



# **DOWNTOWN PORT ELGIN**

**BUSINESS IMPROVEMENT AREA**

**BOARD OF MANAGEMENT MEETING**  
**Wednesday October 23, 2024 9:30 am**  
**Via Zoom**

## **MINUTES**

**Attending: Andrew Kennedy, Andrea Belair, Melissa Good and Lisa Mills, Coordinator**

**Regrets: Rachel Stack, Pier Doninni**

**1. Meeting called to order at 9:37 am**

**2. Land Acknowledgement, Andrew Kennedy**

*We want to acknowledge the Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further, to give thanks to the Chippewas of Saugeen and the Chippewas of Nawash, known collectively as the Saugeen Ojibway Nation, as the traditional keepers of this land.*

**3. Additions to the Agenda**

None

**4. Request for Declaration(s) of Pecuniary Interest**

None declared.

**5. Request for motion to adopt minutes of Oct 2nd, 2024 Board Meeting**

*Moved by Andrea Belair*

*Seconded by Melissa Good*

*Passed unanimously*

**6. Chair's Report, Andrew Kennedy**

a) Recruitment for additional Board Members - will be addressed at the AGM  
Warm candidates could be John at Rabbit Dash, Taylor or Mike from Cabana, Candace from Elyse Salon, and the owner of the Crystal Shop

b) AGM **Thursday, November 7, 2024**

Location: Rosina's Ristorante, 6:30 for 7pm

Board Members will divide up Goderich Street and personally invite their neighbours

Town Officials and media have been invited

Email evite will be sent upon Chair's approval - already posted to socials

- c) Farmers' Market  
**Request for motion to increase Market Manager fee from \$3,000 to \$5,000 seasonally**

*Moved by Andrea Belair*  
*Seconded by Melissa Good*  
*Passed unanimously*

- d) Coulter Parkette - BIA will plan to approach Town to re-design and clean up the Parkette to be a colourful, comfortable and attractive meeting place for residents and business owners and staff. Ideally, it should incorporate greenery, seating, tables and shade. Additionally, it could be a small venue for buskers and its' design could incorporate game activations (checkers, chess, etc) Wall of Elyse Salon could be a mural or other weatherproof art gallery by adding framed vinyl imagery.

**7. Treasurer's Report, Andrea Belair**

We are on track per our budget

Based on the success of late 2023 and all of 2024, we would like to capitalize on the success of these events to be more attractive to larger crowds and offering additional activities and activations. These events are: Shoppers' Night, Easter Egg Hunt, Art in the Alley, Summer Party and another shoulder season event, to be determined

**Request for motion to increase budget to \$80K**

*Moved by Melissa Good*  
*Seconded by Andrea Belair*  
*Passed unanimously*

**8. Coordinator's Report**

- a) Prepping for AGM including Agenda, Budget and Annual Report to be presented to Town Council in November

**9. Promotions and Events Report, Andrew Kennedy**

- a) Shoppers Night - November 14, 2024  
i) Andrew will dress as Grinch, new costume may be needed!  
ii) Andrea will set out schedule and needs for the day  
iii) Lisa will contact Town for help with decorations, including bucket truck  
iv) Melissa will confirm location of decorations and order cut tree for Coulter Parkette

**10. Streetscape Report**

- a) carry forward unused budget for purchase of additional flower pots in 2025

**11. Town Report**  
**no report**

**12. Next Meeting** AGM, November 7, 2024, 6:30 for 7pm at Rosina's

**13. Meeting Adjourned** at 10:43 am