



KARA -

Before beginning, we need to inform you that this meeting will be recorded. This is to ensure its proper record and accuracy.

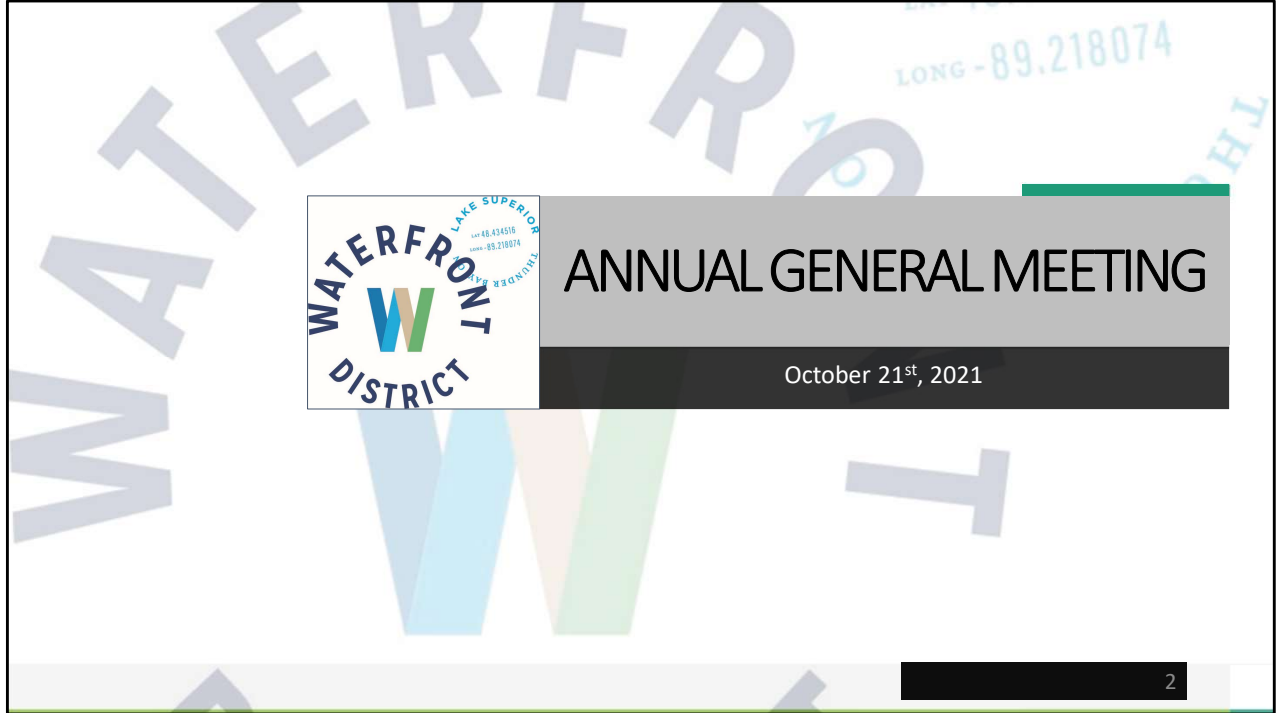
We also want to cover some general housekeeping and relay information for polling.

To respect all speakers, presenters, and their time please remember that if you wish to speak and are not called upon; use the chat function to notify the BIA that you have a comment or question. When you are called upon to speak, you will be unmuted. For the consideration of everyone, please keep your questions and comments to 1-2 minutes.

When polling occurs, please keep in mind that voting is for members only; votes from spouses, non-voting members, and the general public will not be counted.

Anyone who has called in with a mobile device, not through the Zoom APP, will be called upon to vote as this is the only way compatible on this platform.

We will take two or three questions for each presenter following their presentation. All other questions and comments will be saved and answers will be provided via email to the participants.



JIM –

Meeting Call to Order and Disclosures of Interest

Welcome & thank you for coming to the **Virtual 2021 Annual General Meeting of the Waterfront District Business Improvement Area**. For those of you who many not know me, I am Jim Comuzzi, Chair of the Waterfront District BIA.

