



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, May 7, 2024

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

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
 Peter White, Vice Chair
 Ken Ogima, Director

GUEST: Thunder Bay Library – Richard Togman, CEO

LOCATION/TIME: Woodside, 5:30pm OR ZOOM

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:33 pm	
2.0	Approval of Agenda Motion: 2024-24 Moved by: A. Foulds Seconded by: P. Walkden	
3.0	Presentations <ul style="list-style-type: none"> Richard Togman, CEO of the Thunder Bay Library – Central Library Consultation <p><i>Presentation about the proposal to open a Central Library Location at the Intercity Mall in a portion of the former “Lowe’s” space. Providing more programming and whole family programming. Would keep the Mary J. Black and Waverley Libraries.</i></p>	

Item	Description	Action
	<p><i>Partner with Science North, Magnus Theatre and other local organizations to provide programming at the Central Library.</i></p> <p><i>The plan is to update the Waverley Library and maintain core programming at the Waverley and Mary J. Black Libraries</i></p>	
4.0	<p>Approval of Minutes – April 2, 2023– sent electronically</p> <p>Motion: 2024-25 Moved by: J. Murray Seconded by: T. Trist</p>	
5.0	<p>Business Arising from Past Minutes</p> <ul style="list-style-type: none"> • Cyber Security for the BIA – Phil (Digital Main Street) <ul style="list-style-type: none"> ○ K. Pratt to reach out to D. Julott from Digital Main Street for training and assistance. • Strategic Planning –reach out to Caroline Polgrabia from the Ministry of Tourism, Culture and Sport <ul style="list-style-type: none"> ○ K. Pratt to reach out to C. Polgrabia 	
6.0	<p>Reports</p>	
6.1	<p>Chair's/ED Report –</p> <ol style="list-style-type: none"> 1. Succession Planning <ul style="list-style-type: none"> • J. Comuzzi plans to step down as the Chair of the Waterfront District BIA. • Plans for election will be put into place – suggestion of P. White to move to the Chair position and J. Murray to the Vice Chair position with P. Walkden remaining as the Treasurer. • A. Foulds – recognized J. Comuzzi for his many years of work and the change he has brought forth – Jim is owed a debt of gratitude. 2. Canada Summer Jobs – Awaiting Approval 3. CEDC/Tourism initiatives <ul style="list-style-type: none"> • Brochure Project – moving forward • Mural Project – Red Lion Smokehouse identified as a location <ol style="list-style-type: none"> i. Pilot program for the summer to develop a program • Winter Market Stalls – Page 68: https://blachere-illumination.ca/pdfviewer/blachere-catalogue/ • Buskers (Wednesday evenings?) • Lighting/Parkette in the BIA – Deputation to council? 	
6.2	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. 2024 Budget <ul style="list-style-type: none"> • Executive Director review committee <ul style="list-style-type: none"> • J. Calonego • T. Trist • R. Despina • P. White (from 2022 Dec mtg) 	

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	<p>2. Financials</p> <ul style="list-style-type: none"> • Will be ready for the June meeting. <p>3. Credit Card</p> <ul style="list-style-type: none"> • K. Pratt to research FloatCard and the option for a Scotiabank Credit Card. <p>4. Sponsorship Requests –</p> <ul style="list-style-type: none"> • Thunder Bay District Health Unit <ul style="list-style-type: none"> • \$200 in BIA Bucks for prizes for the month-long Active Commute Challenge – will match with \$200 in Gift Cards • Waterfront District BIA will be recognized as an event sponsor with media coverage and advertising on the challenge website - http://www.tbayonthemove.ca. Promotion of WD BIA to workplace champions of local and district organizations participating. As part of the ACC there will be a promotional launch event at the end of May for these workplace champions where the WD BIA bucks will be promoted and distributed. • Recommendation: Approve \$200 BIA Bucks <p>Approved Motion: 2024-26 Moved by: T. Trist Seconded by: A. Foulds</p>	
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <p>1. CoTB Red River & Court Revitalization Update</p> <p>2. Hanging Baskets – will inventory where they can go, but they may be limited, or non-existent, this summer due to construction</p> <p style="padding-left: 20px;">a. <i>Determined there will be no hanging planters this summer and they will be revisited for the 2025 year in the fall – sourcing hanging brackets for the new light posts.</i></p> <p>3. Planters – will check in with Trevisanutto’s/Creekside for delivery dates (late June)</p>	
6.4	<p>Marketing, Events & Promotion Committee – Maelyn, Tom</p> <p><i>The Craft Revival was a big success, the Waverley Library saw over 1100 people through its doors – meaning at least that many went through the small businesses in the BIA.</i></p> <p>1. Plans for 2024 – Annual downtown promotions</p> <p>2. Cumberland Block Party – June 22 & 23</p> <p>3. Good Harvest – September 22, 2024</p> <p>4. Cruise Ships – start the process to market to the crew</p> <p>5. Wake the Giant – September 14, 2024</p> <p>6. Live on the Waterfront – Wednesdays in July/August</p>	

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	7. November 26, Craft Revival 8. Grinch Event – one weekend with the Horse & Carriage 9. Commercial/Video to promote the area <ul style="list-style-type: none"> a. <i>Reels/Videos- will ask local businesses for quotes to create Shop. Eat. Play and Stay videos for the BIA</i> b. <i>Marketing is all about visuals – what people will see when they come down. Show who/what they will see - marketing is all about storytelling.</i> 	
6.5	Membership Services Committee – Phil & Robyn <ul style="list-style-type: none"> 1. CRM 2. New Members – Delivered – uploading to the website 3. Associate Memberships 2025/2026 boundary expansion <i>Meet in August to discuss starting this initiative in September/ the beginning of 2025.</i>	
6.6	Safety & Security – Peter, Ken & Tom <ul style="list-style-type: none"> 1. Safe Streets Act repeal <i>Panhandling by ATMs was removed from the Safe Streets Act and panhandling on the sidewalks. Panhandling in traffic remained as part of the Safe Streets Act.</i> 2. Superior Points – Reached out for training – we need to provide dates <i>Add First Aid Training as an option.</i> <p>A. Foulds informed the Board that Lee-Ann Chevrette CSWB Specialist, Community Safety & Well-Being Thunder Bay has moved on to a new position and will no longer be with the City of Thunder Bay. No indication of when/if the role will be filled.</p>	
6.7	Parking Authority Update – Kara <ul style="list-style-type: none"> 1. Business Health Survey – Phil & Kara – update <ul style="list-style-type: none"> a. https://docs.google.com/forms/d/e/1FAIpQLSd8tPtzGgUurop6_pzLQx2hyFS0p7x4o4uqg4SmBkDmQkl4lQ/viewform 2. Thank you meeting in May then quarterly meetings for updates 	
6.8	Administration <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ June 4, 2024 ○ July 9, 2024? ○ August 13, 2024? ○ September 10, 2024? ○ October 1, 2024 ○ November 5, 2024 	

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	<ul style="list-style-type: none"> o December 3, 2024 	
7.0	Correspondence – n/a	
8.0	New Business – 2026 OBIAA Conference Bid – required \$10,000 funding	
9.0	<p>Next Meeting – June 4, 2024</p> <p>Adjournment – 6:53pm</p> <p>Motion: 2024- 27</p> <p>Moved by: M. Hurley Seconded by: P. Walkden</p>	