



AGM

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, November 5, 2019

INVITED: Jim Comuzzi, Chair
Peter White, Vice-Chair
Kory Morabito, Treasurer – Late – Attended Culture Awards
Maelyn Hurley, Director
Brigitte Tremblay, Director
Lora Northway, Director
Suzan Cooper-Rochon, Director
Kara Pratt, Recording Secretary

GUEST: Members -- :List available upon request

LOCATION/TIME: The Prospector Steakhouse, November 14, 2019 – 7:00pm

JIM –

Meeting Call to Order and Disclosures of Interest – **Called to order at 7:05 PM November 14, 2019, No Disclosures of Interest.**

Welcome & thank you for coming to the **2019 Annual General Meeting of the Waterfront District Business Improvement Area**. As most of you know, I am Jim Comuzzi, Chair of the Waterfront District BIA.

2019 has been a year of growth and recalculation of our goals as a BIA. It is with this growth that we realise it is time for us to work on our new strategic plan and evolve with our socioeconomic environment. We look forward to your constructive comments and assistance over the next while as we take on this endeavour. Our meeting tonight, is one of the first steps in the recalculation, we have a couple of guest speakers here who are going to help us understand a portion of the scope and hopefully help set us on a positive path for the future.

Before we get into the swing of things, and I hand it over to Peter White, I would like to acknowledge those who have come to the meeting this evening. Your attendance shows your commitment to the economic growth of the Waterfront District as well as your positive outlooks for the future.

I'd like to thank you, **our Members** for coming tonight, we understand this time of year us busy and these events aren't always a priority.

We would also like to thank our Associate Members for attending, as well as, our partners in improvement from across the City:

- Our Councillors, Brian Hamilton & Andrew Foulds, as representatives of the City of Thunder Bay
- The Thunder Bay Chamber of Commerce
- Representatives for the Thunder Bay Police Services as well as
- Shelter House

Your support, shared vision, and focus on the development of the Waterfront District is greatly appreciated!

The flow of our evening will follow this agenda and at this point, I would like to hand it over to our Vice-Chair Peter White --

PETER:

Thank you, Jim.

Over 2019, we are happy with progresses we have made and we are adjusting to changes in the socioeconomic climate. All in all, we are continuing to move forward and are still pleased with our foundation. We are satisfied with the steps we have taken in this year and, as always, we are working hard behind the scenes. We really look forward to showcasing the efforts in the upcoming weeks and years.

For those of you interested, the constitution was passed at our general meeting on May 28, 2019. It is available from the BIA office upon request.

We continued with patron safety in mind, keeping the seagull population down. We are maintaining a focus on safety and shifting towards a more socioeconomic path. You will see the progress of this shift tonight which will be continuing through the future. We also continued positive outreach and promotion of the area with our summer students and our beautification efforts. All and all, there are parts that have been difficult and others that have been quite positive, but we are paving a path forward.

The past year has had us welcoming many new businesses, we are hopefully running out of vacant spaces and this upcoming slide will keep shrinking year by year as businesses come, stay and thrive.

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The Waterfront District membership continues to grow.

As we run out of empty spaces, we welcomed 8 new members to the BIA in 2019 with three more coming very soon:

1. Thyme Fine Dining
2. The Indian Bistro
3. Lullaby's Boutique
4. La Luna Wellness Studio
5. Big Lake Pasta

6. Ungalli Clothing Collective (home to many local makers)
7. Deccan Spice
8. King Ghidrah
9. Coming Soon
 1. Barkeep
 2. Swell Bakery
 3. Babylon Lounge

Thank you to the new businesses in the Waterfront District BIA for making it your choice of location for your home away from home. We appreciate your hard work and we are thankful to you for sharing the vision of a vibrant downtown core.

We also want to acknowledge all of the businesses staying in the area and growing, your endeavours and dedication are noticed and appreciated.

Some of our members have moved on and retired and some have moved to other spaces outside of our district and we wish them all well and want to thank them for calling The Waterfront District home for a period of time.

As the Waterfront District BIA becomes more prominent in the minds of our patrons, so do our opportunities for sponsorship.