2021 has been another interesting year, to say to say the least. Again we have been forced to learn new ways to work and adapt to new practices. The past almost two years has taught us to adapt and has allowed us to reassess our priorities and hopefully develop goals. We must acknowledge that it has been exhausting and we are appreciative that so many of you have pushed through and are doing such incredible work.

It is with your optimistic outlooks, hard work and adaptability that we have maintained an active and positive presence in the minds of the public through these past few years. THANK YOU! We know it has been difficult and that you are

exhausted, but we want you to know we see you and appreciate all your hard work.

Last year we discussed how we were redoing our strategic plan, unfortunately the assistance we were to receive from Lakehead University did not come to fruition. The online format was not ideal for students, but don't worry, we will try again. It is the Strategic Plan that is our map – it tells us the priorities to follow and sets us on a solid path. We look forward to your constructive feedback and assistance as we take on the difficult endeavour of developing a strategic plan.

Without further delay, let's move to the Agenda so we all know the path we are headed on this evening ...

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Agenda

- Welcoming Remarks
- 2021 Overview
- Current Board
- 2020 Audited Financial Statements
- 2022 Plans and Operating Budgets
- Presentations
- Closing

Guest Speakers

- Ania Berezowski CPA, CA from
 - BDO Canada
- Albertus Viljoen M.L.Arch, B.Sc L.Arch, OALA Assoc.
 - Associate with Brook McIlroy
- Kayla Dixon P.Eng, MBA
 - City of Thunder Bay Engineering
- Devon McCloskey MCIP, RPP
 - City of Thunder Bay Planning

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JIM -

Again, we would like to thank you all for attending tonight, we understand these events aren't always a priority. Your participation shows your commitment to the economic growth of the Waterfront District as well as your positive outlooks for the future.

Our AGM tonight is filled with information and will hopefully answer questions and provide the insight into what is happening with the reimagining over the next few years. We are also going to complete the annual house keeping of reviewing and approving the 2020 audited financials and 2022 budget

First, we would like to acknowledge our partners in improvement from across the City:

Our City of Thunder Bay Councillors - Brian Hamilton & Andrew Foulds

City of Thunder Bay Administration – Kayla Dixon, Steven Murphy, Guy Walter,

Paul Pepe and Devon McCloskey

Representatives from the Chamber of Commerce - **Charla Robinson & Thera Chicoine**

Ania **Berezowsk** from BDO Canada with our audited financials and Brook McIlroy with the rejuvenation plans.

Your support of 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.

To kick this off, we need to call for motion to approve the minutes from the 2020 AGM circulated in your registration email.

With that, we ask for you to approve the minutes from the 2020 AGM. (AGM - Motion 2021-01)

Moved by: M. Hurley

Seconded by: J. Calonego

Carried

Over 2021, we made an incredible impact with our summer patio initiatives and we look forward to winter activations throughout 2022 and 2023. We have been talking to partners to liven up the streets even during the cooler winter days.

In 2020 we paved the way for many initiatives that continued in 2021. You all

showcased your resilience and it allowed us to work on providing better developed plans -

We learnt from the 2020 StrEATery and Marketplace, and this year, with the help of the City of Thunder Bay, created a more equitable pilot patio set up with more open air pedestrian spaces to support all of our businesses in bringing people downtown. As the pilot pedestrian and patio “project” moved forward through the summer we liaised with City Parks, Engineering, Forestry and Roads departments to make improvements and learn from the layouts. We understand there will be more opportunity for feedback coming soon. We, as well as the City of Thunder Bay and their consultants Brook McIlroy look forward to hearing and reading your honest opinions.

As with previous years, we moved forward with the safety of business patrons in mind and worked again to keep the seagull population under control. We have added and adjusted rooftops annually and we hope you see the benefits as much as we do.

You will find out later in this presentation that we are looking to create a more developed membership assistance program for lessening the impacts vandalism and damage within the BIA. There will be more information on that later with the 2022 proposed budget.

As a city so steeped in winter, we are working with partners to hopefully create winter attractions and holiday events. Activating the streets and working to develop the proof that winter events are as important to our infrastructure as summer events is important.

