

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Monday, January 12, 2026

**INVITED:**

John Murray, Chair  
Thomas Trist, Vice Chair  
Peter White, Past Chair  
Robyn Despina, Director  
Jordan Calonego, Director  
Connor Remus, Director  
Frank Marino, Director  
Andrew Foulds, Councillor  
Vacant  
Vacant  
Kara Pratt, Recording Secretary

**TENTATIVE:**

**REGRETS:**

**GUEST(S):**

**LOCATION/TIME:** Goods & Co – Catered Snacks from off-site at 5:30 pm, in person.

Meeting Link:

Meeting ID:

Passcode:

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest	
	Called to order @	
2.0	Approval of Agenda	
	Motion: 2026- Moved by:      Seconded by:	
3.0	Presentations	
4.0	Approval of Minutes – December 8, 2025 – <i>sent electronically</i>	
	Motion: 2026- Moved by:      Seconded by:	

Item	Description	Action
5.0	Business Arising from Past Minutes	
6.0	Reports	
6.1	<p>Chair's Report –</p> <ol style="list-style-type: none"> <li>1. Committee priorities – <ol style="list-style-type: none"> <li>a. Each committee to set up a regular monthly meeting (fixed schedule)</li> <li>b. Create top three priorities for the year</li> <li>c. Create a basic budget – connect with ED for previous budgets, if applicable.</li> </ol> </li> <li>2. Minutes from the most recent Executive Meeting (if applicable)</li> </ol>	
6.2	<p>ED Report –</p> <ol style="list-style-type: none"> <li>1. Funding – <ol style="list-style-type: none"> <li>a. Canada Summer Jobs - Applied for summer employees and placed in order of priority <ol style="list-style-type: none"> <li>i. Convention and special events planner (Priority: 1)</li> <li>ii. Ambassador x 2 (Priority: 2)</li> <li>iii. Social media coordinator (Priority: 3)</li> <li>iv. Art coordinator - education (Priority: 4)</li> <li>v. Fundraising organizer (Priority: 5)</li> </ol> </li> <li>b. NOHFC (no update)</li> </ol> </li> <li>2. Growth / Strat Planning – Ian is willing to present at the AGM</li> <li>3. Ambassador &amp; Safe Streets actions from Elevate – No update</li> <li>4. Connaught Square discussion with Waverley Library – Follow up</li> </ol>	
6.2	<p>Finance Committee – Robyn</p> <ol style="list-style-type: none"> <li>1) Financial Statements –</li> <li>2) Sponsorship Requests – <ol style="list-style-type: none"> <li>a) Business: City of Thunder Bay - Cultural Development, Community Programming, &amp; Events <ol style="list-style-type: none"> <li>i) Mailing Address: 2445 Sleeping Giant Parkway, Thunder Bay, ON P7A 0E7</li> <li>ii) Amount: \$3500 in BIA BUCKS / Advertising on Digital Screen</li> <li>iii) Bucks/Advertising: \$3500 in BIA BUCKS / Advertising on Digital Screen for events located in Marina Park (Canada Day on the Waterfront, Live on the Waterfront, and Arts and Culture Under the Lights)</li> </ol> </li> <li>b) Business: Coopérative Centre francophone de Thunder Bay / Festival BONJOUR <ol style="list-style-type: none"> <li>i) Mailing Address: 234 Van Norman Street, Thunder Bay, ON, P7A 4B8</li> <li>ii) Amount: 2000</li> <li>iii) Bucks/Advertising: Support with advertising would be essential</li> </ol> </li> <li>c) Business: Catholic Women's League of Canada -2026</li> </ol> </li> </ol>	

Item	Description	Action
	<ul style="list-style-type: none"> <li>i) Mailing Address: 358 Hodder Avenue, Thunder Bay, ON</li> <li>ii) Amount: \$3,000</li> <li>iii) Bucks/Advertising: Yes</li> </ul>	
6.3	<p><b>Infrastructure/Beautification Committee – John &amp; Tom</b></p> <ul style="list-style-type: none"> <li>1. Court St S adjustments</li> <li>2. Cumberland St is on the 2026 budget – awaiting RFQ</li> <li>3. Mall St. Moving forward – Artwork to be installed in 2026 (no update)</li> <li>4. Patios – Request to meet with CoTB administration to discuss 2026-2028 Patio seasons.</li> </ul>	
6.4	<p><b>Marketing, Events &amp; Promotion Committee – Tom, Connor &amp; Maelyn (public)</b></p> <ul style="list-style-type: none"> <li>1. Shop Mainstreet Canada campaign – email PDF.</li> <li>2. Social Media – from the budget up to \$50/ week will be spent to promote the weekend round-up.</li> <li>3. Clothing options for Board Members/Staff</li> </ul>	
6.5	<p><b>Membership Services Committee – Robyn</b></p> <ul style="list-style-type: none"> <li>1. CRM – Creating an online form for uploads ((ongoing) no update)</li> <li>2. New Members – Following up when time permits ((ongoing) no update)</li> <li>3. Associate Memberships 2025/2026 boundary expansion <ul style="list-style-type: none"> <li>a. Suggested rates for 2026 (Two tiers – Tier 1 \$350, Tier 2 \$700)</li> </ul> </li> <li>4. Priorities <ul style="list-style-type: none"> <li>a. Tracking and Engaging with Membership</li> <li>b. Membership Growth and Economic Development</li> <li>c. Value Perception and Member Awareness</li> </ul> </li> <li>5. AGM – Activities</li> <li>6. AGM Date – January 21, 2026 (waiting on location/caterer)</li> </ul>	
6.6	<p><b>Safety &amp; Security – Peter, John &amp; Tom</b></p> <ul style="list-style-type: none"> <li>1. Chamber Chat w. BIAs, BAs and Mall – Meeting in January 2026</li> <li>2. Connect with Chief Fleury &amp; EMS - Action – Awaiting on feedback on how to report.</li> <li>3. Ambassador Program – graphics to be presented.</li> <li>4. Reporting – Communicate to members that it is needed for stats/funding</li> </ul>	
6.8	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>1. Board Meeting Schedule – <ul style="list-style-type: none"> <li>o February 9, 2026</li> </ul> </li> </ul>	
7.0	<p><b>Correspondence –</b></p> <p>BIA Buck reimbursement for a business that has left the BIA – more context to be provided at the meeting.</p> <p>Letter of Support for Waverley Library – DRAFT letter provided.</p>	

Item	Description	Action
8.0	New Business –	
9.0	Next Meeting – February 9, 2026  Adjournment – Motion: 2026- Moved by:      Seconded by:	

DRAFT