MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, April 9, 2019

INVITED: Jim Comuzzi, Chair
Maelyn Hurley, Vice Chair
Sue Bragg, Director
Lora Northway, Director
Suzan Cooper-Rochon, Director
Peter White, Director
Jennifer Dagsvik, Director
Brian Hamilton, Councilor
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Andrew Foulds, Councilor
Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: Waterfront District BIA Boardroom -- 5:30 pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest The meeting was called to order at 5:48pm There were no disclosures of interest declared at this time.	
2.0	Approval of Agenda Motion: 2019-19 Moved by: J. Dagsvik Seconded by: S. Bragg	Carried
3.0	Presentations	
4.0	Approval of Minutes – March 5, 2019 – *sent electronically* Motion: 2019-20 Moved by: M. Hurley Seconded by: S. Bragg	
5.0	Business Arising from Past Minutes	
5.1	New Business 1. Request for a Board of Management member to present at the IMA (institute of Municipal Assessors) District 9 Spring meeting - Chanterelle today for Wednesday, May 29, 2019. – See attached e-mail o *Kara to attend to talk on:* ▪ *Purpose/mandate of a BIA* ▪ *Benefits BIA membership* ▪ *Brief history of the Waterfront District BIA*	Info

Item	Description	Action
	▪ *Changes/improvements occurring in the Waterfront District and the role of the BIA in facilitating these changes/improvements* ▪ *Future of the Waterfront District BIA* ▪ *Q & A* 2. Paul Moralee has approached the Board of Management to discuss Economic Development – we have requested additional information and possibly a special meeting. o *Invite Paul and others to the next WD BIA meeting – invite to be associate members* o *Discussion re: grade level crosswalk – at the end of Red River Road* 3. Brigitte Tremblay, Owner, La Poutine - -Board of Management Application – Vote *Discussion of credentials and if the Board of Management approached her or if she approached the Board – Brigitte showed interest at the last BOM meeting centering on Safety & Security* Motion: 2019-21 To invite Brigitte Tremblay to be a part of the Board of management pending city of thunder Bay approval Moved by: S. Cooper-Rochon Seconded by: J. Dagsvik 4. Letter from Thunder Bay Regional Foundation requesting support communicating with BIA members *The Waterfront District BIA Board of Management supports the initiative and will send out the letter to BIA Members. – It will be up to the Hospital Foundation to follow-up with the members.* 5. Delegation from borough of London England visiting Thunder Bay July 24-26 – Brought to attention by J. Hannam as it is a "friend" city. o Chris Travers – BID Manager of borough (not sure if attending) *Have Red Lion Host an event? – the Borough is close to John's residence in London. – Kara has connected John Murry & John Hannam*. 6. Student Ambassadors – Start advertising positions? – Note on the ad *awaiting funding approval 7. Communicating with Members – Facebook group? o Photos of events o Missing door mats o Please stop feeding the birds 8. Jane's Walk (J. Dagsvik) 9. Spring Up to Clean Up (M. Hurley) – *Media Launch May 1, 2019 at Bay Village Coffee. Kara has posted to Facebook & the business/building owner Facebook group to get involved.* 10. Pop-up Patio – Endorsement -- Red Lion Motion: 2019-22 Moved by: M. Hurley Seconded by: S. Cooper-Rochon *Endorsement signed by J. Comuzzi. A letter and the endorsement have been forwarded to the City of Thunder Bay.*	Action Carried Action Info Action Action Action Action Carried

Item	Description	Action
	Discussion ensued about the cost to businesses for a bistro table. A subsequent meeting with the CoTB has them reevaluating the sq.ft. costs and the variance in pricing. Also evaluating if the BIA can set out benches and chairs for the public to use/businesses sponsoring the benches/seats.	
6.0	Reports	
6.1	Chair's Report – Jim 1. Seagull Management Program – All Documents signed -- commencing 2. Trees (on hold) 3. Promotional Banners (on hold) 4. Street Ambassadors Program – update with Safety & Security info?	
6.2	Finance Committee 1. Financial Report for month ending (Lynn) – N/A 2. Funding a. Requests for Sponsorships • St. Joseph's Care Group – Foundation – Golf Classic (BIA Assoc Member) i. See Sponsorship Pkg Requested St. Joseph's be notified of our Sponsorship Application Process • City of Thunder Bay events – Ash Young i. $2,000 Cash ii. $2,000 BIA Bucks iii. Request businesses promote their own specials 1. Before & After the event Motion: 2019-23 Moved by: J. Dagsvik Seconded by: L. Northway • Association of Medical Radiation Sciences i. BIA Bucks ii. Occurring May 3 & 4 Motion: 2019-24 Approve $500 BIA Bucks for OAMRS Moved by: S. Cooper R Seconded by: M. Hurley Maelyn Hurley Stepped out of the room – Recused from the vote • Craft Revival i. $1,500 Cash ii. $150 Advertisement on the Digital Billboard iii. $300 BIA Bucks for the Volunteers Motion: 2019-25 *Increase amount to $2,000 to create a "Diamond" Sponsor - Increasing the cash request by $50* Moved by S. Cooper-Rochon Seconded by: L. Northway	N/A Denied Carried Carried Carried