Further into the future, we are advocating for positive solutions to business access during infrastructure renewals to mitigate the impacts to our business owners. In the long term we are looking to bring attention to the significance of the area and strengthen the positive indigenous ties. We also advocating for better pedestrian space, curbside pick-up/loading zones, underground infrastructure, proper water runoff, and future maintenance plans. You will see the progress of these shifts tonight in the renewal presentation and we look forward to continuous conversations and actions through the future.

Surprisingly, 2021 has us welcoming many new businesses, we cannot wait to see more vacant spaces fill up and add to the vibrancy of the area. Looking towards the future, we hope to see our new businesses stay and grow and the following list adjust because we are filling those few remaining vacant spaces.

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Welcome to our new members!

New Members

- Lakehead Beer
- Babylon Lounge
- Kia Ora Cannabis

Expansions

- In Common
- Lovely Body
- The Prospector

Coming Soon

- Dilico
- Subdivision
- Alder & Ivy
- Goods & Co.
 - 20+ vendors and restaurants!
- Bistro One

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PETER -

The Waterfront District membership continues to grow and evolve.

As all of you achieve new goals, we are seeing a great attraction to growth in the area. We are seeing a few members expand their spaces and we are seeing previously empty spaces being adapted and built out to accommodate more businesses. In 2021 we are welcoming so many new members, many of them opening their doors very soon!

Again, we want to give a significant thank you to the 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 recognize all of the businesses staying in the area and growing. Your endeavours and dedication are noticed and appreciated.

*We lost two members to retirement you want to address them (Thyme & Silver Birch). We will miss their positive contributions to the food scene and we wish them well. We also want to thank them for calling the Waterfront District home for a period of time.

Event Sponsorships

- Sociable Thunder Bay Scavenger Hunts
- City of Thunder Bay – Culture & Recreation
- Lakehead University Economic Development and Innovation

- Canadian Light Houses of Lake Superior
- City of Thunder Bay – Neighborhood Day
- Lakehead University Orientation
- United Way - Thunder Bay
- BIA Summer Giveaways

As you're approached to support local or regional initiatives or fundraisers, don't forget to tell people about BIA bucks. 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.

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PETER –

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

2021, was a slower year, with fewer events occurring we supported **8 initiatives** through BIA Bucks and cash sponsorships to help bring people to the BIA. Showing on the screen is a list of the sponsorships.

We have to thank Sociable for their chalk the sidewalk event and their scavenger hunt endeavours. Watching people search for the golden egg in the BIA was great!

Lakehead University has been a great supporter of ours and we enjoy seeing the students shop, dine and play (party) in the BIA.

As a reminder to our members, as you're approached to support local initiatives or fundraisers, don't forget to tell people about BIA Bucks. We are looking to support great causes that bring more people to the BIA. 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.

Waterfront District Pilots



Waterfront District Pilots

Highlights

- Created a safe social meeting place for locals, regional tourists, and organizations in the area
- Contributed to walkability of the district
- Increased parking
 - Cumberland St N.
 - Park Ave.
 - Van Norman
- Demonstrated another potential layout for the future of the Waterfront District

Lessons Learned

- For new and creative things to happen, all parties involved need to be adaptable and flexible
 - This is how positive change occurs
 - The public appreciates impactful changes and will defend good ideas
- We value feedback and constructive criticism from all our members and stakeholders, but we can only incorporate it when you provide it

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PETER –

Again this year, we partnered with the City of Thunder Bay for piloted patios and safer walkability of the area. With the loosening of restrictions, there was not the requirement to wipe the picnic tables between each use which opened more possibilities for activation. We had picnic tables painted by local artists (that will return to the area each year) and did our best to maintain the space (special thanks to the people that came out Sunday mornings to clean). We really appreciate all of the cleaning and maintenance assistance provided by the businesses in the area - whose patrons used the public spaces.

