



**BOARD OF MANAGEMENT MEETING**  
**Tuesday, November 18, 2025 9:00 am**  
**Via Zoom**

**APPROVED MINUTES**

**Attending:** Pier Donnini, Steven Harris, Melissa Good, Jenn Lamont, Diane Huber and Lisa Mills,  
**Coordinator**  
**Regrets:** Melissa Pettigrew

**RESP.**

**1. Meeting called to order at 9:10 am**

**2. Land Acknowledgement, Pier Donnini**

*We want to acknowledge the Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further, to give thanks to the Chippewas of Saugeen and the Chippewas of Nawash, known collectively as the Saugeen Ojibway Nation, as the traditional keepers of this land.*

**3. Additions to the Agenda**

a) **Pumpkinfest** request for \$10,000 for 2026 event

Defer decision to  
January

**4. Request for Declaration(s) of Pecuniary Interest**

Pier Donnini re: Pumpkinfest

**5. Request for motion to adopt minutes of October 21, 2025 Board Meeting**

*Moved by Steve Harris*

*Seconded by Melissa Good*

*Carried*

**6. Chair's Report, Pier Donnini**

a) **Annual General Meeting**, small but lively group for a quick official meeting and Engaging discussion with Mayor afterward

Thanks to Jennifer Lamont for hosting us and thanks to Steve Harris for the snacks!

b) **Delegation to Council**, November 24to present 2025 Annual Report along with 2026 away

Lisa as Pier is

proposed budget

c) **Membership** - tenants are members! In the new year the Board will divide up the Membership list and try to visit each one with a package outlining what the BIA is And what the benefits of it are to them

Lisa, Pier et al

d) **Our first survey** was sent out this week asking for contact information for Members to Update our list and to enquire as to their involvement with Shoppers' Night this Friday and the December shopping/wish list event with Southampton BIA

e) **Question:** Can the Chair Make a Motion?

Not usually

They can certainly encourage that someone else make a motion, however!

**7. Treasurer's Report, Steven Harris**

- a) **Spending** is on track for rest of year, with some monies moving forward to 2026, Based on costs associated with final events for the year
- b) **Request** from coordinator to submit invoices and expense receipts asap

**8. Coordinator's Report, Lisa Mills**

- a) **Recycling for commercial** - in light of the Province's order that commercial Recycling will no longer be picked up by the Municipality, Pier will call Miller's to see about costs associated with pick up, particularly for restaurants  
Once this information is available, we will firstly approach the Town with our Concern, particularly as we don't wish for recycling to end up in landfill but Restaurants in particular may not have the facility to remove their recycling (large bins), to the provided depot during business hours (labour, volume, transport) We're also concerned about residential recycling for those who occupy a split commercial/residential building.  
Once we've exhausted that avenue, we could send a letter to the MPP, but it's been made very clear that the Province will not be budging on this issue  
**Diane** indicated that the Town's allocation of \$400k for recycling will stay on the books and that half of that will be used for the receptacles for commercial recycling at the Southampton Landfill area and trucking the recycling to the depot. The balance of that allocation is to be determined
- b) **Social Media Content Creator** - Per the Board's approval, Seattle Dredge of N44 Media has been retained for six months to assist with content creation of up to 2 posts per week beginning with Shoppers' Night. The RFP and her Response are attached below. Muirgen Coady will also be shooting more "upscale" images for our asset library on Shoppers' Night, as well
- c) **Banner Programme for 2026** Awaiting response from Amanda Monaghan regarding status of new pole mounted brackets as Legion may not be able To create new banners at the larger size
- d) **Strategic plan** for the BIA - workbook has been distributed. We'll establish some in-person meetings for the New Year to begin discussions - kindly review the workbook!

**9. Promotions and Events Report, Melissa Good**

- a) **Shoppers' Night** this Friday! - So much decorating! Thanks to the Town Crew for all of their help
- b) **Sip and Shop Dec 3** - please see your survey, the BIA Website or call Melissa Good for details. Window posters and wish lists will be available early next week (possibly before)
- c) **Wish List fulfillment** - Partners may shop anytime up to and including December 20th to receive a ballot for a FABULOUS basket of goodies - draw will be December 20th at Three Sheets where the shoppers Are invited for a free brew on the BIA's (South and Port), and complimentary Gift wrapping.

**10. Streetscape Report, Melissa Good**

- a) **Street Banner Programme** - the Town will be moving forward with the Purchase and installation of 17 sets of brackets for street poles within the Area that would allow for larger, banners - 22 x 55"  
Request for quote for artwork for a series of generic BIA Banners, similar but more impactful than existing has been sent to 2 local graphic designers  
Quote 1 for all new banners \$3500

Quote 2 for update of existing banners, \$200 per design  
Decision at next meeting.

Lisa

**11. Town Report, Deputy Mayor Diane Huber**

- a) **2026 Roadwork** - nothing to disrupt Downtown Port Elgin!
- b) **Westlinks** - zoning changes requested for Phase 3 to include single family homes, again, no impact on BIA
- c) **Town Budget** - will see a blended residential tax increase of 4.4% to include Town, County, SPCA and Police, equating to \$195 increase based on average assessed residential property of \$350,000 per MPAC

**12. Motion to accept all reports**

*Moved by Steve Harris*

*Seconded by Jennifer Lamont*

*Carried*

**13. Next Meeting Date:**

**Tuesday, January, 20th 9am via Zoom**

***PLEASE DIARIZE THE THIRD TUESDAY OF EACH MONTH AT 9:00 AM IN YOUR CALENDARS FOR BOARD MEETINGS!***

**14. Meeting Adjourned at 10:02am**

Happy Holidays, everyone!!!

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