



BOARD MEETING MINUTES

Monday, September 21, 2026 | Visitor Information Centre

Present: Joe Lavoie (President), Lael McKeown (Treasurer), Sam Harling, Polly Rudderham, Phil Clement, Jessica Hogg

Regrets: Liz Smaha, Ginny Kenmuir, Andrea Harmel

1. Call to Order

The meeting was called to order at 12:14 p.m.

2. Adoption of Agenda

The agenda was adopted with new items added under New Business. Carried.

3. Approval of Previous Meeting Minutes

The minutes of the August 17, 2026 board meeting were approved. Carried.

4. Treasurer's Report

Lael presented the Treasurer's Report, including a review of the 2026 budget, expenditures and assets, ReDIP funding, and funds earmarked for projects. Summary as of September 20, 2026:

- 2026 budget: \$123,344.16
- Expenditures to date (incl. GST): \$44,530.20
- Remaining in budget: \$78,813.96
- ReDIP Economic Capacity Report funds: \$99,750 (\$79,750 ReDIP + \$20,000 TDIA), with \$60,000 held in GICs
- Total assets: \$415,041.53

Treasurer position

Lael would like to step down as Treasurer. Jessica will send an invitation to TDIA members who may be interested in the role.

Board members and terms

Jessica will send the current list of board members and terms to Joe.

5. Business Arising from Previous Meeting

5.1 Economic Capacity Report

The study portion of the project has been assigned to the consultant. The board discussed the timeline; the report needs to be completed by December 25, 2026. PacifiCan met with TDIA to discuss marketing for Phase 2 of the project.

Motion: That the board pay Lori to create a two-page summary for the upcoming PacifiCan meeting. **Carried.**

Action: Joe to confirm the dollar amount and forward to the board.

5.2 4600 Block / Salmon Art Project

- Sculpture locations have been revised to sit within the four planter beds, closer to the centre of the block.
- Council delegation is scheduled for September 28, 2026. Polly and Joe will attend.
- Presentation materials are due to the City by September 24 at 12:00 p.m. Polly will forward the current design.
- Estimated cost: \$14,885 per sculpture / \$59,540 total, plus applicable taxes and installation costs.
- TDIA will fund the design and installation. An application has been submitted to the Northern Savings Credit Union INSPIRE Fund.
- **Landscaping:** Landscaping consultant Wes Moulin was paid through TDIA, but the suggestions provided to the City of Terrace have not been incorporated. Polly has agreed to raise this with Travis.
- **Reopening celebration:** The date has been pushed back from the current plan. Joe will connect with the City of Terrace regarding plans.

5.3 Facade Improvement Program

- NDIIT facade grant funding for 2027 is not applicable to TDIA. The City, and possibly the Chamber, may move forward with it.
- TDIA will continue to offer its own façade grant in 2027. Polly and Jessica will work on revisions to the application.
- The board discussed current renovations happening downtown. Polly will connect with the owner of Don Diego's about their renovations and possible interest in the façade grant.

5.4 Data & Research Opportunities

EnviroNics data and Canadian Urban Systems will carry forward to a future meeting. Liz has been looking further into these.

6. TDIA Funding Bylaw Renewal

The board reviewed the draft letter to the City of Terrace requesting renewal of the funding bylaw for an additional five-year term, with a phased increase from the current \$110,000 annually:

- Years 1–2: \$120,000 annually
- Years 3–5: \$130,000 annually

Discussion: Lael and Joe met with the City of Terrace. This year's financials will be presented at the AGM, and the board is looking to approve a multi-year budget. Downtown property taxes have increased while TDIA funding has remained the same. A poll will go out to the membership to gather input on the budget and priorities; the board discussed how best to gather opinions and what the main topics should be.

Action: Jessica to draft poll ideas for the board to review and add to.

Action: Joe to prepare the multi-year budget and circulate it to the board for review before submission.

Action: All directors to invite a few downtown guests to the AGM to increase attendance.

7. Four Rivers Co-operative Community Support Fund

The board reviewed the 2026 funding opportunity and potential eligible capital projects. Application deadline: November 15, 2026 at 5:00 p.m.

Action: Phil to review the grant information and apply for the salmon sculpture project.

8. Terrace & District Chamber of Commerce Magazine

The board agreed to support the advertising opportunity with a full-page ad, with a preference for the inside or back cover. The cost will be confirmed once placement availability is confirmed with the publisher.

9. Annual General Meeting: October 26, 2026

The AGM will be held October 26 from 5:00 to 7:00 p.m. As of September 17, 20 guests have confirmed. The board discussed the engagement plan, including events. The AGM presentation is being prepared.

10. New Business

10.1 Municipal Election Debate

TDIA has been encouraged to participate and submit a question.

10.2 All Star Grant Application

To be decided by e-vote.

10.3 Centennial Project

Polly provided an update. An RFP is being prepared for a large art piece, with a sculpture concept built around three tiered elements: nature, people and industry. The event organizer is working out of City Hall. TDIA has emphasized consistency with other downtown elements. TDIA could take on the other side of the street along Greig Avenue, including suggestions for landscapers, and assign budget line items accordingly. The board also discussed infrastructure and funds given to the Salmon Arts Fest.

10.4 Downtown Lighting

The board discussed lighting up the parking lot between Unbound and the Tillicum Twin. Ownership of the parking lot is not yet known.

10.5 Special Projects Brainstorm

The board held a short brainstorm on potential special projects:

- **Business makeover:** A possible “makeover your business” funding program, where a business that is nominated or wins through a competition would receive an exterior makeover, such as lighting, landscaping and façade improvements. The board discussed how this could combine several TDIA objectives into one project.
- **Holiday lights:** Polly has many holiday lights in her garage to put up downtown for the season. Sam and Phil offered to help over the coming month.

10.6 Landscaping and Beautification

The board discussed hiring a landscaping consultant to assist with downtown beautification, with a suggestion to explore a student co-operative, possibly K5T. Discussion also covered project budgets.

10.7 Business Licence Email List

Action: Joe to contact the City of Terrace for an updated email list attached to business licensing.

10.8 TDIA Decal

A TDIA decal recognizing member support was discussed.

Action: Jessica to source costs.

11. Next Meeting

Annual General Meeting, Monday, October 26, 2026, 5:00 to 7:00 p.m.

12. Adjournment

The meeting was adjourned at approximately 1:45 p.m.

Action Items Summary

Who	Action	Timing
Joe	Confirm cost of Lori's two-page summary and forward to board	Before PacifiCan meeting
Polly & Joe	Attend Council delegation (Polly to send design materials to City)	Sept 24 / Sept 28
Joe	Connect with City on 4600 Block reopening celebration	
Polly	Raise 4600 Block landscaping recommendations with Travis	
Polly & Jessica	Revise 2027 façade grant application	
Polly	Contact Don Diego's owner re: façade grant	
Jessica	Send Treasurer invitation to members; send board list and terms to Joe	
Jessica	Draft membership poll ideas for board review	
Joe	Prepare multi-year budget and circulate for review	Before AGM
All directors	Invite downtown guests to the AGM	Oct 26
Phil	Apply to Four Rivers Community Support Fund	Nov 15, 5:00 p.m.
Polly, Sam & Phil	Put up holiday lights downtown	Coming month
Joe	Request business licence email list from City	
Jessica	Source costs for TDIA decal	