



**The Waterfront District BIA  
BOARD OF MANAGEMENT MEETING**

**Tuesday, September 5, 2017**

ATTENDEES:	Jim Comuzzi, Chair	Peter White, Director
	Jolene DesRosiers, Director	Andrew Foulds, Councillor
	Maelyn Hurley, Director	Paul Pugh, Councillor
	Dave Richard, Director	Lynn Gray, Bookkeeper
	Sandy Herron, Director	Colleen Kenna

LOCATION/TIME: Rooster’s Bistro; 5:30 pm

Item	Description	Action
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**1.0 MEETING CALL TO ORDER & DISCLOSURES OF INTEREST – Jim**

Meeting called to order at 5:30 pm. There were no disclosures of interest declared at this time.

**2.0 APPROVAL OF AGENDA AS PRESENTED – Jim**

The agenda for the September 5, 2017 meeting be approved as presented.

Moved by: A. Foulds    Seconded by: D. Richard    Carried.

**3.0 APPROVAL OF THE MINUTES – August 1, 2017 - sent electronically**

Moved by: J. DesRosiers    Seconded by: S. Herron    Carried.

**4.0 FINANCIALS - Lynn**

**4.1 Approval of the Financial Reports – months ending July 31 and August, 2017 – sent electronically**

Moved by: J. DesRosiers    Seconded by: D. Richard    Carried.

**5.0 BUSINESS ARISING FROM PAST MINUTES**

**5.1 Budget 2018 – due to City by Sep 8/17 – Jim**

Review and approval of the 2018 Budget – *distributed at the meeting.*

The 2018 base budget equals the 2017 budget. Items for additional funding request:

Item	Description	Action
	a) membership – engagement, networking and marketing	Info.
	b) events – to bring people to the BIA, and	
	c) beautification – tree and twinkle lights maintenance program.	

**Budget Request Summary for 2018**

**Base budget** \$127,000

**Expansion**

Membership \$15,000

Events \$10,000

Beautification \$11,000

\$36,000 \$ 36,000

**Total Budget Request for 2018: \$163,000**

All agreed to review the working copy of the budget and to bring any suggestions on the specific line items for review to the next meeting. All

Andrew reminded about the importance of demonstrating how the BIA’s budget aligns with the City’s strategic plan and deliverables. Info.

Maelyn suggested including the partnership with Ecosuperior. Also that the BIA consider implementing recycling blue garbage bins next year. Info.

Other items discussed: sustainability – getting people walking for local food, local drinks and entertainment. Additionally offering some specific member educational sessions. Info.

Motion to approve the 2018 budget request of \$163,000:

Moved by: J. DesRosiers      Seconded by: S. Herron      Carried.

5.2 Requests for Sponsorship

Prior approval of \$100 BIA Bucks to the Law Enforcement Torch Run (LETR) for Special Olympics - Aug 22. Info.

5.3 Treasurer Position Deferred

Item	Description	Action
5.4	Photocopier Lease - <i>Peter</i>	
	Peter will arrange for a meeting with Xerox.	Peter
5.5	Board Governance Training Session – <i>Jim</i>	
	Date: Sep 26/17 – 4:30 to 8:00 pm Review of quote sent electronically from the Chanterelle.	
	Maelyn declared at conflict of interest on this item.	
	Motion to approve the dinner meal for the training session:	
	Moved by: D. Richard                      Seconded by: S. Herron                      Carried.	
	Constitution/Policies – <i>Peter</i>	
	Review of the revised Code of Conduct – <i>sent electronically.</i>	
	Further edits to the Code of the Conduct include: Board Member attendance and support of the City’s Respect Campaign such as “This Board engages and supports the City’s Campaign on Respect ... everyone is welcome, etc.”	Peter/ Colleen
	The following draft policies will be reviewed after the governance training session:	Info.
	<ul style="list-style-type: none"> <li>a. OH&amp;S Policy</li> <li>b. Respectful Workplace Policy</li> <li>c. BIA Constitution – quorum &amp; number of Board members</li> <li>d. Board Member Roles &amp; Responsibilities</li> </ul>	
	Colleen to forward copies of the WD BIA’s By-law, draft constitution and the Code of Conduct documents to Kay Matthews, the facilitator of the training session for her review.	Colleen
	<i>Subsequent to the meeting, Colleen forwarded the documents to Kay. She will be review prior to the training and offer feedback.</i>	Info.
5.6	Marketing & Promotions Chair	Deferred
5.7	OBIAA Conference update	Deferred
5.8	Board Member Application – Frankie Lesnick – on hold until Nov.	Deferred

Item	Description	Action
5.9	<p>Group Photo of Board Members - <i>Jim</i></p> <p>Propose Damien Gilbert be hired to take individual board member and a group photo for the website. Quote is \$300 plus HST (for an hour including editing). Tentative date: Sep 26 from 4 to 5 pm at the Chanterelle.</p> <p>Motion to approve photographer quote:</p> <p>Moved by: S. Herron    Seconded by: M. Hurley    Carried</p>	
5.10	<p>In-Common – garbage pick-up - <i>Sandy</i></p> <p>Sandy stated the garbage issues for In Common have been resolved.</p>	Info.
5.11	<p>Annual General Meeting – <i>Jim/Maelyn</i></p> <ul style="list-style-type: none"> <li>• proposed date: Tuesday, November 28, 2017</li> <li>• review and approval of the Chanterelle’s quotes for cocktail style or dinner event</li> </ul> <p>Maelyn declared a conflict of interest on this item.</p> <p>Discussion on whether to hold a cocktail style or dinner event. Also reviewed event format including time for networking, addition of some booths to showcase some of the businesses, sponsored door prize, financial component, entertainment (comedian or other type), branding update by Firedog, sponsors to be invited, offering sparkling wine when everyone arrives, etc. Invitation to be emailed to the business owner and guest.</p> <p>Motion to approve:</p> <p>a) cocktail style event and b) date of Nov 28/17, from 7:00 to 9:00 pm at the Chanterelle</p> <p>Moved by: S. Herron    Seconded by: D. Richard    Carried</p>	
5.12	Volunteer List from Member Profile forms	Deferred

