



WATERFRONT DISTRICT

AGENDA

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Monday, June 8, 2026

INVITED: John Murray, Chair
Jordan Calonego, Director
Frank Marino, Director
Robyn Despins, Director
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Peter White, Past Chair
Connor Remus, Director
Andrew Foulds, Councillor

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=K2RPSnFqWVdKNityRIB2bTlldnpWZz09&omn=84651952044>

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- 44 Moved by: Seconded by:	
3.0	Presentations	
4.0	Approval of Minutes – May 11, 2026 – <i>sent electronically</i> Motion: 2026- Moved by: Seconded by:	
5.0	Business Arising from Past Minutes <ul style="list-style-type: none"> • Review of the Strategic Objectives provided by Compass Leadership • Thomas Trist, Vice Chair – resignation <ul style="list-style-type: none"> ○ Board Vacancy – Update from Executive Meeting 	

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	<ul style="list-style-type: none"> • F. Marino requested all financials, monthly expenses, journal entries, and wages from finance. F. Marino and R. Despina are to meet to discuss. 	
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 its top three priorities for 2026. 2. Minutes from the most recent Executive Meeting <ol style="list-style-type: none"> a. Discussion regarding Board Vacancy and request to ED to send out email to members or applications. 	
6.2	<p>ED Report –</p> <ol style="list-style-type: none"> 1. Canada Summer Jobs <ol style="list-style-type: none"> a. Interviewing for five Canada Summer Jobs positions b. Hired – Content Creator c. Offers to – Tourism Ambassador, Activity and Events Coordinator & Mural Coordinator d. Interviewing – Funding Coordinator 2. Training <ol style="list-style-type: none"> a. Working with current Intern (soon to be Activity and Events Coordinator) to orient the Content Creator with the BIA. Developing work plan together under the June theme of Pride & Patios. 3. Growth <ol style="list-style-type: none"> a. Requested an update on best use studies for the BIAs from the CEDC – requested again. 4. Strat Planning <ol style="list-style-type: none"> a. Forwarded the Compass Edited report for review – Awaiting Board review and action. b. Suggestion to bring in an outside party for a one-and-a-half-day workshop on the subject of activating, revitalizing districts 5. Neighbourhood Navigator <ol style="list-style-type: none"> a. Met with FW BIA and CoTB for preliminary planning. 6. Garbage Can and Bench Finishing concerns brought to appropriate departments – broken benches replaced, following up with Superior Coatings for bulk Teak Oil and plan for bench maintenance. 	Update
6.2	<p>Finance Committee – Robyn</p> <ol style="list-style-type: none"> 1) Financial Statements – For the Period Ending April 30, 2026 <p>As of April 30, 2026, The Waterfront District BIA continues to maintain a strong and stable financial position. Total assets at month-end were \$150,905.18, total</p>	

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	<p>liabilities were \$112,395.81, and net assets/equity were \$38,509.37. Year-to-date net income as of April 30, 2026 was \$25,647.82.</p> <p>Cash and near-cash balances totaled approximately \$131,764 at month-end, consisting primarily of the operating bank account and GIC holdings. While the operating bank balance decreased during April due to insurance premiums, payroll, professional services, and other seasonal operating expenditures, the organization continues to maintain a strong cash position. The operating bank account has been reconciled through the end of April with no discrepancies identified.</p> <p>Accounts receivable totaled \$2,380.76, consisting primarily of amounts owing from the Prince Arthur Waterfront Hotel and other outstanding balances. Accounts payable totaled \$3,780.09, with all balances remaining current and within normal operating levels. Deferred revenue of \$40,744.86 represents tax levy and City contribution funding received for future periods.</p> <p>Overall, the BIA’s financial position remains favourable at this stage of the fiscal year. Operating results continue to exceed budget expectations, with year-to-date revenues of \$81,489.68 and net income of \$25,647.82. Several planned program, beautification, event, and seasonal expenditures are expected to occur in the months ahead as activities increase throughout the year.</p> <p>Recommended Board Motion</p> <p>Motion: That the Treasurer’s Report and financial statements for the period ending April 30, 2026 be received and accepted as presented.</p> <p>2) Sponsorship Requests – None</p>	
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ol style="list-style-type: none"> 1. Court St S adjustments – Contractor waiting for plan from CoTB 2. Damages – <ol style="list-style-type: none"> a. Nadin has fixed/replaced broken benches, two contractors are tending to the planters on Red River Road & Court St. Concrete deterioration is noted and some will be repaired (to confirm locations). b. The base of the light post at Court St N and Red River Road will need to be replaced. c. Q - Mall Street Planter – when it is going to be finished. No straight answer yet, the transition to the back lane has to be completed and most likely Mall St. Art installed. 3. Cumberland St – Nadin intended to start the first week of June 2026 and finish up to Van Norman St this summer. Awaiting official information before sharing with membership. 4. Connaught Square – Enbridge Gas work is complete. 	

