



Local Development Corporation

ORGANIZATIONAL MEETING

January 20, 2022; 10a

MEETING CONDUCTED VIA REMOTE PARTICIPATION

ZOOM LOGIN INFO: t.ly/jebU

Meeting ID: 871 4936 6850

Passcode: 537391

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | | |
|----|---|-----------------------|
| 1. | Call to Order | Bob Taylor, Treasurer |
| 2. | Roll Call | Bob Taylor, Treasurer |
| 3. | Presentation on Wayfinding Effort | Bergmann Associates |
| 4. | Nomination and Election of Officers | Bob Taylor, Treasurer |
| | a. President | |
| | b. Vice-President | |
| | c. Secretary | |
| | d. Treasurer | |
| 5. | Nomination and Appointment of Committees | President |
| | a. Governance Committee | |
| | b. Finance Committee | |

c. Ad Hoc Committees

- | | | |
|------------|---|-----------|
| 6. | Review and Approval of Policies | Matt Horn |
| | a. Procurement | |
| | b. Compensation of Employees and Officers | |
| | c. Defense and Indemnification | |
| | d. Investment | |
| | e. Procurement Lobbying | |
| | f. Property Acquisition and Disposition | |
| | g. Travel | |
| | h. Whistleblower | |
| | i. Fiduciary Disclosure and Conflict of Interest | |
| 7. | Review of Mission, Vision, and Strategic Imperatives | Matt Horn |
| 8. | Review and Approval of Minutes | President |
| | a. December 16, 2021 | |
| 9. | Financial Report | Treasurer |
| 10. | Other Reports and Priority Business | President |
| 11. | Resolutions and Motions | President |
| 12. | Other Business | |
| 13. | Privilege of the Floor | |
| 14. | Adjournment | President |

Next Regular Meeting: February 17, 2022; 10a

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

PROCUREMENT

The following policies apply to affected purchases by the Corporation:

- All purchases of supplies or equipment, which will equal or exceed \$20,000 in the fiscal year shall be formally bid pursuant to General Municipal Law, and shall require approval by resolution of the Board of Directors prior to committing the Corporation to purchase such goods or services.
- Unless previously approved by a resolution of the Board, all purchases of goods in excess of \$1,000 require a purchase order to be approved by the Treasurer prior to ordering the goods or entering into agreement for purchase.
- Purchases of goods or services:
 - Less than \$20,000 but greater than \$10,000 shall require a written request for a quote (RFQ) and written/fax quotes from 3 vendors. Purchaser shall attach quotes, approved purchase order, and RFQ to the voucher prior to submission to the Board for payment.
 - Less than \$10,000 but greater than \$1,000 shall require an oral request for the goods and oral/fax quotes from 2 vendors. Purchaser shall attach quotes to the approved purchase order and voucher, prior to submission to the Board for payment.
 - Less than \$1,000 are left to the discretion of the purchaser.
- Any written RFQ (Request for Quote) shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the quotes offered.
- Any information gathered in complying with the procedures of this policy shall be preserved, filed with the documentation supporting the subsequent purchase, and submitted to the LDC Board.
- By Board resolution, the lowest responsive/responsible quote shall be awarded the purchase or public works contract, unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Corporation to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
- A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposal or quotations, the purchaser

shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

- Except when directed by the Board, no solicitation of written proposal or quotations shall be required under the following circumstances
 - Acquisitions of professional services;
 - Emergencies;
 - Sole Source situations
 - Goods purchased from agencies for the blind or severely handicapped;
 - Goods purchased from correctional facilities;
 - Goods purchased from another governmental agency;
 - Goods purchased at auction;
 - Goods purchased for less than \$1,000.

- It shall be the responsibility of all officers and employees to adhere to the procurement policy. The Treasurer shall be responsible to enforce the policy, and notify the Board of instances where the procurement policy has not been followed.

- The Board reserves the right to reject any and all bids, re-bid, negotiate any contracts, award the contract to the bid which--in the Board's sole discretion--best serves the interests of the Corporation, and waive any formalities in the bid process.

- This policy shall be reviewed annually by the Board when reasonable practicable.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

COMPENSATION AND ATTENDANCE POLICY

Board Members

The members of the Board of the Canandaigua Local Development Corporation shall be available as required to perform the operations of the Corporation as set forth in the Corporation's By-Laws. It is in the best interest of the Canandaigua Local Development Corporation that Board members attend all meetings.

Attendance and compensation standards for Directors shall be guided and governed by the Corporation By-Laws.

Officers, Employees and Agents

The officers, employees and agents of the Corporation shall serve at the pleasure of the Corporation at such compensation levels as may be approved by the Board from time to time and may be reimbursed for reasonable expenses incurred in the performance of Corporation duties subject to Board approval.

