

Terrace Downtown Improvement Area Society (TDIA)

Minutes — Annual General Meeting 2025

Date/Time: Monday, October 27, 2025 — 5:30–6:15 p.m.

Location: The Bavarian Inn, Terrace, BC

Chair: Joe Lavoie

Recording: Jessica Hogg

Regrets: Polly Rudderham

Attendance: Members present as per RSVP/sign-in sheet (on file)

1. Call to Order & Quorum

The meeting was called to order at **5:51 p.m.** Quorum was confirmed. The Chair welcomed attendees and led brief introductions.

The Chair provided a short overview of TDIA's mandate under the City of Terrace 2011 Bylaw establishing the BIA and its levy-funded operations (renewed every five years). Membership includes property owners and tenants within the BIA. TDIA's purpose is to support a vibrant, safe, and prosperous downtown. The Chair recognized **Alex Pietralla** and **Craig Dunfield** for their contributions.

2. Approval of Agenda

Motion: To approve the agenda as amended to include **Centennial discussion** under New Business.

Moved by: Sam Harling • **Seconded by:** Ginny Kenmuir • **Carried**

3. Approval of Minutes — 2024 AGM

Motion: To approve the minutes of the 2024 AGM.

Moved by: Liz Smaha • **Seconded by:** Lael McKeown • **Carried**

4. Reports

4.1 Treasurer's Report & 2025/26 Budget Overview

Presenter: Lael McKeown

Highlights:

- Strong year with several projects completed; accumulated funds remain.
- Focus for the coming year is to **allocate cash surplus** strategically through partnerships and major projects that advance TDIA priorities.
- Proposed budgets presented.

Motion: To receive the Treasurer's Report and proposed budgets.

Moved by: Andrea Harmel • **Seconded by:** Sam Harling • **Carried**

4.2 Year-End Financial Statements & Reviewer

Motion: To accept the year-end financial statements.

Moved by: Liz Smaha • **Seconded by:** Andrea Harmel • **Carried**

Motion: To appoint **Vohora LLP** as financial reviewer/accountant for 2025/26 and **waive a full audit requirement.**

Moved by: Ginny Kenmuir • **Seconded by:** Sam Harling • **Carried**

4.3 Chair's Report

Key initiatives and priorities:

- **Collaboration:** Shop Local, City of Terrace partnerships, Concerts in the Park, and wayfinding (with Tourism Terrace & City).
- **Downtown Revitalization:** Beautification, murals and public art, safety/advocacy, and grant coordination.
- **Funding Programs:** Façade Improvement Grants; Holiday Lighting (to be highlighted on website); Events/Marketing and Landscaping grants; Eat, Shop & Be Merry; Shop Local.
- **4600 Block Lakelse Ave:** Canopy removal, phased streetscape concepts; working with City of Terrace to finalize design and completion.

Status note: Plans remain **in budget** per Planning, but have **not yet gone to Council**; not yet official.

- **Urban Systems report:** Available on TDIA website.
- **Marketing:** Ongoing social media, website updates, and member spotlights; encourage members to follow channels and join the newsletter list.

5. Bylaw/Special Resolutions

No special resolutions were brought forward.

6. Election of Directors

Nominations were opened and closed. The following directors were appointed and reappointed for their respective coming term(s) as TDIA directors are appointed for two-year terms.

Phil Clement (2 years), **Sam Harling** (2 years), **Liz Smaha** (1 year), **Ginny Kenmuir** (1 year), **Andrea Harmel** (1 year), **Joe Lavoie** (2 years), **Lael McKeown** (1 year), **Polly Rudderham** (2 years)

7. Signing Officers

Motion: That any **two** of **Sam Harling, Lael McKeown,** and **Joe Lavoie** be authorized as TDIA signing officers.

Moved by: Liz Smaha • **Seconded by:** Andrea Harmel • **Carried**

8. New Business & Member Q&A

- **Member feedback (Q: Sarah Artis):** Inquiry about how TDIA receives member feedback.
Discussion: Engagement often occurs through funding programs and occasionally via complaints; TDIA welcomes more direct feedback and direction from members.
- **Meeting access (Q: Kerry Giesbrecht):** Are monthly board meetings open?
Response: Guests may be invited; members can attend by request.
- **Membership size:** Approximately “a couple hundred” members noted; discussion on improving attendance and engagement, including potential for more events.
- **Terrace Centennial:** Advisory committee forming; online applications available.

9. Adjournment

Motion: To adjourn.

Moved by: Lael McKeown • **Seconded by:** Sam Harling • **Carried**

The meeting adjourned at **6:15 p.m.**

Attachments (on file)

- Sign-in sheet / RSVP list
- Treasurer’s Report & proposed budgets
- Year-end financial statements
- [Urban Systems report link](#) (website reference)
- Program one-pagers: Façade, Landscaping, Events/Marketing, Holiday Lighti

Draft prepared by: Jessica Hogg

For approval at the next meeting of the membership/Board.