



Downtown Paris BIA - Board Of Management Meeting – 9:00am, Wednesday December 10, 2025

Team Link: December BIA Meeting Link

Meeting ID: 232 462 800 503 3

Passcode: ua6Gf9XL

Agenda:

Attendance – Lukas (Departed at 10:33 a.m.), Amy, David, Sandra and Zack.

Regrets – Penny & Vacancy

1) Approval of Agenda - addition/deletion of items for discussion

- a) Addition: Getting some meetings in place for 2026 - Strat, policies and procedures, and communications

MOTION to approve agenda made by Sandra, Lukas

2) Approval Of Previous Minutes

November 2025: PENDING 2025 November Paris BIA - Board Meeting - AGENDA

MOTION to approve previous minutes made by Zack, Amy

3) Depositions / Presentations / Delegations:

Erica Holgate (Construction Liaison) - "Downtown Dig Update"

- Start Date April 7, 2026: Tentative Start for 2026 Construction
- EDCO Award Finalists
- Sandra asked about "paid parking" plans

4) Council Report and Related Business (L. Oakley)

Clarified Attendance: September 2024 to July 2025 – No invites

Parking Assessment: Preliminary assessment, nearing capacity, continuing assessment; next steps, discussing with businesses their needs in the BIA. Will share report with the BIA Board.



Budget: Projected 13% increase, staff have presented budget at 4.7% increase. Impact on downtown: Mechanic getting pushed, Willow St construction pushed.

Construction: Reasoning – 70 years ago, a lot of work done, now it's all coming of age. That's why there is so much construction happening right now. Downtown plans – still goal to be done by 2030; parking structure goals of under 10 years.

5) Monthly Financial / Operational Reports + Business (Presentation and Approval).

- a) Current Budget vs. Actual -Paris BIA - Statement of Income 2025.pdf
 - (1) Need invoices: Handwritten receipts do not count
 - (2) Budget: Over in some areas and down in others
 - (3) Meals: Over budget
 - (4) Sandra concerned she doesn't know what things fall under: No longer paying for something if she doesn't have an invoice
 - (5) What needs approval versus what does not: If it's in the budget (ie. Events), they do not need additional approval
 - (6) If overbudget: Approval process or contingency amounts
 - (7) Sandra: Needs to be providing financial updates, monthly – change in new year
- b) Bank Reconciliation -BIA Bank Rec and list of transactions.pdf
- c) Credit Card Update - Space at Hand, Internic

Approval of Report/Requests:

- Cheques to be signed: Julia, Rubyyy, Vendo
- VISA to be paid by cheque
- Present financials clearer moving forward: Monthly approvals in financials

MOTION to approve financials made by Lukas, Zack

6) Committee Reports

- a) Jingle Bell Night: Pedestrian numbers doubled from last year based on AI data. Final budget still needs to be provided. SWOT submitted to Penny and Julia for review at next promotions committee

7) AGM Plan and Details –January 22, 6 p.m.

- a) Sandra proposes February, County presentation, and having the Chamber of Commerce present about membership.
- b) David – Strat/vision planning for AGM: What does the future look like?



- c) Vision, budget, and plans need to be done by January 14 if taking place on January 22 – Do a smaller budget meeting: Chair, Coordinator, Treasurer kind of meeting
- d) Possibly request Noah to present the financials at the AGM in Sandra's absence
- e) Hosting at Wincey - Anthony at Links Sausage for sandwiches: Budget for AGM \$1000

MOTION to approve AGM budget made by Sandra, Zack

8) Coordinator Report – Julia Markle, Communications (Inbox, Paris Pulse): 2025 December Coordinator Report.pdf

- a) Report not linked properly – Will include for January 2026

MOTION to temporarily maintain Julia for a three-month period for 5 hours a week, up to 30 hours a month, and to develop a job description to be presented and signed in January 2026 made by Amy, Sandra

9) New business:

- a) Subcommittee Meetings: Strat plan, Comms, and Policies and Procedures
 - i) David will circulate dates via email to set subcommittee meeting
 - ii) Paris Pulse – Expression of interest for Promotions Committee (4 members) and Board Vacancy

Next Meeting(s) and Planning

Promotions - 2026 @Library Upstairs Meeting Room

Scheduled Board Meeting – Wednesday, January 14, 2026 @ 9 a.m.

MOTION to adjourn made by: Sandra, Zack