Officers, employees and agents of the Corporation shall be available as required to perform the operations of the Corporation as set forth in the Corporation's By-Laws and shall put forth their best efforts to perform their respective duties as outlined in the By-Laws of the Corporation and any other directives of the Board.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Defense and Indemnification Policy

The Canandaigua Local Development Corporation indemnifies and defends Board members, audit and governance committee members, and Corporation staff individually and as a group from claims arising from the good faith performance of their duties. The Canandaigua Local Development Corporation carries directors and officers liability and general liability insurance to provide coverage in the event of such action.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

INVESTMENT POLICY

Introduction

The purpose of establishing an investment policy is to develop operating principles within the guidelines of current legislation governing investment activity. Anyone charged with fiduciary responsibility of Corporation assets will be guided by this Investment Policy in managing the short and long-term investment of the Corporation's available cash.

Permitted Investments

The Canandaigua Local Development Corporation investment policies are governed by state statutes. Primarily, Corporation monies must be deposited in FDIC insured commercial banks or trust companies operating a branch within the City and/or Town of Canandaigua. FDIC insured demand accounts and certificates of deposit are permissible investments, as are obligations of the U.S. Treasury and U.S. agencies, repurchase agreements, and obligations of New York State or its localities.

Designation of Depositories

All FDIC insured institutions located within the City and/or Town of Canandaigua are hereby established as Canandaigua Local Development Corporation-designated depositories.

Purchase of Investments

Investment decisions are made by the Treasurer, with Board approval, considering permitted investments, rates of return, financial institution strength, product offerings, and available Corporation cash flow.

Collateralization

Occasionally, the amount on deposit with one bank may exceed the FDIC insurance limit. In accordance with the provisions of General Municipal Law Section 10, all deposits of the Corporation (including certificates of deposit and special time deposits) in excess of the amount insured under the provision of the Federal Deposit Insurance Act shall be secured by:

- A pledge of "eligible securities" with an aggregate "market value" equal to the aggregate amount of all Corporation deposits;
- An eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Canandaigua Local Development Corporation for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of Corporation deposits and the agreed upon interest, if any; or
- An eligible surety bond payable to Canandaigua Local Development Corporation for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any,

executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category of at least two nationally recognized statistical rating organizations.

Eligible securities used for collateralizing deposits shall be held by the depository bank, and/or a third party bank or trust company, subject to security and custodial agreements at the discretion of the Corporation. A security agreement shall be provided that indicates eligible securities are being pledged to secure the Corporation's deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the Corporation, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the bank's backing for any other deposit or liabilities.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

PROCUREMENT LOBBYING POLICY

Restricted Period

The Canandaigua Local Development Corporation will strictly adhere to the establishment of a restricted period during Corporation procurements, essentially the time between when the earliest notice of the Request for Proposal (RFP) is given and when the final contract is awarded, during which time contact between bidders and the Corporation are restricted to a person designated by the Canandaigua Local Development Corporation.

During procurements, the Corporation will:

- Designate a person to be contacted by bidders. For the Canandaigua Local Development Corporation, this person is the Treasurer;
- Maintain records of contacts (including name, address, telephone number, place of employment and occupation) with bidders during the restricted period;
- Include copies of this policy in the Corporation's RFP documents;
- Receive affirmation from all bidders of their understanding of the provisions of this law and their agreement to comply;
- Include a certification in the contract that all information provided to Corporation is complete, true and accurate. This language must allow the Corporation to terminate the contract if it is found that the certification is intentionally false or incomplete; and

Corporation staff must notify the Chair of the Governance Committee in the event they become aware of a violation of this policy.

Impermissible Contact

If the Corporation (staff or any Board member) is contacted by a vendor or potential vendor in such a manner as to attempt to unduly influence a solicitation or procurement, the chair of the Governance Committee will be immediately notified by the Contracting Officer to discuss the severity of the action and determine if further action is required.

If it is determined that there is no cause to believe the allegation is true, then the matter is documented and given to the Contracting Officer to place on file. If there is cause to determine that an impermissible contact was made, the vendor or potential vendor shall be notified in writing that an investigation is being held. Results of the investigation may include a 'no wrong doing' finding or a willful violation of State Finance Law 139- j(3,) resulting in a non-responsible candidate for services. In either case the Offeror shall be notified in writing of the determination. All documents are held in the Contracting Officer's files.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

POLICY ON ACQUISITION AND DISPOSITION OF PROPERTY

Acquisition

Assets are purchased using guidelines established under the Corporation's procurement policy.

Recordkeeping

The Treasurer maintains a spreadsheet to track capital assets by category. This spreadsheet is also utilized for the purposes of calculating depreciation of the assets. A physical inventory of all assets should be conducted on a yearly basis.

Depreciation Guidelines

Depreciation is computed using the straight-line method over the estimated useful life of the capital asset. Land is not depreciated. Estimated useful lives for assets shall be assessed at acquisition and classified via consultation with the New York State Comptroller.

Risk Assessment

The Canandaigua Local Development Corporation will periodically perform a risk assessment of all Corporation assets. This assessment may involve the work of an outside insurance consultant or may be performed by staff. The goal of this risk assessment is to determine whether assets are adequately safeguarded and insured to prevent loss.

Disposal

In general, disposition of assets requires sale of the asset at its current fair market value.

