

**City of Port Colborne**  
**Downtown Business Improvement Area**

**Date:** Thursday, September 21, 2023  
**Time:** 5:00 pm  
**Location:** BIA Office- Main Training Room, Port Cares Admin Building  
92 Charlotte Street, Port Colborne, L3K 3E1

Members Present: N. Gieger  
R. Poisson  
E. Cleveland  
A. Crognale  
L. Beverly  
H. Hamilton

Staff Present: D.Elliott, Councillor  
O. Loeffen, Business Community and Events Ambassador

**1. Call to Order**

The Co-Chair called the meeting to order at 5:00 p.m.

**2. Land Acknowledgement**

Olga Loeffen - BIA Liaison - recited the Land Acknowledgement Statement.

**3. Adoption of Agenda**

Moved by Larry  
Seconded by Norbert

**4. Disclosures of Interest**

There were no disclosures of interest.

**5. Approval of Minutes**

No minutes to approve.

**6. Staff Updates**

**6.1 New Terms of Reference**

Moved by Ed  
Seconded by Rosemari

## **6.2 Election**

Election date set for November 1st, 2023.

2 signees are required for banking/cheque signing, with only a Co-Chair, a second is required. Rosemari volunteered.

Moved by Harry  
Seconded by Ed

## **7. Order of Business**

## **8. New Business**

Nil.

## **9. Adjournment**

The Co-Chair adjourned the meeting at approximately 6:15 p.m.