





Item	Description	Action
	<p>b. Cory provided the WD BIA a copy of the BIA lighting infrastructure drawings. These drawings were sent to Gridlink. Jason from Gridlink will assist the BIA with options.</p> <p>c. Suzan from Perfect Fit and Candi from Mapletops have requested the tree lights be repaired on their section of Court Street.</p> <p><i>Subsequent to the meeting, an email was sent to the BIA Members advising that the power to the tree lights has been disconnected. A meeting was held with Cory Halvorsen, Jason Richard and Jim Comuzzi. Jason will assess the BIA system and will advise which parts could be maintained. He will also provide options on the flood lights that may be added to the 30-35 street light poles. The City via Cory will work towards ensuring the street lights and the lights mid-way done the poles are all working by mid-June.</i></p> <p>4. Tourism Exemption – status of application – follow up required.</p> <p><i>Subsequent to the meeting, P. Pepe advised that he will be presenting on the tourism exemption to Council mid-May.</i></p> <p>5. Corporate Sponsors package – previously emailed to the Board. The new Coordinator will be tasked with follow up on our 12 requests for corporate sponsorship.</p> <p>6. Eaton’s Building Main Window – the BIA’s logo to be added.</p> <p>7. Xerox copier – the lease has been transferred and copier has been moved to HPG. This item is to be removed from the minutes.</p> <p>8. Eaton’s Bldg – local artist Crystal Belenger - Discussion on inviting artists to design three panels at the former Eaton’s building after reviewing with owner of the building.</p> <p>9. Promotional Banners – purchase complete: Outdoor (3X10) \$169 and Expo Roll-Up Display \$470 = \$639 plus HST - <a href="#">Motion 2018-10</a>: the budget was set at \$1,500.</p> <p>Approval to revise Motion 2018-10 to maximum of \$1,800 for the purchase of three additional roll up displays for the Pagoda, Terry Fox and Pigeon River. Three quotes were received.</p> <p><a href="#">Revised Motion 2018-10</a>  Moved by: D. Richard      Seconded by: M. Hurley  Approval to increase total budget to \$1,800 with the additional purchase of three roll up displays for the Pagoda, Terry Fox and Pigeon River for \$900 plus HST from Shout Media. Carried.</p>	<p>Info</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Complete</p> <p>Jim/Dave</p>

Item	Description	Action
	<p>10. Ribfest 2018 – location will remain at Casino’s Parking Lot.</p> <p>11. Restaurant Liaison</p> <p>12. CEDC’s Business Retention Expansion Survey Results:</p> <ul style="list-style-type: none"> <li>• 20 businesses participated in the initiative; 21% participation rate; CEDC has 95 businesses listed</li> <li>• Owners scored the Waterfront 4.25 out of 5 solidifying it was a “good” place to do business.</li> <li>• 74% choose to lease while 26% own their building.</li> <li>• Owners wish a greater emphasis on beautification needs and that further improvements should be made to parking in the area.</li> <li>• Also expressed the need for the BIA to continually improve the Waterfront District’s walkability and to continue make the area a destination.</li> </ul> <p>Path forward:</p> <ul style="list-style-type: none"> <li>• Short-term - increase City maintenance efforts in the cleaning of the debris.</li> <li>• Increase the amount of snow bank removals during the winter months.</li> <li>• Promotion of financial assistance programs (planning and building fee grant program and tax grant rebate program).</li> <li>• Long-term: find a suitable tenant or project for the Eaton’s Building, evaluate property tax rates, repair main roads within the core, and educate the public on walkability and parking in the downtown core.</li> </ul> <p>The Waterfront District BIA’s website includes parking maps for the downtown north core.</p> <p>Andrew to follow up on vacancies – Lyceum Building.</p>	<p>Info</p> <p>Deferred</p> <p>Info</p> <p>Info</p> <p>Andrew</p>
<p>6.2</p>	<p><b>Construction &amp; Beautification Committee – Sandy</b></p> <p>1. Banners Installation</p> <p>There are no banners on Cumberland Street South and some banners need to be replaced. An assessment will be carried out on the number of banners to be installed and replaced along with type of brackets and total cost.</p> <p>2. Rock Sculpture – plaque to be located. (Colleen) <i>Subsequent to the meeting, the rock sculpture has been vandalized.</i></p> <p>3. Deficiency Report – roads, curbs, sidewalks - meeting to be set up with Brad Adams, Roads Manager and other City Departments</p>	<p>Sandy</p> <p>Info</p> <p>Deferred</p>

