



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, March 5, 2019

INVITED: Jim Comuzzi, Chair
Maelyn Hurley, Vice Chair
Sue Bragg, Director
Lora Northway, Director
Suzan Cooper-Rochon, Director
Brian Hamilton, Councilor
Lynn Gray, BIA Bookkeeper
Kara Pratt, Recording Secretary

TENTATIVE: Andrew Foulds, Councilor

REGRETS: Peter White, Director
Jennifer Dagsvik, Director
Sandy Herron, Director

GUEST: Sue Hamel – Seek Adventures & Tours – Wake the Giant
Ryan Gibson – Thunder Bay Police Services
~~Kym Amonson – Skyline Falconry~~

LOCATION/TIME: 5:30 Prince Arthur Hotel, Bertrand Room (2nd floor)

Item	Description	Action
	Presentations	
	<p>Sue Hamel – Seek Adventures & Tours</p> <ul style="list-style-type: none"> • Wake the Giant (15 minutes – 7 Min Presentation/7 Min Questions) • Wake the Giant Project - <i>The aim of Wake The Giant is to form stronger bonds, relationships and understanding between Indigenous and non-Indigenous communities in Thunder Bay and surrounding area. By bringing together Indigenous and non-Indigenous people from across North-Western Ontario, we hope to create a platform for positive connections between the various cultures within Thunder Bay and the broader community. This will provide an opportunity for First Nation communities to connect with the community and feel more welcome and safe when they come to the city.</i> • <i>Additional Information available upon request</i> <p>Ryan Gibson – Thunder Bay Police Services</p> <ul style="list-style-type: none"> • Safety & Security Discussion (45 Minutes - Discussion) • <i>6 Beat cops in the area – cover the South Core, Thunder Centre and North Core (WD BIA)</i> • <i>Well liked but do get called away to other instances around the city</i> • <i>CoTB, similar to other cities, Social Challenges – CoTB more condensed</i> • <i>Overall – Area is safe for citizens aware there is an increase of crime</i> • <i>If feel unsafe – call the police</i> • <i>Assist with making the area more walkable and pedestrian friendly, reduce the transient population as there is less draw to be around lots of people</i> • <i>Question about Volunteer watch program -- Walkie talks</i> <ul style="list-style-type: none"> ○ <i>Less effective in Ontario – different system to Winnipeg</i> • <i>Theft in the area is “normally” associated with addition –</i> • <i>Do not stop the person from stealing – will even get into altercations with the police, less fear behind getting into an altercation with a shop owner – stay safe</i> • <i>Write MPs to gain assistance with adding MH&A facilities to the area – Detox facilities</i> • <i>BBall – St Joseph’s Care Group – 22 bed facility on Balmoral – looking into how to get people to come directly to the detox</i> • <i>RG – priority is safety – insuring the people within the area are safe</i> • <i>James Nigro – Theft – telling staff not to go after the thief – stay safe</i> • <i>RG – proactive – you can ask people to leave</i> <ul style="list-style-type: none"> ○ <i>Have cameras</i> ○ <i>Less valuable items in the front, more valuable in the back</i> ○ <i>Talking directly to the person potentially stealing is okay</i> ○ <i>Call close by – neighbor shops for help – neighbourly chat – reason to ask for change</i> ○ <i>Bring people to your store</i> ○ <i>A neighbourhood watch</i> • <i>BB – securing the building</i> 	

	<ul style="list-style-type: none"> ○ Greeting people right at the door and escorting to locations ○ Presenteeism ○ People – naturally paranoid ● KP – SOS for intoxicated people not in harms way ● Tony - Prince Arthur - Security on 9pm to 6am <ul style="list-style-type: none"> ○ SOS can take up to 1 hour and can refuse a person if they are violent ● Brian Hamilton – PACE – hospital in the area – services in the neighbourhood – put out there the places to go and the services offered ● RG – not enough room/availability to take everyone ● Once in custody there is no place to take the person ● BH – advocate in the area for a larger detox facility ● Sue Hamel – increase walkability and see a reduction of transient people in the area. Active correlation – everyone walking increases the positive ● Paul Pepe – getting to know the people around the pagoda was a positive – offered water and the frequent dialogue people weren’t loitering & would move along – a compassionate approach ● BB – Sum of small parts makes a big difference – Prevalence, underserved – maybe but must have a Long-term vision and view ● BH – Spring up to Clean up should help <p>Kym Amonson – Skyline Falconry</p> <ul style="list-style-type: none"> ● Discuss the merits of Seagull Management Program (30 Minutes) 	
1.0	<p>Meeting Call to Order and Disclosures of Interest The meeting was called to order at 6:50pm There were no disclosures of interest declared at this time.</p>	
2.0	<p>Approval of Agenda Motion: 2019-12</p> <p>Moved by: M. Hurley Seconded by: S. Cooper-Rochon</p>	
4.0	<p>Approval of Minutes – February 5, 2019 – sent electronically Motion: 2019-13</p> <p>Moved by: S. Cooper-Rochon Seconded by: L. Northway</p>	
5.0	<p>Business Arising from Past Minutes</p> <p>Seagull Management – Voted via e-mail – documentation available upon request.</p> <p>Ribfest – 3-year contract – Vote</p> <ul style="list-style-type: none"> ● S. Cooper-Rochon - The board voted for and offered OKC a one-year contract in January. <ul style="list-style-type: none"> ○ Recently became aware of and presented copy of 5-year contract dated Dec1,2016 from Gus to OKC that gives Gus control over the “ribbers” and who is able to attend. 	

