

Terrace Downtown Improvement Area Society

Board Meeting – DRAFT Minutes

Date: Monday, November 17, 2025

Time: 12:13–1:52 pm

Location: Tourism Terrace Office

Attendance

Present: Liz Smaha (Chair), Ginny Kenmuir, Lael McKeown, Sam Harling, Jessica Hogg (Recorder), Phil Clement, Andrea Harmel

Regrets: Joe Lavoie, Polly Rudderham

1. Call to Order

Chair Liz Smaha called the meeting to order at 12:13 pm and confirmed quorum.

2. Approval of Agenda

Motion: That the agenda for November 17, 2025 be approved as presented.

Moved by: Sam Harling. Carried.

3. Approval of Minutes – October 20, 2025

Motion: That the minutes of October 20, 2025 be approved.

Moved by: Ginny Kenmuir. Carried.

4. Grants & City Correspondence — Decision/Info Updates

- Benson Optical has withdrawn its façade grant application.
- Progressive Ventures (TDIA stream) has been reimbursed.
- Drouin Holdings (Cedar Coast Dental) reimbursement is in progress and will be paid soon.

City / NDIT Process Discussion

- Liz, Ken Newman (City of Terrace), and Dave Gordon met to review grant processes and clarify roles between TDIA, the City, and NDIT.
- Dave Gordon will raise questions with NDIT regarding whether TDIA needs to be formally involved in applications, or if TDIA can apply directly to NDIT for program funding.

Administration & Reputation

- Discussion on how to fund administration time for facade grant management (including Jessica's time).

- The board discussed how to continue supporting the program while protecting TDIA's reputation and ensuring clear processes for applicants.

No formal motions recorded under this item.

5. Treasurer's Report — Decision/Info

- YTD expenditures: \$52,873.86
- Remaining 2025 budget: \$37,126.14
- Brief review of 2026 budget notes, including the Major Projects line and alignment with Greig Avenue plans.
- REDIP (Destinate) project: invoice has been received and paid; allocation of up to \$10,000 had been previously approved.

Discussion

- The board discussed the importance of maintaining contingency funds in the bank.
- Questions were raised about the overall cost of the REDIP planning document (noted as approximately \$100,000) and how this cost is being shared.
- The City has been sent a request for quotation to assist Dave Gordon in conversations with the Prime Minister's Office.

No new motions recorded under this item; information received.

6. Committee & Project Reports

a. Greig Avenue Landscaping

- The City initially explored improving the space behind Safeway but discovered underground infrastructure, making that area unsuitable for development.
- Liz advocated for including wayfinding in future considerations for that space.
- A quote of approximately \$120,000 was shared for landscaping the shortened block on Greig Avenue.
- The board discussed long term, low maintenance options, including:
 - Whether TDIA could contribute to landscaping maintenance for a set number of years.
 - Possibility of an automatic watering system.

Liz will continue discussions with the City of Terrace to refine concepts and explore phasing, costs, and maintenance responsibilities. No final decision or budget motion at this time.

b. Holiday Lights Grant – 2025/26

Downtown Tree & Street Lighting

- The tree at Lakelse & Emerson will be removed; the City suggested lighting alternative trees at City Hall and Library Park.
- The board supported lighting the City Hall tree and discussed leveraging support from the Fire Department for installation.
- Existing coloured lights in the 4600 block of Lazelle will remain in place.
- Lights in the 4600 block of Lakelse are aging and will be replaced.
- Tillicum Twin Theatres was identified as a potential additional location for new lights.

Alleyway Lighting

- The board discussed installing lights in the alley behind the Days Inn (4600 block).
- Andrea and Sam will work on measuring and mapping out the alley lighting.
- Liz will connect with affected business owners to confirm interest and support.
- Anchor posts and purchasing appropriate lighting were identified as next steps; a local contractor (name suggested: Dan Niekarcz) may be approached for advice.
- TDIA would pay for the lights; participating building owners would cover electrical costs (likely via a photocell system).

Motion – City Hall & Lakelse Lights

Motion: That TDIA allocate up to \$4,000 from the existing Holiday Lights budget to:

1. Light the City of Terrace Hall tree; and
2. Replace and update lights on the 4600 block of Lakelse Avenue.

Motion Carried.

Holiday Light Grants Program

- TDIA has allocated \$2,800 for the Holiday Light Grant program, to provide up to \$500 (matching funds) per approved project.
- The TDIA lightup committee will review downtown lighting needs and Jessica will finalize 2025/26 grant guidelines, web copy, and application details and post on website and promote.

c. 4600 Block Improvements

- Liz and Andrea provided recommendations to the City (Travis Christianson) on materials and design concepts, including benchstyle tables and a corten steel wall concept.

