

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, July 3, 2018

INVITED: Jim Comuzzi, Chair

Maelyn Hurley, Vice Chair Jolene DesRosiers, Director Peter White, Director Jennifer Dagsvik, Director Kara Pratt, Recording Secretary

REGRETS: Sue Bragg, Director

Sue Bragg, Director Lynn Gray, BIA Bookkeeper Sandy Herron, Director Dave Richard, Treasurer Andrew Foulds, Councillor Paul Pugh, Councillor

GUEST: Andrew Kejick – Summer Ambassador

LOCATION/TIME: The Foundry – Upper floor

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest The meeting was called to order at 5:48pm. There were no disclosures of interest declared at this time.	
2.0	Approval of Agenda Motion: 2018-49 Moved by: J. DesRosiers Seconded by: J. Dagsvik	
	The agenda for the July 3, 2018 meeting be approved as presented.	
3.0	Presentations	
4.0	Approval of Minutes – June 3, 2018 – sent electronically Motion: 2018-50	
	Moved by: J. DesRosiers Seconded by: J. Dagsvik	
5.0	Business Arising from Past Minutes	
6.0	Reports	
6.1	Chair's Report – Jim	
	Seagull Management Program	Info

Item	Description	Action
	 a. Eggs have hatched and plans are going into place for additional management in 2019. 2. Trees, Tree Lights & Tree Guards 3. Tourism Exemption – Following up w/Paul Pepe 4. Corporate Sponsors package 5. Promotional Banners a. Placed in the Pagoda & Prince Arthur b. Awaiting the return of the one from Pigeon River 6. Ribfest 2018 \$3,000 Sponsorship package being received from Sysco through the WD BIA Proposed to donate \$2,500 to Our Kids Count and maintain \$500 for advertisements, promotions and banner installation. Motion: 2018-51 	Info Carried
	Moved by: J. DesRosiers Seconded by: J. Dagsvik 7. CEDC's Business Retention Expansion Survey Results 8. BIA Boundary Expansion (Meeting the Week of July 16) (Kara)	
6.2	 Construction & Beautification Committee – Sandy - Deferred Banners 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 Bike Racks – See Attached presentation from Adam Kruper We have 3 bike racks in storage, ready to be installed @ \$400/rack 	Deferred
6.3	 Finance Committee – Dave Richard - Deferred Financial Report for month ending June 30, 2018 to be distributed at August meeting. Funding Canada Summer Jobs Program Maintenance Technician/Ambassador positions (3 in place) Requests for Sponsorships 	Deferred
6.4	Governance Committee – Peter 1. Review of Strategic Plan 2. Operating Procedures – Constitution – with John Hannam a. Awaiting response from John Hannam	Deferred

	Description	Action
	 Constitution Review Meeting Notes – to be distributed separately. City Insurance includes BIA – follow up with John Hannam. (Kara) Policies, Procedures & Guidelines – move towards finalised(working with Kara) 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	Info
	a. Performing as expected2. Website Phase 2 (on hold)	
	3. BIA App (on hold)	
	Discussion ensued regarding the LED billboard on the back of the Ruttan building and its positive impact. Kara P has forwarded pricing to Kara K (firedog) to maintain the advertising past the free trial.	
6.6		
0.0	Membership Services Committee – Sue Updated via e-mail	
0.0	Updated via e-mail 1. Ambassador's Meeting – meeting to be scheduled (Sandy) 2. New Members Welcome Letters (Kara) – Complete/Ongoing 3. Website Business Directory updates – ongoing (Kara) 4. Associate Members Package (Kara) – Direction to Student	Deferred Info
0.0	 Updated via e-mail Ambassador's Meeting – meeting to be scheduled (Sandy) New Members Welcome Letters (Kara) – Complete/Ongoing Website Business Directory updates – ongoing (Kara) Associate Members Package (Kara) – Direction to Student Recruit Volunteers - ongoing Monthly/Bi-monthly BIA newsletter (Kara) Suggestion of places to dine and shop was suggested to be a part of the newsletter patios List of places open Monday for lunch Physical activity places before/lunch hour/ after work 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 	
6.7	 Updated via e-mail Ambassador's Meeting – meeting to be scheduled (Sandy) New Members Welcome Letters (Kara) – Complete/Ongoing Website Business Directory updates – ongoing (Kara) Associate Members Package (Kara) – Direction to Student Recruit Volunteers - ongoing Monthly/Bi-monthly BIA newsletter (Kara) a. Suggestion of places to dine and shop was suggested to be a part of the newsletter b. patios c. List of places open Monday for lunch d. Physical activity places before/lunch hour/ after work Guidelines for sharing member promotions by email. Current plan is for 	Info

Item	Description	Action
	 Graffiti Solutions - Costing Ashtrays – to be installed – Any installer suggestions? a. Kara to work with Shannon for promotion/advertising of the Butt Stops and paper straws Subsequent to the meeting an Eco-tip minute was filmed for the Butt Stops and another is going to be filmed for the paper straws – Shannon will keep Kara informed regarding scheduling. Shannon from Eco Superior to be invited to a Board meeting. 	Info
	Discussion ensued about safety at events within the BIA.	Info
	United fighter has offered their assistance and will provide self defence classes/seminars Will provide for all businesses in the BIA by donation. July 15, 22, 29 – or all three days (propose August/September Dates)	Info
	Follow-up with businesses with exteriors requiring work and determine if there are programs that will assist with the cost of improvement.	Action
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 a. Report circulated to the Board of Management after the meeting. 	Info
6.9	Parking Authority Board Update – Dave	
	 Propose the leadership of Jennifer Dagsvick – New Board Member Rec'd update from J. Dagsvik – Security patrols potentially moving to 2-8pm Lighting changes happening this year – brighter LED lights being installed Review/Distribute minutes Position remains open 	Info
6.10	Administration - Jim	
	 Board Meeting Schedule 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 	

Item	Description	Action
7.0	New Business 1. Finance Committee requires active board member participation a. Move to appoint J. DesRosiers to Interim Treasurer of the Board of Management	
	Motion: 2018-52 Moved by: M. Hurley Seconded by: J. Dagsvik	
	 Dave Richard has missed 3 meetings and attempts have been made to reach D. Richard with no result. a. D. Richard has missed 3 consecutive meetings and no longer has a business within the Waterfront District BIA Boundaries he is removed from the Board of Management and this also removes signing authority. 	
	Motion: 2018-53	
	Moved by: P. White Seconded by: M. Hurley	
8.0	Correspondence – n/a	
9.0	Next Meeting - August 7, 2018, 5:30 pm – location to be determined - The Sweet North has offered to cater and host September Board Meeting	
10.0	Adjournment – 7:40pm	