



**WATERFRONT
DISTRICT**

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, January 11, 2022

INVITED:

Jim Comuzzi, Chair
Peter White, Vice-Chair
Jordan Calonego, Treasurer
John Murray, Director
Thomas Trist, Director
Lora Northway, Director
Kory Morabito, Director
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS:

Andrew Foulds, Councillor
Brian Hamilton, Councillor
Phil Walkden, Director
Maelyn Hurley, Director
Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: 5:30pm on ZOOM

<https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRiB2bTlldnpWZz09>

Meeting ID: 278 100 2430

Passcode: WDBIA

| Item | Description | Action |
|------|---|---------|
| 1.0 | Meeting Call to Order and Disclosures of Interest 5:31pm | |
| 2.0 | Approval of Agenda Motion: 2022-01 Moved by: T. Trist Seconded by: J. Murray | Carried |
| 3.0 | Presentations | |
| 4.0 | Approval of Minutes – December 7, 2021– <i>sent electronically</i> Motion: 2022-02 | Carried |

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|------|---|------------------------|
| | Moved by: J. Murray Seconded by: J. Calonego | |
| 5.0 | Business Arising from Past Minutes | |
| 6.0 | Reports | |
| 6.1 | Chair’s Report – Jim 1. Chair’s Update – Canada Summer Jobs 2. 2021 Seagull Report (attached) 3. 2022 Seagull Contract (attached) <i>Vendor is looking to add on new locations for seagull management – birds are vacating the managed buildings but are moving to adjacent buildings. Increased cost to access additional buildings and manage the current buildings. Looking for a better report of what has been done and what can be done. The Board is requesting a presentation be completed by the vendor at the February 1, 2022 meeting.</i> | Update Deferred |
| 6.2 | Finance Committee - Jordan 1. Financials – December 2021 financials Positive gift certificate sales for 2021. Less wages were spent in 2021 on maintenance due to staffing shortages and that money was able to be reallocated to other areas of beautification. Overall, we have spent our budget and brought in some additional revenue through grants and wage subsidies. The 2021 year saw a smaller surplus than previous years, but there was a surplus. 2. Approval of 2022 wages – Approval of wage to \$65,000 for K. Pratt for 2022, as per discussion with Executive in August 2021. Motion: 2022-03 Moved by: J. Murray Seconded by: P. White | |
| 6.3 | Infrastructure/Beautification Committee – John 1. Spring/Summer Planters Meeting with J. Murray and Bill Martin’s to determine the 2022 mix. 2. Winter activity? N/A | |
| 6.4 | Marketing, Events & Promotion Committee 1. Tuesday Jan 18 th – meeting for February plans 2. Sociable Videos – shared w/ Board 3. Website – requires maintenance/money for updates <i>Asking to have data pulled to determine how much engagement the website receives to properly allocate budget. The website has been a work in progress for years and requires consistent updates. It needs to keep up with technology</i> | |

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|------|---|---------|
| | <p><i>changes. If the cost to update the website is over \$1000 it is at the point of requiring a new website.</i></p> <p>4. Events funding – sent to marketing committee for review – <i>decided against application</i></p> | |
| 6.5 | Membership Services Committee – To Be Filled | |
| 6.6 | <p>Safety & Security – Peter</p> <p>1. N/A</p> | |
| 6.7 | <p>Parking Authority Board Update – Kara</p> <p>1. Requested a pause on ticketing during the Modified Stage 2 Shutdown – Parking Authority Board is discussing today (January 11, 2022).</p> | |
| 6.8 | <p>Administration</p> <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ February 1, 2022 ○ March 1, 2022 ○ April 5, 2022 ○ May 3, 2022 ○ June 7, 2022 ○ July 5 or 12, 2022 – Delay 1 week? Holiday weekend ○ August 2 or 9, 2022 – Delay 1 week? Holiday weekend ○ September 6 or 13, 2022 Delay 1 week? Holiday weekend ○ October 4, 2022 ○ November 1, 2022 ○ December 6, 2022 | |
| 7.0 | Correspondence – n/a | |
| 8.0 | New Business | |
| 9.0 | <p>Next Meeting – February 1, 2022 Adjournment – 6:04pm</p> <p>Motion: 2022-04 Moved by: L. Northway Seconded by: J. Murray</p> | Carried |