



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, Dec 5, 2023

INVITED: Peter White, Vice Chair
 Phil Walkden, Treasurer
 Thomas Trist, Director
 Jordan Calonego, Director
 John Murray, Director
 Maelyn Hurley, Director
 Andrew Foulds, Councillor
 Robyn Despins, Director
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
 Jim Comuzzi, Chair
 Ken Ogima, Director

GUEST:

LOCATION/TIME: BIA Office – 251 Red River Road – entrance behind the Apollo

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:35pm No Disclosures of Interest	
2.0	Approval of Agenda Motion: 2023-71 Moved by: A. Foulds Seconded by: M. Hurley	Carried
3.0	Presentations	
4.0	Approval of Minutes – Nov 7, 2023– <i>sent electronically</i> Motion: 2023-72 Moved by: J. Murray Seconded by: T. Trist	Carried
5.0	Business Arising from Past Minutes Email from City Manager Norm Gale Re: Enbridge Gas line on Red River Road	Update

Item	Description	Action
6.0	Reports	
6.1	<p>Chair's Report – Jim</p> <ol style="list-style-type: none"> 1. Bonuses – are we doing them this year? – Defer to EMT to discuss & recommend to the Board of Management. 	Defer to EMT
6.2	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. 2024 Budget – Presented to EMT and “approved” for suggestion to Council <ul style="list-style-type: none"> • Next step – present to council in January – <i>total \$226,000 budget</i> • <i>CoTB portion to increase ~26%</i> • <i>Building owners to increase a max of \$215/ month</i> 2. Bookkeeper4You contract – suggestion to EMT to approve the contract based on previous successful years with Bookkeeper4You and their knowledge of the processes and the BIAs <p>Motion: 2023-73 Moved by: R. Despins Seconded by: T. Trist</p> <ol style="list-style-type: none"> 3. Financials 4. Sponsorship Requests - None 	<p>Update</p> <p>Carried</p> <p>N/A</p>
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ol style="list-style-type: none"> 1. CoTB Red River & Court Revitalization Update <ol style="list-style-type: none"> a. Enbridge Gas line – Sent email with letter correspondence to <ol style="list-style-type: none"> i. City Manager, Norm Gale ii. City Solicitor, Patty Robinet b. Memorandum of Understanding for maintenance – No update c. Nadin maintenance of Court St and sidewalks on Court St/Red River 	Update in Business Arising
6.4	<p>Marketing, Events & Promotion Committee – Maelyn, Tom & Kory</p> <ol style="list-style-type: none"> 1. Plans for 2023 – Annual downtown promotions <ol style="list-style-type: none"> a. Christmas <ol style="list-style-type: none"> i. Grinch – Dec 9th & 17th ii. Horse & carriage – Nov 26, Dec 2, 9, 16th iii. Giveaway Plans – <i>retail-centric</i> 	Update
6.5	<p>Membership Services Committee – Phil & Robyn</p> <ol style="list-style-type: none"> 1. CRM – No update 2. New Members (<i>possibly not so new, but we are just starting dialogue</i>) 	Action 2024
6.6	<p>Safety & Security – Peter, Ken & Tom</p>	

Item	Description	Action
	<ol style="list-style-type: none"> 1. Folding business cards with emergency numbers – Shout making edits 2. Graffiti Reported & businesses notified how to report 3. Broken Windows in the area - ~20 business windows hit with ball bearings – informed membership the proper reporting to police. 	<p>Update Update Information/ Update</p>
6.7	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. Holiday Free Parking Request – Approved <p>Inform membership and send city-approved post wording in the newsletter.</p>	<p>Update & Action</p>
6.8	<p>Administration</p> <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ January 9th 	
7.0	<p>Correspondence – n/a</p>	
8.0	<p>New Business</p> <p>Cyber Security for the BIA – ED to present plan to the Board by the February Meeting</p>	
9.0	<p>Next Meeting – January 9th, 2023 Adjournment – 6:08pm</p> <p>Motion: 2023- 74 Moved by: A. Foulds Seconded by: M. Hurley</p>	