SOUTH QUESNEL BUSINESS IMPROVEMENT ASSOCIATION

MEETING Minutes – 6pm September 15, 2026

(Quorum is a minimum 4 of the 7 represented businesses on the board)

WELCOME & ACKNOWLEDGMENT

We gratefully acknowledge that we are gathered on the Traditional Territory of the Lhtako Dene.

In attendance: Charlotte (Westroad Consultants), Nav (Staples), Michelle (Aroma Foods), Janessa (The Beauty Lounge), Briana (Iris), Lisa (Executive Director)

Important new information will be highlighted below in teal

Any Action items will be highlighted below in yellow

1. **CALL TO ORDER : 6:02pm**
2. **APPROVAL OF AGENDA** Michelle motioned, Nav seconded. Motion carried.
3. **APPROVAL OF MINUTES** Michelle motioned, Janessa seconded. Motion carried.
4. **EXECUTIVE DIRECTOR REPORT**

   In summary: Much of the associations foundational work is done during the summer months. ED worked on bylaw and policy edits, survey to businesses, data collecting and categorizing businesses, several meetings with city staff, sqbia president, local mural artist, a blacksmith (banners), BIA partners and housing meetings. A financial review/audit was completed. Slideshow for the AGM, 26-27 fiscal year planning drafts, budget planning, a locker clean out, levy payment/contact updating. For more information/details please see the ED report attached to the agenda.
5. **CORRESPONDANCE**

   a) BIABC Media Release- Provincial Liquor Policy Changes -Sent via email
6. **FINANCE REPORT**

   The numbers below are based on the DRAFT Budget for the 2026-2027 Fiscal year.

Category	Budgeted Amount	Remaining	% Remaining
General	$8350.00	$8,061	96.5%
Administration	$32,900.00	$27,621.18	84%
Advertising & Promotion	$6,500.00	$6,500.00	100%
Meetings & Board Engagement	$7,500.00	$7402.09	98.7%
Beautification & Safety	$15,950.00	$15,950.00	100%
Community Engagement	$8,800.00	$8,800.00	100%
SQ Community Project	$40,800.00	$40,800.00	100%

7. **OLD BUSINESS**

a) Permanent Banners project update – The board is looking at having some metal banners made. The purpose is to have something more permanent, and less maintence. Vinyl Banners only last a few years and are quite expensive. Lisa provided quotes from a local blacksmith, as well as two larger corporations in BC. The board discussed getting quotes from one more local business. Lisa will bring more information to the November meeting on next steps.
b) Flowers – Total cost for flowers (hanging baskets/planter box flowers last spring was $5913.60
c) Popcorn Machine Update -SQBIA lends out the popcorn machine and supplies upon request and availability. The cost to the association per use is a max of $83/per event however thus far approximately only 2/3 of the provided supplies has been used per event so the cost average is roughly $45-60. The SQBIA logo is on the popcorn machine itself and the popcorn bags we supply, this has been great advertising and a great community item for businesses, non-profits and school events.

8. NEW BUSINESS

a) AGM Review Planning/Preparation: The board reviewed and discussed quotes for the AGM location, food and ultimately decided to hold the AGM at the boardroom at the Sandman Hotel, and a Lasagna meal catered by Denny`s. The board also decided to hold an AGM only, rather than both an AGM and a regular meeting. The board reviewed the DRAFT slideshow, policies, bylaws and budget and everything is ready to be presented to the membership next month. The AGM is 6pm October 20th at the Sandman Boardroom.
b) Halloween SQ Candy Crawl – The board discussed holding the Candy Crawl again this year and noted that Halloween falls on a Saturday. Briana motioned that the SQBIA spend up to $900 on candy for participating SQBIA Businesses. Michelle seconded the motion. Motion carried.
Lisa will send one final call-out to business interested in participating before the promotional posters are created. Once posters are complete, Lisa will distribute both posters and candy to participating businesses.

9. PARTNER UPDATES & COLLABORATIONS

a) Letter/Invitation to meet with the Quesnel Farmers Market- A letter was sent to the Farmers Market board requesting the opportunity to meet and discuss possibly hosting the farmers market in South Quesnel. We haven't had any responses, a gentle nudge was given again last week.
b) Housing Solutions Meeting (July 29)- This meeting is a group of city partners to discuss all housing in Quesnel. It is chaired by City Councillors and includes discussions around several types of housing needs in Quesnel, from seniors,

low income, unhoused population etc. Draft Meeting Minutes are attached the meeting agenda.

c) Joint BIA Meeting – This was held on August 26th, hosted by the QDA at the Barkerville Brewery. These meetings are a great time for the BIA`s to connect on topics BIA specific. The next one will be held in South Quesnel at Wings, noon on October 29th.

d) City planning meeting (Aug 19) – President Charlotte and Lisa (ED) attended a meeting with City Manager Joel, and Deputy City Manager Kari to discuss our bylaw renewal that will take place in Fall 2027. The board discussed looking into how to increase the levy, without having to much of an impact on businesses. This BIA was formed in 2002 and has only ever had a levy increase once (in 2009) in the past 25 years. More discussion, and planning to come.

e) Transit Service Review – The City and BC Transit are doing a year long Transit Review. They have invited President Charlotte, and Lisa (ED) to be a part of the process. Our Transit in South Quesnel is in dire need of improvements regarding running hours, pick/up drop of times, and days of operation. If you have any thoughts, or concerns or business stories related to transit, please email them to Lisa so they can be shared throughout the process. Southquesnel@gmail.com

10. COMMITTEE UPDATES

a) Policy Committee- Over the summer, some minor edits were made to policies. These will be reviewed at the September meeting and brought forward for approval at the October AGM

11. COMMUNITY BUILDING PROJECT

a) Permanent Banner project Update – Discussed under old business

UPCOMING DATES

Sept 15th- South Quesnel Regular Board Meeting
Sept 20th – Quesnel Terry Fox Run
Sept 30th – National Day of Truth and Reconciliation
Oct 17th – Municipal Election Day
Oct 20th – SQBIA Annual General Meeting

12. MEETING AJOURNED: 7:30pm

NEXT MEETING: October 20th, Sandman Boardroom (AGM)