

AGENDA

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, August 6, 2019

INVITED: Maelyn Hurley, Vice Chair

Sue Bragg, Director

Suzan Cooper-Rochon, Director Brigitte Tremblay, Director Kory Morabito, Director Brian Hamilton, Councilor Kara Pratt, Recording Secretary

TENTATIVE: Andrew Foulds, Councilor

REGRETS: Jim Comuzzi, Chair

Lora Northway, Director Peter White, Director Jennifer Dagsvik, Director Lynn Gray, BIA Bookkeeper

Brennan Johnston, Summer Student

GUEST: Sarah Skinner, Summer Student

Sarah Grieve, Summer Student Cedar Bishop, Summer Student Alexandra Grieve, Summer Student

LOCATION/TIME: BIA Office 12 Cumberland St N., August 6, 2019 - 5:30 pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	
	Meeting was called to order at 5:37 – there was no disclosure of interest	
2.0	Approval of Agenda	
	Motion: 2019-37	Carried
	Motion meeting to begin:	
	Moved by: S. Cooper-Rochon Seconded by: A. Foulds	
3.0	Presentations	
	Student Introductions /Meet the Tourism Ambassadors	Info
	Each of the students quickly introduced themselves and Sarah Skinner gave an overview of what they are doing for the summer months.	
	Sarah Skinner, Summer Student - Supervisor	
	Sarah Grieve, Summer Student	
	Cedar Bishop, Summer Student	

Item	Description	Action
	Alexandra Grieve, Summer Student	
4.0	Approval of Minutes – June 4, 2019 – sent electronically	
	Motion: 2019-38 Moved by: A. Foulds Seconded by: S. Cooper-Rochon	Carried
5.0	Business Arising from Past Minutes	
5.1	New Business	
	Indian Bistro Grand Opening on Red River Road – August 12, 2019 – Looking for a Waterfront District BIA representative to speak at the Grand Opening – Kara to send out e-mail to determine availability.	Info
	Transition house on Junot – Positive impact for the City, looking for indorsement from the Waterfront District BIA. Please add to the	
6.0	Reports	
6.1	Chair's Report – Jim – Deferred	
	 Seagull Management Program – Kym Presentation in September Kara – proposal to hire an assistant 	
	potential wage increase?	
6.2	Finance Committee	
	 Financial Report for month ending Lynn circulated before hand – no questions Funding - Requests for Sponsorships a. Lakehead University (same as 2018) 500 BIA Bucks – Orientation Waterfront District Scavenger Hunt Potential Customers brought to the District Logo on Registration Free inclusion of BIA material in the up to 1000 orientation packages A.F. Why \$500? Why not more? SCR & KM – Explained how the orientation works BT, SB & BH – Discussion about additional business promotion? 	Info
	Motion: 2019-39 If the businesses want to be a part they can submit items for the packages. Moved by: A. Foulds Seconded by: S. Cooper-Rochon	Carried
	 b. Franco-Festival (\$300 BIA Bucks in 2018) \$250 - \$5000 Cash Sponsorship based on the proposal – circulated with the Agenda 	

Item	Description	Action
	BIA Bucks – open for discussion	
	Motion: 2019-40 Moved for \$300 BIA Bucks to cover the cost of advertising on the LED sign on the Ruttan Building.	Carried
	Moved by: A. Foulds Seconded by: S. Cooper-Rochon	
	 c. Die Active Art Collective (Simon Murchie) - \$900 Cash - Financial Support to pay live youth musicians & purchasing/boosting ads \$150 BIA Bucks to contribute to the vendor raffle prize which fundraised hundreds of dollars for the youth collective last year 	
	Discussion surrounded the Y-Art sale as an event in the past. They presented to the WD BIA to partner/sponsor with Die Active and Heartbeat Hotsauce for an Art & Food event something more refined.	Carried
	Get more 'food crew' involved – booths/food set-ups	
	The Y-Art Sale was in the Bay and Algoma Neighbourhood in the past.	
	There was concern the idea was presented with a request for approval, it was presented as more asking for feedback versus support.	
	Motion: 2019-41 \$150 BIA bucks to assist with advertising or raffle – also offering students to assist for the day & Joshua to clean.	
	Moved by: A. Foulds Seconded by: S. Cooper-Rochon	
	 d. George Jeffery Children's Foundation (1st request – Partner w Gillions) \$150.00 Cash \$150.00 BIA Bucks Name included on the website, social media and promotional materials as a sponsor At the event – WD BIA logo on promotional materials & in the 	
	 After the event – include a special thanks to the WDBIA in the thank you video and advertisements. 	
	Denied	
	e. Arthritis Society In-Kind delivery request – Christmas Party fund raiser for small to medium businesses.	
	Denied	

