

## **MINUTES**

## The Waterfront District BIA

## **BOARD OF MANAGEMENT MEETING**

Tuesday, November 3, 2020

INVITED: Jim Comuzzi, Chair

Peter White, Vice-Chair Jordan Calonego, Treasurer Maelyn Hurley, Director

Suzan Cooper-Rochon, Director

Kory Morabito, Director Lora Northway, Director Thomas Trist, Director John Murray, Director Andrew Foulds, Councillor Kara Pratt, Recording Secretary

**TENTATIVE:** 

REGRETS: Lynn Gray, BIA Bookkeeper

Brian Hamilton, Councillor

GUEST: Heather Cranston-Lesniewski, Pulp + Paper

## LOCATION/TIME:

https://us02web.zoom.us/j/87584159714?pwd=RGY3WFd2TEVGTXZXWW10ajVOZEZZQT09

Meeting ID: 875 8415 9714

Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interes	t Carried
	5:30	
	M. Hurley – Craft Revival Sponsorship Request	
2.0	Approval of Agenda	
	Motion: 2020-55	Carried
	Moved by: M. Hurley Seconded by:	T. Trist
3.0	Presentations	
	Heather, Pulp + Paper - New Logo concepts (fo	low-up)
	Move to approve new logo design.	Carried
	Motion: 2020-56	
	Moved by: M. Hurley Second	led by: S. Cooper-Rochon
4.0	Approval of Minutes – October 3, 2020– sent el	ectronically

Item	Description	
	Motion: 2020-57 Moved by: L. Northway Seconded by: M. Hurley	Carried
5.0	Business Arising from Past Minutes	
	Joshua – Groundskeeper interactions with EcoSuperior	
	Discussion surrounding behaviour – Third incident in the past six months, has become more threatening in the interactions.	
	Move to let Joshua go from employment with the Waterfront District BIA	
	Motion: 2020-58 Moved by: P. White Seconded by: J. Calonego	Carried
6.0	Reports	
6.1	<ul> <li>Chair's Report – Jim</li> <li>Red River Road Renewal Updates <ul> <li>Guy Walter (CoTB) would like to meet with members of the Board this week/early next week for their ideas</li> <li>Please provide Kara with your availability – Attending in person – Peter, Jordan, Kara</li> <li>Meeting Guy after the fact – Suzan &amp; John</li> </ul> </li> </ul>	
	<ul> <li>Banking</li> <li>Moving signing authority from S. Cooper-Rochon, who is resigning next month, to J. Calonego who was voted in as Treasurer October 2020.</li> <li>Motion: 2020-59</li> <li>Moved by: S. Cooper-Rochon</li> <li>Seconded by: P. White</li> </ul>	
	<ul> <li>Provide L. Gray with the ability to pay government remittances online as well as payroll via e-transfer</li> <li>Motion: 2020-60</li> <li>Moved by: J. Calonego</li> <li>Seconded by: T. Trist</li> </ul>	Carried
	All vendor payments would remain as cheques	
6.2	Finance Committee	
	<ol> <li>Budget planning for 2021 – Draft Budget submitted to the City of Thunder Bay on October 15<sup>th</sup>, 2020</li> <li>September 2020 Financials (attached)</li> <li>Funding - Requests for Sponsorships         <ul> <li>a. Craft Revival</li> <li>i. \$150 Ad on LED Walleye Billboard (month of November)</li> </ul> </li> </ol>	

Item	Description	Action
	<ul> <li>Link to Waterfront District website or holiday pages from Craft Revival website</li> <li>Local businesses in BIA included on ADD ONS page on the Craft Revival shopping platform</li> <li>i. Booth + Banner at Parcel Pick up dates</li> <li>ii. Open to any other ideas the board may have to get involved!</li> <li>iii. Addition of Logo on Bag</li> </ul>	
	Motion: 2020-61 Moved by: P. White Seconded by: I Northway	Carried
	<ul> <li>b. Travel Only with Rosa Darosa         <ol> <li>Compensated cost for Gift Certificates</li> <li>Pay \$40 for a Gift Certificate but receive a \$50 Gift Certificate</li> <li>It would be two gift certificates per package – totalling \$100/package</li> </ol> </li> <li>Motion: 2020-62</li> </ul>	
	Moved by: K. Morabito Seconded by: S. Cooper-Rochon	Carried
6.3	Infrastructure/Beautification Committee – Suzan  1. Holiday Wreaths  • Installation occurring after Nov 11 – coming down before Valentines  2. Depave Paradise  • On hold as the City works on the Red River Road Renewal  3. Safety & Walkability document updated  • Candle stick pilons covering where trees and tree guards were removed	
6.4	Governance Committee – Peter  1. Reviewing Social Media Policy  Approved subject to grammatical and typographical corrections.	
	Motion: 2020-63 Moved by: P. White Seconded by: M. Hurley	Carried
6.5	Marketing, Events & Promotion Committee  1. Marketing Update a. Christmas/Holiday update i. Walleye Ad for Nov & Dec ii. 12 Days of Christmas 1-12 <sup>th</sup> iii. Shop Local Saturdays (Coincides with Craft Revival) b. "Parade" of Lights – Update	Information

Item	Description	Action
	i. Assigning windows to charities     ii. Difficult to get buy-in	
6.6	Membership Services Committee – To Be Filled	
6.7	Safety & Security – Peter	
	Sargent Tilbury – Community Oriented Response     a. Requesting a virtual meeting with you to discuss the current issues in the business districts with hopes of coming up with some solutions to deal with issues impacting your areas and connecting social navigators to the vulnerable individuals in the area.	Information
6.8	1. Parkade rates increasing in 2021 by \$2.50  a. Increasing the cleaning as well as marketing as a safe place for long term parking out of the elements (also, you don't need to feed the meter).	Update/Info rmation
6.10	Administration  1. Board Meeting Schedule  • December 1, 2020	
7.0	Correspondence – n/a	
8.0	New Business  Dawson Trail Brewery – request for Letter of Support (see attachment)	Action Item
	Write letter of support	
9.0	Next Meeting – December 1, 2020 Adjournment 6:39pm	Carried
	Motion: 2020-64 Moved by: s. Cooper-Rochon Seconded by: A. Foulds	