<p>6.1</p>	<p>Chair's Report – Jim</p> <ol style="list-style-type: none"> 1. Seagull Management Program – <i>moving forward for 2019 with the caveat other options are presented by September 2019 and voted upon</i> <ul style="list-style-type: none"> • Determine the cost benefit • SCR – Look into other options/research other areas • Kara to pull information for Suzan 2. Trees (on hold) 3. Promotional Banners (on hold) 4. Street Ambassadors Program (on hold) 	
<p>6.2</p>	<p>Finance Committee</p> <ol style="list-style-type: none"> 1. Financial Report for month ending (Lynn) – sent for review 2. Funding <ol style="list-style-type: none"> a. Requests for Sponsorships <ul style="list-style-type: none"> • Alzheimer's Society of Thunder Bay – Jaclyn Woods <ol style="list-style-type: none"> i. \$300-400 BIA Bucks ii. Logo shown through multiple platforms (see application) <p>Motion: 2019-16 – Approval for request of \$300 Moved by: M. Hurley Seconded by: S. Cooper-Rochon</p> • Canadian Lighthouses of Lake Superior – Paul Moralee <ol style="list-style-type: none"> i. \$500 BIA Bucks ii. Logo on Posters, mention at event (see application – Replace March with May) <p>Motion: 2019-17 – Approval for \$200 of the \$500 BIA Buck request Moved by: S. Cooper-Rochon Seconded by: M. Hurley</p> • Superior Theatre Festival – Copy of e-mail – follow-up to Board Questions <ol style="list-style-type: none"> i. \$1,000 Cash, \$250 BIA Bucks ii. Attached Package with Sponsorship Chart <p>Motion: 2019-18 – Approval for \$250 BIA Bucks , No to Cash request Moved by: S. Cooper-Rochon Seconded by: L. Northway</p> • Wish Benefit Show – Matt McGinty <ol style="list-style-type: none"> i. See event package (also attached) <p>No Sponsorship Approval</p> • Community Living Thunder Bay – Rita Lalonde <ol style="list-style-type: none"> i. \$100 BIA Bucks (2x\$50 pkgs for auction table) • CEDC -Lexie Penko <ol style="list-style-type: none"> i. See proposal (Gift Certificate Purchases) <p><i>Agreed to move forward with CEDC request. As there is no financial requirement there was no vote. Kara to move forward with the request.</i></p> 	
<p>6.3</p>	<p>Infrastructure/Beautification Committee – Suzan</p> <p>Overall update:</p>	

	<ul style="list-style-type: none"> • <i>Has been in contact with Brian Newman and Kayla Dixon - Plans for Red River Road / Remaining Court St to Red River Ord are set to 2020-2021</i> • <i>Transportation Master Plan – will reach out to BIA and contact the public</i> • <i>Initial interview with student – Brennan tomorrow March 6, 2019</i> <ul style="list-style-type: none"> ○ <i>Hours, remuneration, what he is looking for, deems fair</i> ○ <i>Will require a motion to hire should the interview go well \$15/hr 35 hours a week</i> ○ <i>Potential grant and possibly using surplus</i> <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 (on hold until 2019 spring planning) 	
<p>6.4</p>	<p>Governance Committee – Peter - Regrets</p> <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) 4. Policies, Procedures & Guidelines – (K. Matthews providing binder) <ol 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>6.5</p>	<p>Marketing & Promotion Committee – Lora</p> <p><i>Overall Update:</i></p> <ul style="list-style-type: none"> • <i>Photographers selected</i> • <i>Under budget</i> • <i>Required input for what to cover in the photographs</i> <ul style="list-style-type: none"> ○ <i>Local stores/restaurants/offices</i> ○ <i>Origin stories</i> ○ <i>Different seasons</i> ○ <i>Indoors/ Outdoors</i> ○ <i>Day/Night</i> ○ <i>Drumming</i> <ol style="list-style-type: none"> 1. Social Media 2. Website <ol style="list-style-type: none"> a. Addition of Real Estate section b. Updates 	

	3. Sharing member promotions through Facebook and Instagram (ongoing)	
6.6	<p>Membership Services Committee – Sue</p> <ol style="list-style-type: none"> 1. New Members Welcome Letters (Kara) – Ongoing 2. Website Business Directory updates – Ongoing (Kara) 3. Associate Members Package (Kara) 4. Recruit Volunteers - ongoing 5. Monthly/Bi-monthly BIA newsletter (Sue, Kara & Jennifer) 	
6.7	<p>Special Events Committee - Maelyn</p> <ol style="list-style-type: none"> 1. Derelict 2. Urban Infill 3. St. Patricks Day (Shows) 4. Spring Craft Revival 5. Ribfest 6. Lost & Found Festival 7. The Hunger 8. Christmas Craft Revival 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 – Jim</p> <ol style="list-style-type: none"> 1. Joint Partnerships with City, Parking Authority, Police, BIAs 2. Belleville Police – circulated e-mail from Mark -- 	
6.9	<p>Parking Authority Board Update - Kara</p> <ol style="list-style-type: none"> 1. Meeting March 12, 2019 11am-12pm 	
6.10	<p>Administration</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • 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 2. Guidelines to be created for: <ul style="list-style-type: none"> • Guests & Presentations 	

	<ul style="list-style-type: none">Committee Meetings & Reports at Board Meetings	
7.0	New Business	
8.0	Correspondence – n/a	
9.0	Next Meeting – April 2, 2019, 5:30 pm -- TBD	
10.0	Adjournment - 8:10pm	