



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, October 1, 2019

INVITED: Jim Comuzzi, Chair
 Peter White, Vice-Chair
 Kory Morabito, Treasurer
 Lora Northway, Director
 Suzan Cooper-Rochon, Director
 Jennifer Dagsvik, Director
 Maelyn Hurley, Director
 Brigitte Tremblay, Director
 Andrew Foulds, Councillor
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Sue Bragg, Director
 Brian Hamilton, Councillor
 Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: 12 Cumberland St N. Boardroom

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest The meeting was called to order at 5:31pm EST disclosures of interest declared at this time. LN – Def Sup Support Vote	
2.0	Approval of Agenda Motion: 2019-47 Moved by: S. Cooper-Rochon Seconded by: J. Dagsvik	Carried
3.0	Presentations	
4.0	Approval of Minutes – September 3, 2019 – sent electronically Motion: 2019-48 Moved by: J. Dagsvik Seconded by: S. Cooper-Rochon	Carried
5.0	Business Arising from Past Minutes	
5.1	New Business	
6.0	Reports	

Item	Description	Action
6.1	Chair's Report – Jim	
6.2	<p>Finance Committee</p> <p>1. Financial Report for month ending - August 2019 Distributed Waiting on:</p> <ul style="list-style-type: none"> • Reimbursement from Canada Summer Jobs • Installment from the CoTB <p>Motion: 2019-49 Moved by: B. Tremblay Seconded by: M. Hurley</p> <p>2. Funding - Requests for Sponsorships</p> <p style="margin-left: 20px;">a. CIBC</p> <p style="margin-left: 40px;">i. Chamber After Biz March 2020</p> <p style="margin-left: 40px;">ii. \$500 BIA Bucks</p> <p><i>SCR – Will this be a regular request with the Chamber of commerce located in the North Core? Will the request amounts increase?</i></p> <p><i>PW – Asked what was sponsored for the November 2019 After-Biz (co-hosted event)</i></p> <p><i>MH – has attended the meetings in the past and supports a limit</i></p> <p><i>JC – partnership built with the Chamber is positive – they will keep bringing businesses to the area and the BIA Bucks will be re-invested.</i></p> <p><i>MH - Motioned with the caveat the BIA discuss plans for more events within the BIA for 2020 to allow for BIA Buck budgeting.</i></p> <p>M. Hurley moved the \$500 be approved for March 2020 with the condition the BIA meet with the Chamber to determine the number of events in the area asking for BIA Bucks and create an annual BIA Buck/Chamber budget.</p> <p>Motion: 2019-50 Moved by: M. Hurley Seconded by: L. Northway</p> <p><i>Follow-up meeting with the Thunder Bay Chamber of Commerce – max 3 events per year in the area. A budget, or earmarked amt, of \$1,500 would suffice.</i></p> <p style="margin-left: 20px;">b. Black Sheep Cyclists</p>	<p>Discussion</p> <p>Carried</p> <p>Carried</p>

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	<p style="margin-left: 40px;">i. Withdrawn - Past Deadline for September 2019</p> <p>c. Definitely Superior</p> <p style="margin-left: 40px;">i. The Hunger 14</p> <p style="margin-left: 40px;">ii. Advertising Dollars</p> <p style="margin-left: 80px;">1. 338x 2 + tax = \$764</p> <p><i>L. Northway exited the room due to a conflict of interest.</i></p> <p><i>Conversation surrounding the relocation of Definitely Superior Art Gallery to adjacent to the district, not directly in the district.</i></p> <p><i>Th Board discussed how it brings a lot of people to the area as well as the media promotion of the event. Definitely Superior has had many events that have been a significant draw to the area with positive impacts.</i></p> <p><i>Vote in favour of supporting – paying for Chronicle Journal advertisements for the Hunger 14 hosted by Definitely Superior Art Gallery.</i></p> <p>Motion: 2019-51 Moved by: K. Morabito Seconded by: B. Tremblay</p> <p style="margin-left: 40px;">d. Heather’s closet</p> <p style="margin-left: 80px;">i. Incomplete</p> <p style="margin-left: 80px;">ii. \$100-200 BIA Bucks</p> <p>Cash Requests</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Pending Requests</td> <td style="text-align: right;">\$764.00</td> </tr> <tr> <td>Total Approved Sponsorship Dollars (Sept 2019)</td> <td style="text-align: right;">\$5,800.00</td> </tr> <tr> <td>Remaining Budgeted Sponsorship Dollars</td> <td style="text-align: right;">\$4,200.00</td> </tr> <tr> <td>Remaining Should Pending be Approved</td> <td style="text-align: right;">\$3,436.00</td> </tr> </table> <p>BIA Buck Requests</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Pending Requests</td> <td style="text-align: right;">\$700.00</td> </tr> <tr> <td>Total Approved BIA Bucks Sponsorships</td> <td style="text-align: right;">\$7,950.00</td> </tr> <tr> <td>Remaining Budgeted BIA Bucks</td> <td style="text-align: right;">\$2,050.00</td> </tr> <tr> <td>Remaining Should Pending be Approved</td> <td style="text-align: right;">\$1,350.00</td> </tr> </table> <p>Potential upcoming requests</p> <ul style="list-style-type: none"> • 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 	Pending Requests	\$764.00	Total Approved Sponsorship Dollars (Sept 2019)	\$5,800.00	Remaining Budgeted Sponsorship Dollars	\$4,200.00	Remaining Should Pending be Approved	\$3,436.00	Pending Requests	\$700.00	Total Approved BIA Bucks Sponsorships	\$7,950.00	Remaining Budgeted BIA Bucks	\$2,050.00	Remaining Should Pending be Approved	\$1,350.00	Carried
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6.3	<p>Infrastructure/Beautification Committee – Suzan</p> <p>1. Garbage Receptacles <i>SCR – Working on quotes from three suppliers</i></p>	Information																

