

RECEIVED BY  
COUNCIL

NOV 11 2022

CITY CLERK  
CITY OF PORT COLBORNE



**2022 Downtown Port Colborne BIA Board Meeting**

**Monday, July 4 2022, 6:30 pm**

BIA Office - Main Training Room, Port Cares Admin Building, 92 Charlotte Street,  
Port Colborne

**MINUTES**

**In Attendance:** Jesse Boles, Norbert Gieger, Taylor Mynlieff, Morgan MacLean, Rosemarie Poisson, Larry Beverly, Ed Cleveland, Councillor Donna Kalailieff.

**Absent:** Alicja Kniffen, and Anna Marie Crognale.

**Staff:** Mary-Lou Ambrose-Little & Sarah English.

**Volunteers:** Carla & Mike Turner.

**1. Welcome**

Chair Jesse Boles welcomed everyone to the meeting.

**2. Call to Order at 6:36 pm**

Land Acknowledgement Read.

**3. Declaration of Pecuniary Interest**

*None*

**4. Approval of Agenda**

*Motion: "to approve the agenda."*

*Motioned by Ed, Seconded by Norbert. Motion Carried.*

**5. Approval of June Board Meeting Minutes**

*Motion: "to approve the June minutes."*

*Motioned by Taylor. Seconded by Donna. Motion Carried.*

**6. Business Arising from the Minutes**

*Coal Hatch and Public Art Request have submissions so far. We need to confirm the type of paint and get that ordered. Need City to post it to get more applications submitted.*

*Cruise Ship discussions are still ongoing- more to follow. Sarah is working on the Sponsorship Package- it is looking really professional. Also, discussion around expanding our BIA area to Killaly St to cover businesses in that grey area.*

*Motion: "To apply to City to expand the BIA area to include north to Killaly."*

*Motioned by Jesse. Seconded by Norbert. Motion Carried.*

**7. Audit Review & Approval**

No changes are required.

*Motion: to approve the Grant Thornton Audit package- no changes needed.*

*Motioned by Norbert. Seconded by Ed. Motion Carried.*

*Dan Kozina Mural Proposal was approved for the Harbour Master/Pilot Building- need to make some modifications before the final choice. A meeting with the artist to be set up shortly.*

*Budget & Strategic Planning Committee to meet in September 2022. The committee will consist of Taylor, Jesse, Rosemarie & Mary-Lou.*

**8. Correspondence- Niagara Tourism Relief Fund Correspondence- Grant Approval. (\$10,000 approved), toward Winter Wonderland Program.**

**9. Reports**

Chair's Report- No report

Councillor's Report - No report

Executive Director's Report - Written report presented. Mary-Lou mentioned that allowing dogs and other pets into the market is working well. Pet owners are very happy. Only one complaint about dogs has been received.

Marketing & Events Report- Written report presented. Sarah further reported that Harvest Fest, 37 vendors registered. Sarah will be sending out information on payment and further instructions.

Treasurer's Report- Taylor reported that lots of Canal Days money coming.

The need for two separate bank accounts is not necessary at this point provided the City of Port Colborne approves and/or extends the MOU regarding the BIA running the market.

Motion: End of year dissolve the 2<sup>nd</sup> account. Motioned by Norbert. Seconded by Larry. Motion Carried.

Jesse Boles shared he is running for council. Vote required to keep Jesse in his current role for the time being. If he is successful, the Board will need to revisit his role.

Motion: "to keep Jesse Boles in his current role as chair until the municipal election is decided."

Motioned by Ed. Seconded by Norbert. Motion Carried.

**10. Closed Session – Closed Session for the purpose of discussing a personal matter of an identifiable individual, Member of the board, or committee.**

Motioned by Taylor and Seconded by Rosemarie. Motion Carried.

**Adjourned at 8:52 pm**

**Next meeting September 2022**

**Additional Updates:**

*The website is looking great. Just a few tweaks to make but overall is looking fantastic.*

*Cruise Ships- the City is looking at a shuttle as there have been a lot of frustrations and issues around the cruise ships. It's a work in progress.*

**CIP (Community Improvement Program)** - Will be announced between City and Vale for a Community Improvement Plan.

**Farmers' Market-** Market vendors are very pleased with this year's market, considering the cost of products and prices are up and shoppers are supporting the farmers. However, the vendors in the Marketplace were not as happy they aren't getting as many sales. This is the pattern all across Niagara. People are buying only necessary items. As time has gone on the vendors that were not happy left and new ones have been added and sales have gone up. The site plan was changed and sales have improved. This section was created to help small businesses and home-based businesses get going again after Covid, so will likely be phased out in 2023.

**Picnic Tables-** Expected in July (delayed to August)

**Niagara Tourism Fund=** \$10,000 for Winter Wonderland

**Canal Days Market-** all in place. City bought 40 tents for all vendors. Jesse is coordinating that aspect. City using a grant to pay for them.

*Annual Performance Reviews are to be completed for both employees shortly.*