Changes we made this summer based on feedback from 2020 -

- Adjusted transit routes to avoid blocking loading, unloading and parking spots.
- Maintained some North side parking on Red River Road
- Added more activation closer to Cumberland St (as requested by the public and supported by the businesses)
- Added more patios on St. Paul Street, Cumberland Street and Court Street

- Created more on street parking
- Maintained the 2-way street on Red River Road
- Calmed traffic (hopefully) with bump outs
- Obtained additional planters from port Arthur Rotary and the Clean Green & Beautiful Committee
- Added additional trees and fall flowers

Lessons learned -

- For new and creative things to happen, all parties involved need to be adaptable and flexible
 - This is how positive change occurs
- The public appreciates impactful changes and will defend good ideas
- We value feedback and constructive criticism from all our members and stakeholders, but we can only incorporate it when you provide it
 - Please be active and let us know what is great, good and where improvements can be made – kindly.

Again we would like to thank the City of Thunder Bay, Thunder Contracting and Blackarm transport for their work to bring in quarry stones and barriers for another year. We look forward to the piloted projects next summer and activating the space in more ways.

2020-2023 Board of Management

- **Jim Comuzzi - Chair**
- **Peter White - Vice Chair**
- **Jordan Calonego - Treasurer**
- **Maelyn Hurley**
- **Lora Northway**
- **John Murray***
- **Kory Morabito**
- **Thomas Trist**
- **Phil Walkden***
Awaiting Council Approval**
- **Andrew Foulds - Councilor**
- **Brian Hamilton - Councilor**

*Interim replacement for the remainder of the four-year term

**Meeting was set for October 18th – awaiting response from the CoTB

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PETER -

This year, we had a strong and active board who stepped up to the plate during the pandemic. 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 building owners and their elected representatives Board of Management Members, and space for two Councillors from the City of Thunder Bay. All of these spaces are currently filled.

Peter –

We understand being on Board is quite a commitment and we thank all of those who volunteer their time.

Current Committees

- Finance
- Infrastructure & Beautification
- Marketing, Promotion & Special Events
- Membership Support
 - Safety & Security
- Parking Authority Board
 - Representative Role




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PETER -

At our first Board of Management Meeting after this AGM, we will be appointing Board of Management Members to head different committees. We are looking forward to what we can all do, together, as a community.

These committees are a way to make sure you are involved even if you are not a Board member; each committee meets separately to work on planning and implementing initiatives. If you are interested in any of these topics and want your voice to be heard, we strongly encourage you to join a committee!

We will send out our finalized list of the committees after our December Board Meeting. To 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.



2021 Audited Financial Statements

Presented by Ania Berezowski CPA, CA
Senior Manager at BDO Canada

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PETER -

I would like to ask Ania Berezowski, Senior Manager, from BDO to present on our 2020 Financial Report –

Financial report to be on the screen (Ania will screen share)



2021 Audited Financial Statements

Presented by Ania Berezowski CPA, CA
Senior Manager at BDO Canada

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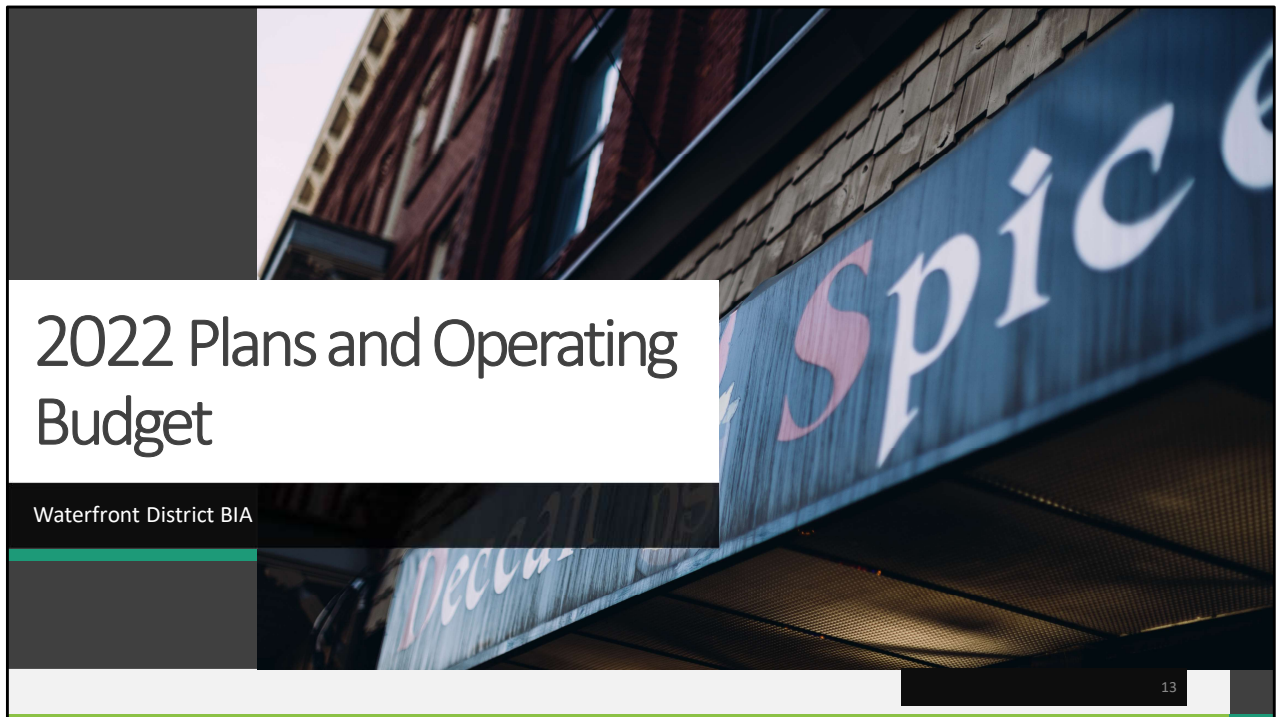
PETER -