Item	Description	Action
<b>6.0</b>	<b>REPORTS</b>	
6.1	Chair's Report - <i>Jim</i>	
	a. Seagull Management program - Kym to present on falconry program at the next board meeting Oct 3/17	Deferred
	b. Tourism Exemption – City Legal Department currently reviewing legislation then public meeting is required.	Info
	c. Overpass Clean Up & Parking – letter to K. Ball  Colleen to forward a copy of the BIA's letter to Paul and Andrew.	Paul/ Andrew
	<i>Subsequent to the meeting, Colleen forwarded the BIA's letter to Paul and Andrew. Paul forwarded our letter to the City Administration for consideration in the 2018 Budget.</i>	Info.
	d. Windows Display former Eaton's bldg. – center window  The middle window at the former Eaton's bldg. was vandalized. Sleeping Giant is negotiating the use of the windows.	Info.
	e. Directional Drilling on Red River Road/St Paul Street – letter to Bell and copy to J. Piccinin, City	
	Colleen to forward the letter to Bell and details to Paul and Andrew for follow up.	Colleen
	<i>Subsequent to the meeting, Colleen emailed Paul and Andrew the BIA's letter to Bell. Paul forwarded our letter to City Administration for review.</i>	Info.
	f. Tree Maintenance & Lights – Meeting with Cory Halvorsen and Mike Dixon	
	The City plans to replace 8 trees in the BIA this year and of which 4 need tree guards. The BIA will be formulating a tree maintenance plan with associated costs. As a first step, an inventory of trees, tree lights, tree guards and banners will be done by Blair then a summary will be prepared.	Jim/ Blair/ Colleen
	g. Meeting with KKETS Executive Director	Deferred
	h. Ribfest - <i>addition to the Agenda</i>	
	Jim shared that the proceeds from Ribfest are expected to be quite good. He asked the Board for the go-ahead for the same arrangement with Our Kids Count for next year. All agreed to this arrangement.	Info.

Item	Description	Action
	The Ribfest Committee is considering moving the event to Marina Park. Jim will be addressing the concerns received from members on cleanup and patios at the next Ribfest meeting.	Info.
6.2	Construction & Beautification Committee – <i>Sandy</i>	
	a. Beautification	
	o Maintenance Technician (Jim/Sandy)	
	Jim reported that Blair continues to do a great job.	Info.
	o Tree lights / banners / tree guards (see 6.1, item f)	
	o Gridlink retainer – on hold	Deferred
	o Ribfest – clean-up crew (Sandy/Maelyn)	Deferred
	o Rock Sculpture – plaque (Jim)	
	Don Bayes advised there was a plaque made for the rock sculpture – “Community Too”. The rock is aurilite – depicting the spirit of turtles, owls, fish and a stand was at the BIA. Colleen to check on the whereabouts of the stand.	Colleen
	b. Ambassador Program – <i>Sandy</i>	
	Member profile forms to be emailed to those outstanding.	Colleen
6.3	Tourism	Deferred
6.4	Marketing & Promotion Committee – <i>Jim</i>	
	a. Restaurant Liaison – Alex Bono, Red Lion Smokehouse Meeting to be set up in September (Jim/Maelyn)	Deferred
	b. Social Media Calendar	Deferred
	c. Board Member Write Ups for new website & Facebook	Deferred
6.5	Events Committee – <i>Maelyn</i>	Deferred
	a. Ribfest – feedback from BIA members	
	b. Ft. Wm. BIA Street Event with Crime Stoppers	
	c. Bill Boards	
	d. Patios	

Item	Description	Action
6.6	Membership Committee - <i>Maelyn</i>	Deferred
	a. Associate Members – meeting to be set up mid-September	
6.7	Crime & Security	n/a
6.8	Correspondence – <i>addition to the agenda</i>	n/a
7.0	New Business - <i>Jim</i>	
7.1	BIA Bucks Policy (draft) – <i>distributed at the meeting</i>	
	The Board discussed the intended use of BIA bucks for sponsorships. All agreed to the addition of the text: “Purchases exclude lottery tickets or gambling” to the front of the BIA Bucks coupons at the next printing. When presenting the BIA Bucks, the intended use and distribution to as many of the BIA businesses needs to be conveyed.	Colleen
	Jim also stated that reimbursement of BIA Bucks to businesses will be processed every two weeks.	Info.
	A sponsorship request form is to be created. Having the requestor present at a board meeting is a great idea moving forward.	Colleen
7.2	Board Member Application to B. Phillips – <i>addition to the agenda</i>	
	Colleen to forward the board member application forms to B. Phillips.	
7.3	Potential Funding Opportunities – NOHFC and Trillium criteria being reviewed	Deferred
7.4	Bookkeeper’s Request for Rate Increase - <i>addition to the Agenda</i>	
	Lynn left the room. Jim reviewed Lynn’s request for a rate increase to \$30.80 effective January 1, 2018.	
	Motion to approve rate increase for Lynn Gray, BIA Bookkeeper	
	Moved by: D. Richard                      Seconded by: S. Herron                      Carried.	
8.0	ADJOURNMENT	
9.0	NEXT MEETING: Tues. Oct 3, 2017; Rooster’s Bistro	