



Minutes

Wednesday, June 6th, 2018, 12 noon – 1:30 P.M.
PADBID Office, 1317 Central Avenue

Bylaw No. 4 of 2005 states the Statutory Board PURPOSE is:

The purpose or mandate of the business improvement district is to encourage the development of a vibrant and prosperous downtown business district by improving the area's appearance and image, promoting and marketing the area, and undertaking initiatives and projects that facilitate the ongoing rejuvenation and redevelopment of the area.

PRESENT: Rick Orr, Carolyn Carleton, Stacy Coburn, Mike Horn, Lars Ketilson, Brent MacDonald, Alex Bocian, Philip Fourie

1 CALL TO ORDER time: 12:34pm

Motion:

That the Recording secretary for this meeting and future meetings be the new Executive Director, Carolyn Carleton.

Moved by: Mike Horn

Seconded by: Brent Mac Donald

2 APPROVAL OF AGENDA

Motion:

That the Agenda for this meeting be approved, with the addition of correspondence from Edward Revale.

Moved by: Philip Fourie

Seconded by: Mike Horn

3 ADOPTION OF MINUTES

Motion:

That the Minutes from our Board meeting: February 28th, 2018 be taken as read and adopted: and, that the Board Chairperson and Secretary be authorized to execute the minutes.

3 Minutes Feb 28/18

Moved by: Seconded by:

4 Delegations

- 4.1 Lars Ketilson, Planning Mgr. – Update on Street Scape study and be available to answer any questions

Update on the work with Stantec, after press release regarding the studies released yesterday they have received over 200 with 95% positive input. Positive communication will go forward with the businesses and with the public, regarding the work being done and it's effect on the Downtown businesses.

We will continue to work with Lars to make the impact as little as possible on businesses.

5 CORRESPONDENCE: Consent Agenda:

- 5.1 March 7th 2018 letter from Chair Stacy Coburn on behalf of board to request consultations on the impact of construction on the downtown business community.
- 5.2 May 8th request to council to display boulevard signs for Street Fair – decision Monday May 28th, 2018. CHECK WITH CLERK RE DECISION
- 5.3 Request for free transit for Street Fair
- 5.4 Councillor Botha removal from PADBID Board as council representative – replaced by Mayor Dionne
- 5.5 Downtown Business Improvement funding May 14th, 2018 Bylaw No. 20 of 2018
- 5.6 May 15th, 2018, Bylaw No. 4 of 2005 Members missing two meetings be notified that if they miss a 3rd meetings they will be removed from the Board – Attached find attendance report for 2017 and 2018. One member has missed 3 meetings. Edward Revale. A letter will be sent with copy of the bylaw.

5.1 to 5.6 attached Corr. items

Motion that the Consent Agenda be approved as presented.

Moved by: Brent MacDonald

Seconded by: Mike Horn

6 REPORTS OF ADMINISTRATION & COMMITTEE

6.1 *Financial Update – Cheryl Tkachuk, COPA Assistant Financial Director & Saleem Sandhu, Cash position, Year End Cash Flow.*

6.2 *Executive Director’s Report:*

6.2.1 Work plans – PADBID – Meeting update June 1st with City Admin, Craig Guidinger – Dir. Planning, Sherry Persons – City Clerk, Cheryl Tkachuk- Dir. Finance regarding transfer to new Executive Director.

6.3 Budget preparations 2018 preliminary including discussion including budget request for additional funding via Downtown Reserve Fund for special projects.

Motion that the 2018 preliminary budget be approved as presented and modified. To include:

Downtown Reserve fund requests:

TBA at meeting

Moved by: Brent MacDonald

Seconded by: Alex Bocian

7 DISCUSSION ITEMS

7.1 ***Website and Email services***

7.1.1 Website update Carolyn Carleton

7.2 ***Entrance Sign update - Rick Orr***

7.3 ***Capital update: (verbal)***

7.3.1 Wayfinding signs

7.3.2 Parklet

7.3.3 Façade Grants

7.2 attached Corr. items

8 Board Attendance Report

8.1 May 15th, 2018, Bylaw No. 4 of 2005 Members missing two meetings be notified that if they miss a 3rd meetings they will be removed from the Board – Attached find attendance report for 2017 and 2018. ***One member has missed 3 meetings. Edward Revale.***

Motion to accept email notification from Edward Revale that his position on the board will removed. New board member Meghan Mayer is nominated by the existing board and will be forwarded to City Council for appointment.

Moved by: Brent MacDonald

Seconded by: Philip Fourie

9 NEXT MEETING

9.1.1 At the Call of the Chair

10 ADJOURNMENT 1:12pm

Chair: Stacy Coburn

Recording Sect.: Carolyn Carleton