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	<p>4. Street Signs – proposed design to be sent for City’s review</p> <p>5. Building Plaques – Heritage Standards to be reviewed</p> <p>6. Façade Improvement</p> <p>7. Garland – taken down – item to be removed from the agenda.</p> <p>8. Planters &amp; Flowers – <i>quotes sent electronically.</i> Planters &amp; Flowers Budget 2018: \$8,020</p> <p><b>Motion 2018-25</b> Moved by: M. Hurley      Seconded by: P. White Approval of \$5,580 plus HST for the supply of planting materials, potted spring plants, delivery to locations, pick up of planters in the fall and storage:</p> <ul style="list-style-type: none"> <li>• Creekside Nursery – 24 for \$3,840 plus HST</li> <li>• Bill Martin’s Nurseryland – 13 for \$1,740 plus HST</li> </ul> <p>Carried.</p> <p><i>Subsequent to the meeting, additional planters to be ordered as reviewed at the Special Meeting held April 23, 2018.</i></p> <p><b>Revised Motion 2018-25 to include:</b></p> <ul style="list-style-type: none"> <li>a. order of 8 new planters at \$230 each for approx. delivery Sep 2018 at \$1,840 plus HST (4 black &amp; 4 terra cotta)</li> <li>b. cost of planting for 8 planters (the planters to be loaned from Bill Martin’s) at \$105 each for a total of \$840 plus delivery, placement and pickup at \$375</li> </ul> <p>total for items a. and b. at \$3,055 plus HST total cost for planters &amp; flowers for 2018: \$8,635 plus HST</p>	<p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Complete</p>
6.3	<p><b>Finance Committee – Dave</b></p> <p>1. Approval of the Financial Report – <i>to be sent electronically.</i> <b>Motion 2018-26</b> Moved by: P. White      Seconded by: J. DesRosiers To approve the Financial Report for month ending March 31, 2018. Carried.</p> <p>2. Funding</p> <ul style="list-style-type: none"> <li>a. Trillium Fund (Lynn) – to be removed from the agenda</li> <li>b. NOHFC / HRDC (Colleen)</li> </ul>	<p>Deferred</p>

Item	Description	Action
	<p>c. Canada Summer Jobs Program – application for Ambassadors /Maintenance Workers was submitted on Feb 9/18. Waiting for notification on our application.</p> <p><i>Subsequent to the meeting, the WD BIA received funding for the Ambassador positions!</i></p> <p>d. Maintenance Technician/Ambassador positions – one position was budgeted for at \$9,544.08. A job ad will be posted asap.  <a href="#">Motion 2018-27</a>  Moved by: A. Foulds                      Seconded by: P. White  To approve the hire of one ambassador/maintenance person.  Carried.</p> <p>Subsequent to the meeting, at the April 23, 2018 Special Meeting, the Board approved the hire of a temporary maintenance technician, Jasmine Foley for the period Apr 23 to 30.</p> <p><a href="#">Revised Motion 2018-27</a>  Moved by: J. DesRosiers                      Seconded by: M. Hurley  Carried.</p> <p>3. Requests for Sponsorships – <i>sent electronically.</i></p> <p>a. <a href="#">Motion 2018-28</a>  Moved by: J. DesRosiers                      Seconded by: M. Hurley  To approve the sponsorship of \$300.00 in BIA Bucks for the Alzheimer Society of Thunder Bay – The Walk for Alzheimer – May 26/18.  Carried.</p> <p>b. <a href="#">Motion 2018-29</a>  Moved by: M. Hurley                      Seconded by: J. DesRosiers  To approve the sponsorship of \$500 in BIA Bucks to Canadian Lighthouses for their fundraiser May 4/18.  Carried.</p> <p>c. <a href="#">Motion 2018-30</a>  Moved by: P. Pugh                      Seconded by: D. Richard  To approve the sponsorship of \$500 in BIA Bucks for the Alexander Henry Grand Opening.  Carried.</p> <p>d. City of Thunder Bay – Events – BIA Bucks \$1,500 – deferred</p>	<p>Info</p>