Item	Description	Action
	Potential upcoming requests:	
	Craft Revival –\$400 BIA Bucks - \$500 Cash	
	VON - \$300 BIA Bucks – Trivia Challenge	
	AGM - \$500 BIA Bucks— Given to members of the BIA at the AGM	
6.3	Infrastructure/Beautification Committee – Suzan	
	Follow-up on the safety & walkability meeting	
	SCR – worked with Brennan Johnson (Masters of City Planning at UofM) Presented to the CoTB Admin/Engineering discussed infrastructure concerns there is concern the new soccer-plex will have negative effect on the infrastructure of Court St & Red River Road	
	BH – tree guards - discussion on safety – the businesses work hard to beatify the area – missing bricks/rebar and many of the spaces do not meet the 1.1m requirement for space	
	SCR – Brad has sent people to look at the area – pink on the sidewalk is the city of thunder bay working on the area – indicating where the sidewalk needs to be evened out	
	Brian & Mike were looking in whether the City of Thunder Bay have the sidewalk bricks in storage.	
	2. Infrastructure	
	BH – What is the BIA responsibility?	
	SCR - the tree guards are the BIA responsibility, the city plants the trees – the spaces left where the trees were when they are cut off – SCR asked Mike Dixon of the stumps could be removed and four bricks added to the space.	
	There was also a question as to whether Quarry stone would be something the businesses would want / be okay with – people loitering was a concern – there was also questions around using Quarry stone for benches – accessibility and spacing requirements	
	SB thinks the quary stone works	
	MH – would there be a cost the BIA SCR – No	
	SCR – went in to the meeting with how can we work together to get it done – safety is always a concern	

Item	Description	Action
	SCR – Asking the BOM if they would like to go before council and present about the safety & security in the area –	
	BH – it is more of a budgeting issue – he is fighting for a rehab in the area	
	SCR – Brennan was great and able to assist with a lot this summer. Other things they were working on: Traffic calming – in front of Sweet North	
	Also having a meeting with CEDC, the Chamber of Commerce, City of Thunder Bay, Tourism for public seating on St. Paull St, Court St and then Red River Road (when they are rejuvenated).	
	Potential upcoming project	
	SCR – Depave Paradise Project – OBIAA Will from EcoSuperior is the representative in Thunder Bay and we have an area that use the money as well as the help – Mall Street (between Scotiabank & Black Pirates Pub)	
	Read – the Depave Paradise initiative description is rally community support speaking with Scotiabank, BPP and Terry Tapak	
	EcoSuperior would coordinate and can probably be coordinated for 2020 – they hold the \$10,000 will work with Kara for grants – Will was successful for 2-3 last year at \$8,000 Big sponsors would be company's to remove the stone (able to patch the sidewalks with the stone removed)	
	AF – an initiate like this requires approval form the City of Thunder Bay	
	SCR – could approach Scotiabank to help light up the area at night	
	MH – would it negatively affect the business at Black Pirates Pub?	
	SCR – Sue Hamil talked to Brennan and suggested an art piece to bring more people to the area for photographs	
	MH – how much are you asking for?	
	AF – before you request money, you need to go to the CoTB for approval, accessibility and you could also request money/assistance from Earth Care	
6.4	Governance Committee – Peter (Deferred)	
	Constitution/Operating Procedures – Review of Strategic Plan	

Item	Description	Action
	Policies, Procedures & Guidelines – OBIAA – Binder Picked up & ready for review - Kara	
	a. Procurement/Purchasing	
	b. Personnel	
	c. Land ownership	
	d. Documents – retention policy	
	e. Social Media	
	f. Associate Members Policy and Fees	
	g. Health and Safety Policy – draft complete	
	h. Board Members (& Staff) of Conduct – draft complete	
	 i. Sponsorships/Donations Guidelines and request form – posted on 	
	website – to be sent to the City at a later date	
6.5	Marketing & Promotion Committee – Lora (deferred – discussion occurred)	
	Social Media	
	2. Digital Billboard	
	3. Photographer Update	
	4. Facebook group – Businesses	
	5. Media Plan/Cost	
	6. Website	
	a. Addition of Real Estate section	
	b. Updates7. Sharing member promotions through Facebook and Instagram (ongoing)	
	BH- Haven't heard much from social media lately	
	SCR- would like to see and map or fold up pamphlets for tourists	
	KM – people are still picking up maps 7 are still looking for maps of areas	
	BH – nice to have a brochure – photos (relevant) – general map better to do – a	
	generalization	
	MH – rack cards – short & sweet	
6.6	Membership Services Committee – Sue	
	New Members Welcome Letters (Kara) – Ongoing	
	2. Website Business Directory updates	
	a. Summer Students assisting with the updating of lists	
	3. Associate Members Package (Kara)	
	4. Recruit Volunteers - ongoing	
	5. Monthly/Bi-monthly BIA newsletter (Sue, Kara)	
	Discuss the Newsletter – proposed layout	
	SB – brought up how communication works with businesses – hardcopy or	
	brochure is difficult as there is no gauge of how many would be picked up and	
	the time that is put in to create the document.	

