



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Monday, January 12, 2026

INVITED: John Murray, Chair
 Thomas Trist, Vice Chair
 Peter White, Past Chair
 Jordan Calonego, Director
 Connor Remus, Director
 Frank Marino, Director
 Andrew Foulds, Councillor

Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Robyn Despins, Director

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 @ 5:43 pm	
2.0	Approval of Agenda Motion: 2026-01 Moved by: A. Foulds Seconded by: P. White	Carried
3.0	Presentations	
4.0	Approval of Minutes – December 8, 2025 – <i>sent electronically</i> Motion: 2026-02 Moved by: A. Foulds Seconded by: P. White	Carried
5.0	Business Arising from Past Minutes	

Item	Description	Action
6.0	Reports	
6.1	<p>Chair's Report –</p> <ol style="list-style-type: none"> 1. Committee priorities – <ol style="list-style-type: none"> a. Each committee to set up a regular monthly meeting (fixed schedule) b. Create top three priorities for the year c. Create a basic budget – connect with ED for previous budgets, if applicable. 2. Minutes from the most recent Executive Meeting (if applicable) 	Request for Meeting Schedule
6.2	<p>ED Report –</p> <ol style="list-style-type: none"> 1. Funding – <ol style="list-style-type: none"> a. Canada Summer Jobs - Applied for summer employees and placed in order of priority <ol style="list-style-type: none"> i. Convention and special events planner (Priority: 1) ii. Ambassador x 2 (Priority: 2) iii. Social media coordinator (Priority: 3) iv. Art coordinator - education (Priority: 4) v. Fundraising organizer (Priority: 5) b. NOHFC (no update) 2. Growth / Strat Planning – Ian is willing to present at the AGM 3. Ambassador & Safe Streets actions from Elevate – No update 4. Connaught Square discussion with Waverley Library – <i>Meeting date set in July to discuss December and January activations.</i> 	<p>Information</p> <p>Booked No Update Information</p>
6.2	<p>Finance Committee – Robyn</p> <ol style="list-style-type: none"> 1) Financial Statements – Awaiting book keeper 2) Sponsorship Requests – <ol style="list-style-type: none"> a) Business: City of Thunder Bay - Cultural Development, Community Programming, & Events <ol style="list-style-type: none"> i) Mailing Address: 2445 Sleeping Giant Parkway, Thunder Bay, ON P7A 0E7 ii) Amount: \$3500 in BIA BUCKS / Advertising on Digital Screen 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) <p>Recommendation: \$1,750 in BIA Bucks and advertising on the Digital Screen – in line with previous 3+ years.</p> <p>Motion: 2026-03 Moved by: T. Trist Seconded by: C. Remus</p>	Carried

Item	Description	Action
	<p>b) Business: Coopérative Centre francophone de Thunder Bay / Festival BONJOUR</p> <p>i) Mailing Address: 234 Van Norman Street, Thunder Bay, ON, P7A 4B8</p> <p>ii) Amount: 2000</p> <p>iii) Bucks/Advertising: Support with advertising would be essential</p> <p>Recommendation: Meet with the BIA Marketing Committee. The BIA Marketing Committee and the Bonjour Festival can discuss the nominal amount as the request is too broad and there needs to be appropriate commitments of time and funds.</p> <p>Motion: 2026- Moved by: Seconded by:</p> <p>c) Business: Catholic Women's League of Canada -2026</p> <p>i) Mailing Address: 358 Hodder Avenue, Thunder Bay, ON</p> <p>ii) Amount: \$3,000</p> <p>iii) Bucks/Advertising: Yes</p> <p>Recommendation: \$300 in BIA bucks, approximately \$15 per attendee for spending in the BIA.</p> <p>Motion: 2026- Moved by: Seconded by:</p> <p>d) Business: Thunder Bay Rowing Club</p> <p>i) Mailing Address: 755 Dock Street, Thunder Bay</p> <p>ii) Amount: \$300 BIA Bucks</p> <p>Recommendation: \$300 in BIA Bucks to assist with purchasing items for their silent auction or to raffle off in the silent auction for spending in the BIA.</p> <p>Motion: 2026-04 Moved by: C. Remus Seconded by: T. Trist</p>	<p>Requested Meeting with Centre Francophone for more information/ planning</p> <p>Requested additional information – how does it impact the WDBIA in bringing more business to the BIA businesses ?</p>
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ol style="list-style-type: none"> 1. Court St S adjustments – No update 2. Cumberland St is on the 2026 budget – awaiting RFQ 3. Mall St. Moving forward – Artwork to be installed in 2026 (no update) 4. Patios – Request to meet with CoTB administration to discuss 2026-2028 Patio seasons. 	<p>Send email to Realty Services Re: 2026 Patios</p>
6.4	<p>Marketing, Events & Promotion Committee – Tom, Connor & Maelyn (public)</p>	

Item	Description	Action
	<ol style="list-style-type: none"> 1. Shop Mainstreet Canada campaign – email PDF. 2. Social Media – from the budget up to \$50/ week will be spent to promote the weekend round-up. 3. Clothing options for Board Members/Staff <p><i>Connect with the RFDA for a photo from Grinch Photo Proceeds</i></p>	
6.5	<p>Membership Services Committee – Robyn</p> <ol style="list-style-type: none"> 1. CRM – Creating an online form for uploads ((ongoing) no update) 2. New Members – Following up when time permits ((ongoing) no update) 3. Associate Memberships 2025/2026 boundary expansion <ol style="list-style-type: none"> a. Suggested rates for 2026 (Two tiers – Tier 1 \$350, Tier 2 \$700) 4. Priorities <ol style="list-style-type: none"> a. Tracking and Engaging with Membership b. Membership Growth and Economic Development c. Value Perception and Member Awareness 5. AGM – Activities 6. AGM Date – January 21, 2026 – Set for Prince Arthur Hotel at 6:30 pm 	
6.6	<p>Safety & Security – Peter, John & Tom</p> <ol style="list-style-type: none"> 1. Chamber Chat w. BIAs, BAs and Mall – Meeting in January 2026 2. Connect with Chief Fleury & EMS - Action – Awaiting feedback on how to report. 3. Ambassador Program – information from the city to be presented. 4. Reporting – Communicate to members that it is needed for stats/funding <ol style="list-style-type: none"> a. Ask Police to add F. Marino to the email list. 	
6.8	<p>Administration</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule – <ol style="list-style-type: none"> o February 9, 2026 	
7.0	<p>Correspondence – BIA Buck reimbursement for a business that has left the BIA – more context to be provided at the meeting.</p> <p>Motion: The Board discussed the age of the BIA Bucks submitted, ranging in dates from 2017 to 2021, and the age/length of time to submit has made them null and void.</p> <p>Motion: 2026-05 Moved by: P. White Seconded by: F. Marino</p> <p>Letter of Support for Waverley Library – DRAFT letter provided. Signed by J. Murray to send.</p> <p>Snow Sculpture Judging – Kara and John to attend and determine who will judge.</p>	Carried

Item	Description	Action
	John Collin – attending the BIA AGM	
8.0	New Business –	
9.0	<p>Next Meeting – February 9, 2026</p> <p>Adjournment – 6:42 pm</p> <p>Motion: 2026-06</p> <p>Moved by: A. Foulds Seconded by: J. Calonego</p>	