Item	Description	Action
6.4	<p data-bbox="293 264 1281 300">Marketing, Events & Promotion Committee – Tom, Connor & Maelyn (public)</p> <ol data-bbox="293 331 1281 751" style="list-style-type: none"> 1. Clothing options for Board Members/Staff 2. Integrated Marketing Communications Plan – Starting with Pride & Patios for June. 3. See Strat Directions for planning events. 4. Beer Event – Awaiting contract - Follow up with the Chamber of Commerce- Contact with previous event – willing to help, it is too much to take on as a project, but will advise. 5. Bonojur Festival – June 19-21 Waverley Park & participating BIA businesses. 6. Craft Revival – May 24 (1340 people through Waverley Library, waiting on numbers from Tourism for the event). Holiday Craft Revival is on Nov 22 7. Ribfest in the Heart of the Harbour – Cancelled in the BIA – moving to Thunder City Race Track 	
6.5	<p data-bbox="293 789 1281 825">Membership Services Committee – Robyn</p> <ol data-bbox="293 856 1281 1213" style="list-style-type: none"> 1. CRM – Monthly meetings started in April 2. New Members – letters delivered in January. Will follow up once Summer Students start – Tourism Ambassador starting June 29. 3. Associate Memberships 2025/2026 boundary expansion <ol data-bbox="402 1003 1281 1039" style="list-style-type: none"> a. Rates for 2026 (Two tiers – Tier 1 \$350, Tier 2 \$700) 4. Priorities <ol data-bbox="402 1071 1281 1176" style="list-style-type: none"> a. Tracking and Engaging with Membership b. Membership Growth and Economic Development c. Value Perception and Member Awareness 5. Town Hall – Is this still a priority? Will follow up with Engineering if requested. 	Deferred

<p>6.6</p>	<p>Safety & Security – Peter, John & Tom</p> <ol style="list-style-type: none"> 1. Downtown Core Stabilization Initiative – Project Support <ol style="list-style-type: none"> a. Communicating to membership on behalf of police for feedback/ surveys. b. General feedback – looking to hear from the police re: 30 day feedback to get on the same page. c. Outreach portion of the initiative is not as apparent d. Metrics and measures of success are unclear 2. Neighbourhood Navigator program – initial meeting with CoTB and FW BIA for the program. More outreach and tourism than the Downtown Core Stabilization Initiative. Discussed business times, problem times and the best times for Ambassadors to be in the BIAs. Measurements of success. 3. Reporting – Communicate to members that reporting incidents is needed for stats/funding 	
<p>6.8</p>	<p>Administration</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule – <ul style="list-style-type: none"> o July 13, 2026 o August 10, 2026 o September 14. 2026 o Elections 2. Board Election Committee <ul style="list-style-type: none"> o OBIAA has sent out a 	
<p>7.0</p>	<p>Correspondence –</p>	
<p>8.0</p>	<p>New Business –</p> <ul style="list-style-type: none"> • J. Calonego - Red River Rd delivery drivers, parking and business feedback <ul style="list-style-type: none"> o Delivery drivers <ul style="list-style-type: none"> ▪ Necessary for businesses ▪ Alternate options for temporary delivery parking? o Survey BIA Members for feedback on "issues" again, and include in the survey Qs on safety and security, parking, delivery drivers, events, etc for feedback. o Survey businesses on the current "free" parking. It seems lots of people employees use it vs walking, it makes it harder for patrons to find parking. o Meet with the city formally as a BIA with those stats and see if the City is willing to try a test project like moving some bollards, making Red River one way for a month, or doing something else outside the box to help the businesses in the area. • S. Cooper-Rochon <ul style="list-style-type: none"> o Was the BIA aware that the City parking lots that are rented now have Sat as well? This takes away a substantial amount of customer parking. 	

	<ul style="list-style-type: none"> ○ Would the board consider approaching Dilico on behalf of downtown businesses to ask for the free Sat parking? 	
9.0	<p>Next Meeting – July 13, 2026</p> <p>Adjournment –</p> <p>Motion: 2026- Moved by: Seconded by:</p>	

DRAFT