



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, June 4, 2024

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

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
 Robyn Despins, Director
 Ken Ogima, Director

GUEST:

LOCATION/TIME: Woodside, 5:30pm OR ZOOM

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest J. Murray, conflict w/ Cumberland St Block Party Called to order @ 5:40 pm	
2.0	Approval of Agenda Motion: 2024-28 Moved by: A. Foulds Seconded by: M. Hurley	Carried
3.0	Presentations	
4.0	Approval of Minutes – May 4, 2024– <i>sent electronically</i> Motion: 2024-29 Moved by: A. Foulds Seconded by: J. Murray	Carried
5.0	Business Arising from Past Minutes <ul style="list-style-type: none"> Cyber Security for the BIA – Phil (Digital Main Street) 	

Item	Description	Action
	<ul style="list-style-type: none"> ○ Reached out to D. Julott from Digital Main Street for training and assistance. Starting the password management process. ○ Follow-up with: <ul style="list-style-type: none"> ▪ Westland Insurance ▪ Bookkeeper 4 you • Strategic Planning –reach out to Caroline Polgrabia from the Ministry of Tourism, Culture and Sport <ul style="list-style-type: none"> ○ K. Pratt to reach out to C. Polgrabia • Richard Togman, CEO of the Thunder Bay Library – Central Library Letter of Support (in principle – Waverley being improved/programming remaining within the area) <p>Motion: 2024-30 Moved by: A. Foulds Seconded by: J. Murray</p>	
6.0	Reports	
6.1	<p>Chair's/ED Report –</p> <p>1. Succession Planning</p> <ul style="list-style-type: none"> • <i>J. Comuzzi stepping down as the BIA Board Chair</i> • <i>P. White as Vice Chair will step into the Chair role for the remaining term</i> • <i>J. Murray nominated to move into the Vice Chair role</i> • <i>P. Walkden to remain as the treasurer</i> <p><i>Receive J. Comuzzi's resignation as Board Chair</i></p> <p>Motion: 2024-31 Moved by: A. Foulds Seconded by: P. Walkden</p> <p>P. White is grateful J. Comuzzi will offer wisdom as a voting member of the Board and remains on the Board for two years as the Past Chair.</p> <p>Motion to move P. White into the Chair position for the remaining term.</p> <p>Motion: 2024-32 Moved by: A. Foulds Seconded by: P. Walkden</p> <p>J. Murray stepped forward to fill the Vice Chair position – no other Board member stepped forward or was nominated to the position.</p> <p>Motion: 2024-33 Moved by: A. Foulds Seconded by: M. Hurley</p> <p>Banking – Motion to add J. Murray on for Signing Authority. Maintain J. Comuzzi as a designated signatory for signing as the Board sees fit (vacations, conflicts of interest payments).</p>	

Item	Description	Action
	<p>Motion: 2024-34 Moved by: A. Foulds Seconded by: J. Calonego Extend Board & Wider BIA Appreciation – Newsletter notification of Jim’s resignation. Update website/board photos and list J. Comuzzi’s accomplishments.</p> <p>2. Canada Summer Jobs – Denied Awaiting Reasoning (2 emails sent, will follow with a phone call)</p> <p>3. CEDC/Tourism initiatives</p> <ul style="list-style-type: none"> • Brochure Project – attached proofs <p>Motion: 2024-35 Moved by: A. Foulds Seconded by: M. Hurley</p> <ul style="list-style-type: none"> • Mural Project – Red Lion Smokehouse identified as a location <ul style="list-style-type: none"> i. Pilot program for the summer to develop a program ii. Working with Christian Chapman iii. Applying for Clean Green & Beautiful funding • Winter Market Stalls – Page 68: https://blachere-illumination.ca/pdfviewer/blachere-catalogue/ <ul style="list-style-type: none"> i. Following up with the company for the cost and determining if we could have them built locally • Buskers (Wednesday evenings? – following up) • Lighting/Parkette in the BIA – working with two companies 	
6.2	<p>Finance Committee –Phil</p> <p>1. 2024 Budget</p> <ul style="list-style-type: none"> • Executive Director review committee <ul style="list-style-type: none"> • J. Calonego • T. Trist • R. Despins • P. White (from 2022 Dec mtg) <p>2. Financials <i>January – April – good cash – most expenses occur during the summer and winter months.</i></p> <p>3. Comparison of Gift Cards (those who attended the OBIAA conference) <i>Escrow to funds – BIA Bucks (sponsorship dollars) ~ 30hrs/yr (Different from GCs) Gift Certificates – is the merchant cost that low? Is it a scalable solution with the system? Is the management easier? The cost seems too low. What happens to the funds if the business fails? Currently, the BIA holds the money and is responsible for holding the money in escrow.</i></p> <p><i>Action a subcommittee to bring forward an informed proposal.</i></p>	

