



Downtown Huntsville BIA  
BOARD OF MANAGEMENT MEETING  
PARTNERS HALL

**AGENDA: Thursday, January 19, 2023**  
8:00 am – 9:00 am

**Present:** Rachel Hunt, Helena Renwick, Steve Campbell, Catherine Cole, Lindsay Buttus, Christina Clarke, Nancy Wegner, Nate Smith, Kelly Haywood

**Town Staff:** Kirstin Maxwell

**BIA Staff:** Ellen Selby and Amanda Patriquin

**1. Call to Order**

Rachel called the meeting to order at 8:03 am on Thursday, January 19, 2023

**2. Land Acknowledgement**

Catherine Cole

**3. Declaration of Conflict of Interest**

**4. Motion to Accept the Agenda**

**Motioned by:** Steve Campbell

**Seconded by:** Lindsey Buttus

**5. Motion to Accept December 15, 2022 Meeting Minutes**

**6. Draft Sidewalk Policy Update**

**PATIO –**

- Policy will be presented to Council in February.
- Times are based on noise bylaw as it is still residential in downtown. Patio dates inflexible based on bylaw for snow removal (Snow removal is Nov 1 – Apr 14).
- Actual patios must be removed by Oct 31. Rack of clothes could be left out after this based on weather.
- SEAT application will override patio/café policies and will allow patios at that time.
- Proposed suggestion to add Family Day, March Break, GGW & Holiday details to our annual SEAT application to allow for sidewalk usage (weather dependant)
  - **ACTION ITEM:** BIA to discuss with the SEAT team at Jan 25 meeting.

- **RECOMMENDED CHANGES ON PATIO POLICY:**

- Clarification on: “Be located within 1 metre of the exterior front wall of the building for which a Permit is issued provided a minimum of 1.8 metres of unimpeded sidewalk width”
- Remove the word “fencing” as forms of shade only need to be secured. Does not necessarily need to be into fencing. Could be secured to a wall, etc.
- Clarification on what “modular” fencing means? Does it simply mean non-permanent?
- The licensing is through the AGCO, not LCBO “Any sidewalk patio where liquor is served must be licensed by the LCBO”

- **RECOMMENDED CHANGES ON SIDEWALK POLICY:**

- Clarification on: “Be located within 1 metre of the exterior front wall of the building for which a Permit is issued provided a minimum of 1.8 metres of unimpeded sidewalk width”
- Would like to ensure flexibility with the dates to allow for retail displays on nice weather days outside of April 15 – Oct 31.

## 7. Checklist

Ellen Selby

The following items are proposed for discussion today at the January 19, 2023, BIA board meeting:

- Confirm that the BIA board supports splitting of the policy into two separate items
- Review/Discuss and confirm questions in the checklist for both policies
- Confirm support of the checklist process by BIA board (applicant brings to BIA board for review, based on score, the board accepts/rejects, accepted letters go into the application to Town
- Confirm next steps for membership feedback (survey, zoom meeting).

\*Please note that these are working drafts of the policies. If you have any additional feedback or questions while reading, please submit to the BIA staff.

- ACTION ITEM: Remove “look & feel” and change wording to ensure streetscape compliant.

## 8. Finances

Steve Campbell

- Monthly Report December

Still ahead, less of a deficit than budgeted. Noted that the money we receive from HMATA is seasonal, not yearly. Some discussion of reserve funds that are no longer needed (ie) Streetscape, beerfest, etc.

## 9. Reports – New Business Only

### a. Town Report

Helena Renwick

Having a ride along with a snowplow tomorrow morning. Looking forward to insight into their operations and get a better understanding of snow removal in downtown.

**b. Chair's Report**

Rachel Hunt

- Suggestion to have a Holiday Committee. Holiday Market, decorating downtown, support from the Town, Rotary, HFA, etc.
- AGM – location/timing discussion. Suggestions on Main St Local, Mill on Main.
- Lamppost out again at Shell –
  - ACTION ITEM: BIA to investigate.

**c. Events and Promotions – January 12, 2023**

Ellen Selby

- Snow Village
- Taste of Huntsville in March
- Ice Sculpture Festival – Focus on the Saturday! Hot drinks, map, etc.

**d. Staff Report**

Ellen Selby

n/a

**10. New Business**

n/a

**11. Closed Session Municipal Act, 2001, 5.1 Section 239 (2) (b) Personal Matters Staff**

Postponed to February meeting due to lack of time.

**12. Next Meetings:**

**Events & Promotions – Thursday, February 9, 8AM (Zoom)**

**Board Meeting – Thursday, February 16 8AM – Council Chambers (Hybrid Meeting – zoom and in person)**

**13. Adjournment**

This meeting was adjourned 9:34am.

**Motioned by:** Catherine Cole

**Seconded by:** Helena Renwick