Item	Description	Action
6.3	Infrastructure/Beautification Committee – Suzan • Brennan SCR will follow up with Brennan's references next week • Lyceum – Letter *SCR – Meeting with one of the owners/landlords April 26th, 2019* 1. Beautification 2. Walkability 3. Street Signs – (on hold) 4. Building Plaques – Heritage Standards to be reviewed (on hold) 5. Façade Improvement (on hold) 6. Planters & Flowers (2019 spring planning underway)	
6.4	Governance Committee – Peter 1. Constitution/Operating Procedures – Reviewed with J. Hannam March 27, 2019 – edited Constitution sent to all Board Members in advance of the meeting for review – vote to move forward with special meeting with Membership for adoption. PW – presented the red-lined/highlighted sections of the draft as amended, hoping the BOM will vote on it and get the members to vote on it. it will be the guiding document going forward. JD – were all of the questions covered? PW – all covered and J. Hannam is okay as long as the membership is okay with them. Motion: 2019-26 *Approved to move forward and present to the membership.* Moved by J. Dagsvik Seconded by: S. Bragg 2. Review of Strategic Plan 3. City Insurance includes BIA – No, the BIA is not covered 4. Policies, Procedures & Guidelines – OBIAA – Binder Picked up & ready for review - Kara a. Procurement/Purchasing b. Personnel c. Land ownership d. Documents – retention policy e. Social Media f. Associate Members Policy and Fees g. Health and Safety Policy – draft complete h. Board Members (& Staff) of Conduct – draft complete	

Item	Description	Action
	i. Sponsorships/Donations Guidelines and request form – posted on website – to be sent to the City at a later date	

6.5	Marketing & Promotion Committee – Lora
	
	• Digital Billboard
	  ○ Promoted the savings for BIA members & Associate members
	• Photographer Update
	• Google Drive request - $27/year for 100GB storage for photos
	Motion: 2019-27
	
	Moved by J. Dagsvik Seconded by: M. Hurley
	
	• Facebook group – Businesses – request
	  ○ *Promote that the Red Lion is in new location and congratulate*
	  ○ *Promote Jane's walk*
	• Media Plan/Cost
	  ○ *Requesting permission to have the of the Walleye ads updated*
	  ○ *PW – incumbent on us to go with them (firedog) and determine what to do – not sure where the BIA stands -- requires a separate marketing meeting to "hash" this out*
	  ○ *Must meet before the next BIA Board meeting*
	
	1. Social Media - Kara still actioning
	2. Website
	  a. Addition of Real Estate section
	  b. Updates
	3. Sharing member promotions through Facebook and Instagram (ongoing)
		Carried
		
		Action
		
		Action

6.6	Membership Services Committee – Sue
	
	1. New Members Welcome Letters (Kara) – Ongoing
	2. Website Business Directory updates – Ongoing
	  a. – Pls inform of any out of date information
	3. Associate Members Package (Kara)
	  a. Helicopter Tours
	4. Recruit Volunteers - ongoing
	5. Monthly/Bi-monthly BIA newsletter (Sue, Kara & Jennifer)	

6.7	Special Events Committee - Maelyn Summer event? ~~1. Derelicte~~ 2. Urban Infill ~~3. St. Patrick's Day (Shows)~~ 4. Spring Craft Revival	

Item	Description	Action
	~~5. Ribfest – **Discussion**~~ *Special Meeting was held April 2, 2019 at 9am in the offices of White MacGillivray Lester. It was held to address the issue of the event moving to the CLE grounds.* *1. Justification – Not wanting to have a conflict with another event* *2. No need to squabble with a charity or our members* *3. Discussion – Ribfest losing its legs for the BIA purposes – moving forward with an event in 2020* *Questions – Kona – No one contacted her – SCR told those inquiring & Kara told Jack (& Kona) that the BIA would not hold a competing event.* *M. Pearson - M. Hurly to follow up with – the BIA can hold a concert the weekend of to bring people to the waterfront. A small event for 2019 as the BIA has use of the small CoTB stage -- if SCBCO fencing is available - use of that, something simple – a concert with some special aspects.* *Our weekend – do we want to do something this year/next year?* *BH – set the seed for next year, it is a hot date (August weekend), organise beer* *MH – is Lost & Found event happening this year* *LN – up to Die Active - in place of Ribfest replacement -have a sneak peek this year* *PW – if we are having an event this year – need to start planning yesterday* *JC – need for stage?* *PW – Individuals ready to be a part of the committee?* ***LN, MH, SCR, JC, BH & Matt Pearson)*** ***MH – Chair, BH – Co-Chair*** *SB – need a charity of choice – someone that wants to be a part of it and work – discussion that there is profit sharing/proceeds from the event go to the charity* 6. Lost & Found Festival? 7. The Hunger 8. Christmas Craft Revival 9. Christmas Window Display (Window Wonderland) Brainstorm how we can help to spread the word or support these events happening in our BIA - others we are already support through $$ or BIA bucks....	
6.8	Safety & Security – Peter & Sue 1. Sue sitting on Crime Prevention Council SB - Booked off work to be a part of the initiative – Kara to send Sue the info from Erinn @ the Sweet North Bakery 2. Safe & Inclusive Strategy from Downtown Yonge 3. Belleville Police Survey SCR – talk to the MPPs and the LPH beds – detox (only 22) as a BIA get everyone on the same page – Approach & Advocate. Getting everyone together – signatures from all the Bas BIAs Chairs. Kara to draft a letter for Board approval to send to the LHIN, MPPs MPs	
6.9	Parking Authority Board Update - Kara 1. Meeting April 9 2019 11am-12pm – update	

Item	Description	Action
6.10	Administration 1. Board Meeting Schedule • May 7, 2019 • June 4, 2019 • July 9, 2019 (moved from July 2, 2019) • August 6, 2019 • September 3, 2019 • October 1, 2019 • November 5, 2019 • AGM – November 14, 2019 • December 3, 2019 2. Guidelines to be created for: • Guests & Presentations • Committee Meetings & Reports at Board Meetings	
	○	
8.0	Correspondence – n/a	
9.0	Next Meeting – May 7th, 2019, 5:30 pm -- TBD	
10.0	Adjournment: 8:07pm	