

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, June 5, 2018

INVITED: Jim Comuzzi, Chair

Maelyn Hurley, Vice Chair Jolene DesRosiers, Director

Peter White, Director Sue Bragg, Director Jennifer Dagsvik, Director Paul Pugh, Councillor Lynn Gray, BIA Bookkeeper Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Andrew Foulds, Councillor

Dave Richard, Treasurer Sandy Herron, Director

GUEST: Renee Terpstra, Development/Administrator,

Definitely Superior Art Gallery Lora, Definitely Superior Art Gallery

LOCATION/TIME: Rooster's Bistro

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	
	The meeting was called to order at 5:31pm. There were no disclosures of interest declared at this time.	
2.0	Approval of Agenda	
	Motion 2018-42	
	Moved by: J. DesRosiers Seconded by: M. Hurley	
	The agenda for the June 5, 2018 meeting be approved as presented.	
3.0	Presentations	
3.1	Renee Terpstra & Lora, Definitely Superior Art Gallery (5:30-5:50)	
	Presented about the Die Active Youth Lost & Found Y-Art Sale. Requested \$1,000 to \$2,000	
4.0	Approval of Minutes – May 8, 2018 – sent electronically	
	Motion 2018-43	
	Moved by: J. DesRosiers Seconded by: P.Pugh	

Item	Description	Action
	The minutes of the May 8, 2018 meeting be approved as distributed. Carried.	
5.0	Business Arising from Past Minutes None	
5.1	Appointment of Susanne Bragg & Jennifer Dagsvik to the WD BIA Board The City Clerk's office advised on May 23, 2018 that Sue Bragg was approved to the Board of Management for the Waterfront District BIA. Welcome Sue. The City Clerk's office advised on May 29, 2018 that Jennifer Dagsvik was	Info
	approved to the Board of Management for the Waterfront District BIA. Welcome Jennifer.	
6.0	Reports	
6.1	Chair's Report – Jim	
	 Seagull Management Program Trees, Tree Lights & Tree Guards Follow up with: 	Info
	 Philips – Marc, the cost was too high – reevaluating options and approaching the city regarding plans for the Court St and Red River Improvements. CoTB – Kayla & Brian Newman – P. Pugh mentioned the 4 year term of council may affect timelines however, if administration has the plan the next 	
	 Tourism Exemption – From Paul: We're finalizing the report now for the tourism exemption and aim to have that distributed for review within two weeks. It's taken a while to get the legal wording right as only one other municipality to date has gone this route under the new provincial regulations. Corporate Sponsors package Eaton's Bldg - Window writing – remedied Promotional Banners – received three new banners – arrangements to be made with Pigeon River, Terry Fox and the Pagoda (Kara) - In Progress Pagoda Approved Ribfest 2018 Restaurant Liaison (on hold) CEDC's Business Retention Expansion Survey Results: Vacancies – Lyceum Building (on hold) BIA Boundary Expansion (in progress) (Kara) July 1 Event with Gateway Casino (Craft Revival Artisans) (Kara) 	Info
6.2	 Construction & Beautification Committee – Sandy 1. Banners - Three (3) Installed the morning of the Board Meeting 	Info
	Two (2) in front of the Prince Arthur	

Item	Description	Action
	 One (1) in front of In Common Rock Sculpture Deficiency Report – roads, curbs, sidewalks - meeting to be set up with Brad Adams, Roads Manager and other City Departments Street Signs – proposed design to be sent for City's review (on hold) Building Plaques – Heritage Standards to be reviewed (on hold) Façade Improvement (on hold) Planters & Flowers 	
6.3	Finance Committee – Dave Richard	
	Financial Report for month ending May 31, 2018 to be distributed. Resolution to move \$6,500 from the Radio/TV budget to the Sponsorship budget	Info
	Motion: 2018-44 Motion: M. Hurley Second: S. Bragg	Carried
	Motion: M. Hurley Second: S. Bragg 2. Funding a. Canada Summer Jobs Program P. Pepe: Hosting a one-day city bus tour of the city June 13th and this would be the optimal opportunity to train your Ambassadors. Suggests the Ambassadors spend some time at the Pagoda when open for the season to learn from our Councilors that would be an ideal training scenario.	Info
	 b. Maintenance Technician/Ambassador positions c. Requests for Sponsorships – 	Info
	a. Motion: 2018-45 Moved by: J. Dagsvik Seconded by: S. Bragg To approve the sponsorship of \$1500.00 cash sponsorship to become a title sponsor the Definitely Superior – Die Active Youth Lost & Found Street Closure and Art Sale. Carried.	Carried
	b. Motion: 2018-46 Moved by: S. Bragg Seconded by: J. DesRosiers To approve the sponsorship of \$1,000.00 cash sponsorship to the National Team Development Centre for the Canada Day Roller Ski Race.	Carried
	Carried. Discussion regarding signing authority as well as the board functioning less efficiently without an active Treasurer.	Discussion
6.4	Governance Committee – Peter	
	Review of Strategic Plan	