- The City requested confirmation on materials (with grey brick assumed as base); an art feature is planned at the raised crosswalk.
- A fish mosaic concept was discussed, potentially tying in smaller versions of the existing roundabout fish sculpture (artist: Roderick Brown) to accent garden boxes.
- TDIA has raised parking and traffic concerns from nearby members (e.g., Days Inn) with the City.
- Planning and decision making for detailed design now rests with the City; TDIA will stay engaged as needed, including future landscaping discussions and potential replacement of maples that may be removed.

d. Downtown Banners

- TDIA retains ownership of banner arms; remaining banners are being transferred to the Skeena Salmon Arts Festival.
- Liz met with Joan Billie about replacement of bridge banners.
- The board discussed the opportunity to repurpose or redistribute banners throughout the BIA (e.g., George Little Park, Greig Avenue).
- Further updates from Polly will be provided at a future meeting.

e. Centennial (City 100Year) Application

The draft Centennial Celebration Application was included in the agenda package.

Decision

- The board agreed that TDIA will submit an application to participate in the City of Terrace 100 Year Centennial celebrations as a TDIA led initiative. It was noted that at the time of the meeting the application deadline has passed
- Jessica will complete and submit the application using the TDIA Gmail contact.

7. Bylaw & Community Safety Follow ups

- Building on the October 20 discussion, the board reviewed approaches for: sign/window coverage, unsightly properties/landscaping, and complaint driven processes with Bylaw and Community Safety Officers.
- Dave Gordon suggested that TDIA consider championing improvements at Brolly Square.

Action Items

The board agreed to submit formal complaints regarding:

1. Tandoori restaurant frontage,
2. Brolly Square
3. Kid Zone.

Jessica will draft complaint letters for review by the board prior to submission.

Phil will review relevant bylaws from Campbell River and Prince Rupert and bring examples forward for the board's consideration at the next meeting.

8. BIABC Member Conversations & Policy Input

- BIABC notices were circulated to the board (via Lael).
- Some TDIA members have already completed BIABC's survey.
- Members are encouraged to sign up for BIABC's newsletter; Liz has registered for the November 19 session.

No formal motion required; item received for information.

9. AGM Debrief & Carry Forwards

- The board reviewed the 2025 AGM, including attendance, materials, and key takeaways for the 2026 work plan.
- AGM minutes for 2025 were accepted.
- Printed AGM handouts are available upon request from Jessica for board members to distribute to their networks.

Member Engagement Discussion

- The board discussed opportunities to strengthen member engagement and better communicate TDIA's role and current projects.
- Ideas included profiling board members (e.g., short features highlighting their role, businesses, and how to share feedback with TDIA).

10. Action Items Review

The board noted key follow ups and owners, including:

Grants & reimbursements:

Continue monitoring Arabisk, Sandpipers, and Drouin Holdings reimbursements and documenting the path forward following Benson Optical's withdrawal and Progressive's reimbursement.

Greig Avenue:

Liz to continue discussions with the City and report back on concept refinement and budget implications.

Holiday Lights:

Lightup committee to finalize grant guidelines, website copy, and a launch date. Andrea, Sam, and Liz to advance alley lighting measurements, mapping, and stakeholder conversations.

Bylaw / CPTED working group:

Jessica to draft complaint letters (Tandoori, Brolly Square, Kid Zone).

Phil to bring sample bylaws for review at the next meeting.

11. New Business

a. Backyard Music Co. – Nashville Songwriters Festival

- Proposal received for a ticketed, multivenue “Bluebird Café”-style event.
- No funding or permits requested from TDIA; request was for support and possible promotion.

Decision

The board agreed to forward the request to Tourism Terrace for potential promotional support and will not provide direct funding at this time.

A brief discovery call may occur if Tourism Terrace wishes to explore further.

b. HUB Cycling – 2026 Bike Awards People’s Choice

- Nominations are open until December 31, 2025.
- The board discussed whether TDIA should coordinate local nominations and form a small reviewer panel.

Decision

The board agreed that this item will also be referred to Tourism Terrace to consider coordination and promotion through their channels.

c. Late Correspondence / Other

Shop Local Passport Campaign

- Campaign has launched and is being promoted through Tourism Terrace and TDIA social channels.
- Discussion on how TDIA can leverage Shop Local content to further highlight TDIA initiatives and member businesses.

Chamber of Commerce Rental Space

The Chamber requested that TDIA use its channels to promote a downtown rental space; the board acknowledged the request and decided that they will not promote rental spaces available for Chamber of Commerce or any other BIA member.

12. Next Meeting: Monday, December 15, 2025 at 12:15 pm at the Tourism Terrace Office

13. Adjournment

The meeting was adjourned at 1:52 pm.