The Public Authorities Accountability Act (PAAA) of 2005 requires that the Corporation name a 'Contracting Officer' to supervise and direct the disposition of property. As defined herein, the Treasurer has been designated as the Contracting Officer for purposes of PAAA compliance.

Real property owned by the Corporation must be appraised before disposal. Property whose value is not readily determinable against similar property due to its unique nature or circumstances must be appraised before disposal.

Property may be: (1) disposed of at market value, or (2) for an amount less than fair market value only if certain criteria are met (these exceptions are detailed below).

Generally, all disposals of property will be done through a publicly advertised bid. All bids must be publicly disclosed. Price and other factors may be considered, and the award must be made with reasonable promptness, or all bids will be rejected. Additionally, all dispositions must be evidenced by a deed, bill of sale, lease or other instrument.

Exceptions to Disposal Rules

Property may be disposed of through negotiation or auction without public bidding - only if the disposition:

- is less than \$15,000 **or**
- will be to the state or any political subdivision thereof, **or**
- is intended to further the public health, safety, welfare or economic development of the City and / or Town of Canandaigua **and**
- A Board resolution authorizing the transaction is duly approved by the Board, **and**
- If the disposition is of personal property with an estimated fair market value in excess of \$15,000, or is real property with an estimated fair market value in excess of \$100,000 (by lease if the annual rent over the term of the lease is in excess of \$15,000), or any property disposed of by exchange, no less than 90 days prior to the disposition a written explanation is filed with the New York State:
 - State Comptroller;
 - Director of the Budget;
 - Commissioner of General Services; and
 - Legislature.

Property may be disposed of for less than fair market value only if the disposition:

- Is to a government or other public entity, and that the terms and conditions of the transfer require that the assets remain with the government or other entity, **or**
- The purpose of the transfer is within the purpose, mission, or governing statute of the Canandaigua Local Development Corporation.

When the disposal of property is for less than its fair market value has been proposed, the Corporation will provide the following information to the New York State Authorities Budget Office, and to the public via the Canandaigua Local Development Corporation web site:

- A full description of the asset;
- An appraisal of the fair market value of the asset ;
- A description of the purpose of the transfer, and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer;
- A statement of the value to be received compared to the fair market value;
- The names of any private parties participating in the transfer;
- The names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought.

The Board must authorize all disposals of property for less than fair market value and will evidence their consideration of the above factors by a written determination documenting that there is no reasonable alternative to the proposed below-market transfer that would achieve the same purpose of such transfer.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

TRAVEL AND TRAINING POLICY

Conferences, training opportunities, and other Corporation business are beneficial to the Canandaigua Local Development Corporation since they provide a forum for Board members and staff to gain new skills and keep up-to-date on the most current trends in economic development and Board governance.

Any staff or Board member seeking to travel on the Corporation's behalf shall submit to the Chair a written request with a brief description of the event, including cost and benefits, for review and approval before making any arrangement for which reimbursement is expected.

Reimbursable Business Expenses

The Canandaigua Local Development Corporation will reimburse all reasonable, business-related expenses incurred by the Board or staff member for pre-approved travel. Business expenses incurred by the Board or staff member must be documented in writing, and submitted within one month of the expenditure. The business purpose of each expense must be fully documented. The Chair reviews and signs each request. The Chair's vouchers shall be reviewed and signed by another officer of the Board of directors.

Some common business expenses are discussed below. As a general rule, Board or staff members should choose the most reasonably economical option available to them when incurring business expenses.

Mileage

Mileage is reimbursed at the current Internal Revenue Service published rate in effect at the time of travel. Mileage is only reimbursed for use of staff or Board member-owned vehicles. Commuting mileage for staff members is not reimbursable.

Air, Bus or Train Travel

The Canandaigua Local Development Corporation will pay for the cost of coach or economy rates using the most reasonably cost-effective routing available when air, bus or train travel is necessary. Staff and Board members are encouraged to book transportation as early as possible in order to get the most economical rates.

Lodging

Lodging is reimbursed if travel takes the staff or Board member 75 miles or more away from home and reasonably requires an overnight stay. Room sharing, if appropriate, is encouraged. Expenses incurred related to a spouse or companion are not reimbursable. Expenses submitted for reimbursement by staff or Board member(s) cannot be more than if the staff or Board member had traveled alone. Items such as maid, valet or laundry service, in-room movies, alcoholic beverages and personal items are not reimbursable.

Meals

Staff and Board members may incur meal and other related expenses such as tips during day training or daily Corporation business, if these expenses are directly related to activities of the Corporation and reasonable in amount. Items such as alcoholic beverages and personal items are not reimbursable. Attendees and business purpose must be fully documented when submitting for reimbursement.

If an employee is traveling overnight with prior approval, the use of per diem rates for meals and incidental expenses is required and no receipts are necessary. Meals and Incidental Expenses include meals, tips and fees for food, and luggage handling. Meal and Incidental Expense reimbursement shall be in accordance with the rate set forth by the Internal Revenue Service. Some areas of the country may have different per diem reimbursement rates. Staff should consult with the Treasurer to obtain these rates.