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	<p><i>Looking at hanging baskets to be used for summer and winter – Self watering</i></p> <p><i>Meeting with Mitch Owens October 3, 2019 at 8:30am to do a walk around of the area and discuss accessibility /problematic/walkability areas in front of Barbecupid.</i></p>	
6.4	<p>Governance Committee – Peter <i>Kara & Peter to revisit in December?</i></p>	
6.5	<p>Marketing & Promotion Committee – Lora</p> <p>1. Shout – Update a. <i>Holiday promotion</i> <i>Provided overview of the Holiday plans – day before the Craft Revival the BIA will have photos with Santa (now the Grinch)</i> <i>MH – Discussed the proposal from Shout -- \$2,700 for promoting the campaign starting November 12thm 2019</i></p> <p><i>Other items discussed –</i></p> <ul style="list-style-type: none"> • <i>12 Beers of Christmas</i> • <i>Night shopping (now determined to be November 22 – day of Bay Algoma Tree lighting)</i> • <i>Social Media Ad spend</i> • <i>LN – Downtown takeover – Whoville</i> • <i>SCR – will print ads be covered?</i> • <i>LN already in marketing budget</i> • <i>MH – talking to Helium Highs and the best location for the Grinch</i> <ul style="list-style-type: none"> ○ <i>Discussion ensued</i> 	Information
6.6	<p>Membership Services Committee – Sue (Deferred)</p>	
6.7	<p>Special Events Committee – Maelyn</p> <p>1. <i>The Hunger – October 26, 2019</i> <i>Starts at 9pm – Discussion ensued</i></p> <p>2. <i>Christmas in the BIA – Joint w/ Marketing</i> <i>MH - Christmas is moving forward –</i></p> <p>3. <i>Holiday Craft Revival – November 24th, 2019</i> <i>MH - 24 Locations between the WD BIA and Bay Algoma</i> <i>Went to the Bay Algoma Meeting and spoke on working together (Kara is attempting to attend these meetings—haven’t heard much & is following up)</i></p> <p>4. <i>Christmas Windows - Joint w/ Safety & Security</i></p> <ul style="list-style-type: none"> • <i>discussion on how to get businesses involved to light up their windows and brighten it up downtown</i> • <i>decals for windows to create cohesion</i> <ul style="list-style-type: none"> ○ <i>Discussion on how these will be paid for</i> 	Information

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	<ul style="list-style-type: none"> o SCR – already talked to the Ruttan block to determine who wanted lights – KP clarified it has not a done deal yet o Additional discussion ensued at a follow up meeting for budgeting (Up to \$50 will be reimbursed to businesses with proof of purchase) 	
6.8	<p>Safety & Security – Peter & Sue</p> <ol style="list-style-type: none"> 1. Crime Prevention Council – <i>No Updates</i> 2. Safe & Inclusive Strategy from Downtown Yonge <ol style="list-style-type: none"> a. <i>Sent to council, police services, police chief, mayor</i> b. <i>Editing for P. Hajdu</i> 3. Christmas Light Roll-out w/ Events <i>See above</i> <p><u>Additional Business – Safety & Security –</u></p> <ul style="list-style-type: none"> • <i>Building owner wrote the Chief of Police about street involved individuals, harassment and vandalism – Police Chief Responded</i> • <i>Police “Beat Cops” are being given an office at 12 Cumberland St N</i> • <i>Based on discussions and problems across the City of thunder Bay, it was suggested the BIA support initiatives for transitional housing to assist it was voted on that a letter be drafted with no specific location identified, solely general support for the initiatives. – No location specified</i> <p>J. Dagsvik motioned to write a letter from the BIA supporting transitional housing in Thunder Bay.</p> <p>Motion: 2019-52 Moved by: J. Dagsvik Seconded by: M. Hurley</p>	<p>Information</p> <p>Carried</p>
6.9	<p>Parking Authority Board Update - Kara</p> <ol style="list-style-type: none"> 1. Meeting Sept 10 – no updates 	
6.10	<p>Administration</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • November 5, 2019 • AGM – November 14, 2019 • December 3, 2019 2. Guidelines to be created for: <ul style="list-style-type: none"> • Guests & Presentations • Committee Meetings & Reports at Board Meetings 	

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7.0	<p data-bbox="293 254 1281 296">New Business</p> <p data-bbox="293 327 1281 390">J. Dagsvik stepping down as a Director but will stay involved by continuing to assist with walkability and letter editing.</p> <p data-bbox="293 432 1281 495">M. Hurley stepping down as Vice-Chair but remaining as a part of the Board of management.</p> <p data-bbox="293 537 1281 600">S. Cooper Rochon has nominated Peter White to take over Vice Chair responsibilities.</p> <p data-bbox="293 642 1281 705">Motion: 2019-53 Moved by: S. Cooper-Rochon Seconded by: L. Northway</p> <p data-bbox="293 779 1281 842">S. Cooper Rochon has nominated Kory Morabito to take over Finance Chair responsibilities.</p> <p data-bbox="293 884 1281 947">Motion: 2019-54 Moved by: S. Cooper-Rochon Seconded by: A. Foulds</p>	<p data-bbox="1281 642 1451 705">Carried</p> <p data-bbox="1281 884 1451 947">Carried</p>
8.0	Correspondence – n/a	
9.0	Next Meeting – Nov 5, 2019	
10.0	Adjournment - 7:15pm	