

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, June 2, 2020

INVITED: Jim Comuzzi, Chair

Peter White, Vice-Chair Brigitte Tremblay, Director Suzan Cooper-Rochon, Director Jordan Calonego, Director Maelyn Hurley, Director Brian Hamilton, Councillor Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper

Lora Northway, Director Kory Morabito, Treasurer Thomas Trist, Director Andrew Foulds, Councillor

GUEST:

LOCATION/TIME: 5:30pm, Zoom Conference, Video & Phone

https://us02web.zoom.us/j/88597669561?pwd=b3JYS2NicmhtbEJzTEIwUFJaLytrUT09

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order: 5:58pm	
2.0	Approval of Agenda Motion: 2020-22 Moved by: M. Hurley Seconded by: B. Tremblay	Carried
3.0	Presentations N/A	
4.0	Approval of Minutes – May 5, 2020– sent electronically Motion: 2020-23 Moved by: P. White Seconded by: M. Hurley	Carried
5.0	Business Arising from Past Minutes 1) Patios a. Creating a park space with physically distanced seating	Discussion/ Action –

Item	Description	
	b. Get members involved/buy in Discussion regarding how consumers will no longer be behaving as they once did and expecting some social distancing. It is riskier to block off a full street versus half of a street – poll members to determine a way forward (Survey Monkey). Businesses will need to open with physical distancing – 25-50% capacity, it is difficult to make numbers work. Do our best to become a destination – a place to see and be seen, but safely. COVID will allow us to test and reassess. 2) Hiring Josh Back? a. Requires handwashing place b. PPE (informed me he cannot wear a mask) c. Butt Stops (a concern?)	Poll Members and Move forward with Admin/Cou ncil (if agreed upon)
	Discussion about volunteers – Brian and Maelyn offered to tidy – Jim and Rylie trimmed weeds in mall street area.	Discussion/ Action
6.0	Reports	
6.1	 Chair's Report – Jim Budget planning for 2021 – Approved budget to the CoTB by October 26th (at the latest) Canada Summer Jobs - Plan for 2020 to Feb 2021 Flexibilities are being extended in response to the current pandemic. Amendment request is subject to approval. Please kindly provide me with the details of change and rationale of change so I can submit the amendment request for further review and approval. Here are some guidelines: Number of weeks/hours per week could be changed but total cannot exceed what has been approved on the agreement Minimum of 6 weeks and maximum of 16 weeks Latest start date: December 24, 2020 Latest end date: February 28, 2021 	Information
6.2	1. Budget adjustment - plans for COVID-19 2. Funding - Requests for Sponsorships a. CoTB Culture & Events – Adjusted Ask (Refer to Patron Level in attached Sponsorship Package) i. \$2,000 BIA Bucks ii. \$2,000 Dollars iii. Assist with organization of takeout specials with BIA restaurants	Action

Item	Description	Action
	Motion: 2020-24 \$1,500 BIA Bucks and \$1,000 worth of in-kind assistance from the BIA Coordinator.	
	Moved by: B. Hamilton Seconded by: M. Hurley	
	b. Francophone Festival – Awaiting update	
6.3	Infrastructure/Beautification Committee – Suzan	
	 Updates on flowers, pots Confirmed contract with Trim it – watering hanging baskets along with CoTB contract to water BIA planters. Refuse bins 	
	 Power wash Superb Sanitization will clean all 26 for \$4,990 +tax – requires additional budget 	
	Motion: 2020-25 Provide additional \$2,000 to the Beautification budget for the cleaning of the BIA refuse bins.	
	Moved by: J Comuzzi Seconded by: B. Tremblay	
	3. Clean up downtown See above for B. Hamilton and M. Hurley volunteering to tidy the area.	
6.4	Governance Committee – Peter	
	Reviewing Health & Safety Policies	
6.5	Marketing & Promotion Committee – Lora & Kory	
	COVID marketing Update a. Re-brand Quotes	Action
	i. Shoutii. Pulp + Paper Creative	
	iii. NineSixty	
	Discussion surrounding the need to updating the logo – easily used in different marketing platforms.	
	Award the contract to Pulp + Paper Creative	
	Motion: 2020-26	
	Moved by: P. White Seconded by: J. Calonego	
	 b. Initiatives – underway or complete i. Instagram stories - Favourites ii. BIA BINGO 	Update
	iii. Photos of support	
	 Postponed - PRIDE, BLM, & Tourism/CEDC contest iv. Radio ads – 2 – PSA & Shop Local 	

Item	Description	Action		
	Planning for 2020 a. Brochure – Attached (rebranding?)			
6.6	Membership Services Committee – To Be Filled			
6.7	Special Events Committee – Maelyn 1. Awaiting government instruction for events 2. Patio Sponsorships			
6.8	Safety & Security – Peter			
	 Moving forward with video camera reimbursement w/ some criteria Police are patrolling the area regularly to ensure safety & security during COVID-19 Concerns with continued closures Concerns with neighbouring areas 	Update		
6.9	Parking Authority Board Update – Kara 1. Unable to attend May due to rescheduling (Same time as OBIAA call)			
6.10	Administration 1. Board Meeting Schedule • 2020 ○ July 7·2020 ○ August 11, 2020 (Aug 4, is the day after a holiday) ○ September 1, 2020? ○ October 6, 2020 ○ October ○ November 10, 2020 ○ December 1, 2020 2. Guidelines to be created for: a. Committee Meetings & Reports at Board Meetings			
9.0	Correspondence – n/a New Business • Start Planning for a new Strategic Plan • Involve stakeholders • Review Budgets – • Plan for 2021 – Do we need to ask for additional money • PPE Reimbursement Motion: 2020-26			

Item	Description		Action
	Reimburse members up to \$200 for the purchase of PPE to a maximum of \$10,000		
	Moved by: S. Cooper Rochon	Seconded by: B. Tremblay	Action
10.0	Next Meeting – July 7, 2020 Adjournment: 7:25pm		