Staff and Board members will not be entitled to reimbursement for the cost of meals that are included in the costs of the conference.

Tips

Tips, when appropriate, are reimbursable. Tips should be limited to 20% of the total bill in the case of meals and as reasonable and customary amounts in other cases.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Retaliation Prevention Policy / Whistleblower Policy

The Canandaigua Local Development Corporation is committed to providing a work environment in which staff -- when they reasonably believe that acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by a staff or Board member have occurred -- can raise their concerns in good faith, free of discrimination, retaliation, adverse employment action, or harassment.

The Canandaigua Local Development Corporation strictly prohibits reprisal, discrimination, retaliation, firing, discharge, demotion, suspension, threats, or harassment of any kind against any employee who, based on a reasonable belief that such conduct or practices have occurred or are occurring, reports that information to the individual(s) designated in this policy as having the authority to investigate, discover or terminate any such conduct or practice.

All reports will be taken seriously and will be promptly investigated. The specific action taken in any particular case will depend on the nature and gravity of the conduct or circumstances reported and the quality of the information provided.

Any complaint may be reported by contacting the Corporation Chair or Chair of the Governance Committee. Complaints must be made in writing. The complaint shall include the name of the reporter, whose identity shall be held in confidence to the extent consistent with law by the person(s) receiving it and those who investigate it. All complaints and concerns will receive the same level of attention and shall be promptly and thoroughly investigated by the Governance Committee.

Corporation staff and Board members are required to cooperate with the Governance Committee's investigation. Upon completion of the Governance Committee's investigation, which shall be completed within sixty (60) days of receipt of the complaint, its factual findings, conclusions and recommendations shall be communicated to the Canandaigua Local Development Corporation Board in writing.

Where the Governance Committee finds reason to believe that a crime may have been committed, the Board shall refer the matter to law enforcement. If the Chair of the Governance Committee is involved in the alleged misconduct, he/she shall take no part in the investigation and shall not be provided with information regarding such investigation until such time as its conclusions are delivered to the Board.

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

Acknowledgement of Fiduciary Duties and Responsibilities

As a member of the LDC's board of directors, I understand that I have a fiduciary obligation to perform my duties and responsibilities to the best of my abilities, in good faith and with proper diligence and care, consistent with the enabling statute, mission, and by-laws of the LDC and the laws of New York State. The requirements set forth in this acknowledgement are based on the provisions of New York State law, including but not limited to the Public Authorities Reform Act of 2009, Public Officers Law, and General Municipal Law. As a member of the board of directors:

I. Mission Statement

I have read and understand the mission of the LDC; and the mission is designed to achieve a public purpose on behalf of the State of New York. I further understand that my fiduciary duty to this LDC is derived from and governed by its mission.

I agree that I have an obligation to become knowledgeable about the mission, purpose, functions, responsibilities, and statutory duties of the LDC and, when I believe it necessary, to make reasonable inquiry of management and others with knowledge and expertise so as to inform my decisions.

II. Deliberation

I understand that my obligation is to act in the best interests of the LDC and the People of the State of New York whom the LDC serves.

I agree that I will exercise independent judgment on all matters before the board.

I understand that any interested party may comment on any matter or proposed resolution that comes before the board of directors consistent with the laws governing procurement policy and practice, be it the general public, an affected party, a party potentially impacted by such matter or an elected or appointed public official. However, I understand that the ultimate decision is mine and will be consistent with the mission of the LDC and my fiduciary duties as a member of the LDC's board of directors.

I will participate in training sessions, attend board and committee meetings, and engage fully in the board's and committee's decision-making process.

III. Confidentiality

I agree that I will not divulge confidential discussions and confidential matters that come before the board for consideration or action.

IV. Conflict of Interest

I agree to disclose to the board any conflicts, or the appearance of a conflict, of a personal, financial, ethical, or professional nature that could inhibit me from performing my duties in good faith and with due diligence and care.

I do not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of my duties in the public interest.

Signature: _____

Print Name: _____

Date: _____



AGENDA BRIEFING

TO: Directors, Canandaigua Local Development Corporation

FROM: Matt Horn, MRB Group

Agenda Item: Overview of Mission, Vision, and Strategic Imperatives

Meeting Date: January 20, 2022

The Canandaigua Local Development Corporation was chartered by the City and Town of Canandaigua and the Canandaigua Area Chamber of Commerce to support tax base diversification, economic growth for the community and its residents, and placemaking to ensure a high quality of life for the Canandaigua community.

In furtherance of this charge, the CLDC Board of Directors established a mission statement, vision statement, and a series of strategic imperatives to serve as guideposts toward effective delivery of our charge.

Vision Statement

The organizational vision statement is an indicator of the ideal state of the economic conditions in Canandaigua 15 to 20 years into the future. It is designed to be both authentic and aspirational. The inaugural Board of Directors unanimously adopted the vision statement for the CLDC as follows:

“A community that offers quality living, meaningful work, and a vibrant culture to all.”

