

Terrace Downtown Improvement Area Society

Board Meeting Minutes

Date: Monday, June 15, 2026

Time: 12:15 PM

Location: Visitor Information Centre

In Attendance: Joe Lavoie, Liz Smaha, Jessica Hogg, Andrea Harmel, Ginny Kenmuir, Sam Harling

Guests: Ken Newman, Viola He, City of Terrace

Regrets: Phil Clements, Lael McKeown, Polly Rudderham

1. Call to Order: The meeting was called to order at 12:16 PM.

2. Adoption of Agenda: The agenda was reviewed and adopted.

3. Adoption of Previous Meeting Minutes: The minutes from the May 11, 2026 board meeting were reviewed.

Motion: To adopt the minutes from the May 11, 2026 board meeting as presented/amended. **Carried.**

4. Guest Presentation: City of Terrace / NDIT Facade Grant Process

Ken Newman and Viola He from the City of Terrace attended the meeting to discuss the NDIT / Business Facade Improvement Program process and opportunities for improved coordination between the City and TDIA.

Ken provided background on the City's role in coordinating the NDIT grant process in previous years and introduced Viola as the new City lead for this file. It was noted that applications to NDIT are submitted in the fall for the following year's funding. For example, the 2026 funding application was submitted in 2025.

Discussion included:

- Overview of the NDIT facade grant process
- Review of the draft BFIP eligibility review worksheet supplied by the City of Terrace
- Use of NDIT guidelines as the basis for program eligibility
- Requirement for applicants to keep receipts and document proof of payment
- Opportunities for closer collaboration between the City and TDIA during application review
- Need to promote the program earlier in the calendar year
- Application portal accessibility and the TDIA website "Apply Here" link

- Communication of available TDIA grant and funding opportunities
- Opportunities for City / TDIA collaboration to improve communication with applicants and application pre-screening

The Board discussed current application considerations, including:

- Clay Artists of Terrace: Certain proposed improvements may not be eligible under the NDIT program due to visibility from the road and eligibility criteria. The entrance and patio-related elements may be eligible.
- Elizabeth Fashions: A property owner consent form is required, as the applicant is not the property owner.
- Don Diego's: Application status was discussed as part of the broader review of current applications.

The Board discussed whether the NDIT program must continue to be administered through the municipality or whether TDIA could receive and administer applications directly. It was noted that NDIT prefers the municipality to manage the financial administration, and that permitting requirements also involve the City's Planning Department.

The Board also discussed whether eligibility could be expanded beyond TDIA members. The City indicated this is not being considered at this time.

The Board noted that current administrative inefficiencies and applicant confusion have led TDIA to further investigate separating the NDIT and TDIA facade grant processes. The Board also discussed whether criteria could include consideration of applicants who have not previously received NDIT funding.

5. Treasurer's Report: Attached financials were circulated to the Board.

Discussion included allocation related to the REDIP report.

6. BIABC Conference Update

Joe and Liz provided an update on their attendance at the BIABC Conference in Penticton.

Discussion included:

- Conference presentations are available in the BIABC folder for board members to review
- Contacts were made that may be beneficial to TDIA
- Opportunity for TDIA to make better use of analytics

- Potential to share Environics data between TDIA and Tourism Terrace
- Use of data to support members with marketing insights
- Potential use of geofencing and demographic data to understand visitor behaviour, event impact, conversions, and consumer activity
- Possibility of presenting event and date-specific data to members

It was noted that Joe and Liz will look into Environics costs and report back at the next board meeting.

The Board also discussed associate memberships for businesses outside of the BIA, noting that this exists in other communities.

Discussion also included TDIA's current funding level and whether the organization should request an increase in future years. The Board noted that although property taxes have increased, TDIA has historically requested \$120,000. The Board discussed considering a larger funding request in the next budget cycle if it aligns with expanded services and value to members.

The Board discussed CPTED principles and how they may support better downtown design in Terrace. The Board discussed whether TDIA should present these principles to Council as a reminder of their importance in downtown planning and development.

7. Business Arising from Previous Minutes

a. RFQ Committee Update

Joe provided an update on the RFQ Committee.

The committee met with Lori to coordinate the RFQ process and prepare it to be issued. The RFQ will be reviewed before it is sent out.

b. 4600 Lakelse Ave Committee Update

Liz provided an update on the 4600 Lakelse Ave Committee.

The project appears to be running on schedule based on updates from the City of Terrace. The partnership on landscaping is moving forward.

TDIA board members are working with potential artists regarding the metal screen in front of the Days Inn, with an interest in keeping the work with a local vendor.

The Board discussed the importance of remaining positive throughout the construction period and advocating for continued shopping and support of businesses on the 4600 block of Lakelse Avenue. Positive feedback has been received from store owners regarding the contractors.

TDIA would like to promote construction-related interest stories, including photos of the wooden pipes that were removed. Jessica will seek approval from the City of Terrace before publishing related content.

The fish installation is still being discussed.

It was noted that some negative feedback about the construction has been received from a member.

c. Centennial Day Committee Update

Liz provided an update from the Centennial Day Committee.

Polly, Meredith and Liz met during the week to discuss the Greig and Sparks intersection, including landscaping and wayfinding signage. An art installation was also discussed.

Looking ahead, there may be an opportunity to incorporate a refresh for the back side of Ranu's Kitchen.

d. Greater Terrace Beautification Society Donation

The Board discussed a \$500 donation to assist with downtown projects.

The Board agreed to approve the donation contingent on confirmation from the Treasurer regarding the financial report. Approval will be completed by email.

8. Grant Applications & Updates

a. 2026 Facade Grant Applications

The Board reviewed current 2026 facade grant applications.

A new application was received from Tillicum Twin Theatres. The Board noted that the applicant should be advised that the grant maximum is \$5,000.

The Board also discussed current applications from:

- Elizabeth Fashions
- Don Diego's
- Clay Artists of Terrace

b. New Landscaping Grant Request

The Board reviewed a new landscaping grant request from Terrace Search and Rescue.

Motion: To approve the Terrace Search and Rescue landscaping grant application in the amount of \$1,000.

Carried.

c. Grant Application Website Content

The Board discussed the grant application content on the TDIA website

TDIA will begin promoting the grant through additional channels.

d. NDIT / TDIA Grant Process Alignment

The Board discussed takeaways from the City presentation and whether internal TDIA process changes are needed.

The Board agreed that further review is needed regarding how NDIT and TDIA facade grants are presented, administered, and communicated to applicants.

9. Board Discussion / New Business

a. Riverboat Days Request — Concerts in the Park

The Board reviewed a Riverboat Days request from Brian Downie for Concerts in the Park.

Motion: To approve \$3,000 in support of the Riverboat Days Concerts in the Park request. **Carried.**

10. Next Meeting Date: The next regular board meeting date was confirmed for **July 20, 2026.**

11. Adjournment at 1:50