



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, September 13, 2022

INVITED: Jim Comuzzi, Chair
Peter White, Vice-Chair
Jordan Calonego, Treasurer
John Murray, Director
Phil Walkden, Director
Kory Morabito, Director
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
Maelyn Hurley, Director
Thomas Trist, Director
Ken Ogima, Guest (Awaiting Council approval)
Brian Hamilton, Councillor
Andrew Foulds, Councillor

GUEST: Jeff McIntyre, Marketing Hounds
Ania Berezowski, Senior Manager, BDO Canada LLP

LOCATION/TIME: Board Room 251 Red River Road OR

<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 Meeting Called to order at 5:35pm, no disclosures of interest.	
2.0	Approval of Agenda Motion: 2022-44 Moved by: J. Murray Seconded by: K. Morabito	
3.0	Presentations Jeff McIntyre, Marketing Hounds – Main StreetRM (CRM)	

Item	Description	Action
	<p><i>Presentation on the BIA CRM Project and its ROI/Economic Development Potential. The BIAs are interested in CRM to manage their membership data in one place to</i></p> <ol style="list-style-type: none"> <i>1. Understand the Property/Business</i> <i>2. Know the property owner information</i> <i>3. Communicate with each individually & businesses based on business type</i> <p><i>It will have a mobile interface to allow BIAs to update instantaneously Benefits for Tourism, CREA, MPAC (one way to BIAs), OREA, Economic Development & more.</i></p> <p><i>Sudbury & Hamilton have sponsored \$5000 other BIAs \$1000 – the Waterfront District BIA can decide what is affordable and assist – if they want.</i></p> <p>Ania Berezowski, Senior Manager, BDO Canada LLP – 2021 Audited Financials</p> <p><i>Presented a clean opinion of the Audited Financials from 2021. Has asked for a formal review of the Bank Recs by someone other than the bookkeeper.</i></p> <p><i>GCs that lacked proper records are still going to occasionally show up, the Auditors and the BIA are aware – procedures have been put into place to prevent this from occurring again.</i></p> <p><i>Employees paid hours that were not on timecards, but hours were reconciled with pay (the employees were paid the correct amount).</i></p>	
4.0	<p>Approval of Minutes – Aug 2, 2022– sent electronically</p> <p>Motion: 2022-45 Moved by: J. Murray Seconded by: P. Walkden</p>	
5.0	<p>Business Arising from Past Minutes</p>	
6.0	<p>Reports</p>	
6.1	<p>Chair’s Report – Jim</p> <ol style="list-style-type: none"> 1. Chair’s Update – Determine AGM date <p><i>AGM is set to be held on November 1, 2022 at Lakehead Beer – Location confirmed, food to be confirmed.</i></p> <ol style="list-style-type: none"> 2. Election Nomination Committee <p>The Election Nomination Committee is M. Hurley, T. Trist supported by K. Pratt</p>	<p>Information</p> <p>Action</p>

Item	Description	Action
	<p>3. Review the Job Description for the BIA Executive Director for October meeting</p> <p><i>A review of the constitution to occur concurrently with the updating of the document to replace “Coordinator” with “Executive Director”. The revised constitution will be presented at the AGM to the membership after review by the City Clerk.</i></p>	Action
6.2	<p>Finance Committee - Jordan</p> <p>1. July Financials 2. Expired BIA Bucks – Date to stop accepting those dated _____</p> <p>Motion: 2022- Moved by: _____ Secoded by: _____</p> <p><i>Deferred to October to discuss further and the date will start with the new calendar year. Previous BIA Bucks did not have an expiry date and those, like Gift Certificates, will need to be honoured.</i></p> <p>3. Review and Approve the 2023 BIA Budget (attached)</p> <p><i>Increase the levy to property owners by 4.9%</i></p> <ul style="list-style-type: none"> <i>Inflationary adjustment</i> <i>Salary adjustment</i> <i>Increase in BIA Buck budget</i> <p>Motion: 2022-46 Moved by: P. Walkden Secoded by: J. Murray</p> <p>4. Sponsorship Requests</p> <ul style="list-style-type: none"> Manaaji'idiwin Lăŕ"ΔŦΔ~or 'Respect' event at Goods & Co. \$500 BIA Bucks to purchase: <ul style="list-style-type: none"> Gifts for participating Elders Supplies within the BIA <p>Motion: 2022-47 Moved by: J. Murray Secoded by: P. Walkden</p>	<p>Deferred Deferred</p> <p>Carried</p>
6.3	<p>Infrastructure/Beautification Committee – John</p> <p>1. CoTB Red River & Court Revitalization Update</p> <p><i>No update</i></p>	
6.4	Marketing, Events & Promotion Committee	

