



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, January 8, 2019

INVITED: Jim Comuzzi, Chair
 Maelyn Hurley, Vice Chair
 Peter White, Director
 Jennifer Dagsvik, Director
 Sue Bragg, Director
 Lora Northway, Director
 Suzan Cooper-Rochon, Director
 Lynn Gray, BIA Bookkeeper
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Sandy Herron, Director

GUEST: Renée Terpstra, Development/Administrator, Def Sup Art Gallery
 Janice Pampu, Ways and Means Chair, Port Arthur Branch Legion #5

LOCATION/TIME: 5:30 – Definitely Superior Art Gallery, 250 Park Ave (Basement)

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest The meeting was called to order at 5:41pm There were no disclosures of interest declared at this time.	
2.0	Approval of Agenda Motion: 2019-01 Moved by: J. Dagsvik Seconded by: S. Cooper-Rochon	Carried
3.0	Presentations	
3.1	Renée Terpstra, Development/Administrator, Definitely Superior Art Gallery <i>Provided the following information about the sale of the former Eaton's building:</i> <i>It is being sold to UHaul – informed of this sale by the landlord when eviction notice was presented asking for vacancy at the end of December - - have extended to February 24, 2019 after asking for additional time.</i>	Information

Item	Description	Action
	<p><i>UHaul construction is set to start in the basement and move up. – expansion of the loading area/backend being extended.</i></p> <p><i>Troy, of Northside Fitness on the main floor has been presented with contact information so he may ask if he can stay in the space – can make a proposal to stay.</i></p> <p><i>Dance Studio & Music Studio have not yet been informed of eviction.</i></p> <p><i>Top floor tenant “Chip Hansen” has been evicted.</i></p> <p><i>The space has been used by many artists - Performance space was being used by many:</i></p> <ul style="list-style-type: none"> <i>• Thunder Bay Community Band</i> <i>• Army of Sass</i> <i>• Music Studios</i> <p><i>Studio spaces are being moved out of town</i></p> <p><i>Definitely Superior paying \$3.50/ sq. ft. ~ 3250 sq. ft. (\$900/month since 2000) the move will increase the rent by 400-800%</i></p> <p><i>There is concern about the gentrification of the area and looking at a two-pronged approach:</i></p> <ul style="list-style-type: none"> <i>• a new gallery location to move to (w/ a short- medium or longer-term lease), prioritizing the downtown and the immediate surrounding area if at all possible.</i> <i>• Would be willing to move within the space should a portion be mixed use (retail, art gallery, gym, restaurant etc.) – accessibility is the main issue. Currently the service entrance (via the service elevator) allows the space to be “accessible”.</i> <p><i>If the building becomes self storage there is a requirement for it to go through a zoning change with the City of Thunder Bay. There are very few examples of UHaul creating “multi-use” spaces in the buildings they have retrofitted and the market rent for this type of space is \$10/ sq ft</i></p> <p><i>The current landlord “Kevin’s” Son, has said multi-use would probably be the compromise that the company would have to make to gain a zoning change. – there is community agreement that multi-use is the best option based on the size of the building and location.</i></p> <p><i>Company (Americo – owner of UHaul) has approximately 200 buildings – move into downtowns with differing levels of development -- repurposing the building. adaptive reverse</i></p> <p><i>The building is approximately 150,000 square feet and market rent is \$10/ sq ft includes the sale of the building across from Auto One (wooden car garage on Court St.)</i></p>	