Item	Description	Action
	2. Operating Procedures – Constitution - The redline version will be circulated to the Board to vote on the draft as amended. Jim requested that the constitution also include that the past chair be a voting member of the board. Approved as amended subject to grammatical errors. This constitution as amended to be forwarded to John Hannam – Draft 3.	
	amended to be forwarded to somm mannam – brait 5.	Carried
	Motion: 2018-47	
	Motion: J. Dagsvik Seconded: S. Bragg	
	 Constitution Review Meeting Notes – to be distributed separately. City Insurance includes BIA – follow up with John Hannam. (Kara) 	
	5. Policies, Procedures & Guidelines	
	a. Procurement/Purchasing	
	b. Personnel	
	c. Land ownership	
	d. Documents – retention policy	
	e. Social Media f. Associate Members Policy and Fees	
	g. Health and Safety Policy – draft complete	
	h. Board Members (& Staff) of Conduct – draft complete	
	i. Sponsorships/Donations Guidelines and request form – posted on	
	website – to be sent to the City at a later date	
6.5	Marketing & Promotion Committee – Jim	
	1. Social Media	
	2. Website Phase 2	
	3. BIA App	
	4. Live Outside the Box Spring Scavenger Hunt – <i>Results</i> - Verna Crowley was the winner of this context.	Info
	5. Dog Event – The Dog Classroom	Info
6.6	Membership Services Committee - Sue	
	Propose Leadership of Sue Bragg for this Committee.	
	1. 1 Toposo Loudorship of Ode Dragg for this Committee.	Carried
	Motion: 2018-48	
	Motion: J. DesRosiers Second: P. White	
	2. Ambassador's Meeting – meeting to be scheduled (Sandy)	
	3. New Members Welcome Letters (Kara) – Complete/Ongoing	
	4. Website Business Directory updates – ongoing (Kara)	
	5. Associate Members Package (Kara) – Direction to Student	
	6. Recruit Volunteers - ongoing	
	7. Monthly/Bi-monthly BIA newsletter (Kara)	

Item	Description	Action
	8. Guidelines for sharing member promotions by email. Current plan is for members to share their posts to the WD BIA FB page. Further discussion at a future meeting.	
6.7	Special Events Committee - Maelyn	
	Craft Revival VIII – Spring Edition – May 6/18 Went well, will streamline for the Winter Edition Events Meeting	Info
	 Volunteers for Event Clean Up - Students were positive as was Nancy. 	Info
	 Graffiti Solutions - Costing Ashtrays – to be installed (Kara working with Shannon) Shannon from Eco Superior to be invited to a Board meeting. 	Info
6.8	Safety & Security – Jim	
	 Joint Partnerships with City, Parking Authority, Police, BIAs – walkway, parkade, events, tentative loitering by-law (currently on hold) Crime Prevention Council Update – Training June 7-8, 2018 	
6.9	Parking Authority Board Update – Dave	
	 Propose the leadership of Jennifer Dagsvick – New Board Member J. Dagsvick, will take on portions of this role until a more suitable Board Member is determined. With work and family commitments there is no time to spend at evening meetings. For the time being – a copy of the letter from J. Debakker was forward to J. Dagsvick for action with the contractor APEX in terms of street parking. 	
6.10	Administration - Jim	
	 Board Meeting Schedule July 3, 2018 August 7, 2018 September 4, 2018 October 2, 2018 November 6, 2018 December 4, 2018 	
	 2. Guidelines to be created for: Guests & Presentations Committee Meetings & Reports at Board Meetings 	
7.0	New Business 1. Patio applications a. Red Lion Smokehouse - Approved	

Item	Description	Action
	 b. The Foundry – Approved Letter sent to The CoTB Endorsing both Patios – The CoTB will follow-up with the restaurant applicants and move forward accordingly. 2. Electronic Signage at Max Pawn at 250 Red River Road – Denied 	
8.0	Correspondence – n/a	
9.0	Next Meeting – July 3, 2018, 5:30 pm – location to be determined	
10.0	Adjournment – 7:55pm	