Mission Statement

The organizational mission statement describes our purpose and communicates our operational intentions to internal and external stakeholders. The Board of Directors adopted the following mission statement for the CLDC:

“To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.”

Strategic Imperatives

Strategic imperatives are those operational milestones that must be achieved to realize our vision. The Board of Directors drew these imperatives from the shared visioning work done by the City and Town as part of a concept mapping initiative, rooted in significant community engagement. The Board identified the following imperatives:

- Facilitate the redevelopment of underutilized sites in downtown, including the former Tom's Mobil site and Labelon Building;
- Foster development at Pinnacle North;
- Facilitate development of strategic sites in Uptown and along the 332 corridor; and
- Lead the formation of the Canandaigua Craft Beverage Trail

For 2022, the Board should affirm or modify the mission, vision, and strategic imperatives.



**Regular Meeting
December 16, 2021; 10a
Canandaigua Town Hall, Oriana Room
and Broadcast by Zoom**

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

RECORD OF PROCEEDINGS

1. Call to Order

President Terwilliger called the meeting to order at 10:00 a.m.

2. Roll Call

All members were present, with the exception of Mr. Steinbrenner, Mr. Goodwin, Mr. Fogg, and Mr. Griffith, who were excused.

3. Privilege of the Floor

Matt Bragg, of Chrisantha Construction and the Canandaigua Area Chamber of Commerce noted that he has interest in the activities of the LDC, and thanked the Board for providing a Zoom option for attendance.

4. Approval of Meeting Minutes

On motion by Ms. Menikotz, seconded by Mr. Terwilliger, the minutes of November 18, 2021 were approved unanimously.

5. Financial Report

Mr. Taylor provided copies of the balance sheet and profit and loss statement for the year through December 16th. With expenses of just over \$101,000, the organization is operating at a slight loss for 2021.

Mr. Taylor presented multiple quotes for the annual audit, for which EFPR was lowest at \$3,900 for the first year, and \$4,000 and \$4,100 for subsequent years. On motion by Ms. Menikotz, seconded by Mr. Terwilliger, the Board unanimously approved a three year agreement with EFPR for audit services.

6. Committee Reports

Mr. Horn noted that the bylaws have been distributed to members for review and approval. The Town has approved as submitted. The City and Chamber will take up at a later date.

7. Operations Report

Mr. Horn noted that he will be revisiting the progress on Pinnacle North in 2022, as ownership changes take shape and a new master plan is developed. Additionally, MRB Group has been awaiting new financial projections from the Savarino Group so as to perform a cost benefit analysis on a proposed PILOT for housing development at the Labelon building. Finally, Mr. Horn and Mr. Finch have been working with developers on the 332 Corridor to accelerate the development of Uptown Canandaigua.

Mr. Finch reports continued progress on the Wayfinding Study. He anticipates initial concepts in January. Mr. Horn advises that the Main Street projects are in design development now.

8. Other Reports and Priority Business

Mr. Horn presented the concept of a familiarization tour with developers to showcase investment opportunities in targeted areas of the City and Town. The Board agreed that he should proceed with planning for a spring event.

Mr. Horn also presented the results of the Board Evaluation. Scores were very high, with most Board members expressing satisfaction in all areas of operation.

Mr. Finch thanked Mr. Terwilliger, Ms. Menikotz, and Mr. Steinbrenner for their service on this inaugural Board of Directors.

13. Adjournment

With no other business before the Board, the meeting was adjourned at 11:00.



Local Development Corporation

**REGULAR MEETING
FEBRUARY 17, 2022; 10a
MEETING CONDUCTED VIA HYBRID FORMAT
CANANDAIGUA TOWN HALL/ZOOM**

ZOOM LOGIN INFO: <https://t.ly/OFgN>

**Meeting ID: 899 5182 3651
Passcode: 907117**

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--CLDC Mission Statement

AGENDA

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|---|---|
| 1. Call to Order | Terry Fennelly, President |
| 2. Roll Call | Terry Fennelly, President |
| 3. Approval of Minutes (1-20-2022) | Terry Fennelly, President |
| 4. Financial Report | Bob Taylor, Treasurer |
| 5. Privilege of the Floor | |
| 6. Presentations | |
| a. <i>Winter in Canandaigua</i> | <i>Chris Pulito, Canandaigua Lake House</i> |
| b. <i>Wayfinding Project Update</i> | |

7. **Other Reports and Priority Business** Terry Fennelly, President
8. **Resolutions and Motions** Terry Fennelly, President
9. **Other Business**
10. **Privilege of the Floor**
13. **Executive Session**
Pursuant the NYS POL 105(1)(F): regarding matters leading to the appointment of a particular corporation.
14. **Adjournment** Terry, Fennelly