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	<p><i>DefSup being in the building attracted others to the area and brought people downtown – maintain the best use of the space is not all storage</i></p> <p><i>PW – Agreement may be signed – only know what the landlord is willing to share – private sale- not going through a realtor. Question is when do they apply for a zoning change.</i></p> <p><i>CoTB was excising the rent – it went back to the current landlord as of January. Assuming back taxes have been paid off.</i></p> <p><i>RT – Property Owners in Toronto & Vancouver – there is a Development Rule, a Community Development zone shaping gentrification, where a developer, in exchange for a change in zoning provides assistance for gentrification through allowance for space for not-for-profits – a zone or space that is affordable</i></p> <ul style="list-style-type: none"> • <i>It is a way to cultivate the arts</i> • <i>A small business zone</i> <p><i>JD – has seen the occur in Vancouver – it is a positive thing</i></p> <p><i>Discussion ensued</i></p> <p>Janice Pampu, Ways and Means Chair, Port Arthur Branch Legion #5</p> <ul style="list-style-type: none"> • <i>Attending to get to know the businesses in the area and for the business relationships</i> • <i>Looking to see the BIA eventually expand to include the Port Arthur Legion Branch #5 in the BIA</i> <p><i>Discussion ensued that as a tax-exempt non-profit it may be more difficult Sargent & Sons on the corner is a for-profit business and would have to agree to the expansion.</i></p> <p><i>Discussion about the seagull mitigation in the area and asked for information about the person(s) who manage the population</i></p>	Information
4.0	<p>Approval of Minutes – December 11, 2018 – sent electronically</p> <p>Approved with edits: <i>LG - noted to edit occasional OCK to OKC</i> <i>SCR – noted she asked what the Waterfront District BIA did for the \$15,000 OKC payment</i></p> <p>Motion: 2019-02 Moved by: L. Northway Seconded by: S. Cooper-Rochon</p>	Carried

Item	Description	Action
5.0	Business Arising from Past Minutes	

<p>5.1</p>	<p>1. Strategic Plan Review</p> <ul style="list-style-type: none"> • Planning session to define main priorities • J.C. here to streamline the operations and determine committee chairs • P.W. We review that we may need to do a review of the Strategic Plan to set-up committees <p>2. Define Committees</p> <ul style="list-style-type: none"> • Events <ul style="list-style-type: none"> • Maelyn Hurley with Lora Northway • Beautification/Infrastructure <ul style="list-style-type: none"> • JC this committee to logically include Infrastructure/Beautification/Walkability/Accessibility & Inclusivity • Suzan Cooper-Rochon with Jennifer Dagsvik (Walkability) & Maelyn Hurley (Beautification) • J.D. – there is an overlap amongst these committees • SCR – Agrees – Court St. will require a Walkability sub-committee in conjunction with Infrastructure • Safety & Security (addition of Parking Authority) <ul style="list-style-type: none"> • Jim Comuzzi (w/ assistance from Kara Pratt) • Marketing/ Promotion (addition of Multicultural & Outreach) <ul style="list-style-type: none"> • Lora Northway • Membership <ul style="list-style-type: none"> • Sue Bragg • Governance <ul style="list-style-type: none"> • Peter White • UHaul/Eatons <ul style="list-style-type: none"> • Jim Comuzzi & Lora Northway (w/ assistance from Kara Pratt) <p>3. Finance Committee (Chair)/Signing authority</p> <ul style="list-style-type: none"> • Lynn Gray will continue to stand in for a Chair • Move to add 4 signatories up from 3 with the motion to add signing authority for Peter White & Suzan Cooper-Rochon – removing Jolene DeRosiers <p>Motion: 2019-03 Moved by: M. Hurley Seconded by: J. Dagsvik</p> <p><i>Approved financials for 2018 – as presented by L. Gray</i></p> <p>Motion: 2019-04 Moved by: P. White Seconded by: S. Cooper-Rochon</p> <p>4. Eaton's Building</p> <ul style="list-style-type: none"> • Letter to go to the City of Thunder Bay outlining concerns (sent January 15, 2019) <p>5. Ribfest vote (please review letter)</p> <ul style="list-style-type: none"> • Reviewed and sent January 16, 2019 <p>6. Seagull Management (please review e-mail)</p>	<p>Carried</p> <p>Carried</p>
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	<ul style="list-style-type: none"> • <i>Deferred to discuss at a later meeting</i> <p>7. 6.0 Reports</p> <p><i>M.H. brought forth concern about the height of the snowbanks – was updated with the 72-hour timelines of the CoTB for snow removal and assessment for removal of the snowbanks.</i></p> <p><i>SCR – discussed how no patron is expected to climb over snow to put money in the meters – the parking is free for their safety until the snow in front of the meters is “punched out”</i></p> <p>P.W. Motion to vote Jim Comuzzi as Chair for the remainder of 2019 and Maelyn Hurley as the Vice Chair</p> <p>Motion: 2019-05 Moved by: P. White Seconded by: S. Cooper-Rochon</p>	Carried
6.0	Reports	
6.1	Chair’s Report – Jim <ol style="list-style-type: none"> 1. Seagull Management Program 2. Trees & Tree Guards (on hold) 3. Promotional Banners (on hold) 4. Street Ambassadors Program (on hold) 5. BIA Boundary Expansion – see e-mail above from Leslie McEachern 6. Ribfest 	
6.2	Finance Committee <ol style="list-style-type: none"> 1. Financial Report for month ending (Lynn) – sent for review 2. Signing authority – 4 Board of Management Members – Decision required 3. Funding <ol style="list-style-type: none"> a. Requests for Sponsorships N/A – awaiting paperwork 	
6.3	Beautification Committee – Sandy <ol style="list-style-type: none"> 1. Street Signs – (on hold) 2. Building Plaques – Heritage Standards to be reviewed (on hold) 3. Façade Improvement (on hold) 4. Planters & Flowers (on hold until 2019 spring planning) 5. Bike Racks (Complete for 2018) 	
6.4	Governance Committee – Peter <ol style="list-style-type: none"> 1. Review of Strategic Plan 2. Constitution/Operating Procedures – 3. City Insurance includes BIA – following up with John Hannam. (Kara) 	

