



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, April 7, 2020

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

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: Zoom Conference, Video & Phone

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	None
2.0	Approval of Agenda Motion: 2020-17 Moved by: M. Hurley Seconded by: B. Tremblay	Carried
3.0	Presentations	
4.0	Approval of Minutes – April 4, 2019 – <i>sent electronically</i> Motion: 2020-18 Moved by: L. Northway Seconded by: A. Foulds	Carried
5.0	Business Arising from Past Minutes 1) Letters to Federal and Provincial governments regarding Mental Health and Additions/ increasing safety and security concerns of businesses, landlords and patrons. Deferred until COVID-19 2) OBIAA Conference – delayed indefinitely.	Info
6.0	Reports	

Item	Description	Action
6.1	<p>Chair's Report – Jim</p> <ol style="list-style-type: none"> 1. Skyline Falconry is delayed based on shipments at the border and no means to get them across due to COVID-19 – Does not expect issues with the seagull population increasing 	Information
6.2	<p>Finance Committee</p> <ol style="list-style-type: none"> 1. Budget adjustment - plans for COVID-19 <ol style="list-style-type: none"> a. Created a GL line to track COVID-19 spending 2. Funding - Requests for Sponsorships <ol style="list-style-type: none"> a. Norwest Gyro <ol style="list-style-type: none"> i. Group of 80 staying at the Prince Arthur – 4 Nights ii. \$500 BIA Bucks – Scavenger Hunt iii. Logo on promotional items sent to Minneapolis, Wpg, Red Lake b. CoTB Culture & Events <ol style="list-style-type: none"> i. Live on the Waterfront & Summer Events ii. \$2,000 BIA Bucks iii. \$2,000 Dollars iv. Refer to Patron Level in attached Sponsorship Package c. Francophone Festival <ol style="list-style-type: none"> i. See attached ask for BIA Coordinator time/Assistance ii. Delayed the mid-April ask and May 8th release d. <i>Raikon - Deferred</i> <ol style="list-style-type: none"> i. \$2000 Cash towards the Prince Arthur Hotel costs ii. <i>Would like meet with Kara to clarify what they are asking for from the BIA.</i> <p>All decisions for sponsorship have been deferred until businesses begin to return to somewhat “normal.” Discussion surrounded the use of budget and ensuring the BIA is able to meet current requirements – will revisit in May.</p> 	<p>Discussion</p> <p>All Deferred</p>
6.3	<p>Infrastructure/Beautification Committee – Suzan</p> <ol style="list-style-type: none"> 1. Depave <ol style="list-style-type: none"> 1) Suzan, Jim and Kara meet with Eco Superior and CoTB over video conference to discuss ideas for the space in the near future 2) Defer our project to next year? This would give us time to cost things out, apply for funding (along with help from Eco Superior) come up with an Art component. <p>Depave paradise delayed to 2021 -</p> 2. Planters Discussion around planters the positive and the negative – the joy of flowers – awaiting information for the CoTB regarding watering -not currently an essential service. Buying flowers is assisting local businesses by continuing with the flowers. Consider positive message campaign – follow through with the flowers. 3. Hanging baskets 4. Refuse bins 	<p>Deferred to 2021</p> <p>Discussion</p>

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	LN. – Dates? M.H. – Maybe Aug 3	
6.8	<p>Safety & Security – Peter</p> <ol style="list-style-type: none"> 1. Police are patrolling the area regularly to ensure safety & security during COVID-19 People are aimlessly wandering downtown, not doing anything concerning. Panhandlers are not having much success – this may turn into another issue. B.H. Patrolling – groups of 5 or more will be broken up by bylaw and/or police 2. Deferred - 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 	<p>Comment</p> <p>Information</p>
6.9	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. N/A 	
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"> ○ 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 	
8.0	<p>Correspondence – n/a</p>	
9.0	<p>New Business</p> <ul style="list-style-type: none"> • Start Planning for a new Strategic Plan <ul style="list-style-type: none"> ○ Involve stakeholders • Review Budgets – <ul style="list-style-type: none"> ○ Plan for 2021 – Do we need to ask for additional money • BH – Recommendation for potential future grants – talk to membership, investigate and research. Just putting ideas out to the Board. Adjustments after – getting it out quicker – where it is going. 	<p>Idea</p>

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	<ul style="list-style-type: none"> ○ Note – this needs to be discussed with the Municipality – BIAs are not set-up to provide grants unless allowed through specific provisions – cannot be seen as bonusing to members. 	
10.0	<p>Next Meeting – May 5, 2020 Adjournment: 7:14pm</p>	