



# WATERFRONT DISTRICT

# MINUTES

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Tuesday, February 2, 2021

**INVITED:**

Jim Comuzzi, Chair  
Peter White, Vice-Chair  
Jordan Calonego, Treasurer  
John Murray, Director  
Maelyn Hurley, Director  
Kory Morabito, Director  
Thomas Trist, Director  
Lora Northway, Director  
Andrew Foulds, Councillor  
Brian Hamilton, Councillor  
Lynn Gray, BIA Bookkeeper  
Kara Pratt, Recording Secretary

**TENTATIVE:**

**REGRETS:**

**GUEST:**

**LOCATION/TIME:** 5:30pm – 7:30pm -- Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81971065677?pwd=aEE4ZlUzTGhrRDfnZzdQODBXa3cwdz09>

Meeting ID: 819 7106 5677

Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Meeting called to order at 5:32pm Jordan noted his Brother-in-Law applied to be part of the Board.	
2.0	Approval of Agenda  Motion: 2021-07 Moved by: M. Hurley                      Seconded by: J. Murray	Carried
3.0	Presentations  Maelyn Hurley – Goods & Co.	

Item	Description	Action
	Presentation of plans for the business within the former Eaton's/ Teleperformance Building	
4.0	<p><a href="#">Approval of Minutes</a> – January 12, 2021– <i>sent electronically</i></p> <p><a href="#">Motion: 2021-08</a>  Moved by: J. Calonego                      Seconded by: J. Murray</p>	Carried
5.0	<a href="#">Business Arising from Past Minutes</a>	
6.0	<a href="#">Reports</a>	
6.1	<p><a href="#">Chair's Report – Jim</a></p> <ol style="list-style-type: none"> <li>1. StrEATery Report – Received \$31,122.65 from the CEDC <ul style="list-style-type: none"> <li>• Finance committee to develop plans for future use of the funds – no need to spend in the calendar year as it is not part of the budget.</li> </ul> </li> <li>2. Board Applications <ul style="list-style-type: none"> <li>• Phillip Walkden</li> <li>• Matthew Bressmer</li> </ul> </li> </ol> <p>Discussion re number of applicants – want to ensure the BIA Board has a fair and level viewpoint. Board members would appreciate more information than what was provided on the application – why each of the Board Applicants want to be part of the Board.</p> <p>Multiple applications for one position – require more information to determine the best fit. Possibly a video interview or a more fulsome questionnaire.</p> <p>Subcommittee to be created consisting of: P. White, T. Trist &amp; L. Northway, later changed to P. White, T. Trist &amp; J. Calonego based on scheduling and availability.</p>	<p>Update</p> <p>Discussion</p>
6.2	<p><a href="#">Finance Committee - Jordan</a></p> <ol style="list-style-type: none"> <li>1. Working on Y/E Financials</li> <li>2. 2021 Budget Approved by CoTB Council (January 27, 2021)</li> </ol> <p>Provided overview of the presentation and follow up questions from council.</p> <ol style="list-style-type: none"> <li>3. Funding - Requests for Sponsorships – N/A for February 2021</li> </ol>	Update
6.3	<p><a href="#">Infrastructure/Beautification Committee –</a></p> <ol style="list-style-type: none"> <li>1. Awaiting information from the CoTB</li> </ol> <p>J. Murray meeting with J. Comuzzi &amp; K. Pratt for an overview of the committee file.</p>	Information

Item	Description	Action
6.4	<p><a href="#">Governance Committee – Peter</a></p> <p>1. Reviewing list and will bring forward policies as they are ready.</p>	
6.5	<p><a href="#">Marketing, Events &amp; Promotion Committee</a></p> <p>1. Marketing Update  a. 2021 Plan</p> <p>Shout will be providing a price on the management of Social Media for the spring/summer/fall.</p> <p>Will have 6 giveaways – starting Valentine’s 2021 to New Years 2022.</p>	Information
6.6	<p><a href="#">Membership Services Committee – To Be Filled</a></p>	
6.7	<p><a href="#">Safety &amp; Security – Peter</a></p> <p>1. Police to start new outreach initiative April 1, 2021</p>	
6.8	<p><a href="#">Parking Authority Board Update – Kara</a></p> <p>1. DRAFT letter &amp; survey to business owners (attached)</p>	Information
6.10	<p><a href="#">Administration</a></p> <p>1. Board Meeting Schedule – First Tuesday of the Month</p> <ul style="list-style-type: none"> <li>o March 2, 2021</li> <li>o April 6, 2021</li> <li>o May 4, 2021</li> <li>o June 1, 2021</li> <li>o July 6, 2021</li> <li>o August 3, 2021 *move due to holiday weekend?</li> <li>o September 7, 2021 *move due to holiday weekend?</li> <li>o October 5, 2021</li> <li>o November 2, 2021</li> <li>o December 7, 2021</li> </ul>	
7.0	<p><a href="#">Correspondence – n/a</a></p>	
8.0	<p><a href="#">New Business</a></p>	
9.0	<p><a href="#">Next Meeting – March 2, 2021</a>  <a href="#">Adjournment 7:06pm</a></p> <p><a href="#">Motion: 2021- 09</a>  Moved by: J. Calonego</p> <p style="text-align: right;">Seconded by: T. Trist</p>	Carried