



WATERFRONT DISTRICT

AGENDA

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Monday, March 9, 2026

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
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS:

GUEST(S):

LOCATION/TIME:

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

Meeting Link:

<https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRiB2bTlIdnpWZz09&omn=86035707500>

Meeting ID: 278 100 2430

Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @	
2.0	Approval of Agenda Motion: 2026- Moved by: Seconded by:	
3.0	Presentations Presentation by Cynthia Orr & Rilee Willianen Re: CoTB Potential Designated Encampment Sites	
4.0	Approval of Minutes – February 9, 2026 – <i>sent electronically</i> Motion: 2026-	

Item	Description	Action
	Moved by: Seconded by:	
5.0	<p>Business Arising from Past Minutes Confidentiality Agreement - Collect any outstanding BIA Board Member Acknowledgement Letters</p>	
6.0	Reports	
6.1	<p>Chair's Report –</p> <ol style="list-style-type: none"> 1. Committee priorities – <ol style="list-style-type: none"> a. Follow up with each committee requesting their regular meeting schedule b. Each committee should refer to the Strategic Plan to create their top three priorities for 2026. 2. Minutes from the most recent Executive Meeting (if applicable) 3. Discussion regarding the composition of the BIA Board – the Clerk's office has suggested: <p>The Waterfront District BIA Board of Management is committed to maintaining effective governance and operational continuity; AND WHEREAS the Board currently has no fewer than eight (8) members, meeting the minimum composition required to conduct its business; AND WHEREAS the next Board election is scheduled to take place in the Fall of 2026; NOW THEREFORE BE IT RESOLVED THAT the Board of Management will continue to operate with a minimum of eight (8) Board members until the Fall 2026 election; AND FURTHER BE IT RESOLVED THAT this resolution be forwarded to City Council for its information; AND FURTHER BE IT RESOLVED THAT City Council may provide input or direction, if deemed necessary; AND FURTHER BE IT RESOLVED THAT forwarding this resolution supports transparency by ensuring the decision is part of the public record.</p> <p>Motion: 2026- Moved by: Seconded by:</p>	
6.2	<p>ED Report –</p> <ol style="list-style-type: none"> 1. Funding – <ol style="list-style-type: none"> a. Canada Summer Jobs – Awaiting Response – Suggest posting jobs with the condition that they are based on funding. b. NOHFC – Connect for possible funding w/ CoTB c. ROD Grant – reach out to CoTB 2. Growth / Strat Planning – 3. Ambassador & Safe Streets actions from Elevate & CoTB <ol style="list-style-type: none"> a. Elevate is on hold b. CoTB, following up to meet for preliminary planning 	

Item	Description	Action
	<ul style="list-style-type: none"> 4. Connaught Square discussion with Waverley Library 5. Cumberland St Redesign – February 10th - Overview of what was heard. 6. Task Force Growth Update 7. Panel Presentation at EDCO – February 2-3, 2026 8. Panel Presentation at OBIAA Conference – April 22, 2026 	
6.2	<p>Finance Committee – Robyn</p> <ul style="list-style-type: none"> 1) Financial Statements – January 2026 2) Audit/Financial Reporting <ul style="list-style-type: none"> a) MNP invoices a charge of \$1,000.00 for assistance with drafting the financial statements. Bookkeeper 4 You now has an in-house CPA who can draft these statements for a fee of \$700.00, which would then be submitted to the auditors for the year-end. Should the Board approve to proceed, Bookkeeper 4 You will forward a formal proposal for this service. <p>Motion: 2026- Moved by: Seconded by:</p>	
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ul style="list-style-type: none"> 1. Court St S adjustments – No update 2. Cumberland St - on CoTB Bid & Tenders Site, BIA office has preliminary drawings available. 3. Mall St. Moving forward – Artwork to be installed in 2026 (no update) 4. Patios – Request to meet with CoTB administration to discuss 2026-2028 Patio seasons. Sent email, awaiting response. 	
6.4	<p>Marketing, Events & Promotion Committee – Tom, Connor & Maelyn (public)</p> <ul style="list-style-type: none"> 1. Social Media – from the budget of up to \$50/ week will be spent to promote the weekend round-up. 2. Clothing options for Board Members/Staff 3. See Strat Directions for planning events 4. Ribfest in the Heart of the Harbour – August 27-30th <ul style="list-style-type: none"> a. Harbourfest Stage 	
6.5	<p>Membership Services Committee – Robyn</p> <ul style="list-style-type: none"> 1. CRM – Creating an online form for uploads ((ongoing) no update) 2. New Members 3. Associate Memberships 2025/2026 boundary expansion <ul style="list-style-type: none"> a. Rates for 2026 (Two tiers – Tier 1 \$350, Tier 2 \$700) 4. Priorities <ul style="list-style-type: none"> a. Tracking and Engaging with Membership b. Membership Growth and Economic Development 	

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	c. Value Perception and Member Awareness 5. Town Hall – Awaiting CoTB Response for date options.	
6.6	Safety & Security – Peter, John & Tom 1. Chamber Chat w. BIAs, BAs and Mall 2. Connect with Chief Fleury & EMS - Action – Following up on reporting concerns. 3. Ambassador Program – CoTB budget dependent <ul style="list-style-type: none"> a. BIA Ideas <ul style="list-style-type: none"> i. Walk parkades ii. Visit businesses 4. Reporting – Communicate to members that it is needed for stats/funding	
6.8	Administration 1. Board Meeting Schedule – <ul style="list-style-type: none"> o April 13, 2026 o May 11, 2026 o June 8, 2026 o July 13, 2026 o August 10, 2026 o September 14, 2026 	
7.0	Correspondence –	
8.0	New Business – Brew Ha information	
9.0	Next Meeting – April 13, 2026 Adjournment – Motion: 2026- Moved by: Seconded by:	