Thank you Ania.

Ask Members to approve the financial report as presented – Auditors report on the audited 2020 financials (AGM - Motion 2021-02)

Moved by: B. Hamilton
Seconded by: J. Murray
Carried

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2022 Plans and Operating Budget

Waterfront District BIA

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PETER -

This brings us to our proposed 2022 budget.

This is where we hand it over to our Treasurer Jordan Calonego

2022 Budget Submission to City of Thunder Bay

Item	2022 Budget
Revenue	
2022 BIA Tax Levy	101,500.00
Contributions from the City of Thunder Bay	101,500.00
Total Revenue	\$203,000.00
Expenses	
Advertising & Promotion	20,611.00
Beautification & Falconry	36,119.00
Membership Support	16,000.00
Sponsorships & Gift Certificates (Redemptions)	13,500.00
Operating & Administrative Expenses (Accounting, Conferences, Insurance, Rent, Supplies, Wages (Summer Students & Coordinator))	116,770.00
Total Expenses	\$203,000.00

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JORDAN

Our goal is to work with the City on making our downtown a prosperous place – a great place to live, work and play. The City is planning major capital projects in the area, which effects us in some substantial ways – one being that we are now delaying capital expenditures in much of what you see that’s “public” space. In or BIA, those spaces are set to be rebuilt from the underground infrastructure up in the coming 2 or 3 years. We are looking to HELP maintain the aging area with the future look of spending some extra in the future to take the space above expectations.

Our operating budget was \$163,000 per year for a few years and last year we increased it to \$183,000. This year, to provide more equitable pay to our Coordinator and increase membership supports. We are looking at dividing the costs among the many to help maintain a clean and positive look for the general area. The board has approved, and we are looking for support to request the same increase this year as we did last year, for a total of \$20,000 (divided 50/50 with the City of Thunder Bay).

Breaking it down:

Advertising & Promotion

- Media (social, website, radio & print)
- Events

Beautification & Falconry includes:

- Planters (\$15,000+)
- Maintenance
- Seasonal (winter) Beautification (\$4,500)
- Seagull Management

Membership Support

- Newly revised line item this year – we are proposing a vandalism mitigation/reimbursement strategy

Sponsorship & Gift Certificates (Redemptions)

- BIA Bucks & Limited cash sponsorship

Operating & Administrative

- Accounting & Legal
- Office (postage, supplies, bank)
- Membership
- Meetings
- Conferences (we are now sending two persons to be sure we get the best out of the event)
- Salaries
- Rent, Telephone & Internet
- Insurance
- Student wages

Note to presenter: if in agreement, please ask for a motion for the membership to approve the proposed 2022 Budget as presented.

