

The Waterfront District BIA  
**BOARD OF MANAGEMENT MEETING**

Tuesday, April 8, 2025

INVITED: John Murray, Vice Chair – Acting Chair  
Phil Walkden, Treasurer  
Peter White, Past Chair  
Thomas Trist, Director  
Maelyn Hurley, Director  
Andrew Foulds, Councillor  
Vacant  
Vacant  
Kara Pratt, Recording Secretary

TENTATIVE: Jim Comuzzi, Past Chair  
Jordan Calonego, Director  
Robyn Despins, Director

REGRETS: Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: Goods & Co – Catered Snacks from off-site.

Meeting ID: 278 100 2430  
Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:35 pm	
2.0	Approval of Agenda  Motion: 2025-23 Moved by: A. Foulds      Seconded by: P. Walkden	Carried
3.0	Presentations	
4.0	Approval of Minutes – March 4, 2024– <i>sent electronically</i>  Motion: 2025-24 Moved by: A. Foulds      Seconded by: P. Walkden	Carried

Item	Description	Action
5.0	<p><b>Business Arising from Past Minutes</b></p> <ol style="list-style-type: none"> <li>1. Strategic Planning – K. Pratt to follow up</li> <li>2. Board Nominations – Discussion around hosting a special meeting for the Board Nominations separate from the Audited Financials.</li> <li>3. Connaught Square discussion with Waverley Library - Hold</li> <li>4. Follow up with members after the AGM – Hold – see above notes on special meeting.</li> </ol>	
6.0	<b>Reports</b>	
6.1	<p><b>Chair's Report –</b></p> <ol style="list-style-type: none"> <li>1. Seagull Contract – Signed. Begins the week of April 14</li> <li>2. OBIAA Conference – Action items – Presentation of learnings at the May 6 meeting. <ol style="list-style-type: none"> <li>a. Committee priorities – Each committee to set three goals and bring them to the May meeting.</li> <li>b. Street re-opening event – Host a free long table meal, discuss with indigenous leaders about a smudging. Connect with Caillie Hemsworth with Community Culture &amp; Youth for funding.</li> <li>c. Annual event – Work towards annual event for summer and winter (shoulder season).</li> <li>d. Funding – NOHFC opportunities for 2026</li> </ol> </li> </ol>	
6.2	<p><b>ED Report –</b></p> <ol style="list-style-type: none"> <li>1. Growth Task Force Update – Working on the mission, vision and pillars. Next meeting on April 17<sup>th</sup>.</li> <li>2. Funding – working with other northern BIAs to get FEDNOR, NOHFC and other funding available in Northern Ontario (RED, MyMainStreet, etc.)</li> <li>3. Clean Green Beautiful Funding Update – form released while away</li> <li>4. Road closure storage (CoTB working w/ BIA for solutions)</li> </ol>	
6.2	<p><b>Finance Committee –Phil</b></p> <ol style="list-style-type: none"> <li>1. Financial Statements – N/A.</li> <li>2. Sponsorship Requests – None for April</li> <li>3. Audit – 3-4 weeks out based on review timelines for the partner.</li> </ol>	
6.3	<p><b>Infrastructure/Beautification Committee – John &amp; Tom</b></p> <ol style="list-style-type: none"> <li>1. CoTB Red River &amp; Court Revitalization Update – Court St S adjustments</li> <li>2. Patios</li> <li>3. FYI - Public art jurying complete – awaiting contracts.</li> <li>4. Sean Spenrath – Murals</li> <li>5. Festoon lighting on Mall St.</li> </ol>	
6.4	<p><b>Marketing, Events &amp; Promotion Committee – Maelyn, Tom &amp; Connor (public)</b></p> <ol style="list-style-type: none"> <li>1. Cruise Ships –<i>market to the crew in 2025.</i></li> <li>2. Marketing Plan to go with the budget.</li> <li>3. Marketing to the U.S. with the low dollar</li> </ol>	

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	4. Shop Mainstreet Canada campaign 5. Buskersfest Launch July 25 6. Block Party June 28 7. Good Harvest – September 21	
6.5	<b>Membership Services Committee – Robyn &amp; Phil</b>  1. CRM – Creating an online form for uploads (ongoing) 2. New Members – Following up when time permits (ongoing) 3. Associate Memberships 2025/2026 boundary expansion	Deferred to May meeting
6.6	<b>Safety &amp; Security – Peter, John &amp; Tom</b>  1. Chamber Chat w. BIAs, BAs and Mall 2. Connect with Chief Fleury & EMS - <i>will work to develop the relationship further and come up with solutions to keep the area safe and walkable.</i> 3. Ambassador Program – <i>on the agenda until this, or another program similar, is implemented.</i> 4. Coffee with Council – <i>scheduling with the various members of the committee.</i> 5. United Way finding for outreach?	
6.8	<b>Administration</b> 5. Board Meeting Schedule – First Tuesday of the Month, potential adjustments for long weekends and holidays. <ul style="list-style-type: none"> <li>○ May 6, 2025</li> <li>○ June 3, 2025</li> <li>○ July 8, 2025 (July 1 is Canada Day)</li> <li>○ August 5 or 12, 2025</li> <li>○ September 2 or 9, 2025</li> <li>○ October 7, 2025</li> <li>○ November 4, 2025</li> <li>○ December 2, 2025</li> </ul>	
7.0	<b>Correspondence –</b> <ul style="list-style-type: none"> <li>○ M. Hurley resignation was not accepted by the Board after discussion to complete the term coinciding with city council and finishing the 12 years on the Board permissible by the constitution.</li> </ul>	
8.0	<b>New Business –</b> Motion to move J. Murray to Chair position after the reluctant resignation of P. White as chair.  <b>Motion: 2025-25</b> Moved by: P. White      Seconded by: P. Walkden  Call for nomination of a Vice Chair – M. Hurley nominated T. Trist as the Interim Vice Chair.  Motion to accept T. Trist as the Interim Vice Chair.	Carried

Item	Description	Action
	<p><a href="#">Motion: 2025-26</a>  Moved by: P. White      Seconded by: J. Murray</p> <p>Motion to adjust signing authority to add T. Trist and remove J. Comuzzi while having P. White remain as signatory in case of emergency/vacations.</p> <p><a href="#">Motion: 2025-27</a>  Moved by: A. Foulds      Seconded by: M. Hurley  P. White abstained.</p>	<p>Carried</p> <p>Carried</p>
9.0	<p><a href="#">Next Meeting</a> – May 6, 2025</p> <p><a href="#">Adjournment</a> – 6:46 pm  <a href="#">Motion: 2025-28</a>  Moved by: T. Trist      Seconded by: M. Hurley</p>	