognale.

Motion: LGBTQ+ Committee to be established with \$2500 in funds to start it off. Motioned by Anna Maria 2nd by Taylor Mynlieff. Carried.

Diversity Day Scott, Wyatt, and Trevor provided discussion around incorporating Pride festivities as a Diversity Day or Weekend instead of Pride. June 11th is suggested as it aligns well with Fort Erie & St Catharines. Engaging the community with a free benefit concert, fun burlesque & music. West St Vendors with a focus on LGBTQ+ partners. Connection with partners such as Justin Preston and the Soaring Eagle fund. Further meetings are to occur to further plan this event.

Reports

Councillor's Report

Donna shared that she is very excited for the New & Improved Canal Days festival.

Governance

No report.

Marketing

Finalized RAK Cards, 1000pk. Two quotes provided. Business Express for \$290 and Think Ink \$169. Jesse declared Conflict of Interest and Norbert chaired.

Motion: To proceed forward with Think Ink quote. Motioned by Norbert. 2nd by Taylor Mynlieff. Jesse abstained.

Motion: To approve new logo Sarah shared. Motioned by Norbert, 2nd by Anna Maria Crognale.

Technology discussion for Microsoft 365 and accessibility. Discussion to upgrade package and increase budget to \$2500 to allow for upgrades. *Motioned* by Taylor Mynlieff. 2nd by Morgan MacLean. Carried.

Event

Canal Days meeting summary provided. Meeting Minutes from April 4th meeting available. Getting back to Loving Local focus. BIA to handle vendors with both premium and regular spots. Engaging brick & mortar businesses. Morgan to oversee Artisans. Carla & Michael to oversee home-based businesses.

Motion: To establish Canal Days committee with Jesse as chair and Morgan as co-chair and Small Business Ambassador. Motioned by Norbert. 2nd by Taylor Mynlieff. Carried.

Request for Artists to paint Coal Hatch & Electrical Boxes to be launched in May.

City-wide Community Yard/Trunk Sale on the May long weekend (May 21-22). Looking for community partners to assist in the event. The event includes all residents. Residents can participate from home. Ties in nicely to market happening at Vale Centre on Saturday.

Staff Report

Discussion around Summer Concert Series and a partnership with the city. The idea is to be tabled for this year but looks to begin in 2023 with planning in the budget.

Treasurer's Report

Taylor discussed issues with business account operations at TD Canada Trust. Cheques being issued in various names are no longer being approved for deposit. A cheque order was recently placed so not feasible to redo the name at this time. The short-term plan is to stay with TD and look to clean up various names used and reiterate with payors that cheques should be made payable to Downtown Development Board or Downtown Development Board & Farmers Market.

2022 Strategic Plan (Staff)

No report.

New business

Introduction of training for Naloxone Kits in High-Risk settings.

Motion for a letter to the province in opposition of it plus an opinion from the Ministry.

Motioned by Taylor Mynlieff, 2nd by Anna Maria Crognale.

Adjournment

Motion: "to adjourn." Moved by: Taylor; seconded by: Donna
8:34 PM

NEXT MEETING
May 3, 2022 6:00 PM

Attachments: Staff Reports, Treasurer's Report