



AGENDA

The Waterfront District BIA
BOARD OF MANAGEMENT MEETING

Tuesday, September 4, 2018

INVITED: Jim Comuzzi, Chair
 Jolene DesRosiers, Director
 Peter White, Director
 Sue Bragg, Director
 Lynn Gray, BIA Bookkeeper
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Maelyn Hurley, Vice Chair
 Sandy Herron, Director
 Jennifer Dagsvik, Director

GUEST: Ania Berezowski, BDO
 Michelle Tolone-Scott, 3RIDE
 Suzan Cooper-Rochon, Perfect Fit

LOCATION/TIME: 5:30 – The Sweet North, Second Floor

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest The meeting was called to order at 5:34pm. There were no disclosures of interest declared at this time.	
2.0	Approval of Agenda Motion: 2018-58 Moved by: S. Bragg Seconded by: P. White	Carried
3.0	Presentations 1. Ania Berezowski, BDO – 2017 Financial statement presentation Reviewed Report of Financials – Draft – For Discussion Only	Info
4.0	Approval of Minutes – August 7, 2018 – sent electronically Motion: 2018-59 Moved by: J. DesRosiers Seconded by: S. Bragg	Carried
5.0	Business Arising from Past Minutes	

Item	Description	Action
6.0	Reports	
6.1	<p data-bbox="293 359 1281 401">Chair’s Report – Jim</p> <ol style="list-style-type: none"> <li data-bbox="293 432 1281 600">1. Seagull Management Program <ol style="list-style-type: none"> <li data-bbox="391 464 1281 600">a. Update from Skyline Falconry <i>Refer to e-mails forwarded from Skyline Falconry - reduction of ~100 seagulls and ~100 eggs, year over year, for the past years & suggestions for 2019</i> <li data-bbox="293 611 1281 1020">2. Trees & Tree Guards <ol style="list-style-type: none"> <li data-bbox="391 642 1281 842">a. Cutting down dying trees/ dead trees – tree guards remaining <i>Suggestion from Mike Dixon to remove the tree guard when trees are replaced and to also replace the lock stone with mulch. This makes it easier to maintain the tress and to fertilize the trees. Tree guards are becoming unsightly and unsafe. – One on St. Paul still needs to be fixed.</i> <li data-bbox="391 852 1281 905">b. Black Pirates Pub/Scotiabank corridor – <i>Tidied the trees Friday before Ribfest</i> <li data-bbox="391 915 1281 1020">c. Update on tree guards from Mike Dixon <i>See above update on removing the tree guards and updating the lock stone to mulch</i> <li data-bbox="293 1031 1281 1062">3. Promotional Banners (on hold) <li data-bbox="293 1062 1281 1335">4. Ambassadors Program <ol style="list-style-type: none"> <li data-bbox="391 1094 1281 1335">a. Student Ambassadors ended September 1, 2018 <i>Was a success, we learnt a lot. It took a lot of time from the BIA Coordinator as well as the Board Chair. Suggestion to hire a lead hand next year to manage the Canada Summer Jobs students and reduce the time required from the Coordinator for management of the Students. Suggestion to hire for two different types of positions – Groundskeeper and Tourism/Waterfront District BIA Ambassador</i> <li data-bbox="293 1346 1281 1409">5. BIA Boundary Expansion <i>Deposition with City of Thunder Bay occurred August 27, 2018 success</i> <li data-bbox="293 1419 1281 1514">6. Succession Planning <i>Please keep in mind and look towards the strategic planning for the next few years.</i> <li data-bbox="293 1524 1281 1619">7. Office Space <i>Ground floor – 12 Cumberland St. – A bigger presence in the downtown and ease of use for the BIA Coordinator and accessible to the public.</i> <p data-bbox="391 1661 1281 1692">Motion: 2018-60</p> <p data-bbox="391 1692 1281 1724">Moved by: P White Second: S. Bragg</p> <p data-bbox="391 1724 1281 1797">On the grounds there is a minimum 1-year lease and there is a determination as to who signs the next lease – a multi-year lease.</p> <ol style="list-style-type: none"> <li data-bbox="293 1797 1281 1906">8. Ribfest Update <i>Our Kids Count (OKC) has taken over running the event but, the Waterfront District BIA Board has not been present to assist with the</i> 	<p data-bbox="1281 432 1448 600">Info</p> <p data-bbox="1281 611 1448 1020">Info</p> <p data-bbox="1281 1062 1448 1335">Info</p> <p data-bbox="1281 1346 1448 1409">Info</p> <p data-bbox="1281 1419 1448 1514">Info</p> <p data-bbox="1281 1524 1448 1619">Carried</p> <p data-bbox="1281 1724 1448 1797">Info</p>

