



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, January 14, 2020

INVITED: Peter White, Vice-Chair
 Kory Morabito, Treasurer
 Maelyn Hurley, Director
 Lora Northway, Director
 Suzan Cooper-Rochon, Director
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
 Jim Comuzzi, Chair
 Brian Hamilton, Councillor
 Andrew Foulds, Councillor
 Brigitte Tremblay, Director

GUEST:

LOCATION/TIME: BIA Boardroom (12 Cumberland St N) Jan 14th, 2020, 5:30pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	
2.0	Approval of Agenda Motion: 2020-01 Moved by: S. Cooper-Rochon Seconded by: L. Northway	Carried
3.0	Presentations	
4.0	Approval of Minutes – November 5, 2019 – <i>sent electronically</i> <i>Edits to the attendees – both Auditors attended</i> <i>L. Northway did not attend</i> Motion: 2020-02 Moved by: M. Hurley Seconded by: P. White	
5.0	Business Arising from Past Minutes 1. Funding - Requests for Sponsorships a) 12 Beers of Christmas i) \$150 BIA Bucks (2020 – based on date for winning) ii) \$100 Cash (for Printing)	

Item	Description	Action
	<p>Motion: 2019-61</p> <ul style="list-style-type: none">Moved by: M. Hurley Seconded by: S. Cooper-Rochon <p>b) Tourism Thunder Bay – Northern Delights – Thunder Bay Tourism is now organizing</p> <ul style="list-style-type: none">i) \$250 Cash (approved in 2019 for 2020 billing)	Carried
	<p>Motion: 2019-62</p> <ul style="list-style-type: none">Moved by: M. Hurley Seconded by: S. Cooper-Rochon <p>Honorarium for the Grinch – Elijah Castellan \$300</p>	Carried
	<p>Motion: 2019-63</p> <ul style="list-style-type: none">Moved by: M. Hurley Seconded by: P. White <p>Distribution of remaining BIA Bucks to photographers, models, Holiday events, etc.</p>	Carried
	<p>Motion: 2019-64</p> <ul style="list-style-type: none">Moved by: M. Hurley Seconded by: Kory Morabito	Carried
	<p>Voted upon over e-mail:</p> <p>Bonus for L. Gray – Book keeper \$1,000 Net</p>	Carried
	<p>Bonus for K. Pratt – Coordinator \$1,000 Net</p>	Carried
	<p>Increase in annual Salary for K. Pratt – Coordinator by \$2,500</p>	Carried
	<p>Outstanding:</p> <p>Black Sheep Letter of Support</p> <p><i>Deadline passed, but will reach out to determine if a letter is still wanted/needed.</i></p>	
	<p>Motion: 2020-03</p> <ul style="list-style-type: none">Moved by: S. Cooper-Rochon Seconded by: M. Hurley	Carried
5.1	<p>New Business</p> <ul style="list-style-type: none">1. Board Applications (see e-mail attachments)<ul style="list-style-type: none">a. Jordan Calonego	Carried
	<p>Motion: 2020-04</p> <p>Moved by: L. Northway Seconded by: S. Cooper Rochon</p> <ul style="list-style-type: none">b. Thomas Trist	
	<p>Motion: 2020-05</p> <p>Moved by: L. Northway Seconded by: S. Cooper Rochon</p> <p><i>Two Acting members, Jordan and Thomas, have been approved for the Board for the remainder of the term.</i></p>	Carried

