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CITY CLERK
CITY OF PORT COLBORNE



**Downtown Port Colborne BIA - Board Meeting
Tuesday, February 1, 2022- 7:00 PM
92 Charlotte Street, Port Colborne**

Attendance: Jesse Boles, Taylor Mynlieff, Norbert Geiger, Ed Cleveland, Larry Beverly, and Councillor Mark Bagu.

Staff: Mary-Lou Ambrose-Little and Sarah English.

Regrets: Alicja Kniffen, Anna Maria Crognale, and Councillor Donna Kalailieff.

Welcome

Jesse Boles, Chair welcome everyone to the meeting and announced that there is a quorum.

Call to order

The meeting called to order at 7:05 PM.

Declaration of pecuniary interest

None.

Approval of the meeting agenda

Motion: "to approve the agenda. Motion by: Norbert Geiger; Seconded by: Taylor Mynlieff. Carried

Approval of January 2022 minutes

Motion: "to approve the minutes of the January Meeting." Motion by Jesse Boles; Seconded by: Mark Bagu.

Carried

Business Arising from the Minutes

- Sarah English, Marketing & Events was introduced and welcomed by all.
- Patio Policy beginning developed to better regulate set-up.
- Board Committees, each board member will need to select a committee to participate in.
- There remains the issue of the board selecting a recording secretary for the meetings. When someone volunteers that would be their volunteer position.

Reports

Councillor's Report

Staff and Councillors are reviewing the encroachment/patio guidelines in order to set up the final policy. Once this is set it will be much clearer what is expected. Economic Development Officer is consulting with community partners and is in support of formalizing the policy.

Councillors are receiving complaints about parking violations downtown. There have been several incidents where tenants and business owners are parking for extended periods on the downtown streets. By-Laws will be out to enforce 2-hour parking.

Governance

No report

Marketing/Event

No report but this group will meet in the next two weeks to set the final schedule for 2022 festivals and events.

Staff Report

A full report is attached for review. Highlights include successful events despite covid, a successful farmers' market season, and planning for 4 seasonal events to attract 4,000 to 5,000 visitors to downtown. All of these events will bring shoppers downtown and encourage people to walk around. (Lift Festival, Taste of Port Colborne, Harvest Festival and Winter Wonderland).

Market applications are out to return vendors with a deadline of March 7, 2022. Then new vendors will be invited to participate.

Treasurer's Report

No report.

2022 Strategic Plan (Staff)

No report.

Motion: "to accept all reports in the block." Motion by Jesse Boles; Seconded by: Mark Bagu. Carried

Correspondence

- City staff, Steve Shypowskyj has followed up and Classic Displays will not stand good for their products. The City and the BIA to discuss how to handle this issue.
- BIA Levy Cheque received re 2021.
- Chamber's Staff Benefits postcard received.
- Post Office Box Renewal Notice received and just renewed.

New business

- Quotes for the computers and printer in the process. Mary-Lou reported that the cost of computers has gone up from when it was budgeted. She has three quotes for local businesses. Jesse is checking on printer costs.
- Several new businesses coming downtown this spring, Clarence and King Street change coming.
- Events Meeting – Monday, February 8th at 7:00 P.M.
- Parking on West Street – tenants parking 24/7, action: By-Laws to patrol.
- Drug & Alcohol Disposal, action: Street Works arranged for the cleanup, done very quickly.

Adjournment

Motion: "to adjourn." Moved by: Mark Bagu; seconded by: Taylor Mynlieff.

8:30 PM

NEXT MEETING

March 1, 2022 6:00 PM

Tentative Virtual Meeting

Attachments: Staff Report, 2022 Budget.