Next Regular Meeting: March 17, 2022; 10a



Local Development Corporation

REGULAR MEETING

MARCH 17, 2022; 8:30a

MEETING CONDUCTED VIA HYBRID FORMAT

CANANDAIGUA TOWN HALL/ZOOM

ZOOM LOGIN INFO: <https://bit.ly/37qjGtv>

Meeting ID: 899 8258 2429

Passcode: 490819

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--CLDC Mission Statement

AGENDA

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|---|---------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Roll Call | Terry Fennelly, President |
| 3. Approval of Minutes (2-17-2022) | Terry Fennelly, President |
| 4. Financial Report | Bob Taylor, Treasurer |
| 5. Privilege of the Floor | |
| 6. Presentations | |
| a. Finalization of Recommendations—Wayfinding | Samantha Aldrich |
| b. Discussion Regarding Strategic Priorities | Matt Horn |

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|---|---------------------------|
| 7. Other Reports and Priority Business | Terry Fennelly, President |
| 8. Resolutions and Motions | Terry Fennelly, President |
| 9. Other Business | |
| 10. Privilege of the Floor | |
| 11. Adjournment | Terry, Fennelly |

Next Regular Meeting: APRIL 21, 2022; 8:30a



REGULAR MEETING
April 21, 2022; 8:30a
CANANDAIGUA TOWN HALL

Join Virtually: <https://bit.ly/3JKxAnB>
Meeting ID: 864 4870 8997
Passcode: 740314

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--CLDC Mission Statement

AGENDA

1. **Call to Order** Terry Fennelly, President
2. **Roll Call** Terry Fennelly, President
3. **Privilege of the Floor**
4. **Reports from Subcommittees** Matt Horn, MRB Group
 - a. Winter in Canandaigua
 - b. Infrastructure Assessment
 - c. Capital Improvement Planning
5. **Other Business**
6. **Privilege of the Floor**
7. **Adjourn**



REGULAR MEETING
May 19, 2022; 8:30a
CANANDAIGUA TOWN HALL

Join Virtually: <https://bit.ly/3Phrcbp>
Meeting ID: 852 7867 9774
Passcode: 664391

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.
--CLDC Mission Statement

AGENDA

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|----|--|---------------------------|
| 1. | Call to Order | Terry Fennelly, President |
| 2. | Roll Call | Terry Fennelly, President |
| 3. | Privilege of the Floor | |
| 4. | Consideration of Meeting Minutes (4-21-2022) | Terry Fennelly, President |
| 5. | Financial Report | Bob Taylor, Treasurer |
| 6. | Discussion Regarding Remote Participation | Matt Horn, MRB Group |
| 7. | Resolution Establishing Public Hearing—Remote Participation | Matt Horn, MRB Group |

8. Reports from Subcommittees

Matt Horn, MRB Group

- a. Winter in Canandaigua
- b. Infrastructure Assessment
- c. Capital Improvement Planning

9. Other Business

10. Privilege of the Floor

11. Adjourn

NEXT MEETING: JUNE 16, 2022



**REGULAR MEETING
JUNE 16, 2022; 8:30a
CANANDAIGUA TOWN HALL**

Join Virtually: <https://bit.ly/3MJoXv8>

**MEETING ID: 896 4679 9996
ACCESS CODE: 720332**

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | |
|--|---------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Roll Call | Terry Fennelly, President |
| 3. Public Hearing—Remote Participation | Terry Fennelly, President |
| 4. Privilege of the Floor | |
| 5. Consideration of Meeting Minutes (5-19-2022) | Terry Fennelly, President |
| 6. Financial Report | Bob Taylor, Treasurer |
| 7. Resolution Authorizing Remote Participation | Matt Horn, MRB Group |

8. Reports from Subcommittees

Matt Horn, MRB Group

- a. Winter in Canandaigua
- b. Infrastructure Assessment
- c. Capital Improvement Planning

9. Other Business

10. Privilege of the Floor

11. Adjourn

NEXT MEETING: July 21, 2022



RESOLUTION
AUTHORIZING REMOTE MEETING PARTICIPATION AND
APPROVING REMOTE PRESENTATION POLICY

WHEREAS, the Canandaigua Local Development Corporation values the input of its members, stakeholders, and the general public; and

WHEREAS, the LDC Board of Directors are consistently seeking opportunities to more robustly engage with members, stakeholders, and the public; and

WHEREAS, recent changes to New York State's Open Meetings Law have provided for enhanced meeting participation via remote means; and

WHEREAS, the new law requires that the Board hold a public hearing on the issue and develop a policy prior to approving the practice; and

WHEREAS, at its regular May Board meeting, the LDC Board of Directors reviewed and refined a Remote Meeting Policy, posted the policy for inspection on its website, and notified the media; and

WHEREAS, on June 16, 2022, the Board held a public hearing to receive comments on the practice and policy; and

WHEREAS, the Board is now prepared to adopt the policy and practice of remote participation in accordance with Open Meetings Law.

NOW, THEREFORE BE IT RESOLVED, that the Canandaigua Local Development Corporation Board of Directors, hereby and in due form, does adopt the attached policy, and authorize the practice of remote participation by its members.

RESOLVED this 16th day of June, 2022.

