MINUTES

Board of Management Meeting **Wednesday Nov 12, 2025**

Meeting No:11-12-2025

Present	**Regrets**		**Absent**
Aldo Ruberto- Chair	Guest- Ania Berezowski Lucas- MNP		
Crystallee Mouland- Director			
Tony DiPaolo- Vice Chair			
Rajni Agarwal- Treasurer/Councillor			
Josh Gillingham- Director			

Recording: Administrative Coordinator- Raechel Reed

Minutes

Item	Action	Responsibility
1.0 CALL MEETING TO ORDER- The meeting was called to order at 2:10pm		CHAIR
2.0 APPROVAL OF AGENDA- **Motion-60-2025** Motion to Approve Agenda #11-2025 **Moved by: Tony DiPaolo Seconded by: Crystallee Mouland**	**CARRIED**	BOARD
3.0 APPROVAL OF PREVIOUS MINUTES- **Motion-61-2025** Motion to approve October meeting minutes **#10-2025** **Moved by: Crystallee Mouland Seconded by: Josh Gillingham**	**CARRIED**	BOARD

Item	Action	Responsibility
4.0 GUEST: MNP – DRAFT FINANCIALS OVERVIEW a) Ania Berezowski (MNP) presented the draft financial statements and provided an overview of the BIA's financial position. a) Review of financial statements and reconciliation Clarification on grant allocations and deferred revenue Importance of accurate documentation for governance and audit purposes In the discussions it is noted: • Initial and date bank reconciliations • File signed financial statements in governance records • Confirm deferred revenue and grant recognition timing **Motion-63-2025** Motion to approve the draft financials as presented by MNP **Moved by: Josh Gillingham Seconded by: Tony DiPaolo**	**CARRIED**	TREASURER
5.0 BUSINESS ARISING FROM PAST MINUTES 5.1 BIA BOUNDARY EXPANSION a) Board confirmed upcoming meetings with the City on December 10 Discussed scale of expansion and stakeholder engagement Questions raised regarding Victoriaville boundary inclusion Next Steps: Confirm attendees and prepare key messaging Develop stakeholder list and consultation approach Add boundary clarification to City meeting agenda		COORDINATOR
5.2 BUDGET SUBMISSION OVERVIEW a) Rajni Agarwal presented the South Core Roar budget overview, and the board discussed allocating $15 000 to support early-stage event requirements, volunteer training and programming infrastructure. **Motion-62-2025** Motion to approve a committed allocation of $15 000 toward the development and delivery of South Core Roar 2026. **Moved by: Tony DiPaolo Seconded by: Rajni Agarwal**	**CARRIED**	

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5.2 BUDGET SUBMISSION OVERVIEW Rajni Agarwal presented the proposed 2026 Operating Budget to the Board in preparation for the City budget meeting scheduled for November 13, 2025. A) The Board reviewed the proposed budget increase to **$143,400** Discussion focused on the impacts of raising the levy on property owners It was noted that there has not been a budget increase in over a decade The Board discussed increasing financial pressures related to safety, events, and district maintenance Following discussion, the Board agreed that the proposed increase is necessary to support operations and strategic priorities. **Motion #64-2025** Motion to approve the 2026 Operating Budget in the amount of **$143,400**, including the associated levy increase. **Moved by: Josh Gillingham Seconded by: Tony DiPaolo**	**CARRIED**	
5.3 SOUTH CORE ROAR – Grants and Next Steps a) Board confirmed requested increase is largely event-driven (delivery + marketing + safety/security). Board discussed positioning the event as a revitalization initiative benefiting areas beyond the current BIA boundary and exploring whether the City can provide support outside levy. 1) Prepare a short event rationale for the City (scope, benefits, alignment to revitalization/growth). 2) Bring event budget summary and funding plan (levy vs grants/sponsorship/in-kind).		COORDINATOR
6.0 COMMITTEE REPORTS 6.1 Financial and Treasurer's Report **Motion #65-2025** To approve Financial Statements and Reconciliations for September and October 2025 (#09-2025 & #10-2025). **Moved by: Aldo Ruberto Seconded by: Tony DiPaolo** 6.2 BEAUTIFICATION UPDATE Updates provided on:	**CARRIED**	

Item	Action	Responsibility
• Vinyl window covers • Secondary lighting • Four Directions panels and signage • XXL banner installation quote 6.3 SAFETY AND SECURITY UPDATE a) Continued concerns regarding district conditions Ongoing advocacy required for safety, cleanliness, and business impacts 6.4 MARKETING AND PROMOTIONS a) Victoria's Cupboard is holding their Annual Holiday Open House Crystallee is helping to promote the event, and Raechel will help with the event poster creation and distribute them within the BIA		COORDINATOR
6.5 REVITALIZATION COMMITTEE UPDATE- A) Mailchimp update sent covering: • Construction updates • Façade improvements • Boundary expansion • Tap2Win promotion		COORDINATOR
7.0 NEW BUSINESS 7.1 ASSOCIATE MEMBERSHIP PROGRAM a) Discussion on introducing Associate Memberships to expand engagement Proposed tiered structure ($100 and $300 options) Plan for outreach, survey, and information session 7.2 POLICIES / PROCEDURES a) Discussion referenced ensuring organizational policies are current, including procurement/purchasing policy considerations. Crystallee Mouland to confirm current procurement/purchasing policy document and include in governance binder. If updates are required, bring draft revisions to the Board.		COORDINATOR CRYSTALLEE
8.0 NEXT MEETING-	CARRIED	Chair

Item	Action	Responsibility
Motion-66-2025 December 11 2026 **Moved by: Rajni Agarwal Seconded by: Josh Gillingham**		
Meeting adjourned at- 3:50pm		