TDIA Board Meeting Minutes
Date: August 18, 2025
Time: 12:15 PM
Location: Tourism Terrace Office, 4511 Keith Avenue
Recorder: Jessica Hogg

1. Call to Order

Chair: Joe Lavoie
Meeting called to order at 12:15 PM.

2. Attendance

Board Members Present:
Joe Lavoie, Lael McKeown, Andrea Harmel, Liz Smaha, Jessica Hogg, Polly Rudderham, Sam Harling

Regrets: Phil Clement, Ginny Kenmuir

3. Adoption of Agenda

Agenda adopted by consensus.

4. Acceptance of Previous Minutes

Motion: To accept the minutes of the July 21, 2025, meeting
Moved by: Polly Rudderham
Seconded by: Sam Harling
Carried

5. Committee Reports

A. Grant Programs & Intakes – Jessica Hogg

- **Façade & Landscaping Grant Updates:**
  - *Tillicum Twin Theatre:* Reimbursement done
  - *Fiori Design:* Jessica notified approved for maximum funding, excluding window realignment costs (ineligible per NDIT guidelines).
  - Follow-ups were made with applicants to encourage receipt submissions, project updates were communicated, no one is ready to finalize reimbursement
  - Need to send Ken Newman information regarding approved grant applications from NDIT – Jessica and Liz will organize

B. 4600 Block Project – Liz Smaha

- Recently TDIA board members walked 4600 block with City of Terrace to discuss current designs and placements

- Travis (new planner) has come onboard with this project from City of Terrace to review design concept. TDIA has been tasked to confirm concept for Mural Wall (approx. 9ft tall at tallest point)
- Wes contact for landscaping was given to City of Terrace, note that projects with higher costs will be sending out for RFP.
- Bench design will be purchased instead of custom design
- Some samples of designs for elements were reviewed at the meeting
- Suggestion that TDIA provide funding for a similar fish design as on site at roundabout.
- TDIA board members are pleased with the process and feel the design concepts are developing nicely and in alignment with our vision and how it aligns with CEPTID
- Catenary lighting- Sam and Polly will work on rough measurement for alleyway to assist with quote.
- A formal meeting with the City will occur before design finalization.

C. Financial Update – Lael & Joe

- GICs discussed. Updates on investments.

7. Other Business

- **Beautification Society**
    - **Motion:** TDIA will support up to $500 for planting around REMAX building on Lakelse.
        - *Carried (no opposition)*
- **Greig Avenue Beautification**
    - Liz met with City of Terrace and we need to decide the parcel of land we want to upgrade and who will maintain area after installation.
    - Discussion: Review of what block, and garbage pickup and needing BC Hydro regulations. Consider Greig Ave (Sparks to Emerson or Sande to Sparks Ave on North). Can we tie in what we are doing on 4600 Lakelse Ave concepts? Discussion around potential materials and designs. Who is responsible for funding- discussions on timelines.

      Action: Select block segment and identify who maintains after install; confirm BC Hydro regs
    - Discussion: will this be where the wayfinding signs installed? Liz provided an update that COT wayfinding sign projects won't be going forward at this time. Liz asked if TDIA could sponsor a sign outside of the Visitor Centre. This is being considered.

- **Downtown poverty and unhoused population**
    - o Discussion: TDIA is receiving complaints from downtown members as community outreach workers are downtown, feeding and providing supplies to unhoused in parking lots and doorways of our businesses. Our downtown members are complaining and feeling unheard about this as there is too much garbage left behind and supplies are discarded with business members left to clean up and the loitering is deterring customers. Can there be more centralized places to eat and gather supplies? Liz will reach out to KSAN outreach services to find out more information on who is the best contact regarding this.

    Motion: TDIA can draft a letter of support for our members, Liz will find out more information on who should receive the letter. Jessica will draft content.

        - ▪ *Carried (no opposition)*
- **Events**
    - o Chamber has contacted us about hosting an After Hours this fall. Disucssion about this possibility.
    - o Need to confirm the AGM date at September meeting. Proposed for last week of October, 2025.

8. Next Meeting

Date: Monday, September 15, 2025
Time: 12:15 PM
Location: Tourism Terrace Office

Summary of Action Items

Item	Responsible	Action
Send Ken Newman info on approved NDIT grant applications	Jessica Hogg & Liz Smaha	Compile list of approved projects and email Ken
Collect remaining receipts from grant recipients	Jessica Hogg	Follow up with all approved applicants; confirm timelines for reimbursement

Item	**Responsible**	**Action**
4600 Block – confirm mural wall concept (~9 ft at tallest)	Liz Smaha (with Board)	Bring concept options to Board and confirm with City
4600 Block – catenary lighting measurements	Sam Harling & Polly Rudderham	Take rough alleyway measurements and share for quotes
4600 Block – schedule formal meeting with City before design finalization	Liz Smaha	Coordinate date with City (Travis) and Board attendees
Greig Ave beautification – decide parcel and maintenance	Board (led by Liz)	Select block segment and identify who maintains after install; confirm BC Hydro regs
Wayfinding – decide on sponsoring sign outside Visitor Centre	Board	Evaluate scope/cost and make go/no-go decision
Downtown outreach impacts – identify recipient(s)	Liz Smaha	Contact KSAN to find appropriate contact(s) and report back
Downtown outreach impacts – member support letter	Jessica Hogg	Draft content once recipient known; circulate for approval
Temporary Foreign Worker interest survey	Jessica Hogg	Distribute again via socials
One-pager design	Jessica & Sam	Complete design and share with Board/members
Beautification Society – REMAX planting support (up to $500)	Liz & Lael	Liaise with Beautification Society and REMAX; arrange contribution
AGM- confirm date and format	Joe to lead board	Joe and Jessica will discuss and review