



Woolwich Township Council,

In anticipation of the Downtown Elmira BIA's presentation on Dec 5, 2023, I want to be transparent in what our ask to Council will be.

Request:

Will the Township staff, in coordination with the Downtown Elmira BIA where applicable, take over administrative tasks pertaining to the Community Improvement Plan (CIP) grant streams, specifically relating to:

- Establishing and maintaining the Community Improvement Panel/Committee
- Annual review and selection of grant streams (aligning with community need and Township/BIA strategic goals)
- Identifying, requesting, and collection of funding sources
- Program marketing to the Community Improvement Plan Area (CIPA)
- Community/applicant support and education
- Collection of applications
- Coordination of application review and selection (by the Community Improvement Panel/Committee)
- Grant funding disbursements
- Project documentation

Included is the September 2019 approved by-law No. 62-2019, authorizing the implementation of the Downtown Elmira BIA CIP. This approved bylaw also includes the CIP itself. To make the most of our time on Dec 5th, 2023, I encourage you to review the CIP.

*Please note this document was and is a flexible plan/tool. It is meant to evolve and change over time as components of it are utilized.

Sincerely,

Dana Costello, Downtown Elmira BIA Board Member