



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, March 3, 2020

INVITED:

Jim Comuzzi, Chair
 Peter White, Vice-Chair
 Kory Morabito, Treasurer
 Maelyn Hurley, Director
 Brigitte Tremblay, Director
 Suzan Cooper-Rochon, Director
 Thomas Trist, Director
 Jordan Calonego, Director
 Andrew Foulds, Councillor
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS:

Lora Northway, Director
 Brian Hamilton, Councillor
 Lynn Gray, BIA Bookkeeper

GUEST:

Lee-Ann Chevrette, Coordinator, Thunder Bay Crime Prevention Council
 Paula Haapanen, Development Officer, Centre francophone

LOCATION/TIME:

Thyme Fine Dining, March 3, 2020, 5:30pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest 5:29pm	
2.0	Approval of Agenda Motion: 2020-12 Moved by: M. Hurley Seconded by: S. Cooper-Rochon	Carried
3.0	Presentations <ul style="list-style-type: none"> • Lee-Ann Chevrette, Coordinator, Thunder Bay Crime Prevention Council <ul style="list-style-type: none"> ○ Community safety and well-being planning • Paula Haapanen, Development Officer, Centre francophone <ul style="list-style-type: none"> ○ Re: 2020 version of the FrancoFestival and deepening the relationship between the Festival and the Waterfront BIA. 	
4.0	Approval of Minutes – February 4, 2019 – <i>sent electronically</i> Motion: 2020-13 Moved by: M. Hurley Seconded by: K. Morabito	Carried
5.0	Business Arising from Past Minutes	

Item	Description	Action
	Ask from S. Cooper Rochon regarding the movement of Sponsorship dollars to other budgets. – Answer – it is not set by the municipality, BIA constitution, or the OBIAA, it was voted in by a previous Board. Redirection of the monies would require the Board of Management	
6.0	Reports	
6.1	Chair’s Report – Jim	
6.2	<p>Finance Committee</p> <p>1. Funding - Requests for Sponsorships</p> <p> a. Alzheimer Society of Thunder Bay</p> <p> i. Fundraising walk at Prince Arthur’s landing</p> <p> ii. \$300 BIA Bucks – prizes</p> <p>Motion: 2020 -14 Approved Moved by: M. Hurley Seconded by: J. Calonego</p> <p> b. Thunder Bay Nordic Trails</p> <p> i. March 7, 2020 Sleeping Giant Loppet</p> <p> ii. \$500 BIA Bucks – Event Packages</p> <p>Motion: 2020 – 15 Approved Moved by: S. Cooper- Rochon Seconded by: A. Foulds</p> <p> c. Lakehead Nurse Practitioner (NP) Clinic</p> <p> i. NP Association Annual Conference – 50 Participants</p> <p> ii. Delta hotel</p> <p> iii. \$500 BIA Bucks</p> <p><i>Requested more information.</i></p> <p> d. Canadian Light House of Lake Superior</p> <p> i. May 1, 2020 Fundraising Event at the Prince Arthur Hotel</p> <p> ii. \$500 BIA Bucks</p> <p>Motion: 2020 – 16 Approved for \$250 BIA Bucks Moved by: M. Hurley Seconded by: B. Tremblay</p> <p> e. <i>Raikon - Deferred</i></p> <p> i. <i>\$2000 Cash towards the Prince Arthur Hotel costs</i></p>	<p>Carried</p> <p>Carried</p> <p>Follow-up</p> <p>Carried</p> <p>Follow-up</p>
6.3	<p>Infrastructure/Beautification Committee – Suzan</p> <p>1. City administration would like the BIA’s input on for Red River Road:</p> <p> a. Items that you would like to see included in one or more of the conceptual plans or pilot projects</p> <p> b. Specific concerns you have now with how the right of way functions and possible solutions if you have suggestions</p>	

