



Downtown Huntsville BIA  
BOARD OF MANAGEMENT MEETING MINUTES  
HYBRID MEETING (PARTNER'S HALL & ZOOM)  
**Thursday, June 8, 2023**

7:30 am – 9:00 am

**Present:** Nate Smith, Lindsay Buttus, Will Lougheed, Sarah Downes, Rachel Hunt, Helena Renwick, Steve Campbell, Kelly Haywood, Chandler Jolliffe, Lauren MacDermid (Town Staff), Ellen Selby (BIA Staff), Tarmo Uukkivi (Town Staff)

**1. Call to Order 7:32 Rachel Hunt**

**2. Land Acknowledgement**

Sarah Downes

**3. Declaration of Conflict of Interest**

**4. Motion to Accept the Agenda**

**Moved by:** Will Lougheed

**Seconded by:** Lindsay Buttus

**Motion to Accept May Meeting Minutes**

**Moved by:** Lindsay Buttus

**Seconded by:** Will Lougheed

**5. Parking Updates & Long Term Goals**

Rachel Hunt

Rachel spoke to Town and Town agreed to move the Town trucks at Madill

Parking Garage is ongoing. Next steps: send a member survey/petition to see if there is support for a downtown parking garage and send to council. Tentatively in July.

-Consider BIA staff sending a letter for Council

-Nate Smith: Prioritize Dara Howell way for 2023

Steve Campbell asks about wayfinding signage and that timeline.

-Lauren MacDermid: wayfinding project is underway, community branding was the most recent step. Wayfinding includes parking, highway, Downtown, pedestrian walking signage. No completion dates. Lauren will share the report when it happens.

Dara Howell Way

-Nate Smith and Will report that delivery trucks and customers consistently request parking. Members of the public complain regularly. There is nowhere for service vehicles/delivery to go when parking is taken.

-BIA staff will look into sending a letter to Council to request considering a loading zone, using the 6' of grassy area.

**Motion: to Revisit Parking in Dara Howell Way**

**Moved by:** Nate Smith

**Seconded by:** Lindsay Buttus

**6. Downtown Trash**

Rachel Hunt

Members were asked to put trash out in the 10 pm Wednesday – 7 am Thursday timeframe  
11+ members gave feedback that this timeframe is not manageable due to staffing and  
business hours. BIA Board acknowledges another approach may be needed. See chair'

On Monday June 5, Steve, Councilor Renwick, Rachel, and Ellen met with AC Waste Services  
rep to discuss business green bin model used in downtown Newmarket to provide bins for  
business trash. More research required including at the District level.

Noted that Residential garbage on Main Street will always be an issue.

**7. Streetscape Furniture Review**

Lauren MacDermid & Ellen Selby

The consensus of the BIA membership is that more seating is required on Main Street. The BIA  
proposes using some of the old benches to achieve this. Councilor Renwick shares feedback  
from walkabout with BIA Board & Accessibility Committee--about Muskoka chairs accessibility  
on walkabout with Councilor Renwick, BIA Board.

Lauren MacDermid recommends a Deputation to General, yes or no in June, ratification for  
July. Councilor Renwick offers June direction to council. The TOH ops team recommends  
focusing on budget asks for 2024.

Steve Campbell asks for a copy of the original streetscape proposal

**Motion: Ask Council for June Four Benches**

Moved by: Will Lougheed,

Second by: Lindsay Buttus

**Deputation:**

Ellen will send a new letter/map highlighting the request to Council.

**8. Finances**

Steve Campbell

- Monthly Report May

Salaries are over budget, to be expected as Board decided to spend more here.  
Deciding what to do instead of June activation event. Investigate licensing free from  
Town in fall. Board may need to reevaluate event spending.

**9. Murals**

Steve Campbell

Executive Board inspected all murals. Collaborating with Kelly Haywood/Chamber to repair and  
improve access, including new QR codes, audio tours, and print materials. Mural on Wilgress in  
need of most repairs.

**10. Reports – New Business Only**

**a. Town Report**

See Streetscape discussion.

Helena Renwick

**b. Chair's Report**

Rachel Hunt

c. **Events and Promotions**

Ellen Selby

Finalizing advertising for summer and fall events.

Hiring an assistant, interviews in progress.

d. **HMATA Report**

- Recommended that Nate Smith continues as BIA representative
- Approved

e. **Staff Report**

Ellen Selby

Hiring an assistant, interviews in progress

**11. New Business**

**Tarmo Uukkivi** from the Town of Huntsville advised going to Council to ask for new benches that match 2023 streetscape and answered logistical questions about where additional furniture could be placed. He advised that any new changes would need to be done at the direction of Council. Clarified that there is no original Streetscape Furniture map, as the original plan was modified to meet practical implications and BIA requests.

**12. Next Meetings:**

**Events & Promotions – Thursday, July 6, 8AM** (Partner’s Hall (Hybrid Meeting – zoom and in person)

**Board Meeting – Thursday, July 13, 7:30 AM** – Partner’s Hall (TBC) (Hybrid Meeting – zoom and in person)

**13. Adjournment**

**Be it resolved that the June 8 Board of Directors meeting be adjourned at 9:18 am.**

**Moved by:** Lindsay Buttus.