In 2019, we supported **18 events** through BIA Buck sponsorships as well as some cash sponsorships to help local initiatives and to bring people to the BIA. Showing on the screen is a list of the sponsorships.

Please continue to bring forward your sponsorship requests, by the 21st of the month before a board meeting. We are looking to support great causes that bring more people to the area. For more information you can check out the forms on our website under the “Contact us” header, or ask Kara, she is here to help.

Thanks to our Coordinator, we were able to employ 5 Student Ambassadors through the Canada Summer Jobs program. These Ambassadors were able to assist with maintenance and marketing and worked events to promote the Waterfront District BIA. They were able to and help bring patrons to the area by engaging the public and offering BIA Bucks throughout the summer. Above is just a sampling of what they accomplished over the summer months.

We hope to apply for the program again next spring and bring even more positive vibrancy to the Waterfront District.

This year, we welcomed new and returning board members. We also have two openings on our board, which I will touch on more a little later. With returning board members, it is positive to have their institutional knowledge as well as their perspectives. The efforts and opinions of all of our Board Members over the past year have been valuable and all of their leg work will be important over the next few years.

On our Board, we have 9 spaces available for business/building owner Board of Management Members, and space for two Councillors from the City of Thunder Bay. Of those spaces we currently have 7 filled by businesses/building owners and two councillors.

If our board members, present, two are away on other Board business, it would be appreciated.

Jim Comuzzi, Rooster's Bistro
Peter White, White Macgillvary Lester
Maelyn Hurley, The Chanterelle
Suzan Cooper-Rochon, Perfect Fit
Lora Northway, St Paul Roastery
Kory Morabito, The Prince Arthur Hotel
Brigitte Trembley, La Poutine

Our two councillors are:

Andrew Foulds – Councillor
Brian Hamilton – Councillor

The additions this year are:

Kory Morabito
Brigitte Tremblay

We ask for you to approve the appointment of the current Board of Management Directors for the 2020 year (AGM - Motion 2019-) – **Deferred** voted members in at 2018 AGM

As you can see, in recent weeks, we have unfortunately received two resignations for Board of Management Members.

Peter – Thank Jenn Dagsvik & Sue Bragg for their work and commitments for the past few years.

We understand being on Board is quite a commitment and their families come first. So, we are currently looking to fill two Board of Management Positions.

We would normally look for nominations from the floor, however, with the late submissions of resignations, we were unable to follow through on proper nomination procedure. So, Kara will circulate an e-mail tomorrow asking for those interested to contact her for the appropriate forms. We ask that they be submitted by November 30th to ensure they are able to go before our Board at the next meeting on December 3rd.



AGM

On that note, over the next year (even December 3rd), if you want to host a Board Meeting please let Kara know. We like to rotate our meetings and enjoy a change of scenery. We just ask the space be quite so we are able to conduct board business.

At our first Board of Management Meeting after this AGM, we will be appointing Board of Management Members to head different committees (examples are: safety & security, parking, beautification, events and marketing). It is the working board and committees that will take us through the next few years and bring even more vibrancy and growth to the area. We are looking forward to what we can all do, together, as a community.

We will send out our finalized list of the committees after our December Board Meeting. If you do not want the commitment of a Board Position but would like to be involved. You could take the first step and join a committee, please reach out to Kara and she will ensure you are put in contact with the right people.

I would like to ask Ania Berezowski, Senior Manager, BDO from BDO to present on our 2018 Financial Report –

Financial report to be on the screen

Thank you Ania.

Ask Members to approve the financial report as presented – Auditors report on the audited 2019 financials (AGM - Motion 2019-01 -- 1st S. Cooper-Rocohon 2nd B. Tremblay - Carried)

PETER:

This brings us to our proposed 2020 budget.

PETER:

Looking ahead – our goals for the Waterfront District BIA are to continue to work with the City of Thunder Bay to ensure the downtown is accessible for the public until we are able to work together for the planned infrastructure upgrades. We are continuing to position ourselves with the City of Thunder Bay to assist in creating a walkable, safe and bright area. Our 2020 goals also include increasing safety, beautification, tourism and economic activity.

The operating budget has been at \$163,000 for the past two years. This budget was sufficient for our 2019 efforts and, at the moment, we see no reason to increase the amount for 2020. What we ask, is for the members to vote on this proposed budget for the 2020 year.

