

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Monday, December 8, 2025

**INVITED:**

John Murray, Chair  
Thomas Trist, Vice Chair  
Peter White, Past Chair  
Robyn Despins, Director  
Jordan Calonego, Director  
Connor Remus, Director  
Frank Marino, Director  
Andrew Foulds, Councillor  
Vacant  
Vacant  
Kara Pratt, Recording Secretary

**TENTATIVE:**

**REGRETS:**

**GUEST(S):**

Ania Berezowski, CPA, CA, Senior Manager, Assurance and Accounting

**LOCATION/TIME:**

Goods & Co – Catered Snacks from off-site at 5:30 pm, in person.

Meeting Link:

Meeting ID:

Passcode:

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	
	Called to order @	
2.0	Approval of Agenda	
	Motion: 2025- Moved by:      Seconded by:	
3.0	Presentations 2024 Audited Financials by Ania Berezowski, CPA, CA, Senior Manager, Assurance and Accounting	
4.0	Approval of Minutes – November 10, 2025– <i>sent electronically</i>	
	Motion: 2025-	

Item	Description	Action
	Moved by:      Seconded by:	
5.0	<a href="#">Business Arising from Past Minutes</a> Job Posting – Grant Coordinator	
6.0	<a href="#">Reports</a>	
6.1	<a href="#">Chair's Report –</a>  1. Committee priorities – a. Each committee to set up a regular monthly meeting (fixed schedule) b. Create top three priorities for the year c. Create a basic budget – connect with ED for previous budgets, if applicable. 2. Minutes from the most recent Executive Meeting (if applicable) 3. Vacant Board Position(s)	
6.2	<a href="#">ED Report –</a>  1. Growth Task Force Update – No update 2. Funding – a. Canada Summer Jobs i. Applying for 5-6 positions (job descriptions included in package for review) b. NOHFC (no update) 3. Growth / Strat Planning – Update 4. Ambassador & Safe Streets actions from Elevate 5. Connaught Square discussion with Waverley Library – No Update 6. Budget Adjustment submitted and presented to EMT on Nov 13, 2025	
6.2	<a href="#">Finance Committee – Robyn</a>  1. Financial Statements – October 31, 2025 2. BIA Budget presented to EMT by K. Pratt Nov 13, 2025 3. Audited Financials – Draft complete – presentation? 4. Sponsorship Requests – N/A	
6.3	<a href="#">Infrastructure/Beautification Committee – John &amp; Tom</a>  1. Court St S adjustments – 2026 (no update) 2. Mall St. Moving forward – Artwork to be installed in 2026 (no update) 3. Patios – Request to meet with CoTB administration to discuss 2026-2028 Patio seasons.	
6.4	<a href="#">Marketing, Events &amp; Promotion Committee – Tom, Connor &amp; Maelyn (public)</a> 1. Shop Mainstreet Canada campaign – partnering with tourism, the Chamber of Commerce and Bay Algoma for a national campaign.	

Item	Description	Action
	<ul style="list-style-type: none"> <li>2. Social Media – from the budget up to \$50/ week will be spent to promote the weekend round-up.</li> <li>3. Craft Revival – November 23, 2025</li> <li>4. The Mean Green Guy – November 29</li> <li>5. Horse &amp; Carriage Rides – November 23, November 29, &amp; December 20</li> <li>6. <b>Connor</b> to present clothing options for board members to wear when at events, greeting new businesses and working as BIA Ambassadors.</li> </ul>	
6.5	<p><b>Membership Services Committee – Robyn</b></p> <ul style="list-style-type: none"> <li>1. CRM – Creating an online form for uploads ((ongoing) no update)</li> <li>2. New Members – Following up when time permits ((ongoing) no update)</li> <li>3. Associate Memberships 2025/2026 boundary expansion               <ul style="list-style-type: none"> <li>a. Suggested rates for 2026 (Two tiers – Tier 1 \$350, Tier 2 \$700)</li> </ul> </li> <li>4. Priorities               <ul style="list-style-type: none"> <li>a. Tracking and Engaging with Membership</li> <li>b. Membership Growth and Economic Development</li> <li>c. Value Perception and Member Awareness</li> </ul> </li> <li>5. AGM – Activities</li> </ul>	
6.6	<p><b>Safety &amp; Security – Peter, John &amp; Tom</b></p> <ul style="list-style-type: none"> <li>1. Chamber Chat w. BIAs, BAs and Mall – Meeting in January 2026</li> <li>2. Connect with Chief Fleury &amp; EMS - Action – November Chamber Chat with the Chief – a bit of an uphill battle – Reporting is key.</li> <li>3. Ambassador Program – Update from meeting with City Manager, J. Collin</li> <li>4. Reporting – Communicate to members that it is needed for stats/funding</li> </ul>	
6.8	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>1. Board Meeting Schedule –               <ul style="list-style-type: none"> <li>o January 12, 2026</li> </ul> </li> </ul>	
7.0	<b>Correspondence –</b>	
8.0	<b>New Business –</b>	
9.0	<p><b>Next Meeting – January 12, 2026</b></p> <p><b>Adjournment –</b>  <b>Motion: 2025-</b>  <b>Moved by:</b>                      <b>Seconded by:</b></p>	