Item	Description	Action
	<p>e. <a href="#">Motion 2018-31</a>  Moved by: P. White                      Seconded by: D. Richard  To approve the cash sponsorship of \$1,000 to Craft Revival event on May 6/18 with the WD BIA's logo to be included on the tote bag.  Carried.</p> <p>4. BIA Credit Card – all agreed to apply for a credit card.</p>	Lynn
6.4	<p><a href="#">Governance Committee – Peter</a></p> <p>1. Review of Strategic Plan</p> <p>2. Operating Procedures – Constitution – update to include:</p> <ul style="list-style-type: none"> <li>a. AGM requirements &amp; Annual Report</li> <li>b. Board Members terms of reference – roles &amp; responsibilities</li> <li>c. Board vacancies during term</li> <li>d. Elections</li> <li>e. Associate Members</li> <li>f. Agendas, minutes</li> </ul> <p>Meeting Notes from the Constitution Review Meeting – <i>to be distributed separately.</i></p> <p>City Insurance includes BIA – waiting on confirmation from John Hannam. (Colleen)</p> <p>The redline version will be circulated to members to vote on the draft as amended.</p> <p>Jim requested that the constitution also include that the past chair be a voting member of the board.</p> <p>3. Policies, Procedures &amp; Guidelines</p> <ul style="list-style-type: none"> <li>a. Procurement/Purchasing</li> <li>b. Personnel</li> <li>c. Land ownership</li> <li>d. Documents – retention policy</li> <li>e. Social Media</li> <li>f. Associate Members Policy and Fees</li> <li>g. Health and Safety Policy – draft completed</li> <li>h. Board Members (&amp; Staff) of Conduct – draft completed</li> <li>i. Sponsorships/Donations Guidelines and request form – posted on website – to be sent to the City at a later date</li> </ul>	<p>Deferred</p> <p>Info</p> <p>Deferred</p> <p>Deferred</p> <p>Peter/ Colleen</p> <p>Info</p> <p>Deferred</p>

Item	Description	Action
6.5	<p><b>Marketing &amp; Promotion Committee – Maelyn</b></p> <ol style="list-style-type: none"> <li>1. Social Media - Facebook Posts – Firedog/Colleen</li> <li>2. Website Phase 2 – For Members Only/Corporate Sponsors (Colleen/Firedog)  <i>Subsequent to the meeting, a media/news subpage under the About section has been added to include radio interviews, media releases, job postings, meeting minutes and sponsorship info.</i></li> <li>3. BIA App (on hold)</li> <li>4. Firedog Communications Media Buy Package (Jim) <ol style="list-style-type: none"> <li>a. Media Buy Package 2017 – update March 26/18 – <i>sent electronically.</i></li> <li>b. Proposed 2018 Marketing / Media Buy package from Firedog Communications – will be available for the May meeting.</li> <li>c. Live Outside the Box Spring Scavenger Hunt (Jim) – Kara taped Around Town, promoted via email, FB and website, promotional material delivered to BIA businesses.</li> <li>d. Urban Infill – April 7 – new roll up banner to be displayed at a central location (Colleen)</li> </ol> </li> </ol>	<p>Ongoing</p> <p>Info</p> <p>Deferred</p> <p>Info</p> <p>Info</p>
6.6	<p><b>Membership Services Committee – Maelyn</b></p> <ol style="list-style-type: none"> <li>1. Ambassador’s Meeting – meeting to be scheduled</li> <li>2. New Members Welcome Letters (Colleen)</li> <li>3. Website Business Directory updates – ongoing (Colleen) <ol style="list-style-type: none"> <li>a. New Members since AGM: <ol style="list-style-type: none"> <li>1) La Poutine (16 St. Paul St)</li> <li>2) Noorden Massage Therapy &amp; Rehab (Suite 204 – 8A Cumberland St N)</li> <li>3) Hello Gorgeous Nail Salon</li> <li>4) The Sign Guys</li> <li>5) The Thunder Bay T-Shirt Company</li> <li>6) The Coin Shack</li> <li>7) Wink Beauty Studio</li> <li>8) Dubinsky &amp; DeBakker</li> <li>9) Korkola Design (30 St. Paul St, May 1<sup>st</sup>)</li> <li>10) Above Crime</li> </ol> </li> </ol> </li> </ol>	<p>Sandy</p>