Breaking it down:

Construction & Beautification includes:

- Planters
- Maintenance
- Seasonal Beautification
- Seagull Management

Advertising & Promotion

- Sponsorship & BIA Bucks
- Media (social, website, radio & print)
- Events

Safety & Security

- Newly revised line item this year – we are looking for viable suggestions

Operating & Administrative

- Accounting & Legal
- Office (postage, supplies, bank)
- Membership
- Meetings
- Conferences
- Salaries
- Rent, Telephone & Internet

2020 Budget Submission to CoTB

Item	2020 Budget
Revenue	
2020 BIA Tax Levy	81,500.00
Contributions from the City of Thunder Bay	81,500.00
Total Revenue	\$163,000.00
Expenses	
Construction & Beautification	52,250.00
Advertising & Promotion	37,300.00
Safety & Security	10,000.00
Operating & Administrative Expenses	63,450.00
Total Expenses	\$163,000.00

Note to presenter: if in agreement, please ask for a motion for the membership to approve the proposed 2019 Budget as presented.

Approval of the proposed 2020 Budget (AGM - Motion 2019-02 -- 1st B. Tremblay 2nd M. Hurley - Carried)

If there are more members opposed to the proposed budget – a revised proposed budget will be circulated with a voting mechanism – before the end of 2019.

PETER:

Before we get into the presentations and discussion for the evening:

We would like to set and vote on our next Annual General Meeting – (If we could make it in the spring or fall, that would be best):

Proposed Next Annual General Meeting – October 8, 2020 (AGM - Motion 2019- 03 – 1st M. Hurley 2nd B. Tremblay - Carried)

In line with our efforts to increase safety & security we have invited guest speakers aligned with street involved individuals as well as the police services as our first guest speaker ...

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PETER:

We would like to welcome Michelle Jordan, Executive Director, Shelter House to speak on the SOS program and help educate you on what they are doing, how you can help and its positive impacts.

PETER: Thank you Michelle for coming to our AGM to talk about the Street Outreach Program

Please welcome Ryan Gibson, branch commander from the Thunder Bay Police. Ryan is here to talk about the current socioeconomic climate and may touch on:

- How to positively interact with street involved persons
- Who to call and when
- What to do if you feel threatened
- How we can properly report
- If there are plans in place for additional assistance
- How we can help educate

PETER: Thank you Ryan – (fill in something that is relevant to what he spoke on)

Following up on that – we have Charla and Raili from the Chamber of Commerce here -- The Thunder Bay Chamber of Commerce, the Lakehead Social Planning Council, and United Way of Thunder Bay are



AGM

pleased to invite you participate in our Community Cross-Sector Collaboration Forum on Thursday, November 28th from 1:00pm to 4:30pm at the Urban Abbey.

This event will bring together representatives from the private, public and non-profit sectors to identify specific actions that we as a community can get behind to make Thunder Bay more connected, more inclusive, more prosperous and free from the debilitating effects of poverty.

Space is limited. To participate, please register at: www.tbaycollaboration.eventbrite.ca

Thank you to the Chamber for organizing that event.

Hand off to JIM

While we are on Thank yous, we would like to Thank the Prospector Steakhouse -- Leo Hockenull, his sons Tony & John as well as Mike Mike McGonigal for the venue, food, and drink. The prospector has been here since 1985, almost 35 years, a true establishment (with the best buns) and we would like to acknowledge their long-time membership.

We cannot forget our servers, thank you for ensuring the food kept moving throughout the night and drinks were served in a timely manner.

Also, thank you again to our guest speakers: Michelle Jordan, Ryan Gibson and to Ania Berezowski for making the financials interesting and keep it short. Also thank you to Shannon Lane Seaman for her help with Registration and Voting. We would also like to thank Maelyn for organising the event.

Lastly, thank you everyone for coming and please take some time to get to enjoy your one free drink, or if you have already enjoyed it please enjoy the cash bar and snacks. Also, please take some time to get to know each other (if you don't already), chat and mingle. This is also a great opportunity to talk to Kara and get up to date on what is happening in the coming weeks and year.

Adjournment - (9:00pm November 14, 2019)