

Niagara Falls Downtown Board of Management NFDBM (referred to as BIA)

Tuesday, October 9, 2018

4:00 p.m. – BIA Office

Minutes

Board Members:

Ron Charbonneau – Chairperson, Amanda Mckenzie – Vice Chair, Matthew Aiello – Treasurer, Tony Barranca, Wendy Leard, Eric Martin, Joe Mrkalj, Karen Stearne

Absent: Sal Dipietro, Julio Batres-Gavidia, Steve Ichelson, Joyce Morocco, Phil Ritchie

Regrets: Jim Diodati

Recording Secretary: Agnes Hoelzner

1. Welcome and overview of the Agenda – Ron Charbonneau

2. Approval of meeting minutes – Monday, September 10, 2018

Motion: Karen Stearne Seconded: Eric Martin Carried

Approval of Special Meeting minutes – Tuesday, September 18, 2018

Motion: Matthew Aiello Seconded: Tony Barranca Carried

3. Declaration of Conflict of Interest

Ron Charbonneau – Legacy Restorations and Property Maintenance

4. Marketing Update – Amanda Mckenzie

- As requested new graph/chart format provided detailing Social Media & Events reporting.
- Amanda will forward Matt Guarasci's written report for last month to all board members.
- Matthew Aiello is working on an updated BIA video for the bus station.
- Beth McMillan met with Karen Stearne to present a Christmas promotion of spots on the radio that the BIA might want to consider. Cost \$1,000. with \$500. being donated to the charity of choice and \$500. going towards air time. Information given to Marketing Department to follow-up.
- Request made to have more print media promoted. Will be discussed at tomorrow's Marketing Meeting on October 10, 2018.
- Upcoming important events: November 3 – Winter Festival of Lights (starts earlier than usual this year); November 17 – Santa Claus Parade.

5. Treasurer's Report – Matthew Aiello

- Cash Flow Sheet distributed.
- Moved successfully to new location at 4321 Queen Street.
- One time moving expenses were \$403.89.
- Clarification provided that a monthly parking pass will need to be purchased for BIA staff person at a cost of \$45.20.
- Waiting for last utility invoice from old location.
- Also, waiting for release of security deposit.
- Will be billed in the new year for common fees from old location.

Motion 18-26 – To approve the Treasurer's Report as presented.

Motion: Karen Stearne

Seconded: Wendy Leard

Carried

6. Old Business

6.1 Nominations/Elections Committee Update – Karen Stearne

- We have to follow guidelines of Municipal Act.
- Will clarify information with Bill Matson regarding voting rights.
- The board shall consist of nine members appointed by Council, plus at least one member of Council.
- Nominations will close on January 14, 2019.
- Last minute additions to nominations may be forthcoming.
- Those indicating their desire to run should be interviewed.
- Voting to take place at next year's AGM meeting in February.
- Date of AGM is Monday, February 11, 2019 at 5:00 p.m.

Action: Agnes to book large board room for AGM meeting as stated above.

6.2 Implementing an Action Plan – Amanda Mckenzie

- Defer to the next meeting.

6.3 Update on meeting with City regarding 90-minute parking – Matthew Aiello

- Future costs to the BIA for the 90-minute free parking will be increasing to around \$44,000.

Motion 18-27 – To discontinue 90-minute free parking due to costs escalating to \$44,000.

Motion: Karen Stearne

Seconded: Wendy Leard

1 Abstention

Carried

- June 30, 2019 will mark the end of the 90-minute free parking.
- Beginning August 2019 newer parking meters will be installed by the City.
- Side streets only will continue with 90-minute free parking until December 2019.
- Parking commission will work with the BIA during this transition.
- Parking lot pricing will remain the same for the next two years.
- City will install new signage advising of changes.
- An alternative to 90-minute free parking is a Honk mobile app that allows a business to pay the parking for their customers.

6.4 Street lights being updated to LED lighting – Ron Charbonneau

- Phase 2, street scape improvements, is moving ahead with the installation of new LED lights.
- The BIA will be able to pick new posts from a catalogue and the City will be paying all costs for this lighting update.
- The area covered extends along Queen Street from Valley Way to Erie Avenue.
- Have requested plugs to be on new lamp poles to accommodate Christmas lighting.

Action: Agnes to contact Angela Davidson to request confirmation in writing that Phase 2 is part of this year's budget and will be completed as such.

6.5 New Christmas wreaths and pole lights – Ron Charboneau

- There are no plugs on arches to accommodate lighted Christmas wreaths.
- CIP fund allows budgeting of \$20,000. towards Christmas lighting.
- Home Hardware wreaths are \$6.00 each but are not commercial grade and would not hold up well in winter weather conditions.

Action: Get a quote on wrapping trees.

Motion 18-28 – To spend no more than \$20,000. on Christmas lights and décor.

Motion: Matthew Aiello

Seconded: Eric Martin

Carried

7. New Business

7.1 Budget 2019 – Matthew Aiello

- Next year's budget will be set by the current board.
- Matthew Aiello will start working on next year's budget to present a rough draft.

7.2 AGM Date – Ron Charbonneau

- Date of next upcoming AGM is Monday, February 11, 2019 at 5:00 p.m.

7.3 Any other new business

7.3.1 Should look at getting security cameras with any funding leftover from the CIP fund – Amanda Mckenzie

Action: Wendy will contact police and work with Karen Stearne to see how to move forward with this initiative.

7.3.2 BIA needs to provide more support to homelessness issue – Karen Stearne

- Need to be compassionate towards those affected by this and look at ways to provide assistance.

7.3.3 Sidewalk issue in front of Broderick & Partners LLP – Tony Barranca

- Advised this issue has been addressed and is being resolved by City.

8. Motion to Adjourn @ 5:15 p.m.:

Moved by: Amanda Mckenzie Seconded by: Joe Mrkalj Carried