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	<p>c. Other concerns that changes in the functionality of the right of way may address, like loitering, litter, etc</p> <p>d. Timelines that you would like avoided/or suggest for pilot projects or public consultation</p> <p><i>Discussion regarding the geographic layout of Red River, the history as well as the times 'pilot' projects could occur. Additional discussions surrounded potential committees and research – all of this will occur once the project begins to move forward – RFP start mid-march.</i></p> <p>2. Requesting money for watering hanging baskets <i>The CoTB does not cover the cost of watering hanging baskets – they do cover the cost of watering the large planters. Currently the BIA is waiting to hear who has been awarded the CoTB contract for the planters to determine if the company can do both.</i> <i>Current quotes - based on 2 times per week at approximately \$250/watering</i></p> <p>3. Refuse bins - Requesting money</p> <p>a. order 4 refuse bins at \$1,381/bin (\$5,524 +tax)</p> <p>b. money to clean current refuse bins</p> <p><i>Requesting funds for additional refuse bins and cleaning of current refuse bins (power washing).</i> <i>Propose to move 3 refuse bins to new locations and purchase 4 for St. Paul St. Request</i></p> <p><i>Discussion surrounded where to source the refuse bins to ensure they are attractive and approved by the members as well as CoTB (who empties the bins).</i></p> <p><i>Deferred for more discussion of the design of the refuse bins and the locations – requests to purchase more privately was also brought forward. More information and research required.</i></p>	<p>Discussion – info sent to CoTB</p> <p>Information</p> <p>Information/ Discussion/ Requires Follow-up</p>
6.4	<p>Governance Committee – Peter</p> <p>1. TBD</p>	
6.5	<p>Marketing & Promotion Committee – Lora & Kory</p> <p>1. Planning for 2020</p> <p>a. Brochure is in design phase</p> <p>b. New photos of business exteriors are being completed</p> <p><i>Proof of the brochure to be brought to the next BIA Meeting.</i></p>	Information
6.6	<p>Membership Services Committee – To Be Filled</p>	
6.7	<p>Special Events Committee – Maelyn & Lora</p> <p>1. Summer Event</p>	
6.8	<p>Safety & Security – Peter</p>	

Item	Description	Action
	<ol style="list-style-type: none"> 1. Crime in the BIA – update from council? <ul style="list-style-type: none"> • <i>Six COR (Community Oriented Response) police will take on the BIA as a “project”</i> • <i>There is no extra funding federally or provincially for the Thunder Bay</i> • <i>Thunder Bay has budgetary constraints</i> <ul style="list-style-type: none"> ○ <i>PW – we need to keep at the provincial and federal governments and remind them money needs to be directed outside of the GTA and Ottawa and to other areas now being affected</i> ○ <i>KM – the COR police are being active and asking for significant events to ensure they are able to be present.</i> ○ <i>AF – the BIA needs to have input into the Provincial safety plan requests from municipalities.</i> • <i>Discussion for security cameras and installation costs be partially covered by the BIA. The question came up of whether it would be an offer to landlords or business owners and to assist with offsetting costs the camera must be registered online in a database of accessible cameras for assistance with investigating. A walkabout identified areas where there are cameras/surveillance are missing in the BIA – they would most likely take priority.</i> 2. Minister of Municipal Affairs & Housing is waiting on a letter requesting assistance for Thunder Bay <ol style="list-style-type: none"> a. Letter was provided for review 	
6.9	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. Parkades are not being sold 2. City considering pay stations vs. replacing meters 	
6.10	<p>Administration</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • 2020 <ul style="list-style-type: none"> ○ 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: <ol style="list-style-type: none"> a. Committee Meetings & Reports at Board Meetings 	

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8.0	Correspondence – n/a	
9.0	<p data-bbox="293 289 1281 325">New Business</p> <ul style="list-style-type: none"> <li data-bbox="354 325 1281 361">• OBIAA Conference – Decision on who to Attend for 2020 <li data-bbox="354 361 1281 436">• Start Planning for a new Strategic Plan <ul style="list-style-type: none"> <li data-bbox="451 401 1281 436">○ Involve stakeholders <li data-bbox="354 436 1281 512">• Review Budgets – <ul style="list-style-type: none"> <li data-bbox="451 472 1281 512">○ Plan for 2021 – Do we need to ask for additional money 	
10.0	<p data-bbox="293 533 1281 569">Next Meeting – April 7, 2020</p> <p data-bbox="293 604 1281 642">Adjournment: 7:28pm</p>	