



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, May 7, 2019

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

TENTATIVE:

REGRETS: Brian Hamilton, Councilor

GUEST: Paul Moralee – Thunder Bay Yacht Club
 Ryan Moore - CEDC

LOCATION/TIME: Gateway Casino – Meeting Room -- 5:30 pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	
2.0	Approval of Agenda Motion: 2019-28 Moved by: J. Dagsvik Seconded by: S. Cooper-Rochon	Carried
3.0	Presentations Paul Morralee – Thunder Bay Yacht Club 10 Minute Presentation - 10 Minute Question/Discussion Presentation on how removed Thunder Bay and the Waterfront District actually are from Lake Superior Waterfront – Start of discussion to what we can do to remove barriers. <ol style="list-style-type: none"> 1. Port Authority 2. Parks and Rec 3. CNR/CP Track 4. CoTB Business Ryan Moore – CEDC – briefly discussed the role of the CEDC in bringing the businesses of Prince Arthur's Landing and the BIA together.	

Item	Description	Action
	<p>neighbourhood is sustainable and resilient in the face of a changing climate.</p> <p>For this project, the Waterfront District BIA would be working directly with EcoSuperior Environmental Programs in Thunder Bay to envision and make commitments to climate action. We have worked previously with EcoSuperior on successful programs related to litter prevention, neighbourhood beautification and developing community connections. EcoSuperior has an excellent track record of engaging people towards a common goal and we would welcome the opportunity to work together again in participatory climate action planning with our membership.</p> <p>Sincerely,</p> <p>Jim Comuzzi Board Chair, The Waterfront District BIA</p>	
6.0	Reports	
6.1	<p>Chair's Report – Jim</p> <ol style="list-style-type: none"> 1. Seagull Management Program – All Documents signed – in progress 2. Trees (on hold) 3. Promotional Banners (on hold) 4. Street Ambassadors Program 	Info
6.2	<p>Finance Committee</p> <ol style="list-style-type: none"> 1. Financial Report for month ending (Lynn) <ol style="list-style-type: none"> a. Request to have the Ribfest account closed – Since meeting J. Comuzzi & M. Hurley have signed a letter and J. Comuzzi visited Scotiabank to close the Ribfest account. b. Follow up with Associate Members for payment <ol style="list-style-type: none"> i. Bliss ii. Lot 66 c. Firedog – Following up regarding double payment for Pattison Advertisement – Payment to both Firedog & Pattison 2. Funding <ol style="list-style-type: none"> a. Requests for Sponsorships <ul style="list-style-type: none"> • BluesFest – Trevor Hurting <ol style="list-style-type: none"> i. \$1,500 Cash – Friend Level Sponsorship (benefits of Bronze Level – wants to continue strong partnership) ii. No Request for BIA Bucks • A. Foulds – you're going to have 15,000 people coming to the downtown area – currently have a good relationship/ we are 	<p>Information Action</p> <p>Action</p>

Item	Description	Action
	<p><i>good corporate citizens. People will come regardless but this presents goodwill.</i></p> <p>Motion: 2019-31 <i>Approve Sponsorship of \$1,500 in Cash</i> Moved by: A. Foulds Seconded by: P. White</p>	Carried
6.3	<p>Infrastructure/Beautification Committee – Suzan</p> <ol style="list-style-type: none"> 1. Beautification 2. Walkability 3. Street Signs – (on hold) 4. Building Plaques – Heritage Standards to be reviewed (on hold) 5. Façade Improvement (on hold) 6. Planters & Flowers (2019) <ol style="list-style-type: none"> 1. Cost of both (as is): \$11,294.35 <ol style="list-style-type: none"> a. Bill Martins (8 Additional planters, 21 planted, storage for 21, additional storage of 22) = \$6,683.95 b. Creekside (24 custom planters) = \$4,610.40 2. Without the 8 additional planters: \$7,395.85 (Cathy would like a proposal of what to do, she ordered them in good faith without an upfront payment) <ol style="list-style-type: none"> a. Bill Martins (13 planted, storage for 13) = \$2,785.45 b. Creekside (24 custom planters) = \$4,610.40 3. Without storage of the additional 22 (Bill Martin's): \$10,424.25 <ol style="list-style-type: none"> a. Bill Martins (8 Additional planters, 21 planted, storage for 21) = \$5,183.85 b. Creekside (24 custom planters) = \$4,610.40 <p>Motion: 2019-32 <i>Motion to get planters from both nurseries' plus additional planters. Approval of up to \$11,294.35</i> Moved by: S. Cooper-Rochon Seconded by: S. Bragg</p>	Carried
6.4	<p>Governance Committee – Peter</p> <ol style="list-style-type: none"> 1. Constitution/Operating Procedures – Move forward with special meeting with Membership for adoption. May 28th, 2019 <p>Approval of invite for the meeting –</p> <ul style="list-style-type: none"> • Include discussion on top 3 priorities? <ol style="list-style-type: none"> 2. Review of Strategic Plan 3. City Insurance includes BIA – No, the BIA is not covered 4. Policies, Procedures & Guidelines – OBIAA – Binder Picked up & ready for review - Kara <ol style="list-style-type: none"> a. Procurement/Purchasing b. Personnel 	

