

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, May 4, 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 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper

Brian Hamilton, Councillor

GUEST:

LOCATION/TIME: Join Zoom Meeting

https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRIB2bTIIdnpWZz09

Meeting ID: 278 100 2430

Passcode: WDBIA

| Item | | Description | Action |
|------|---|-----------------------------------|--------|
| 1.0 | Meeting Call to Order an | d Disclosures of Interest | |
| 2.0 | Approval of Agenda | | |
| | Motion: 2021-14 Moved by: | Seconded by: | |
| 3.0 | Presentations | | |
| 4.0 | Approval of Minutes – | oril 6, 2021– sent electronically | |
| | Motion: 2021-15 Moved by: | Seconded by: | |
| 5.0 | Business Arising from Pa | ast Minutes | |
| 6.0 | Reports | | |

| Item | Description | Action |
|------|---|--------|
| 6.1 | Chair's Report – Jim | |
| | Spring- Fall Pilot Patio Project Quick Update Request for blanket approval of patio spaces within the proposed pilot areas (attached PDF) Motion to approve patio spaces withing the proposed pilot areas laid out by G. Walter and Brook McIlroy. | |
| | Motion: 2021-16 Moved by: M. Hurley Seconded by: J. Murray | |
| | 2. Canada Summer Jobs Hiring a Summer City Planning Intern i. 3 Students ii. 14 weeks iii. 20 hours a week 3. Board Application Updates Scheduling meetings at a later date – demands outside of the BIA have reduced the availability of the Board Members | |
| 6.2 | Finance Committee - Jordan | |
| | April 2021 financials (delayed due to tax deadlines) Funding - Requests for Sponsorships a. N/A | |
| 6.3 | Infrastructure/Beautification Committee – John | |
| | Planters are on schedule for 2021 Hanging baskets – delayed – asked to have plants allocated to new planters Walkabout of the BIA happening Sharing information about the summer pilot plans (attached PDF) | |
| 6.4 | Governance Committee – Peter | |
| | Working on: a. Code of Conduct b. Conflict of Interest Policy | |
| 6.5 | Marketing, Events & Promotion Committee | |
| | 1. Marketing Update a. Set to start programming with SHOUT for June b. Working on full list of businesses to start process with Sociable c. Craft Revival Update – i. 12,000 shoppers ii. 84,000 page views | |

| Membership Services Committee – To Be Filled | |
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| Police to started new outreach initiative April 1, 2021 a. Awaiting mail chimp survey request to send to businesses from the Police b. Asked for extension due to the shutdown c. Let Kara know of any concerns | |
| Parking Authority Board Update – Kara Creating document of responses from surveys to let the parking authority know public feelings Email to members to inform about the parkade pricing Discussion with A. Foulds regarding North Core parking concerns. | |
| Administration 1. Board Meeting Schedule – First Tuesday of the Month June 1, 2021 July 6, 2021 August 3, 2021 *move due to holiday weekend? September 7, 2021 *move due to holiday weekend? October 5, 2021 November 2, 2021 December 7, 2021 | |
| Correspondence – n/a | |
| New Business K. Morabito – Letter from the Legion Branch 5 (attached) Writing letter of support for re-enactment and the closing of RRR for the event. (subsequently postponed or cancelled due to COVID-19) | |
| Next Meeting – June 1, 2021 Adjournment – 6:20pm Motion: 2021-17 Moved by: M. Hurley Seconded by: J. Murray | |
| | Safety & Security – Peter 1. Police to started new outreach initiative April 1, 2021 a. Awaiting mail chimp survey request to send to businesses from the Police b. Asked for extension due to the shutdown c. Let Kara know of any concerns Parking Authority Board Update – Kara 1. Creating document of responses from surveys to let the parking authority know public feelings 2. Email to members to inform about the parkade pricing Discussion with A. Foulds regarding North Core parking concerns. Administration 1. Board Meeting Schedule – First Tuesday of the Month |