Item	Description	Action
	It is agreed that the BIA needs to increase communication and increase communication about events being held in the area	
	MH – could the students create and distribute a flyer?	
6.7	Special Events Committee - Maelyn	
	Summer event?	
	 Derelicte Urban Infill? St. Patricks Day (Shows) Spring Craft Revival Ribfest Discussion Lost & Found Festival - Y-Art Sale (August 17th, 2019) The Hunger (October 26, 2019) Holiday Craft Revival - November 24th, 2019 Artisan Applications closed July 31, 2019 Location applications open until Aug 15, 2019 Christmas Window Display (Window Wonderland) 	
	Brainstorm how we can help to spread the word or support these events happening in our BIA - others we are already support through \$\$ or BIA bucks.	
6.8	Safety & Security – Peter & Sue	
	 Sue sitting on Crime Prevention Council Safe & Inclusive Strategy from Downtown Yonge - Kara reviewing and bringing forth initial steps of a plan – key will be to get the players to the table. a. Belleville Police Survey 	
	SCR – circumstantial discussion – A person entered perfect git on Friday August 2, 2019 that made customers uncomfortable and was potentially under the influence of a substance. – SCR asked the woman to leave numerous times and called the police. There have been thefts from The Loop as well as Mars Clothing and many others, asking for foot patrols in the area	
	AF- Explained the process of asking for more assistance – CoTB council does not have the authority to direct the police – the Chief of Police has control. The Police Services Board is a more appropriate place for the Board of Management of the Waterfront District BIA to appeal for services.	
	AF – no human being should have to go through it (handling street-involved people). You're not a social worker or a police officer – it is traumatic to you/your staff. Celina Reitberger is the Chair of the Police Services Board	
	SB – will talk at the Crime Prevention Council	

Item	Description	Action
	AF – it is disorganized disorder and it's concerning - recommends a letter. The public must be mindful (of the stretched budget of the Police). Sylvie (is under a great deal of stress and is only given a limited budget – with 92% of it going towards wages.	
	SCR – discussed the inappropriate comments from those that are street involved to patrons	
	BH – Look into private security company? BH currently does outreach to 30-40 alcoholics in the area giving them food. Would the BIA consider a security company to monitor the area?	
	This discussion lead into a larger one around transition beds in Thunder Bay – in $2\frac{1}{2}$ years there is approval for infrastructure to have an additional 58 beds in social housing inventory. It was noted that PACE is no longer located on this side of town.	
	AF – wrap around supports – security until they get into supportive housing CoTB has given land at a discounted rate (there were 5 options given) – the Zoning Amendment has been received- Junot was selected (there has been a lot of public discussion about this location) actually brings down the crime in the area they are located. The stay is not forced & there is a 66-90% success rate. The hold-up is zoning.	
	BH – has seen firsthand it (that these transition beds) would be beneficial	
	■ Letter supporting the zoning changes	
6.9	Parking Authority Board Update - Kara	
	 Meeting – August 13, 2019 – 11am to 12pm Overview of discussion at the July 9th meeting a. Discussion regarding the lights in the Waterfront Parkade not being bright enough/on all day – they should be because it is so dark b. Discussion around the Donald St construction and the loss/of 1-2 parking spaces c. Reviewed the specifications for the mobile ticket payment applications – set to be reviewed before the next meeting 	
6.10	Administration	
	Board Meeting ScheduleSeptember 3, 2019	

Item	Description	Action
	October 1, 2019	
	November 5, 2019	
	• AGM – November 14, 2019	
	• December 3, 2019	
	2. Guidelines to be created for:	
	Guests & Presentations	
	Committee Meetings & Reports at Board Meetings	
8.0	Correspondence – n/a	
9.0	Next Meeting – Sept 3, 2019	
10.0	Adjournment	