

Terrace Downtown Improvement Area (TDIA) Meeting Minutes

Date: March 26, 2025

Time: 12:15 PM – 1:53 PM

Location: Terrace Tourism Office, 4511 Keith Avenue

Present: Ginny Kenmuir, Andrea Harmel, Polly Rudderham, Sam Harling, Liz Smaha, Jessica Hogg

Regrets: Lael McKeowan, Joe Lavoie

1. Call to Order

Meeting called to order at 12:24 PM.

2. Acceptance of the Agenda

Motioned and approved.

3. Acceptance of Past Minutes

Formal meeting was cancelled; Zoom meeting notes from February 12 were attached.

Motioned and approved.

4. Treasurer's Report

The Treasurer, Lael McKeowan, was not in attendance. The report will be reviewed at the next meeting.

5. Committee Reports

a. Grant Programs

- All grant applications are now live on the TDIA website.
- Jessica will manage incoming forms and send applications to the full board for review.
- Simone (PVL) to be contacted regarding Creative Zone façade grant; awaiting application.

- Event grant application to be sent to Lael.
- Outstanding questions regarding 2024 NDIT disbursement.
- Opportunities will be promoted. Liz and Polly will review applications received in May.

b. 4600 Block Project

Andrea presented updated design concepts, considering safety, traffic, parking patterns, and sunlight.

Committee to meet with the City of Terrace on March 28 for conceptual discussion.

Goal: confirm partnership status and maintain communication. Updates to be shared with the board.

c. Hiring of Consultant (Urban Systems)

Proposal reviewed. Decision to move forward was held by e-vote.

City of Terrace has a standing agreement with Urban Systems.

Sam will explore alternatives and gather best practices at the upcoming BIABC conference.

6. Other Items / Business Arising

a. Alley Lighting

Project is on hold pending strategic planning. Additional understanding of lighting costs needed.

b. Media Request

Jessica attempted contact with Terrace Standard—no response received.

c. OCP Housing Strategy / Letter to City Council

Liz, Polly, and Sam to attend Urban Systems virtual presentation on April 29 at 2:00 PM.

Reviewed Joe's draft letter expressing concern about reduced commercial zoning. Motion (Liz): Jessica and Joe to revise and finalize sourcing before sending draft to board for final review and submission.

Motion carried.

d. Indigenous Naming Policy

Liz noted difficulty reaching the City for input. Maggie Hall is transitioning out of her City Manager role. Update pending.

e. Terrace Tourism Brochure Ad

Finalized and published. View online at:

https://issuu.com/tourism-terrace/docs/terrace_visitor_guide_2025

f. Chamber of Commerce Update

New Interim Executive Director: Ward Skinner (6-month term).

g. Downtown Benches

Liz to follow up with Tara for review of new bench designs.

h. Newcomers Guide

Tourism Terrace is leading design. Liz, Sarah Z, Mike Pucci, and Jessica to collaborate for TDIA input.

7. New Business**Volunteer Appreciation Dinner**

Jessica to provide committee emails for invitations. Please RSVP directly on TDIA's behalf.

BIABC Conference

Sam attending on April 13; will gather info on strategic planning and board development. Polly suggested exploring "clean team" initiatives. Liz mentioned Red Bag Initiative and upcoming April 27 Garbathon.

Community Cleanup

Next garbage pickup day: Friday, March 29 (time TBA). Coordination with Liz.

Board of Directors Update

A letter will be sent to Mike Hogg regarding filling his inactive board seat. Jessica will draft the letter for Liz and Joe to review.

8. Adjournment

Motion to adjourn carried at 1:53 PM.

Action List – March 26, 2025 TDIA Meeting

Action Item	Responsible	Deadline/Notes
Review Treasurer's Report	Lael	At next TDIA meeting
Monitor and forward incoming grant applications	Jessica	Ongoing
Contact Simone (PVL) about Creative Zone application	Jessica	Awaiting submission
Send event grant application to Lael	Jessica	As soon as possible
Promote grant opportunities	Jessica, Liz, Polly	Ongoing
Review received grant applications	Liz, Polly	May 2025
Meet with City of Terrace re: 4600 Block project	Committee	March 28, 2025
Network at BIABC conference for planning/board practices	Sam	April 13, 2025
Gather information on 'clean team' initiatives	Sam	During BIABC
Explore cost estimates for alley lighting	Jessica / Strategic Planning Group	TBD
Attend Urban Systems virtual presentation	Liz, Polly, Sam	April 29, 2025
Revise and finalize OCP strategy letter	Jessica, Joe	Before next meeting
Follow up with City re: Indigenous Naming Policy	Liz	Pending contact
Request downtown bench design review from Tara	Liz	Before next meeting
Coordinate TDIA input for Newcomers Guide	Liz, Sarah Z, Mike Pucci, Jessica	In progress
Distribute Volunteer Appreciation Dinner invites	Jessica	ASAP
Share board seat letter draft	Jessica (draft), Liz & Joe (review)	Before next meeting