



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, Nov 7, 2023

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

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
 Jordan Calonego, Director

GUEST: Ania Berezowski, Senior Manager, BDO Canada LLP

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 @ 5:31pm Disclosure of interest: M. Hurley – Re: Goods & Co. as a location for the AGM	
2.0	Approval of Agenda Motion: 2023-64 Moved by: A. Foulds Seconded by: J. Murray	Carried
3.0	Presentations Ania Berezowski, Senior Manager, BDO Canada LLP Audited 2022 Financials Clean Audit – Difference in 2022 year were taxes levied & written off by CoTB	

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	A. Foulds – Question re the audit and if there are the same checks and balances as a City audit? Yes. Does it also check for Fraud? Yes.	
4.0	<p>Approval of Minutes – Oct 3, 2023– <i>sent electronically</i></p> <p>Motion: 2023-65 Moved by: M. Hurley Seconded by: J. Murray</p>	Carried
5.0	<p>Business Arising from Past Minutes</p> <p>Draft – letter of support for the Waverley Park Coalition (attached)</p> <p>Send to:</p> <ul style="list-style-type: none"> • Clean Green & Beautiful Committee • Thunder Bay Museum • Heritage Advisory Committee • Cory Halverson • In addition to the letter of support to the Waverley Park Coalition 	
6.0	Reports	
6.1	<p>Chair’s Report – Jim</p> <p>1. AGM Date Decision –</p> <ul style="list-style-type: none"> a. Wed Nov 29th b. Mon Dec 11th c. Tues Dec 12th d. Tues Jan 16th e. Tues Jan 23rd <p>Board decision to host the AGM on Dec 5th at 6:30pm and have a Board Meeting before the AGM at 5:30pm</p> <p>Motion: 2023-66</p> <p>Moved by: P. Walkden Seconded by: J. Murray</p> <p>M. Hurley leaves the room for the location and budget decision.</p> <p>Host – at Goods & Co. Budget is \$2500 inclusive of space rental and AV equipment.</p> <p>Motion: 2023-67</p> <p>Moved by: P. White Seconded by: J. Murray</p> <p><i>Note for AGM-</i> <i>Preamble the Audit presentation explaining what an Audit is:</i></p>	<p>Carried</p> <p>Carried</p>

Item	Description	Action
	<ul style="list-style-type: none"> • <i>No Fraud</i> • <i>Rigorous internal controls</i> • <i>Not a budget</i> • <i>Any questions about how the money is spent, talk to the Board</i> • <i>Budgetary discussions to follow the audit</i> 	
6.2	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. 2024 Budget – Submitted and presented to EMT <ul style="list-style-type: none"> • Presenting to the CoTB Executive Management Team on Oct 31 • Asking for a budget increase although we were requested not to ask for an increase <ul style="list-style-type: none"> • Citing the work of the BIA that reduces the City work • Seagull Management • PT person to assist with Summer Students • Groundskeeper • Applications for other funding sources – TDF Infrastructure stream • Shoulder season events 2. Financials 3. Sponsorship Requests - None 	Information
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 b. Memorandum of Understanding for maintenance - c. Nadin to maintain Court St and sidewalks on Court St/Red River intersection 2. Provide Westfort with 14 planters for their streetscape for 2024 – negotiations as to price/ in kind to follow 3. Request for quotes for holiday hanging baskets and summer planters 	Information
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 – 2 weekends Dec 10th & 17th ii. Horse & carriage – Nov 26, Dec 2, 9, 16th iii. Sponsorship Document (please review) iv. 12 Days of Christmas Radio v. Discuss a Holiday Giveaway - 	Information
6.5	<p>Membership Services Committee – Phil & Robyn</p> <ol style="list-style-type: none"> 1. CRM – uploaded and ready to test <i>waiting for the go-ahead in the system</i> 2. New Members 	

Item	Description	Action
6.6	<p>Safety & Security – Peter, Ken & Tom</p> <ol style="list-style-type: none"> 1. Folding business cards with emergency numbers <ol style="list-style-type: none"> a. Edits going to Shout! <ol style="list-style-type: none"> i. Police non-emergency number ii. IMPACT Team information b. Get more quotes for printing 2. BIA Budget or 2024 – questions about use <ol style="list-style-type: none"> a. Discussion about <ol style="list-style-type: none"> i. Graffiti and online reporting ii. Security incidents in the area 	Information
6.7	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. Holiday Free Parking Request – see attached letter 	Information
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"> ○ December 5, 2023 ○ AGM – Dec 5th, 2023 	
7.0	<p>Correspondence – n/a</p>	
8.0	<p>New Business</p> <ol style="list-style-type: none"> 1. Letter about a warm place – follow up with Lee-Anne Chevrette 2. Events – carry the deductible for the liability insurance the BIA carries 3. Cyber Security – Motion to see out advice and quotations for cyber security for the BIA and bring back in 3 months (February 2024 meeting) <p>Motion: 2023- 68 Moved by: A. Foulds Seconded by: M. Hurley</p> <ol style="list-style-type: none"> 4. Recognize K. Morabito at the AGM – gift valued up to \$100 <p>Motion: 2023- 69 Moved by: P. White Seconded by: J. Murray</p>	<p>Information</p> <p>Action</p> <p>Carried</p> <p>Carried</p>
9.0	<p>Next Meeting – December 5, 2023</p> <p>Adjournment – 7:45pm</p> <p>Motion: 2023- 70 Moved by: A. Foulds</p>	Adjourned