

TDIA Board Meeting – Minutes

Date: Monday, October 20, 2025

Time: 12:15–2:16 pm

Location: Tourism Terrace Office

Attendance

Present: Polly Rudderham, Joe Lavoie, Lael McKeown, Phil Clement, Andrea Harmel, Jessica Hogg

Regrets: Sam Harling, Ginny Kenmuir, Liz Smaha

Guests: Meredith Skimson (City of Terrace – 100 Year Events), Jasmine Strain (Community Safety Officer), Dwayne Sheppard (Bylaw Officer)

1. Call to Order

- Chair Joe Lavoie called the meeting to order at 12:15 pm and confirmed quorum.

2. Approval of Agenda

- Motion: That the agenda for October 20, 2025 be approved as presented.
Moved by: Lael McKeown. Carried.

3. Approval of Minutes – September 15, 2025

- Motion: That the minutes of September 15, 2025 be approved.
Moved by: Lael McKeown. Carried.

4. Guest Speakers

4.1 City of Terrace – Bylaw & Community Safety

- Introductions to Jasmine Strain (CSO) and Dwayne Sheppard (Bylaw Officer).
Two bylaw/CSO positions are City-funded through a 3-year grant (to May 2026).
- CSO focus: prevent anti-social behaviour; connect individuals with resources/outreach.
- Signage & window coverage: Enforcement follows Planning Department direction (e.g., CPTED principles; sign/window coverage). Bylaw is largely complaint-driven.
- Landscaping/unsightly properties: Existing bylaws are limited; “unsightly” and “noxious weeds” provisions exist but definitions could be strengthened.

- Unhoused concerns: Counts have been relatively stable; services expanding (Men's Home on Benner St., women's shelter expansion, treatment centre in development, Northern Health outpatient detox). Not all anti-social behaviour is from unhoused individuals.
- Applicable bylaws: Safe Streets (sidewalks/panhandling), no public drinking, nuisance/unsightly. Trespass Prevention Program available to businesses.
- How to engage: Direct business concerns to Planning; report bylaw issues via City call tree (250-615-4037).
- Staffing note: recent reduction in CSO coverage; Sundays not staffed.
- Funding note: a recent NDIT application was not accepted.
- Offer: Quarterly check-ins with TDIA to report and collaborate.

4.2 City of Terrace – 100 Year (Centennial) Planning (Meredith Skimson)

- Goal: bring community together under the Centennial umbrella (2027); keep planning inclusive, positive, and fun.
- Seeking a Legacy Project (to be determined); ideas include park development and concepts for 4600 Lakelse Ave; events (parades, BBQs, arts).
- Committee structure will include Council; public applications are welcome (no invitation required).
- Funding: City budget not yet set; external grants may be available.
- Timeline: Identify project(s) by March 2026 to meet grant cycles.
- TDIA encouraged to apply/participate and will receive an invite from Mayor; external working groups will also be formed.
- Stand-alone centennial initiatives anticipated (not folded into Riverboat Days).

5. Grant Funding – Current Applications & COT Correspondence

- Board reviewed City of Terrace (Ken Newman) correspondence on NDIT-funded projects: approvals, pending reimbursements, and next intake timing.
- Files reviewed: Benson Optical, Drouin Holdings, Fiori Design, Arabisk; TDIA program items Tillicum Twin Theatre, Sandpipers (final confirmed amount); Progressive Ventures (new); reimbursements (Sandpipers, Arabisk).
- Discussion included opportunities to streamline Development Permit interactions with the City and to monitor active applications.

Motions/Direction:

- a) Benson Optical (NDIT): That Benson Optical remain under the NDIT stream. Carried.

b) Progressive Ventures (TDIA): That the Progressive Ventures application be approved under the TDIA stream, subject to standard program limits and documentation. Carried.

c) Reimbursements (Sandpipers & Arabisk): That TDIA authorize release of reimbursements for Sandpipers and Arabisk under NDIT upon receipt and verification of complete reimbursement packages (eligible invoices, proof of payment, and completion photos). Carried.

d) Drouin Holdings (Eligibility): That the board acknowledges the City of Terrace's advice (Ken Newman) that the project is not eligible for NDIT funding, and directs Jessica to (i) notify the proponent of the ineligibility, and (ii) return with options (defer/withdraw/alternate funding path) at the next meeting. Carried.

e) Correspondence: That the board receive the City of Terrace correspondence regarding current NDIT projects and intake timing for information. Carried.

6. Treasurer's Report (Lael)

- Reviewed 2026 proposed budget and discussed, including Greig Ave landscaping and major projects.

Motion: Approve the 2026 budget line item: Major Projects 2026. Carried.

7. Committee & Project Reports

- Shop Local Sponsorship (Andrea/Liz): Motion: Approve \$6,000 sponsorship of the Shop Local campaign (to Tourism Terrace). Carried.
- 4600 Block Improvements: discussion tabled until next meeting
- Landscaping of Greig Ave status pending tabled until next meeting. Board would like to see an official conceptual design submitted for review before approving budget line items.

8. AGM Preparation (Joe/Jessica)

- Event: Oct 27, 5:30 pm at Bavarian Inn; catering headcount ~ 40.
- Materials: one-page TDIA flyer (100 copies via Skeena Print Hub), 2026 proposed budget & financials (40 copies), PPT presentation, board nominations/elections process.

9. New Business

9.1 Downtown Banners (Polly): TDIA to retain banner arms; Skeena Salmon Arts Festival to receive banners. Polly will confirm with Skeena Salmon Arts Fest.

9.2 REDIP Contribution (Joe): Motion: Approve a cash contribution up to \$10,000 toward the REDIP application (Development Stream; updated support letter provided by Lori Sly). Carried.

10. Action Items (Owner/Due)

- Share City call tree and Trespass Prevention Program info with members; encourage complaint-driven reporting where appropriate (Jessica for next newsletter).
- Connect with Planning Department re: sign/window coverage guidance for member communication (Board member, not assigned)
- Grants: progress reimbursements for Sandpipers & Arabisk; monitor Benson Optical (NDIT) and Progressive Ventures (TDIA) next steps (Jessica/Polly: ongoing).
- Greig Ave landscaping: bring concept + cost estimate from Wes for board review (Liz → Nov 17 meeting).
- AGM materials: finalize flyer, budget package, PPT, nominations comms (Jessica/Joe/Lael/Sam → Oct 24).
- REDIP: confirm budget allocation and include cash contribution in application/support docs (Joe/Lael/Jessica → application deadline).

11. Next Meeting

Monday, November 17, 2025, 12:15 pm, Tourism Terrace Office. (Agenda to include Greig Ave landscaping concept and potential funding decision.)

12. Adjournment

Meeting adjourned at 2:16 pm.