Remote Attendance Policy for Canandaigua Local Development Corporation (JUNE, 2022—DRAFT FOR APPROVAL)

Purpose

The purpose of this Policy is to allow members of the Canandaigua Local Development Corporation and its Board of Directors to attend and participate in meetings by videoconferencing as identified in New York State Open Meetings Law, and to ensure that the public has an adequate opportunity to participate as intended by the Corporation's Members.

Definitions

"Meeting" means any meeting of the Members or Board of Directors of the Canandaigua Local Development Corporation that is subject to the Policy.

"Remote Means" means videoconferencing which shall include audio and video.

"Secretary" means the secretary of the Canandaigua Local Development Corporation.

Remote Attendance Permitted

Subject to the limitations set forth in Section IV below, Members and Directors of the Local Development Corporation may attend any Meeting by Remote Means if they are prevented from physically attending the Meeting.

Restrictions on Remote Attendance

No Member may attend any portion of a Meeting by Remote Means unless:

- A quorum of the LDC Board is physically present at the location of the Meeting during the entire duration of said Meeting; and
- The Remote Means being utilized is fully functional, and shall allow:
 - All attendees to hear all communications taking place during the Meeting, and to see, by means of a live video feed, the individual participating by remote means;
 - All attendees to see any documents displayed during the Meeting;

- All Members attending remotely shall be required to display their name as part of the video feed

Rules of Procedure When Remote Attendance Utilized

When a Member or Director attends any portion of a Meeting by Remote Means as permitted by this Policy:

- The minutes of the Meeting shall include the following:
 - A statement that the Member or Director attended the Meeting by Remote Means;
 - A statement that the Remote Means were fully functional;
- Every Member or Director shall be identified during all Board discussions so that all meeting participants are aware of who is speaking at all times.
- A Member or Director attending a Meeting by Remote Means shall:
 - Be permitted to fully participate in the Meeting as if he or she were physically present, subject to Corporation guidelines and procedures for conducting the Meeting
 - Advise the Secretary and Board of all other persons in the same room as such Member attending by Remote Means and whether and to what extent such other persons are able to hear the discussions at the Meeting.

Applicability

If any provision of this Policy conflicts with any provision of the Corporation Bylaws, or New York State Law, the stricter provision shall prevail.

Effective Date

This Policy shall become effective immediately upon approval of the Canandaigua Local Development Corporation Board of Directors, and shall remain effective unless otherwise rescinded.

Availability of Policy

This policy shall be retained with other Corporation policies, and be made available for inspection in accordance with New York State Open Records Law, and other applicable legal provisions.



Local Development Corporation

REGULAR MEETING

July 21, 2022; 8:30a

**MEETING CONDUCTED VIA HYBRID FORMAT
CANANDAIGUA TOWN HALL/ZOOM**

ZOOM LOGIN INFO: <https://bit.ly/3P7HnHU>

Meeting ID: 892 6417 0396

Passcode: 717206

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | |
|---|---------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Presentation—EV Charging Technology | Mark Tolbert |
| 3. Approval of Minutes (6-16-2022) | Terry Fennelly, President |
| 4. Financial Report | Bob Taylor, Treasurer |
| 5. Privilege of the Floor | |
| 6. Subcommittee Reports | MRB Group |
| a. Winter in Canandaigua Initiative | |
| b. Infrastructure | |
| c. Capital Improvement Plan | |

7. **Other Reports and Priority Business** Terry Fennelly, President
8. **Resolutions and Motions**
 - a. **Supporting Resolution—Market NY Grant: Winter in Canandaigua**
9. **Other Business**
10. **Privilege of the Floor**
11. **Adjournment** Terry, Fennelly

Next Regular Meeting: August 18, 2022; 8:30a

CANANDAIGUA LOCAL DEVELOPMENT CORPORATION

**Resolution of Support for the Canandaigua Local Development Corporation's
2022 Consolidated Funding Application: Market New York**

WHEREAS, the Canandaigua Local Development Corporation fully supports the submission of a 2022 Consolidated Funding Application (CFA), for a MARKET NEW YORK grant under the Regional Tourism Marketing category for a marketing campaign; and

WHEREAS, MARKET NEW YORK is a grant program established to strengthen tourism as well as attract visitors to New York State by promoting destinations and attractions including projects that expand, construct, restore or renovate tourism; and

WHEREAS, awarded funding would support the Canandaigua Local Development Corporation's marketing efforts for the Winter in Canandaigua initiative, a tourism event that will bring together residents, visitors, and local businesses to downtown Canandaigua, maximizing visitor opportunity for all within the region during the offseason; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Local Development Corporation, recognizes and fully supports their submission of a Consolidated Funding Application for a MARKET NEW YORK grant.

