



# 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	<b>Meeting Call to Order and Disclosures of Interest</b> Meeting was called to order at 5:37 – there was no disclosure of interest	
2.0	<b>Approval of Agenda</b>  <b>Motion: 2019-37</b> <i>Motion meeting to begin:</i> Moved by: S. Cooper-Rochon                      Seconded by: A. Foulds	Carried
3.0	<b>Presentations</b> Student Introductions /Meet the Tourism Ambassadors  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	Info





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	<p>Potential upcoming requests:</p> <ul style="list-style-type: none"> <li>• Craft Revival –\$400 BIA Bucks - \$500 Cash</li> <li>• VON - \$300 BIA Bucks – Trivia Challenge</li> <li>• AGM - \$500 BIA Bucks– Given to members of the BIA at the AGM</li> </ul>	
<p>6.3</p>	<p><b>Infrastructure/Beautification Committee – Suzan</b></p> <p>1. Follow-up on the safety &amp; walkability meeting</p> <p>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 &amp; Red River Road</p> <p>BH – tree guards - discussion on safety – the businesses work hard to beautify the area – missing bricks/rebar and many of the spaces do not meet the 1.1m requirement for space</p> <p>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</p> <p>Brian &amp; Mike were looking in whether the City of Thunder Bay have the sidewalk bricks in storage.</p> <p>2. Infrastructure</p> <p>BH – What is the BIA responsibility?</p> <p>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.</p> <p>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</p> <p>SB- -- thinks the quarry stone works</p> <p>MH – would there be a cost the BIA -- SCR – No</p> <p>SCR – went in to the meeting with how can we work together to get it done – safety is always a concern</p>	

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	<p>SCR – Asking the BOM if they would like to go before council and present about the safety &amp; security in the area –</p> <p>BH – it is more of a budgeting issue – he is fighting for a rehab in the area</p> <p>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</p> <p>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).</p> <p>3. Potential upcoming project</p> <p>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 &amp; Black Pirates Pub)</p> <p>Read – the Depave Paradise initiative description is rally community support speaking with Scotiabank, BPP and Terry Tapak</p> <p>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)</p> <p>AF – an initiate like this requires approval form the City of Thunder Bay</p> <p>SCR – could approach Scotiabank to help light up the area at night</p> <p>MH – would it negatively affect the business at Black Pirates Pub?</p> <p>SCR – Sue Hamil talked to Brennan and suggested an art piece to bring more people to the area for photographs</p> <p>MH – how much are you asking for?</p> <p>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</p>	
6.4	<p><b>Governance Committee – Peter (Deferred)</b></p> <ol style="list-style-type: none"> <li>1. Constitution/Operating Procedures –</li> <li>2. Review of Strategic Plan</li> </ol>	

Item	Description	Action
	<p>3. Policies, Procedures &amp; Guidelines – OBIAA – Binder Picked up &amp; ready for review - Kara</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 complete</li> <li>h. Board Members (&amp; Staff) of Conduct – draft complete</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>6.5</p>	<p>Marketing &amp; Promotion Committee – Lora (deferred – discussion occurred)</p> <ul style="list-style-type: none"> <li>1. Social Media</li> <li>2. Digital Billboard</li> <li>3. Photographer Update</li> <li>4. Facebook group – Businesses</li> <li>5. Media Plan/Cost</li> <li>6. Website <ul style="list-style-type: none"> <li>a. Addition of Real Estate section</li> <li>b. Updates</li> </ul> </li> <li>7. Sharing member promotions through Facebook and Instagram (ongoing)</li> </ul> <p>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 &amp; sweet</p>	
<p>6.6</p>	<p>Membership Services Committee – Sue</p> <ul style="list-style-type: none"> <li>1. New Members Welcome Letters (Kara) – Ongoing</li> <li>2. Website Business Directory updates <ul style="list-style-type: none"> <li>a. Summer Students assisting with the updating of lists</li> </ul> </li> <li>3. Associate Members Package (Kara)</li> <li>4. Recruit Volunteers - ongoing</li> <li>5. Monthly/Bi-monthly BIA newsletter (Sue, Kara) <ul style="list-style-type: none"> <li>• Discuss the Newsletter – proposed layout</li> </ul> </li> </ul> <p>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.</p>	

