



# MINUTES

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Tuesday, July 7, 2020

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

TENTATIVE:

REGRETS: Brian Hamilton, Councillor  
 Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: 5:30pm, Zoom Conference, Video & Phone  
<https://us02web.zoom.us/j/84111506257?pwd=Yzc4K0IRL21HU01UdTczbWZabXQ5QT09>

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	
2.0	Approval of Agenda  Motion: 2020-28 Moved by: B. Tremblay                      Seconded by: S. Cooper-Rochon	
3.0	Presentations N/A	
4.0	Approval of Minutes – June 3, 2020– <i>sent electronically</i>  Motion: 2020-29 Moved by: J. Calonego                      Seconded by: L. Northway	
5.0	Business Arising from Past Minutes  1) Patios a. Overview of the past 4 weeks b. Overview of the set-up, management & emergency protocols	Information

Item	Description	Action
	<p>Develop a package for the use of the space – those within and outside of the BIA. Nominal fee for those outside of the BIA – excluding not-for profits from the fee.</p> <p>AF - The Waterfront District BIA is laying the groundwork for future of Thunder Bay – many are enthusiastic about this.</p> <p>2) Hired Josh Back – 6 hours a week</p>	Discussion
6.0	Reports	
6.1	<p><b>Chair’s Report – Jim</b></p> <p>1. Budget planning for 2021 – Approved budget to the CoTB by October 26<sup>th</sup> (at the latest)</p> <p>2. Canada Summer Jobs -all 4 hired</p>	Information
6.2	<p><b>Finance Committee</b></p> <p>1. Budget adjustment - plans for COVID-19</p> <p>2. Funding - Requests for Sponsorships</p> <p>    a. The Amazing Place – Destination TBay &amp; Chamber of Commerce</p> <p>        i. Up to \$1,000 BIA Bucks</p> <p>        ii. Purchase up to \$1,000 BIA Gift Certificates</p> <p>        iii. Reserve seats in the StrEATery for the event</p> <p>Approved provided there is a form to apply to use the tables – due process to allow others to request the space for use. Based on maximums from provincial</p> <p><b>Motion: 2020-29</b></p> <p>Moved by: A. Foulds                      Seconded by: L. Northway</p> <p><i>Chamber event subsequently delayed to September 2020</i></p> <p>    b. Francophone Festival – moved to 2021</p>	<p>Information</p> <p>Carried</p>
6.3	<p><b>Infrastructure/Beautification Committee – Suzan</b></p> <p>1. Updates on flowers, pots, refuse bins, CoTB work on Sidewalks</p> <p>Jim had concerns regarding cost for refuse bin cleaning and a concern re: liners being missed and Suzan was to follow up. Any delays have been based on the Coordinators ability to follow-up with staff for inspecting the bins. Two identified as problematic (red River Road Scotiabank &amp; Sovereign Room).</p>	Update/Discussion
6.4	<p><b>Governance Committee – Peter</b></p> <p>1. Reviewing Health &amp; Safety Policies</p>	Deferred

Item	Description	Action
6.5	<p>Marketing &amp; Promotion Committee – Lora &amp; Kory</p> <ol style="list-style-type: none"> <li>1. COVID marketing Update               <ol style="list-style-type: none"> <li>a. Initiatives – underway or complete                   <ol style="list-style-type: none"> <li>i. StrEATery marketing</li> </ol> </li> </ol> </li> </ol> <p><i>Radio ads, LED Board, Insta Template</i></p>	Information
6.6	Membership Services Committee – To Be Filled	
6.7	<p>Special Events Committee – Maelyn</p> <ol style="list-style-type: none"> <li>1. Patio Sponsorships               <ol style="list-style-type: none"> <li>a. Craft Revival – Aug -September</li> </ol> </li> </ol>	Discussion
6.8	<p>Safety &amp; Security – Peter</p> <ol style="list-style-type: none"> <li>1. Police are patrolling the area regularly to ensure safety &amp; security               <ol style="list-style-type: none"> <li>a. Midtown is closed to short-term stays</li> </ol> </li> </ol>	Information
6.9	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> <li>1. Board met regarding partial street closure – approved giving up 11 spots</li> </ol>	Information
6.10	<p>Administration</p> <ol style="list-style-type: none"> <li>1. Board Meeting Schedule               <ul style="list-style-type: none"> <li>• 2020                   <ul style="list-style-type: none"> <li>○ August 11, 2020 (Aug 4, is the day after a holiday)</li> <li>○ September 1, 2020?</li> <li>○ October 6, 2020</li> <li>○ October</li> <li>○ November 10, 2020</li> <li>○ December 1, 2020</li> </ul> </li> </ul> </li> <li>2. Guidelines to be created for:               <ol style="list-style-type: none"> <li>a. Committee Meetings &amp; Reports at Board Meetings</li> </ol> </li> </ol>	
8.0	Correspondence – n/a	
9.0	<p>New Business</p> <ul style="list-style-type: none"> <li>• Start Planning for a new Strategic Plan               <ul style="list-style-type: none"> <li>○ Involve stakeholders</li> </ul> </li> <li>• Review Budgets –               <ul style="list-style-type: none"> <li>○ Plan for 2021 – Do we need to ask for additional money?</li> </ul> </li> </ul>	
10.0	<p>Next Meeting – August 11, 2020</p> <p>Adjournment</p>	