

TERRACE DOWNTOWN IMPROVEMENT AREA SOCIETY

Board Meeting Minutes

Monday, April 20, 2026 | 12:15 p.m.

Visitor Information Centre Board Room

Attendance: Sam Harling, Andrea Harmel, Lael McKeown, Jessica Hogg, Phil Clement, Joe Lavoie, Polly Rudderham

Regrets: Ginny Kenmuir

1. Call to Order

The meeting was called to order at 12:17 p.m.

2. Approval of Agenda

The agenda was approved as circulated.

3. Approval of Minutes – March 16, 2026 Board Meeting

The minutes of the March 16, 2026 Board Meeting were approved.

4. Guest Presentation / Discussion

Brian Williams, Terrace & District Chamber of Commerce, was absent.

5. Treasurer's Report

a. Financial Update

Financials were circulated prior to the meeting. Discussion included the budgeted \$20,000 donation for the 4600 Lakelse project, conference registration, Kermodei Tourism advertising, and CLAY Artists of Terrace lighting. It was also noted that Grant Thornton has received the books and will not be charging for services this year, though fees may apply in future years. Other providers may also be explored.

6. Grants & Funding

a. NDIT Update Regarding Changes to the Facade Grant

Polly shared that Dave Gordon has contacted NDIT to revise the agreement, with discussion focused on proof of payment requirements, extending the intake date beyond the early May deadline, and how the program should be administered.

The Board discussed how TDIA-funded grant support should be administered, including whether a second stream of funding should be created. There was also discussion around whether the downtown has reached a saturation point for facade improvements, and whether criteria could be adjusted to better address current gaps and TDIA priorities. Landscaping was noted as a distinct category.

Motion: To create a TDIA Sponsored Grants stream separate from NDIT.

Carried.

Action: Jessica to draft recommendations for Board review.

b. Business Facade Improvement Program 2026

Applicant: Elizabeth Fashions / Star Apparel, 4616 Greig Avenue

Requested Amount: \$5,000

Estimated Total Project Cost: \$34,000

The proposed project includes exterior facade improvements, with supporting quotes and visuals received. It was noted that this is the only façade grant application received so far, and intake remains open until May 8, 2026.

The Board was in favour of the application proceeding.

Action: Jessica to forward the application package to the City for final review.

c. Landscaping Grant 2026

i. Tillicum Twin Theatres, 4720 Lakelse Avenue

Requested Amount: \$1,000

Estimated Total Project Cost: \$2,000

The proposed project includes seasonal exterior beautification through flower baskets on the theatre marquee.

Motion: To approve the Landscaping Grant application.

Carried.

7. Projects & Committees

a. 4600 Block of Lakelse Revitalization

Business Support Considerations

The Board discussed how TDIA communications can support businesses in the 4600 block during revitalization work. Topics included promoting available marketing grants, encouraging walkability in the downtown, and exploring messaging tied to community connection and active transportation. There was discussion about using statistics and awareness messaging to encourage walking downtown and shopping locally, particularly in May. Bike/Walk to Work Week was noted as a possible opportunity. Concerns regarding congregation, loitering, and proactive bylaw support were also discussed.

Action: Jessica to prepare a targeted email to businesses in the 4600 block reminding them about the Marketing Grant. Polly and Andrea will use handouts to help engage businesses in the area.

Public Art / Street Planting / RFP

Polly will meet with Dave Gordon and Wes Mouldin to review the planting list. It was noted that proof of the benefits of requested changes will be needed, though the City is open to considering revisions to the current list based on longevity and maintenance.

Discussion also included the public art screen proposed in front of Days Inn. The City will issue an RFP, and the TDIA continues to advocate strongly for a local solution. Polly has a contact in mind. The City will provide a proposal based on the design previously approved by the TDIA. It was noted that Nino Roldo could be provided with a letter of endorsement for the applicant.

There was also brief discussion regarding the salmon concept, with no further progression at this time.

b. Greig Avenue Landscaping

The Board discussed the challenges of landscaping this area due to underground infrastructure. Alternatives were considered, including looking at Fernie's example of beautifying waste containers. The idea will be tabled for now in light of Centennial project discussions but Lael will continue to look into the feasibility of waste container beautification.

c. Centennial Advisory Committee

Polly shared a gateway project proposal for review, including updates for that area. The project may connect with Greig Avenue landscaping considerations.

d. Bylaw & Community Safety

Phil provided an update on his bylaw recommendations and circulated suggested next steps. Past bylaw complaints, including KidZone, were also discussed.

Action: Phil to meet with **Sarah Artis, Social Development Coordinator**, to discuss bylaw-related concerns and opportunities to strengthen related language and response approaches. Further discussion will take place at the May or June meeting.

8. BIABC AGM and Annual Conference

a. May Event Attendance Update

Liz and Joe will attend the BIABC AGM and annual conference. They have divided up the conference events between them.

9. New Business

a. INSPIRE Fund Opportunities

The Board discussed the spring deadline and possible grant opportunities, including whether public art could be a suitable project. Applications are accepted from July to September. Board members will continue to review and consider potential project ideas.

b. Volunteer Appreciation Dinner

RSVPs were confirmed for Joe, Sam, and Polly.

c. TDIA Lights

It was noted that the TDIA lights are stored.

10. Next Meeting

The next meeting will be held on **Monday, May 11, 2026 at 12:15 p.m.**

11. Adjournment

The meeting adjourned at 1:30 p.m.