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	<p>It is agreed that the BIA needs to increase communication and increase communication about events being held in the area</p> <p>MH – could the students create and distribute a flyer?</p>	
<p>6.7</p>	<p><b>Special Events Committee - Maelyn</b></p> <p>Summer event?</p> <ol style="list-style-type: none"> <li><del>1. Derelict</del></li> <li>2. Urban Infill?</li> <li><del>3. St. Patricks Day (Shows)</del></li> <li><del>4. Spring Craft Revival</del></li> <li><del>5. Ribfest</del> – <b>Discussion</b></li> <li><del>6. Lost &amp; Found Festival – Y Art Sale (August 17<sup>th</sup>, 2019)</del></li> <li>7. The Hunger (October 26, 2019)</li> <li>8. Holiday Craft Revival – November 24<sup>th</sup>, 2019 <ol style="list-style-type: none"> <li>a. Artisan Applications closed July 31, 2019</li> <li>b. Location applications open until Aug 15, 2019</li> </ol> </li> <li>9. Christmas Window Display (Window Wonderland)</li> </ol> <p>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.</p>	
<p>6.8</p>	<p><b>Safety &amp; Security – Peter &amp; Sue</b></p> <ol style="list-style-type: none"> <li>1. Sue sitting on Crime Prevention Council</li> <li>2. Safe &amp; 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. <ol style="list-style-type: none"> <li>a. Belleville Police Survey</li> </ol> </li> </ol> <p>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</p> <p>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.</p> <p>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</p> <p>SB – will talk at the Crime Prevention Council</p>	

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	<p>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.</p> <p>SCR – discussed the inappropriate comments from those that are street involved to patrons</p> <p>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?</p> <p>This discussion lead into a larger one around transition beds in Thunder Bay – in 2 ½ 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.</p> <p>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 &amp; there is a 66-90% success rate. The hold-up is zoning.</p> <p>BH – has seen firsthand it (that these transition beds) would be beneficial</p> <ul style="list-style-type: none"> <li>■ Letter supporting the zoning changes</li> </ul>	
6.9	<p><b>Parking Authority Board Update - Kara</b></p> <ol style="list-style-type: none"> <li>1. Meeting – August 13, 2019 – 11am to 12pm</li> <li>2. Overview of discussion at the July 9<sup>th</sup> meeting <ol style="list-style-type: none"> <li>a. <i>Discussion regarding the lights in the Waterfront Parkade not being bright enough/on all day – they should be because it is so dark</i></li> <li>b. <i>Discussion around the Donald St construction and the loss/of 1-2 parking spaces</i></li> <li>c. <i>Reviewed the specifications for the mobile ticket payment applications – set to be reviewed before the next meeting</i></li> </ol> </li> </ol>	
6.10	<p><b>Administration</b></p> <ol style="list-style-type: none"> <li>1. Board Meeting Schedule <ul style="list-style-type: none"> <li>• September 3, 2019</li> </ul> </li> </ol>	



Item	Description	Action
	<ul style="list-style-type: none"> <li>• October 1, 2019</li> <li>• November 5, 2019</li> <li>• AGM – November 14, 2019</li> <li>• December 3, 2019</li> </ul> <p>2. Guidelines to be created for:</p> <ul style="list-style-type: none"> <li>• Guests &amp; Presentations</li> <li>• Committee Meetings &amp; Reports at Board Meetings</li> </ul>	
8.0	Correspondence – n/a	
9.0	Next Meeting – Sept 3, 2019	
10.0	Adjournment	