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	<p align="center"><i>booth or, promote the area. It was the BIA Coordinator and a few Student Ambassadors present at the event for the weekend.</i></p>	
6.2	<p>Finance Committee – Jolene DesRosiers</p> <ul style="list-style-type: none"> 1. Financial Report for month ending (Lynn) – Deferred due to early 2. Funding <ul style="list-style-type: none"> a. Canada Summer Jobs Program <i>First installment of reimbursement has been deposited into the bank account. The final paperwork is due the end of September (30 days from the end of the program).</i> b. Requests for Sponsorships <ul style="list-style-type: none"> 1. Definitely Superior – October Hunger Event <ul style="list-style-type: none"> a. Refer to printed package <i>Approved the proposal to pay for two Chronicle Journal Advertisements for The Hunger 13</i> <p>Motion: 2018-61 Moved by: S. Bragg Second: P. White</p>	<p align="center">Info</p> <p align="center">Carried</p>
6.3	<p>Governance Committee – Peter</p> <ul style="list-style-type: none"> 1. Review of Strategic Plan 2. Operating Procedures – Constitution – returned by John Hannam 3. City Insurance includes BIA – following up with John Hannam. (Kara) 4. Policies, Procedures & Guidelines – (Kara following up with K. Matthews) <ul style="list-style-type: none"> 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 <p><i>J. Hannam reviewed and suggested revisions. P. White and K. Pratt met on Tuesday August 28th, 2018 to discuss the revisions and are moving forward on changes. The further redlined document will be brought to the Board of Management for approval. May send the redlined version to the clerk again for the approval of the next set of changes before the final vote. Will incorporate all of the comments and it will be ready for the end of year vote. The document is meant to carry the Board of Management forward – two steps left, approval by leadership and then council.</i></p> 	<p align="center">Info</p>
6.4	<p>Marketing & Promotion Committee – Jim</p> <ul style="list-style-type: none"> 1. Social Media 	

Item	Description	Action
	2. Website Phase 2 (on hold) 3. BIA App (on hold)	
6.5	<p>Membership Services Committee - Sue</p> <ol style="list-style-type: none"> 1. New Members Welcome Letters (Kara) – Complete/Ongoing 2. Website Business Directory updates – ongoing (Kara) 3. Associate Members Package (Kara) – Focus will be on Jan 1, 2019 - \$300 <i>Plan of action for the Membership services and Associate Membership – meeting September 20th at 1pm at Rooster’s Bistro to discuss the Associate Membership for January 1, 2018.</i> <ol style="list-style-type: none"> a. Francophone Ctr has a letter and are discussing the 4. Recruit Volunteers - ongoing 5. Monthly/Bi-monthly BIA newsletter (Sue, Kara & Jennifer) 6. Guidelines for sharing member promotions by email. <ol style="list-style-type: none"> a. Continuing with current plan of members sharing their posts to the WD BIA FB page. Further discussion at a future meeting. 	Info
6.6	<p>Special Events Committee - Maelyn</p> <ol style="list-style-type: none"> 1. AGM <ol style="list-style-type: none"> a. Nov 8th? 	
6.7	<p>Safety & Security – Jim</p> <ol style="list-style-type: none"> 1. Joint Partnerships with City, Parking Authority, Police, BIAs – walkway, parkade, events, tentative loitering by-law (currently on hold) <p><i>We have been addressing issues through the Ambassadors program. The Prince Arthur has been doing additional work to increase the safety and security in the area.</i></p> <p><i>The walkway between Red River Road and Park Avenue – meeting with the Casino in the next couple of weeks</i></p>	Info
6.8	<p>Parking Authority Board Update</p> <ol style="list-style-type: none"> 1. Kara will attend on our behalf 	Info
6.9	<p>Administration - Jim</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • October 2, 2018 <ul style="list-style-type: none"> ○ S. Bragg may unable to attend ○ J. DesRosiers unable to attend • November 6, 2018 • December 4, 2018 	Info

Item	Description	Action
	2. Guidelines to be created for: <ul style="list-style-type: none"> • Guests & Presentations • Committee Meetings & Reports at Board Meetings • Suggestions of remote participation for Board of Management Meetings 	
7.0	New Business 1.	
8.0	Correspondence – n/a	
9.0	Next Meeting – October 2, 2018, 5:30 pm	
10.0	Adjournment - 7:00pm	