Terrace Downtown Improvement Area Society
Board Meeting Minutes
Monday, May 11, 2026 l 12:15 p.m.
Visitor Information Centre Board Room
Attendance: Lael McKeown, Phil Clement, Andrea Harmel, Liz Smaha, Jessica Hogg, Polly Rudderham, Ginny Kenmuir
Regrets: Sam Harling, Joe Lavoie

1. Call to Order: The meeting was called to order at 12:21 p.m

2. Approval of Agenda: The agenda was approved with the addition of a facade grant application for Don Diego's.

3. Approval of Minutes – April 20, 2026 Board Meeting The minutes of the April 20, 2026 Board Meeting were approved as presented.

4. Business Arising from the Minutes

4.1 TDIA Sponsored Grants Stream

At the April 20 meeting, the Board passed a motion to create a TDIA Sponsored Grants stream separate from NDIT. Jessica was asked to draft recommendations for Board review.

- The Board reviewed the draft recommendations and discussed possible priorities for the new TDIA Sponsored Grants stream. Discussion included opportunities to refresh overgrown planter boxes, support smaller-scale exterior improvements, and make the program more accessible for members.
- The Board discussed the approximately $12,000 overage in the budget that may be available to support this funding stream. It was noted that the grant would not apply to government buildings, even where business tenants are located.
- There was discussion about whether to increase suggested funding amounts or keep them aligned with the current NDIT grant structure. The Board also discussed whether a security grant should be reintroduced, noting that a similar program had existed previously. Members considered whether a security grant would improve downtown conditions and whether the administrative requirements would be too high for the level of uptake.
- Jessica recommended that uptake on the current grant programs has not been high enough, and that a simpler, easier-to-access program may encourage more participation. The Board discussed potential services and contractors that could support eligible projects, including cleaning, window washing, and exterior maintenance services. Members also discussed the opportunity to use social media channels to promote local service providers where appropriate.

- Board members discussed targeting specific businesses directly to ensure they are aware of the proposed refresh grant program.
- The Board agreed not to proceed with a security grant at this time. The refresh grant guidelines will be updated to reflect a grant amount under $1,000, with no project minimum.

Motion: To accept the recommended direction for the TDIA Sponsored Grants stream and update the guidelines to reflect a refresh grant under $1,000 with no project minimum.
Moved by: Polly Rudderham
Carried.

Action: Jessica to update the grant guidelines for the website, webform application and promotions.

4.2 Business Facade Improvement Program 2026

The Board reviewed the status of the 2026 Business Facade Improvement Program, including the May 8 intake deadline and applications received to date.

- It was noted that Dave Gordon had responded regarding NDIT and the structure and distribution of the Business Facade Improvement Program. The Board discussed concerns around how the program has been administered and whether there may be flexibility around proof of payment requirements. It was noted that NDIT has indicated flexibility regarding proof of payment.
- The Board discussed whether Polly and Liz should meet with the City of Terrace to review the current program, including payment processes, proof of payment requirements, and the existing facade improvement grant guidelines.
- It was clarified that May 8 was a priority deadline only, and that applications may continue to be considered if funding remains available.

Action: Polly to work on setting up a meeting with the City of Terrace to review the current facade improvement grant guidelines and administration process.

4.2.1 Elizabeth Fashions / Star Apparel Application

The Board received an update on the Elizabeth Fashions / Star Apparel facade application, which had been forwarded to the City of Terrace for final review.

No update had been received from the City of Terrace at the time of the meeting. The City has been contacted for an update.

4.2.2 CLAY Artists of Terrace Application

The Board reviewed the status of the CLAY Artists of Terrace facade application.

It was noted that the application had been approved by electronic vote the previous week. The Board also discussed the need to meet with City of Terrace representatives to review the broader facade grant process.

4.2.3 Don Diego's Application

The Board reviewed the Don Diego's facade application.

The application remains under review by the Board. The Board will contact the applicant to provide an update. The Board also discussed the need to meet with City of Terrace representatives to review the broader facade grant process.

Action: TDIA to contact Don Diego's and CLAY Artists with an update on the status of their application and to let them know the board was still reviewing until the City of Terrace meeting clarifies process.

5. Treasurer's Report

The Board reviewed current financials, budget updates, and outstanding items.

It was noted that the TDIA is paid up to date regarding projects currently in process.

