



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, May 2, 2023

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

TENTATIVE: Jim Comuzzi, Chair
Peter White, Vice-Chair
Ken Ogima, Director
Kory Morabito, Director

REGRETS: Lynn Gray, BIA Bookkeeper

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 @ 5:37 pm No disclosures of interest	
2.0	Approval of Agenda Motion: 2023-26 Moved by: T. Trist Seconded by: J. Calonego	Carried
3.0	Presentations	
4.0	Approval of Minutes – April 4, 2023– <i>sent electronically</i> Motion: 2023-27 Moved by: A. Foulds Seconded by: T. Trist	Carried
5.0	Business Arising from Past Minutes	
6.0	Reports	
6.1	Chair’s Report – Jim – updates from K. Pratt 1. Strategic Plan Motion to defer Strategic Plan to a future meeting.	Deferred/C arried

Item	Description	Action
	<p>Motion: 2023-28 Moved by: A. Foulds Seconded by: T. Trist</p> <p>2. TeamWerks <i>Hiring an individual through the TeamWerks program with St. Joseph’s Hospital and YesEmployment – partial training funding.</i></p> <p>3. Canada Summer Jobs <i>Approved for 5 summer students:</i></p> <ul style="list-style-type: none"> • 1 – Intern • 1 – Content Creator • 3 – Tourism Ambassadors 	<p>Info</p> <p>Info</p>
6.2	<p>Finance Committee –Phil</p> <p>1. March Financials <i>Will need to review the conference and travel budget for 2024 due to sending more delegates to the conference and K. Pratt being part of the OBIAA Board.</i></p> <p>2. Sponsorship Requests:</p> <ul style="list-style-type: none"> • Centre francophone/Franco-Festival <ul style="list-style-type: none"> • Request: \$500 BIA Bucks & \$500 towards the Walleye LED <p>Recommendation: Approve BIA Bucks and the LED board (a \$350 cost). <i>Approve the sponsorship of \$500 BIA Bucks and in-kind advertisement on the LED Board to promote the event.</i></p> <p>Motion: 2023-29 Moved by: A. Foulds Seconded by: J. Calonego</p> <ul style="list-style-type: none"> • Pride Fest <ul style="list-style-type: none"> • Request: \$1000 BIA Bucks & \$500 in-kind advertising <p>Recommendation: Approve BIA Bucks and the LED board (a \$350 cost).</p> <p>Approved with a request to discuss future plans within the area once the revitalization is complete.</p> <p>Motion: 2023-30 Moved by: R. Despins Seconded by: T. Trist</p> <p>Discussion surrounding the approval of BIA Bucks and what constitutes a good fit for the BIA – ED to send out the sponsorship/donations guidelines to the Board.</p>	<p>Update</p> <p>Carried</p> <p>Carried</p>
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p>	

Item	Description	Action
	<p>1. CoTB Red River & Court Revitalization Update</p> <ul style="list-style-type: none"> a. <i>Court St Businesses met with CoTB Engineering and Nadin Contracting yesterday (May 1, 2023) – introductions and an informal question period.</i> b. <i>Preliminary Court St S business Questions have gone to B. Newman and Nadin Contracting.</i> 	Info
6.4	<p>Marketing, Events & Promotion Committee – Maelyn, Tom & Kory</p> <ol style="list-style-type: none"> 1. Plans for 2023 – Annual downtown promotions 2. Plans for construction marketing – to keep people coming to the area during construction. <ul style="list-style-type: none"> a. Alexander Henry area will be ready for the second ship – June b. J. Murray and K. Pratt brainstormed event ideas – Summer students can work with the committee to put them in place. 3. Recommended budget for the construction marketing – committee to get together to discuss. <p><i>Discussion about Sponsorship from the Contractor and businesses that support businesses within the BIA.</i></p>	<p>Update/Info</p> <p>Action</p>
6.5	<p>Membership Services Committee – Phil & Robyn</p> <ol style="list-style-type: none"> 1. CRM – In Progress – submitted Spreadsheet on Dec 5th. <ul style="list-style-type: none"> • Determine an amount to assist with the implementation at the provincial (OBIAA) level 2. New businesses – 	Info
6.6	<p>Safety & Security – Peter, Ken & Tom</p> <ol style="list-style-type: none"> 1. Provided contacts for interested parties. 	Deferred
6.7	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. The Parking Authority will be going under a review & financial plan <ul style="list-style-type: none"> • Meeting with the consultant on May 4th 2. Next Meeting - Tuesday (May 9th) 	
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"> ○ June 6, 2023 ○ July 4 or 11, 2023 (July long weekend) ○ August 1, 2023 ○ September 5 or 12, 2023 (September long weekend) ○ October 3, 2023 ○ November 7, 2023 ○ December 5, 2023 	

Item	Description	Action
7.0	Correspondence – n/a	
8.0	New Business	
9.0	Next Meeting – June 6, 2023 Adjournment – 6:21 pm Motion: 2023- 31 Moved by: A. Foulds Seconded by: R. Despins	