Approval of the proposed 2022 Budget (AGM - Motion 2021-03)

Moved by: M. Hurley

Seconded by: J. Murray

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 2021.



PETER -

Thank Jordan

Note to presenter: Motion that the membership approve the actions of the Board for 2021.

Approval of the actions of the Board for 2022 (AGM - Motion 2021-04)

Moved by: J. Calonego

Seconded by: K. Morabito

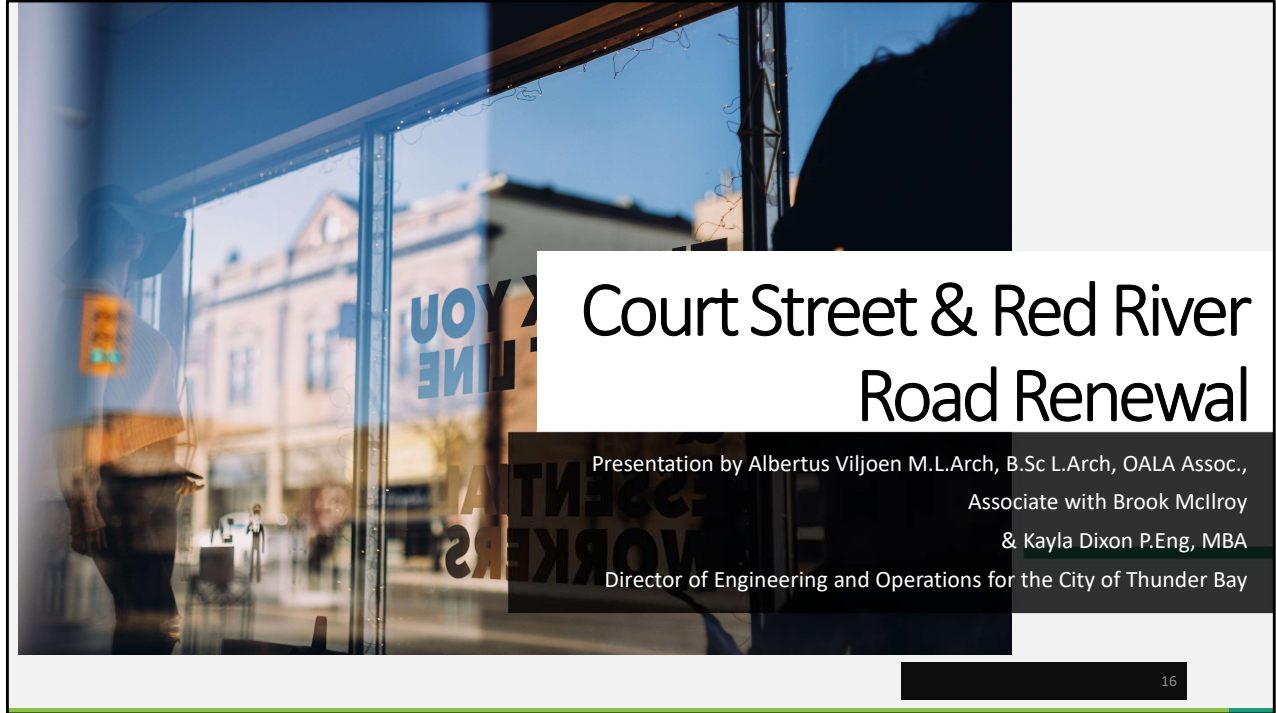
Carried

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

We would like to propose our next Annual General Meeting to be in October again next year, either the 13th or the 20th.

We will be sending out a Survey in the coming days for members to indicate which date works best.

