

## **MINUTES**

## The Waterfront District BIA

## **BOARD OF MANAGEMENT MEETING**

Tuesday, November 1, 2022

INVITED: Jim Comuzzi, Chair

Peter White, Vice-Chair Jordan Calonego, Treasurer

Maelyn Hurley, Director (arrived @ 7pm)

Thomas Trist, Director
John Murray, Director
Ken Ogima, Director
Phil Walkden, Director
Kory Morabito, Director
Andrew Foulds, Councillor
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Brian Hamilton, Councillor

Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: Lakehead Beer, 6:30pm

| Item | Description  |         |  |
|------|--|---------|--|
| 1.0  | Meeting Call to Order and Disclosures of Interest  |         |  |
|      | Called to order @ 6:32pm   |         |  |
|      | Disclosure of Interest - M. Hurley & K. Pratt for Craft Revival  |         |  |
| 2.0  | Approval of Agenda   |         |  |
|      | Motion: 2022-54  | Carried |  |
|      | Moved by: T. Trist Seconded by: J. Murray  |         |  |
| 3.0  | Presentations  |         |  |
| 4.0  | Approval of Minutes – October 3, 2022– sent electronically   |         |  |
|      | Motion: 2022-55  | Carried |  |
|      | Moved by: J. Calonego Seconded by: J. Murray   |         |  |
| 5.0  | Business Arising from Past Minutes   |         |  |
|      | City of Thunder Bay (Engineering/Reimagining Team – Brook McIlroy) are unable to attend the AGM to update the membership on the 2023 Summer North Core | Update  |  |
|      | Reimagination/ Construction plans. A letter was sent – available from the BIA office – indicating an update could come the second week of November.    |         |  |

| Item | Description   | Action  |
|------|---|---------|
| 6.0  | Reports   |         |
| 6.1  | Chair's Report – Jim  |         |
|      | Welcome K. Ogima to the Board of Management   |         |
| 6.2  | Finance Committee - Jordan  |         |
|      | <ol> <li>September 2022 Financials</li> <li>Update on expired BIA Bucks</li> <li>Sponsorship Requests         <ul> <li>United Way Raffle</li> <li>\$850 BIA Bucks for their 50/50 raffle</li> <li>In line with our Local Love in Action theme, we would promote Waterfront District BIA Bucks as Early Bird Prize incentives (Dec 2: \$100 / Dec 9: \$250 / Dec 16: \$500) with messaging encouraging participants to shop/eat local. We would recognize Waterfront District BIA as a supporter in social media and advertising.</li> </ul> </li> </ol> |         |
|      | Motion: 2022-56 Match 2021 Sponsorship amount – K. Pratt to verify \$500 Sponsorship. Moved by: T. Trist Seconded by: J. Murray   | Carried |
|      | <ul> <li>Holiday 2022 Craft Revival</li> <li>\$500 BIA Bucks</li> <li>Use of the BIA Bucks to help purchase coffee, hot chocolate and snacks for our volunteers. From Sweet North &amp; Uncommon Baked Goods</li> </ul>   |         |
|      | Motion: 2022-57 Moved by: P. White Seconded by: T. Trist  | Carried |
|      | M. Hurley abstained from voting.  |         |
| 6.3  | Infrastructure/Beautification Committee – John  |         |
|      | CoTB Red River & Court Revitalization Update  |         |

| Item | Description                        |  | Action  |
|------|------------------------------------|--|---------|
|      | Date                               | Item   |         |
|      | 2022-09                            | Main Streetscape  1. Working document development  |         |
|      | 2022-09                            | Meetings/Project Updates to CTB  |         |
|      | 2022-09                            | Consolidated consultation/engagement Summary in progress   |         |
|      | 2022-09                            | Ongoing coordination with Cultural Marker and Canopy fabricator  |         |
|      | 2022-09                            | Consultant/CTB team coordination ongoing:  1. Cultural Markers 2. Gateway Canopies 3. Pavement Structure Design 4. Plaza Designs 5. Consultation 6. Municipal Engineering 7. Working Documents |         |
|      | 2022-10                            | Borehole testing along RRR.  |         |
|      | 2022-11                            | TBC - City to attend BIA Board meeting in November to discuss construction mitigation measures.  |         |
|      | earlier in the<br>unable to p      | ent update since July 2022 public consultation. Letter was sent e month to ask for information to present at the AGM. CoTB was rovide questions or information.                                |         |
| 6.4  | Marketing, Ever                    | nts & Promotion Committee  |         |
|      | 1. Update on 2                     | 2022 Holiday Events  |         |
| 6.5  | Membership Se                      | rvices Committee – Phil  |         |
|      | 1. CRM – In P                      | rogress  |         |
| 6.6  | Safety & Securi                    | ty – Peter   |         |
|      | 1. Draft letter t                  | o Kelowna  |         |
|      |                                    | ng provincial and municipal government letters   |         |
| 6.7  | Parking Authori                    | ty Board Update – Kara   |         |
|      | 1. On Break                        |  |         |
| 6.8  | Administration  • Board N          | Meeting Schedule – First Tuesday of the Month<br>December 6, 2022  |         |
| 7.0  | Correspondence                     | e – n/a  |         |
| 8.0  | New Business                       |  |         |
| 9.0  | Next Meeting –<br>Adjournment –    |  |         |
|      | Motion: 2022- 5<br>Moved by: J. Mo |  | Carried |