



City of Port Colborne  
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**Port Colborne Downtown Business Improvement Area Board of Management**  
**Minutes of Regular Meeting, Wednesday Sept 25, 2019**  
**223 King Street Meeting Place**

**Attendance: Jesse Boles, Norbert Gieger, Betty Konc, Frank Beres, Robert Phillips, Michelle Benest-Tanner, and Frank Beres.**

**Council Representative: Donna Kalailieff.**

**Staff: Mary-Lou Ambrose-Little.**

**1. Welcome. Chair opened meeting @ 6:40 pm.**

**2. Disclosures: None.**

**3. Approval of Agenda: Motion: Jesse Boles, second by Michelle Benest-Tanner. Motion Carried.**

**4. Approval of the Previous Minutes Motion: Frank Beres and second by Michelle Benest-Tanner. Motion Carried.**

**5. Business arising from previous meeting:**

**Betty reported that the information required on the number of vessels and visitors has been provided.**

**6. REPORTS**

**Treasurer's Report: Betty set 30 minutes to discuss budget for 2020. A hard copy of the approved budget for 2019 was provided to members. True figures were provided for costs of Radio spots, and Events. Good news is that there is an increase in HST rebate. Full details of figures provided under separate minutes for Budget meeting in October.**

**Radio Spots: Run from Feb. 24<sup>th</sup> to Dec 29<sup>th</sup>.**

**Julie had taken care of arranging the radio spots for 2019. Original number of spots was 15 and now 14 at 60 seconds. This covers a full week.**

**Expenditure suggestion: Taste of Port Colborne: suggested BIA finance advertising at a cost of \$440.**

**Rack Cards/Maps:** suggested that we ask Main Street BIA if they want to share the cost of Map advertising as it benefits both the Main Street area and the Downtown core. Betty to look into this.

**Mary-Lou** to look into costing a larger order of rack cards 5,000 to 10,000 to decrease cost and increase rack cards as there were limited supplies this year.

**Tode signs** yearly cost needs to be reviewed and due date needs to be clearly set.

**Betty** set forward that another separate meeting for budget was required.

**Art Crawl:** no new information on previous idea from September's meeting. Betty to look into it.

**Harvest Fest:** Not much to report. Mary-Lou said all is good. Everyone had done a great job. Betty Konc mentioned that Mary Lou has done a great job at getting sponsorships and vendors.

**Tug Boat Santa:** Dee has brought in \$550.

**Taste of Port Colborne:** All is good to go for the weekend of October 18, 2019

**Council Representative's Report:** (Donna Kalailieff)

**A:** City looking at putting out more trees but in planters and once too large will be transplanted to one of the local parks.

**B:** Looking at more illuminating of the downtown core.

**C:** The trash cans are coming. They are all black and very versatile.

**D:** There are plans in the works for the repair of the docks.

**E:** Pilot house has been painted.

**F.** Arborist has looked at the trees on West Street and said the trees had to be removed. The trees have been removed but there was not communications with the local merchants by city hall. There is no back up at this time.

It was suggested that City Hall looks to being more proactive communicating with the merchants when doing works project.

Donna mentioned she had gone to a conference that had vendors and she had found some great items for illuminating and planters for the trees, which she has brought back to city hall. She even managed a few samples.

**Staff Report (as submitted/attached). Reviewed by Mary Lou Ambrose-Little.**

**Motion to accept the reports as presented.**

**Motion: Frank Beres, seconded Donna Kalailieff. Motion Carried.**

## **7. New Business**

**WIFI of downtown core. We have received a quote. Total cost \$69,000. This cost is comprised of 14 access points/units, equipment and install.**

**There is than a monthly cost of \$225 plus HST for 3 yr. contract plus \$150/month for service fee. Or \$400/month plus HST with 3 yr. contract which will include everything.**

**Questions arising from this quote:**

- a. How much power do the units use?**
- b. Who covers the cost of the power usage?**
- c. How big is the antennae?**
- d. Is there a solar option to power the units?**
- e. What type of warranty/insurance is there on the units and how are the building/merchants that provide locations for said units protected?**

**Suggested that BIA cover the monthly costs and City Hall cover the installation cost.**

**Synopsis of Board Members Duties and Expectation: Michelle Benest-Tanner**

**A copy of the Synopsis was provided at the meeting. The idea is that at the meeting of voting new board members that this synopsis be provided to all that are present so that individuals could make a more informed decision as to what position they may be interested in.**

**Suggestion: Mary-Lou to send out an electronic copy of the Terms of Reference to all members.**

**This synopsis will have to be voted on at the Annual General Meeting as it will be part of the Terms of Reference.**

**Motion: Frank Beres, seconded Michelle Benest-Tanner. Motion Carried.**

**NEXT MEETING: Budget meeting, Wednesday October 16, 2019 @ 6:30 pm.**

**Location to follow and Regular Board meeting, Wednesday October 23, 2019 @ 6:30. 223 King Street.**

**8. Adjournment: 8:10 PM**

**Attachments; 3, 6 pages.**