



WATERFRONT DISTRICT

AGENDA

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, Sept 12, 2023

INVITED:

Jim Comuzzi, Chair
 Phil Walkden, Treasurer
 Jordan Calonego, Director
 Thomas Trist, Director
 John Murray, Director
 Robyn Despins, Director
 Andrew Foulds, Councillor
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS:

Lynn Gray, BIA Bookkeeper
 Peter White, Vice Chair
 Maelyn Hurley, Director
 Ken Ogima, Director
 Kory Morabito, Director

GUEST:

LOCATION/TIME: BIA Office – 251 Red River Road – entrance behind the Apollo

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:37pm	
2.0	Approval of Agenda Motion: 2023- 47 Moved by: A. Foulds Seconded by: T. Trist	
3.0	Presentations	
4.0	Approval of Minutes – Aug 1, 2023– <i>sent electronically</i> Motion: 2023- 48 Moved by: A. Foulds Seconded by: P. Walkden	
5.0	Business Arising from Past Minutes <ul style="list-style-type: none"> CoTB Strategic Plan – delayed to 2024 	

Item	Description	Action
6.0	Reports	
6.1	<p>Chair's Report – Jim</p> <p>1. Seagull Management for 2024 – <i>in the budget request for 2024, request the City takes on the responsibility.</i></p>	
6.2	<p>Finance Committee –Phil</p> <p>1. 2024 Budget</p> <p>Motion 2023-50 Accept the Waterfront District BIA budget as presented –</p> <p>Moved by: P. Walkden Seconded by: T. Trist</p> <p>Discussion: build the case around the BIA being the stewards of the 13 Million dollar public investment into the Waterfront District area of the North Core – the BIA will need cash to assist with maintaining the area. We are asking the City to equal funding to that of our members as they have and will be, taking it to the chin throughout the reconstruction.</p> <p>Put the investment into the ask. Currently, there are a lot of capital expenditures without a maintenance plan.</p> <p>Unload a part of the budget onto the City – the Seagulls and social issues and build relationships with the City staff to support these initiatives. If the City is unable to assume responsibility then they can support through providing the tools/ the funding.</p> <p>2. July & August Financials</p> <p>3. Sponsorship Requests:</p> <ul style="list-style-type: none"> • City of Thunder Bay Neighbourhood Day <ul style="list-style-type: none"> • \$500.00 BIA Bucks • \$2000.00 sponsorship promotion through social media and other methods available <ul style="list-style-type: none"> • Neighbour Day, September 23rd 2023. Neighbour Day is an initiative to bring neighbours together and build a strong and caring inclusive community. Various community organizations will hold Neighbour Day FREE events. Target marketing campaigns and contests will be implemented to encourage neighbours/neighbourhoods to hold their own Neighbour Day events such as bbq's picnics, window art and random acts of kindness. The goal is to celebrate and connect neighbours and neighbourhoods. 	

Item	Description	Action
	<p>Recommendation: Approve the \$250 BIA Bucks – approved \$100 in 2022</p> <p>Motion: 2023-51 Moved by: A. Foulds Seconded by: T. Trist</p> <ul style="list-style-type: none"> • Birch Grove Neighbourhood Fundraiser in support of CIBC Run for a Cure <ul style="list-style-type: none"> • \$250.00 BIA Bucks for giveaways throughout the day event – also acting as a food drive for Dew Drop Inn <p>Recommendation: Approve the \$250 BIA Bucks - CIBC is in the BIA and it supports the Dew Drop Inn, a neighbour to the BIA</p> <p>Motion: 2023- 52 Moved by: A. Foulds Seconded by: P. Walkden</p> <ul style="list-style-type: none"> • United Way Thunder Bay <ul style="list-style-type: none"> • \$500 BIA Bucks • The Local Love @Work 50/50 Raffle will target local employers and businesses, providing an opportunity for their employees to participate in a 50/50 raffle throughout our 2023 Campaign. • We will promote Waterfront District BIA Bucks as Early Bird Prize incentives with messaging encouraging participants to shop/eat local. We will recognize Waterfront District BIA as a supporter in social media and advertising. <p>Recommendation: Approve the \$500 BIA Bucks – provided the same donation in November 2022 – given 2023 BIA Bucks.</p> <p>Motion: 2023-53 Moved by: P. Walkden Seconded by: R. Despins</p>	
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ol style="list-style-type: none"> 1. CoTB Red River & Court Revitalization Update 2. Provide Westfort with 14 planters for their streetscape for 2024 – negotiations as to price/ in kind to follow 3. Request for quotes to three local companies suggest - <ol style="list-style-type: none"> a. Trevisanutto's/ Creekside b. Bill Martin's c. John Landale 	
6.4	<p>Marketing, Events & Promotion Committee – Maelyn, Tom & Kory</p> <ol style="list-style-type: none"> 1. Plans for 2023 – Annual downtown promotions 	

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	2. Plans for fall construction marketing – to keep people coming to the area during construction. <ol style="list-style-type: none"> a. Good Harvest b. Halloween – Trick or treat on October 28, 10-2pm c. Brainstorming – Christmas <ol style="list-style-type: none"> i. Sponsorship Document <ul style="list-style-type: none"> • Nadin • Lakehead Printing • Tbaytel • Scaffs • Tom Jones/Torkon (28 Cumberland) 	
6.5	Membership Services Committee – Phil & Robyn <ol style="list-style-type: none"> 1. CRM 2. New Members 	
6.6	Safety & Security – Peter, Ken & Tom <ol style="list-style-type: none"> 1. Met in August to discuss <ol style="list-style-type: none"> a. De-escalation training b. Folding business cards with emergency numbers c. Pedestrian Overpass activation – Clean Green & Beautiful funding request 2. BIA Budget or 2024 	
6.7	Parking Authority Board Update – Kara <ol style="list-style-type: none"> 1. August meeting Cancelled 2. September meeting delayed to September 19th - Also Cancelled 3. 	
6.8	Administration <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ October 3, 2023 ○ November 7, 2023 (AGM?) ○ December 5, 2023 	
7.0	Correspondence – n/a	
8.0	New Business	
9.0	Next Meeting – October 3, 2023 Adjournment – 6:50 Motion: 2023- 54 Moved by: R. Despins Seconded by: P. Walkden	