Item	Description	Action
	7. Guidelines for sharing member promotions by email. Current plan is for members to share their posts to the WD BIA FB page. Further discussion at a future meeting.	Deferred
6.7	<p data-bbox="293 394 1281 457"><b>Special Events Committee - Maelyn</b></p> <ol data-bbox="293 457 1281 1024" style="list-style-type: none"> <li data-bbox="293 457 1281 562">1. Craft Revival VIII – Spring Edition – May 6/18 –BIA roll up display and scavenger hunt to be promoted – 15 venues</li> <li data-bbox="293 562 1281 814">2. Events Meeting (Feb 13) <ul data-bbox="354 604 1281 814" style="list-style-type: none"> <li data-bbox="354 604 1281 730">• update on patios initiative – Kayla Dixon from the City is reviewing requirements for application process; BIA can distribute, tentative months June to Sep – expect City to advise later this month</li> <li data-bbox="354 730 1281 814">• Committee also seeking volunteers for Craft Revival, Spring Clean Up and Ribfest</li> </ul> </li> <li data-bbox="293 814 1281 877">3. Spring Clean Up – date to be set – to include two classes from Superior CVI</li> <li data-bbox="293 877 1281 940">4. Ashtrays – to be installed – complete through Eco Superior’s program</li> <li data-bbox="293 940 1281 1024">5. Shannon from Eco Superior to be invited to a meeting.</li> </ol>	<p data-bbox="1281 457 1450 562">Info.</p> <p data-bbox="1281 604 1450 709">Info</p> <p data-bbox="1281 709 1450 814">Info</p>
6.8	<p data-bbox="293 1024 1281 1087"><b>Safety &amp; Security – Jim</b></p> <p data-bbox="293 1087 1281 1192"><b>Joint Partnerships with City, Parking Authority, Police, BIAs</b> – walkway, parkade, events, tentative loitering by-law (currently on hold)</p> <ol data-bbox="293 1192 1281 1900" style="list-style-type: none"> <li data-bbox="293 1192 1281 1297">1. Crime Prevention Council Presentation from March 6/18 meeting - Further information to be shared when received: <ol data-bbox="354 1297 1281 1900" style="list-style-type: none"> <li data-bbox="354 1297 1281 1381">1) Crime Prevention Council’s information to be distributed to all BIA’s and business districts</li> <li data-bbox="354 1381 1281 1423">2) BIA to complete application for the RESPECT initiative</li> <li data-bbox="354 1423 1281 1528">3) the possibility of the community safety ambassadors can be designated to the WD BIA for one or two days a week during summer</li> <li data-bbox="354 1528 1281 1591">4) if the Safety &amp; Security Specialist could provide CPTED training on environmental design</li> <li data-bbox="354 1591 1281 1654">5) other info / tools for property owners/businesses could complete their own self-audit form</li> <li data-bbox="354 1654 1281 1717">6) if funding available for a safety and security audit to be completed for the WD BIA</li> <li data-bbox="354 1717 1281 1780">7) Urban Park – last year Ft Wm BIA participated – joint initiative between the BIAs?</li> <li data-bbox="354 1780 1281 1900">8) info from the Canadian Crime Prevention Council organization to be shared from a BIA perspective.</li> </ol> </li> </ol>	Info



Item	Description	Action
	4. Guidelines for Guests & Presentations and Committee Meetings & Reports at Board Meetings	Deferred
7.0	New Business - Jim	
7.1	<p>BIA Bucks</p> <p>Please share with BIA businesses that the details on the BIA bucks program and how to redeem BIA Bucks are posted on the BIA website at:  <a href="http://www.thewaterfrontdistrict.ca/about/">http://www.thewaterfrontdistrict.ca/about/</a></p>	Info
7.2	<p>July 1 – Canada Day</p> <ol style="list-style-type: none"> <li>1. Gateway Casino – Karen Marconi inquired about partnering with the BIA to promote the BIA and/or BIA involvement in planning the street closure for their Canada Day event. Jim to meet with Karen.</li> <li>2. Ben Thompson re Canada vs USA Strongman competition – athletes (men and women will be visiting Thunder Bay from around North America to take apart in 4 tests of strength - <i>email is attached</i>. Jim to review this with Karen from Gateway.</li> </ol>	<p>Jim</p> <p>Jim</p>
7.3	BIA Boundaries – inquiry from Karen at Gateway Casino to extend boundaries to become a full member of the BIA - Jim to meet with Karen.	Jim
7.4	Councillor's Update - Andrew advised that he and Paul will be recusing themselves from the Board beginning in May due to the upcoming elections.	Info
8.0	Correspondence – Feedback from Oshawa BIA re Loitering By-Law	Info
9.0	Next Meeting – May 1, 2018, 5:30 pm – Sandy Herron's office	
10.0	Adjournment: 7:47 pm	