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	<ul style="list-style-type: none"> • <i>M. Hurley</i> • <i>P. Walkden</i> • <i>K. Pratt</i> <p>4. Credit Card</p> <ul style="list-style-type: none"> • L. Gray is determining if the FloatCard works with the accounting software. Of the two Scotiabank options, the Scotia Momentum® for business Visa* Card is the most economical at a \$79 annual fee. <p>Motion to move forward with the \$79 annual fee Scotiabank CC with a \$5,000 limit against a \$5,000 GIC.</p> <p>Motion: 2024-35 Moved by: J. Calonego Seconded by: M. Hurley</p> <p>5. Sponsorship Requests –</p> <ul style="list-style-type: none"> • Community Living <ul style="list-style-type: none"> • Any denomination of BIA Bucks for Door Prizes • Recommendation: \$300 BIA Bucks in line with the 2023 sponsorship <p>Motion: 2024-36 Moved by: A. Foulds Seconded by: J. Murray</p> <ul style="list-style-type: none"> • The Coalition for Waverley Park <ul style="list-style-type: none"> • \$200 in kind advertising • There will be a celebration of Waverley Park's 150th Anniversary on Sunday June 23rd 1 pm to 4 pm. The Coalition For Waverley Park is looking for four to six support ads for large ad (hopefully a full page) in the Chronicle Journal. The cost of a 2.5" x 5" ad is \$200. • Recommendation: Approve support as they are supportive neighbours. <p>Withdrawn</p> <ul style="list-style-type: none"> • Cumberland St. Block Party – Chalk the Block <ul style="list-style-type: none"> • \$500 BIA Bucks • BIA logo on promotional material / Facebook / Instagram • Free 3x3 sidewalk square to compete in the sidewalk chalk competition on the day • Announcing prizes to be won with BIA Bucks as the focus of the prize • Purpose of the event (Block Party) is to unify the businesses of Cumberland Street during the days of the construction and street shutdown. • Recommendation: Support the \$500 BIA Buck Sponsorship <p>Motion: 2024-37</p>	

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	Moved by: M. Hurley Seconded by: P. Walkden	
6.3	<p data-bbox="293 323 1281 359">Infrastructure/Beautification Committee – John & Tom</p> <ol data-bbox="293 394 1281 499" style="list-style-type: none"> <li data-bbox="293 394 1281 430">1. CoTB Red River & Court Revitalization Update <li data-bbox="293 430 1281 499">2. Planters – Determining locations for delivery in mid to late June (dependent on the overnight temperatures) 	
6.4	<p data-bbox="293 537 1281 573">Marketing, Events & Promotion Committee – Maelyn, Tom</p> <ol data-bbox="293 609 1281 678" style="list-style-type: none"> <li data-bbox="293 609 1281 678">1. Science North Costing for Summer activations on Court St – see attached pricing. <p data-bbox="293 678 1281 714">Motion to hire Science North for a science activity in the street.</p> <p data-bbox="293 749 1281 785">Motion: 2024-38</p> <p data-bbox="293 785 1281 821">Moved by: M. Hurley Seconded by: P. Walkden</p> <ol data-bbox="293 856 1281 1129" style="list-style-type: none"> <li data-bbox="293 856 1281 892">2. Cumberland Block Party – June 22, 2024 <li data-bbox="293 892 1281 928">3. Good Harvest – September 22, 2024 <li data-bbox="293 928 1281 963">4. Cruise Ships – starting the process of marketing to the crew <li data-bbox="293 963 1281 999">5. Wake the Giant – September 14, 2024 <li data-bbox="293 999 1281 1035">6. Live on the Waterfront – Wednesdays in July/August <li data-bbox="293 1035 1281 1071">7. November 26, Craft Revival <li data-bbox="293 1071 1281 1106">8. Grinch Event – one weekend with the Horse & Carriage <li data-bbox="293 1106 1281 1129">9. Commercial/Video to promote the area – update 	
6.5	<p data-bbox="293 1163 1281 1199">Membership Services Committee – Phil & Robyn</p> <ol data-bbox="293 1234 1281 1373" style="list-style-type: none"> <li data-bbox="293 1234 1281 1304">1. CRM – will be working with Jeff in Sudbury to train and S. Grieve will help update <li data-bbox="293 1304 1281 1339">2. New Members – Delivered – uploading to the website <li data-bbox="293 1339 1281 1373">3. Associate Memberships 2025/2026 boundary expansion <p data-bbox="293 1373 1281 1442"><i>Meet in August to discuss starting this initiative in September/ the beginning of 2025.</i></p>	
6.6	<p data-bbox="293 1482 1281 1518">Safety & Security – Peter, Ken & Tom</p> <ol data-bbox="293 1554 1281 1759" style="list-style-type: none"> <li data-bbox="293 1554 1281 1654">1. Safe Streets Act repeal Struck down not being allowed to panhandle by ATM/ABMs – deemed unconstitutional. <li data-bbox="293 1690 1281 1759">2. Superior Points – Reaching out again to businesses for when they would like training – only one has responded so far. <i>Add First Aid Training as an option.</i> 	
6.7	<p data-bbox="293 1801 1281 1837">Municipal Parking Services Update – Kara</p> <ol data-bbox="293 1873 1281 1904" style="list-style-type: none"> <li data-bbox="293 1873 1281 1904">1. Business Health Survey – Phil & Kara –will discuss responses 	

Item	Description	Action
	2. Requesting 15 to 30 minute parking options 3. Bars/restaurants concerned about the 7 am ticketing on the street after a night out (yes, the parkade is an option). Request/ schedule a deputation.	
6.8	Administration <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ July 9, 2024 ○ August 13, 2024? ○ September 10, 2024? ○ October 1, 2024 ○ November 5, 2024 ○ December 3, 2024 	
7.0	Correspondence – n/a	
8.0	New Business – Kara's vacation July 15-19, 2024 Groundskeeper to check in with the Board Chair in K. Pratt's absence.	
9.0	Next Meeting – July 9, 2024 Adjournment – 7:20 pm Motion: 2024- 39 Moved by: A. Foulds Seconded by: J. Murray	