

Memorandum to Council

Office of the Town Clerk



To: Mayor and Members of Council

CC: C. Harris, Director, Legislative Services/Town Clerk
S. Klein, Deputy CAO
C. Chrus, Sr. Manager, Creative Communities

From: K. Narraway, Sr. Manager, Legislative Services/Deputy Clerk

Date: February 3, 2025

File #: n/a

Subject: Appointments to the Downtown Whitby Business Improvement Area

**Acknowledged by M. Gaskell,
Chief Administrative Officer**

At the January 14, 2025 Downtown Whitby Business Improvement Area (BIA) Annual General Meeting, the Board recommended that the following individuals be appointed to the BIA Board for the remainder of the 2022-2026 Term of Council:

- Lindsay Cotton: Tenant – 118 Athol Street (Portobello Road)
- Kathleen Mavin: Tenant – 100 Brock Street South (8 Bit Beans Inc.)
- Samson Wong: Tenant – 108 Dundas Street West (Sam Wong Photography)

The BIA's Terms of Reference require directors to be members of the BIA, and following the board nominations at the initial AGM, permit the Board to make recommendations to Council to fill vacancies mid-term:

- 3.5 After the initial election at the start of a new term of Council, the Board may recruit for additional members by advertising vacancies. In this instance, the Board may recommend appointment of additional directors by notifying the Town Clerk of the recommended directors and the Town Clerk shall present the recommended appointment(s) from the Board at the next available meeting of Council.

Lindsay Cotton, Kathleen Mavin, and Samson Wong are all eligible for appointment to the Board.

At present, the BIA Board is currently comprised of seven members and the addition of the three new members would bring the total number of Board members to ten.

It is recommended that Council adopt the following resolution to confirm the appointment of the new directors:

That Council appoint Lindsay Cotton, Kathleen Mavin, and Samson Wong to the Downtown Whitby Business Improvement Area Board of Management for the term ending November 14, 2026.