



Main Street BIA Board of Management Meeting Highlights Thursday, April 7, 2016 from 8 – 9 am

Business Arising

Board of Management Vacancy: if any member is interested in serving the BIA, please contact the Department of Economic Development and Tourism at 834-6500 x 703 or email bia@mainstreetcbs.ca.

Façade Improvement Program: program materials will be mailed directly to each business within the Main Street BIA and will also be available online (www.mainstreetcbs.ca) following the Program's official launch at the public Council meeting on April 19.

2016 Budget: the Board approved the budget for 2016 as attached; as per Section 14(a) of the BIA Regulations, it will be brought forward for approval at the public Council meeting on April 19.

Transportation Subcommittee Meeting with Town CAO: members of Senior Town Management met to discuss the chronology and status of conversations with the province regarding Route 60. Following a summary of the meeting, the Board determined that the meeting scheduled for April 12 would be rescheduled.

T'Railway Loop: stamped engineering drawings are currently being drafted and construction is expected to begin this summer between Dawsons Run and Tobins Road. The Board has requested that the walkway be made up to 2 m wide wherever possible.

Manuels River Gateway Sign: the Trails Master Plan for the Manuels River Natural Heritage Society is nearing completion and is expected to make recommendations relating to the Manuels River overflow parking lot; a final determination on signage for this area will be contingent on these recommendations.

Harbour Plaza RFP: the RFP was issued on April 6; a public consultation for the development of the plan will be advertised once timelines are determined. The successful consultant will be required to present a draft final to Council no later than September 7 and make a public presentation during the week of September 26, at which time all members of the BIA will be invited to attend.

Signage Regulations: the Director of Planning will be invited to attend the May Board meeting to discuss the Town's Signage Regulations as they pertain to the Board's review of development applications and the appearance of Main Street in general.

Minimum BIA Levy Analysis: it was determined that charging a levy above the existing 10% of business tax would contravene the Municipalities Act.

New Business

Pedestrian Safety: the Town has installed new signage in school zones throughout the municipality and the RNC have been asked to increase patrols in these areas.

Next Meeting

May 5, 2016 at 8:00 am (Manuels Boardroom, Town Hall)

The Conception Bay South Main Street Business Improvement Area Regulation was adopted by Council on December 16, 2014. A levy of 10% of a business' assessed business tax is applied to businesses operating within the Business Improvement Area (BIA).

The Main Street BIA Board of Management meets on a monthly basis to discuss issues relevant to the Town of Conception Bay South's Main Street district, which encompasses the region between the Manuels River bridge, up to (but not including) Terminal Road, and the area between the T'Railway to the south and the coastline in the north.

The Board also seeks to advance the goals and objectives set out in the Main Street Improvement Plan, which it refined during its Strategic Planning Session in April 2015.

The Plan recommends strategies to improve Main Street branding, the pedestrian realm, wayfinding and signage, vehicular circulation, streetscaping, development character, and business organization.

Main Street BIA Budget	2016 Proposed	Explanation
Administration	\$ 3,000.00	Recurring fees such as banking, postage, accounting and auditing, etc.; Office supplies such as letterhead, envelopes, etc.
Communications and Public Relations	\$ 5,000.00	Annual Main Street Business Breakfast for BIA members; Other events as identified by the Board of Management; Communication to BIA members, residents, and other businesses in Conception Bay South.
Harbour Plaza Development Plan	\$ 10,000.00	Assist with costs associated with the development of the Harbour Plaza Development Plan as required by federal and provincial funding agencies.
Completion of the T'Railway Loop (Phase I)	\$ 100,000.00	Assist with costs associated with the completion of the first phase of the T'Railway Loop from Dawsons Run to Tobins Road.
Manuels River Entrance Signage	\$ 20,000.00	Design, fabrication, and installation of a Main Street gateway sign at Manuels River.
Marketing and Promotions Initiatives	\$ 10,000.00	Promotional items and collateral such as window decals and stickers, maps, brochures, "Shop Local" campaign, etc.
Façade Improvement Program	\$ 10,000.00	Programming to assist member businesses improve the exterior of their business locations.
	Total	
	\$ 158,000.00	

Leverage Opportunities	\$ 22,849.86	To assist with funding future projects.
-------------------------------	---------------------	-----------------------------------------

2016 Project Financing

NLCU Bank Account	\$ 111,174.42
2015 BIA Levy (2/2)	\$ 3,994.26
2016 BIA Levy (1/2)	\$ 65,681.18
	Total
	\$ 180,849.86