Item	Description	Action
	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> a. <i>A. Foulds suggests adopting the CoTB code of conduct – look at subject to & look at to adopt -- JUNE</i> i. Sponsorships/Donations Guidelines and request form – posted on website – to be sent to the City at a later date 	Discussion
6.5	<p>Marketing & Promotion Committee – Lora</p> <ul style="list-style-type: none"> 1. Social Media 2. Digital Billboard 3. Photographer Update 4. Facebook group – Businesses 5. Media Plan/Cost 6. Website <ul style="list-style-type: none"> a. Addition of Real Estate section b. Updates 7. Sharing member promotions through Facebook and Instagram (ongoing) 	
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 <ul style="list-style-type: none"> a. – Pls inform of any out of date information 3. Associate Members Package (Kara) <ul style="list-style-type: none"> a. Helicopter Tours 4. Recruit Volunteers - ongoing 5. Monthly/Bi-monthly BIA newsletter (Sue, Kara) <p>Discussion:</p> <ul style="list-style-type: none"> • Send list of those needing follow-up to Sue • Reminder to Businesses to educate staff on BIA Bucks – L. Northway & Suggestion via e-mail from B. Trembley • S. Cooper-Rochon – Bi-monthly newsletter? • S. Bragg – discussion of what would be too much – will it be read • M. Hurley – Social Media – sharing online • S. Cooper-Rochon – quarterly newsletter – dropped off at businesses and put up at businesses • J. Dagsvik – info boards – something to post • L. Northway – social media • S. Bragg – will need to ensure continuity 	

Item	Description	Action
6.7	<p>Special Events Committee - Maelyn</p> <p>Summer event?</p> <ol style="list-style-type: none"> 1. Derelict 2. Urban Infill? 3. St. Patricks Day (Shows) 4. Spring Craft Revival 5. Ribfest -- Discussion 6. Lost & Found Festival? 7. The Hunger? 8. Holiday Craft Revival – November 24th, 2019 <ol style="list-style-type: none"> a. Artisan Applications open end of Aug 9. Christmas Window Display (Window Wonderland) <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>	
6.8	<p>Safety & Security – Peter & Sue</p> <ol style="list-style-type: none"> 1. Bruce McCloud – Gate/Fence between CIBC & Barbecupid <ol style="list-style-type: none"> a. See attached drawings and text string (jpeg) b. Kara to respond with letter – suggestions from Brennan – Summer Student 2. Sue sitting on Crime Prevention Council 3. Safe & Inclusive Strategy from Downtown Yonge 4. Belleville Police Survey 	
6.9	<p>Parking Authority Board Update - Kara</p> <ol style="list-style-type: none"> 1. Meeting May 14, 2019 11am-12pm 	
6.10	<p>Administration</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • 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 2. Guidelines to be created for: <ul style="list-style-type: none"> • Guests & Presentations 	

Item	Description	Action
	<ul style="list-style-type: none"> • Committee Meetings & Reports at Board Meetings 	
	<ul style="list-style-type: none"> ○ 	
8.0	Correspondence – n/a	
9.0	<p>Membership meeting – May 28, 2019 5:30pm - Location TBD</p> <p>Next Meeting – June 4, 2019 5:30 pm – Location TBD</p>	
10.0	Adjournment - 7:45pm	