MOTION:

SECOND:

ATTEST:

Terry Fennelly, President



Local Development Corporation

REGULAR MEETING

August 18, 2022; 8:30a

**MEETING CONDUCTED VIA HYBRID FORMAT
CANANDAIGUA TOWN HALL/ZOOM**

ZOOM LOGIN INFO: <https://bit.ly/3JHANpH>

Meeting ID: 831 2455 9813

Passcode: 301317

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | |
|--|---------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Approval of Minutes (6-16-2022) | Terry Fennelly, President |
| 3. Financial Report | Bob Taylor, Treasurer |
| 4. Privilege of the Floor | |
| 5. Subcommittee Reports | MRB Group |
| a. Winter in Canandaigua Initiative | |
| b. Infrastructure | |
| c. Capital Improvement Plan | |

7. **Other Reports and Priority Business** Terry Fennelly, President

a. **Discussion Regarding Convening of Strategic Property Owners**

8. **Resolutions and Motions**

9. **Other Business**

10. **Privilege of the Floor**

11. **Adjournment** Terry, Fennelly

Next Regular Meeting: September 15, 2022; 8:30a



REGULAR MEETING
September 15, 2022; 8:00a
MEETING CONDUCTED VIA HYBRID FORMAT
CANANDAIGUA TOWN HALL/ZOOM

ZOOM LOGIN INFO: <https://bit.ly/3xbNap0>

Meeting ID: 831 2455 9813
Passcode: 301317

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | |
|--|---------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Presentation on Water Allocation | Bill Davis, MRB Group |
| 3. Approval of Minutes (8-18-2022) | Terry Fennelly, President |
| 4. Financial Report | Bob Taylor, Treasurer |
| 5. Adoption of FY2023 Budget | |
| 6. Privilege of the Floor | |
| 7. Presentation on Parking Study | Bergmann Associates |
| 8. Buffalo Street Development Project | Capstone Development |

9. Subcommittee Reports

MRB Group

a. Winter in Canandaigua Initiative

b. Infrastructure

c. Capital Improvement Plan

10. Other Reports and Priority Business

Terry Fennelly, President

11. Resolutions and Motions

12. Other Business

13. Adjournment

Terry Fennelly, President

Next Regular Meeting: October 20, 2022; 8:30a



Local Development Corporation

REGULAR MEETING

October 20, 2022; 8:30a

MEETING CONDUCTED VIA HYBRID FORMAT

CANANDAIGUA TOWN HALL/ZOOM

ZOOM LOGIN INFO: <https://bit.ly/3Tv9LFo>

Meeting ID: 810 4593 9319

Passcode: 402461

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | |
|--|-----------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Approval of Minutes (9-15-2022) | Terry Fennelly, President |
| 3. Financial Report | Bob Taylor, Treasurer |
| 4. Presentation on Winter in Canandaigua Initiative | Chris Pulito, The Lakehouse |
| 5. Privilege of the Floor | |
| 6. Subcommittee Reports | MRB Group |
| a. Winter in Canandaigua Initiative | |
| b. Infrastructure | |

c. Capital Improvement Plan

7. Other Reports and Priority Business

Terry Fennelly, President

8. Resolutions and Motions

9. Other Business

10. Adjournment

Terry Fennelly, President

Next Regular Meeting: November 17, 2022; 8:30a



Local Development Corporation

REGULAR MEETING

November 17, 2022; 8:30a

MEETING CONDUCTED VIA HYBRID FORMAT
CANANDAIGUA TOWN HALL/ZOOM

ZOOM LOGIN INFO: <https://bit.ly/3FWK11d>

Meeting ID: 870 7718 6183

Passcode: 274896

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | |
|--|---------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Approval of Minutes (10-20-2022) | Terry Fennelly, President |
| 3. Financial Report | Bob Taylor, Treasurer |
| 4. Review of Proposed Scope—Water Capacity Forecast Analysis | Matt Horn, MRB Group |
| 5. Privilege of the Floor | |
| 6. Subcommittee Reports | MRB Group |
| a. Winter in Canandaigua Initiative | |
| b. Infrastructure | |

c. Capital Improvement Plan

7. Other Reports and Priority Business

Terry Fennelly, President

8. Resolutions and Motions

9. Other Business

10. Adjournment

Terry Fennelly, President

Next Regular Meeting: December 15, 2022; 8:30a



Local Development Corporation

REGULAR MEETING

December 15, 2022; 8:30a

MEETING CONDUCTED VIA HYBRID FORMAT

CANANDAIGUA TOWN HALL/ZOOM

ZOOM LOGIN INFO: <https://bit.ly/3Fzg5b9>

Meeting ID: 812 6291 5645

Passcode: 939049

To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.

--CLDC Mission Statement

AGENDA

- | | |
|--|---------------------------|
| 1. Call to Order | Terry Fennelly, President |
| 2. Approval of Minutes (11-17-2022) | Terry Fennelly, President |
| 3. Financial Report | Bob Taylor, Treasurer |
| 4. Privilege of the Floor | |
| 5. Subcommittee Reports | MRB Group |
| a. Winter in Canandaigua Initiative | |
| b. Infrastructure | |
| c. Capital Improvement Plan | |

6. Other Reports and Priority Business

Terry Fennelly, President

7. Resolutions and Motions

8. Other Business

9. Adjournment

Terry Fennelly, President

Next Regular Meeting: January 19, 2023; 8:30a