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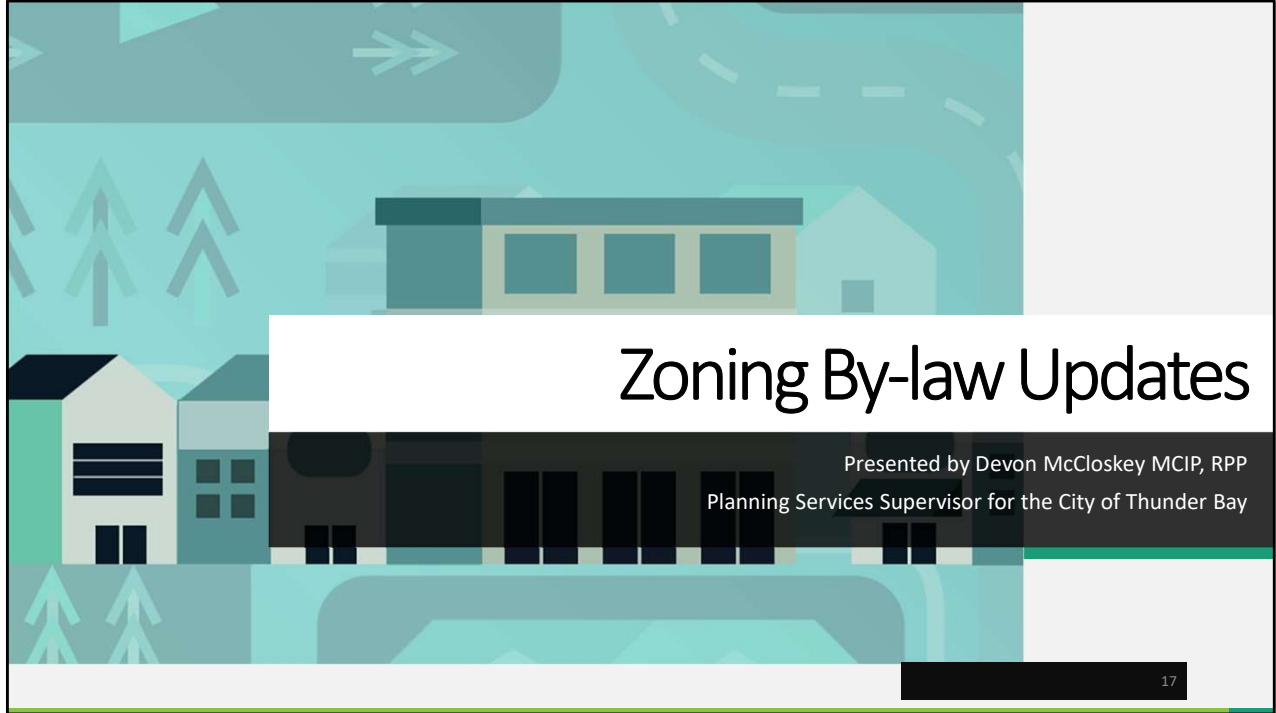


PETER -

We would like to welcome Andrea Mantin of Brook McIlroy and Kayla Dixon, Director of Engineering and Operations, City of Thunder Bay to speak on the upcoming Red River Road and Court Street reimagining and to address some of the questions you many have about the plans.

(Presentation to be on screen, Andrea or Kayla will screen share)

Thank you Andrea and Kayla – are there any more new questions before we move on to the next presentation?



PETER -

Thank you Albert, Andrea and Kayla for attending our AGM to talk about the Court Street and Red River Road reimagining.

Please welcome Devon McCloskey, Planning Services Supervisor for the City of Thunder Bay. Devon is here to talk about the Community Improvement Plan Financial Assistance Programs that are available.

(Presentation to be on screen, Devon will screen share)



PETER –

Thank you Devon – (fill in something that is relevant to what she spoke on)

Hand off to JIM

We would like to thank all those involved in preparing this AGM in a virtual setting, we hope to return to in person next year.

Also, thank you again to our guest speakers: Albert, Kayla, Devon and to Ania.

Thank you to our Summer Students for taking notes and keeping us organised.

Lynn – our “fearless book keeper” and Kara (insert niceties here)

**Next slide (final slide)



JIM -

With regards to the upcoming holidays – holiday planning is underway, and we look forward to working with all of you to create and promote Local shopping and EVENTS – can you believe it?! Keep us in the loop and don't forget to apply for BIA Bucks.

Lastly, we want to thank everyone for coming. If you ever have any questions or concerns remember to please get in touch with Kara at thewaterfrontdistrict@tbaytel.net or 343-9032.

Adjournment - (AGM - Motion 2021-05)

Moved by: J. Calonego

Seconded by: M. Hurley

Carried