	<p>4. Policies, Procedures & Guidelines – (K. Matthews providing binder)</p> <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 	
6.5	<p>Marketing & Promotion Committee – Lora</p> <ul style="list-style-type: none"> 1. Social Media 2. Website Phase 2 (on hold) <ul style="list-style-type: none"> a. Addition of Real Estate section 3. BIA App (on hold) 	
6.6	<p>Membership Services Committee - Sue</p> <ul style="list-style-type: none"> 1. New Members Welcome Letters (Kara) – Ongoing 2. Website Business Directory updates – Ongoing (Kara) 3. Associate Members Package (Kara) <ul style="list-style-type: none"> a. Acadia Radio Proposal 4. Recruit Volunteers - ongoing 5. Monthly/Bi-monthly BIA newsletter (Sue, Kara & Jennifer) 6. Continuing to share member promotions through Facebook and Instagram <ul style="list-style-type: none"> a. Move to marketing? 	
6.7	<p>Special Events Committee - Maelyn</p> <ul style="list-style-type: none"> 1. Christmas Décor <ul style="list-style-type: none"> a. Lit tree in Connaught Square b. Bay & Algoma – cohesive look c. Hanging baskets 	
6.8	<p>Safety & Security – Jim</p> <ul style="list-style-type: none"> 1. Joint Partnerships with City, Parking Authority, Police, BIAs – walkway, parkade, events 	
6.9	<p>Parking Authority Board Update - Kara</p> <ul style="list-style-type: none"> 1. Meeting January 8, 2019 10-11am – will update if relevant 	
6.10	<p>Administration - Jim</p> <ul style="list-style-type: none"> 1. Board Meeting Schedule 	

	<ul style="list-style-type: none"> • February 5, 2019 • March 5, 2019 • April 2, 2019 • May 7, 2019 • June 4, 2019 • July 9, 2019 (moved from July 2, 2019) • August 6, 2019 • September 3, 2019 • October 1, 2019 • November 5, 2019 • AGM – November 14, 2019 • December 3, 2019 <p>2. Guidelines to be created for:</p> <ul style="list-style-type: none"> • Guests & Presentations • Committee Meetings & Reports at Board Meetings 	
7.0	New Business	
8.0	Correspondence – n/a	
9.0	Next Meeting – Feb 5, 2019, 5:30 pm – i4Architecture Boardroom	
10.0	Adjournment – 7:44pm	