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	<p>c. Jennifer Sauve Motion: 2020- Moved by: _____ Seconded by: _____</p> <p><i>Jennifer is to be asked to join a committee to assist in the area(s) of interest. A formal letter of response is to be drafted and sent.</i></p> <p>2. Calendar parking - \$45-55 Tickets a. Encouraging drinking and driving? <i>First response from the city was to suggest people to move their vehicles to the parkade – at \$6/day there is less cost to the driver and their vehicle will be somewhat protected from the elements. Media assistance was requested by the BIA to assist with informing patrons.</i> b. Early morning deliveries <i>Idea was brought forth for the BIA to provide windshield signs for Businesses and building owners. -- Initial response from the Supervisor of Parking was “no” a letter is to be presented at the next meeting (March).</i></p> <p>3. Insufficient Taxis/Safe rides home a. Causing drivers to drink and drive home? b. Request for full compliment of taxis on Thursday – Saturday nights? <i>Discussion surrounding why there may not be a full complement of drivers on the weekends - Following up with Bylaw for more information on licencing and requirements for drivers.</i></p> <p>4. Pedestrian Overpass – Summer Maintenance <i>Letter sent - Waiting to hear from CoTB deliberations.</i></p> <p>5. Kara Signing Timecards Motion: 2020-06 Moved by: M/ Hurley _____ Seconded by: S. Cooper- Rochon _____</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info/ Discussion</p> <p>Carried</p>
6.0	Reports	
6.1	Chair’s Report – Jim 1. Falconry Quote	
6.2	Finance Committee 2. Financial Report for November & December 3. Funding - Requests for Sponsorships a. Hospice Northwest – Businesses that Give a Frock i. \$250 BIA Bucks <i>Approved with caveats of clear explanation of how the BIA and businesses will be promoted day of and through Social Media.</i> Motion: 2020-07 Moved by: M/ Hurley _____ Seconded by: L. Northway _____	<p>Carried</p>

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6.3	<p>Infrastructure/Beautification Committee – Suzan</p> <p>1. Information Regarding: a. Tree guards/Tree stumps</p> <p><i>The tree guards and lighting infrastructure will be removed early spring. The CoTB is still planning infrastructure overhauls on both Red River Road and Court St. the BIA will be asked to the table for initial planning. 2021-2022 start.</i></p>	Info
6.4	<p>Governance Committee – Peter</p>	
6.5	<p>Marketing & Promotion Committee – Lora</p> <p>1. Holiday promotion update <i>Provided an overview of how Christmas went for 2019. Lessons learned and it was determined sponsorships and volunteers are required to assist the day of the event(s) and more business assistance.</i></p> <p>2. Planning for 2020 <i>Ideas were tossed around for 2020 and how it can be improved – own tree lighting, closed street, certain business involvement, marketing packages.</i></p>	Info Info
6.6	<p>Membership Services Committee – Sue (Deferred)</p>	
6.7	<p>Special Events Committee – Maelyn</p> <p>1. Heart of the Holidays/Craft Revival Debrief – November 22-24, 2019 <i>See above</i></p> <p>2. Poutine Feast 2020? <i>Deferred to 2021</i></p>	Info
6.8	<p>Safety & Security – Peter</p> <p>1. Crime Prevention Council</p> <p>2. Safe & Inclusive Strategy from Downtown Yonge a. Set again to council through A. Foulds</p>	
6.9	<p>Parking Authority Board Update - Kara</p> <p>1. Parking meters are going to be soldered on to the posts to reduce thefts</p> <p>2. Approximately 104</p> <p>3. meters have gone missing and there is no trace of these meters</p> <p>4. Calendar parking – it is in effect a. Tickets are \$45.00 if paid w/ the week b. \$55.00 if paid after a week is up c. Is this fair?</p>	Info

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	5. Parking tickets when there are snowbanks – Apex has not been told not to ticket during this time. Precedence was set in previous years and it needs to be communicated this is no longer the case.	
6.10	Administration 1. Board Meeting Schedule <ul style="list-style-type: none"> • 2020 <ul style="list-style-type: none"> ○ Feb 4, 2020 ○ March 3, 2020 ○ April 7, 2020 ○ May 5, 2020 ○ June 2, 2020 ○ July 7, 2020 ○ August 11, 2020 (Aug 4, is the day after a holiday) ○ September 1, 2020? ○ October 6, 2020 ○ October ○ November 10, 2020 ○ December 1, 2020 2. Guidelines to be created for: <ul style="list-style-type: none"> • Guests & Presentations • Committee Meetings & Reports at Board Meetings 	
8.0	Correspondence – n/a	
9.0	New Business <ul style="list-style-type: none"> • Rakon – Asked for additional information – event happening in June 2020 in the WD BIA area. • Nurse Practitioner Convention - Spring 2020 – Received preliminary call asked for additional information from Kyle Jessiman, Clinic Administrator - Lakehead Nurse Practitioner-Led Clinic 	
10.0	Next Meeting – Feb 4, 2020 Adjournment: 7:23pm	