6. Projects & Committees

6.1 4600 Block of Lakelse Revitalization: see below

6.1.1 Business Support and Communications

The Board discussed TDIA communications to support businesses in the 4600 block during construction, including Marketing Grant promotion, walkability messaging, and general support.

- Jessica provided an update on the targeted email to 4600 block businesses. It was noted that there has been no uptake on current applications.
- The Board discussed sending the information to the wider TDIA membership to assist with awareness and promotion.

Action: Jessica to circulate information about available grant opportunities to the wider TDIA membership.

6.1.2 Public Art Screen / RFP

The Board received an update on the public art screen proposed near Days Inn.

It was noted that the City will directly award the art screen project. TDIA has forwarded a contact for consideration.

6.1.3 Street Planting and Landscaping Review

The Board received an update on the street planting and landscaping review for the 4600 Block project.

- Wes Mouldin's proposal has been submitted to the City's Planning Department, and follow-up is required. The Board discussed the potential for collaboration between Uplands and Wes. Members noted that there appears to be a positive reception to TDIA's recommendations and that communication has been good.
- The TDIA is hoping to have a written agreement in place regarding the landscaping approach.

Action: Polly will follow up with the City regarding Wes Mouldin's proposal and the status of the landscaping review.

6.2 Greig Avenue Landscaping

The Board discussed Greig Avenue landscaping in relation to the Centennial Advisory Committee project presentation.

6.3 Centennial Advisory Committee

Polly presented a design concept and provided an update from the Centennial Advisory Committee.

- The proposed gateway improvement project would enhance the 4600 Block screen concept and include complementary landscaping for both boulevards, along with wayfinding and improvements to Greig Avenue and Sparks Street.
- It was noted that the Committee of the Whole approved and adopted the plan, and that it would be going to City Council that evening for review and approval. City Planning has adopted the plan with the wayfinding component included.
- The Board discussed financing for the project. The wayfinding project will be incorporated as presented. There will also be an added median on Greig Avenue to support the gateway project.

- Mural concepts and potential locations were also reviewed. The Board discussed whether TDIA would have input into the mural concepts and whether a Skeena River theme could be considered.
- A subcommittee will be formed to discuss wayfinding.

6.4 Bylaw and Community Safety

The Board followed up on Phil's bylaw recommendations and the proposed discussion with Sarah Artis, Social Development Coordinator.

- Phil will contact Dwayne and Sarah and hopes to provide an update at the next meeting.
- The Board discussed next steps related to downtown bylaw concerns, complaint processes, and support for businesses experiencing safety or loitering concerns.

Action: Phil to contact Dwayne and Sarah Artis and report back at the next meeting.

6.5 RFQ Committee Update

The Board received an update from the committee working on the RFQ process for the 4600 Block project.

- The committee will contact local experts, including representatives from Allnorth, the City of Terrace, and NSD, to gather feedback on how to move forward and identify possible recommendations.
- Liz will contact Economic Development for additional contacts.

Action: RFQ committee to contact local experts for feedback and recommendations.

7. BIABC AGM and Annual Conference

7.1 Attendance Planning

Liz and Joe are scheduled to attend the upcoming BIABC AGM and annual conference.

- The Board discussed potential questions and priorities for Liz and Joe to bring forward, including questions about grant funding success rates and engagement strategies.
- Board members were asked to email Joe and Liz with any questions they would like raised at the conference.

Action: Board members to send any BIABC conference questions to Joe and Liz.

8. Grants and Funding Opportunities

8.1 INSPIRE Fund Opportunities

The Board continued discussion of potential project ideas for the INSPIRE Fund, including possible public art opportunities.

- Discussion included whether the TDIA should apply for funding related to the Art for Fish concept on the 4600 Lakelse project. The Board noted that additional clarification is needed regarding how the project will move forward and what specifications are required for review.
- The Board also discussed the role of the Public Art Review Committee.
- Liz will continue discussions with the City of Terrace to seek clarification.

Action: Liz to follow up with the City of Terrace for clarification on the Art for Fish concept, project specifications, and public art review process.

9. New Business No additional new business was recorded.

10. Next Meeting

The Board confirmed that regular meetings will continue to be held on the third Monday of each month at 12:15 p.m.

The next meeting will be held on **Monday, June 15, 2026 at 12:15 p.m.**

11. Adjournment

The meeting was adjourned at 1:30 p.m.