



# WATERFRONT DISTRICT

# MINUTES

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Monday, April 13, 2026

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

<https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRIB2bTlldnpWZz09&omn=81888511731>

Meeting ID: 278 100 2430

Passcode: WDBIA

Item	Description	Action
1.0	<p><a href="#">Meeting Call to Order and Disclosures of Interest</a></p> <p>Called to order @ 5:33 pm</p> <p>Disclosure of Interest F. Marino – Sponsorship Req for NV Nightclub</p>	
2.0	<p><a href="#">Approval of Agenda</a></p> <p>Motion: <a href="#">2026- 23</a>          Moved by: A. Foulds    Seconded by: P. White</p>	
3.0	<p><a href="#">Presentations</a></p> <p>Richard Togman, CEO, Thunder Bay Library</p>	

Item	Description	Action
	<p>R. Togman Waverly Library renovation plans, which will involve a complete renovation due to structural issues and outdated elements. The project is expected to cost \$16 million and start construction soon (2026 planning/27 construction season), potentially closing the branch temporarily for repairs (2027). R. Togman mentioned that while some staff may be temporarily redeployed during the closure, the branch will not be relocated, and post-renovation, it should see increased traffic and programming options.</p>	
4.0	<p><a href="#">Approval of Minutes</a> – March 9, 2026 – <i>sent electronically</i></p> <p><a href="#">Motion: 2026- 24</a>  Moved by: A. Foulds    Seconded by: C. Remus</p>	
5.0	<p><a href="#">Business Arising from Past Minutes</a></p> <p><del>Review of the Strategic Objectives provided by Compass Leadership</del></p> <p>Concerns brought forward about new patio licensing regulations implemented by the City of Thunder Bay for 2025. C. Remus raised issues about lack of consultation with business owners before the changes were implemented, noting that only existing patio holders received information about the new requirements. The board agreed members of the board meet with city administration to address these concerns and propose better consultation processes for future patio regulations.</p>	
6.0	<p><a href="#">Reports</a></p>	
6.1	<p><a href="#">Chair’s Report</a> –</p> <ol style="list-style-type: none"> <li>1. Committee priorities – <ol style="list-style-type: none"> <li>a. Follow up with each committee, requesting their regular meeting schedule</li> <li>b. Each committee should refer to the Strategic Plan to create its top three priorities for 2026.</li> </ol> </li> <li>2. Minutes from the most recent Executive Meeting (if applicable)</li> </ol>	
6.2	<p><a href="#">ED Report</a> –</p> <ol style="list-style-type: none"> <li>1. Funding –</li> <li>2. Canada Summer Jobs – Awaiting Response</li> <li>3. Growth / Strat Planning</li> <li>4. Ambassador &amp; Safe Streets actions</li> <li>5. Connaught Square discussion with Waverley Library</li> <li>6. Panel Presentation at OBIAA Conference – April 22, 2026</li> </ol>	

Item	Description	Action
6.2	<p data-bbox="293 254 1281 285"><a href="#">Finance Committee – Robyn</a></p> <p data-bbox="293 323 1281 354">1) Financial Statements – February 2026</p> <p data-bbox="293 392 1281 636">As of February 28, 2026, the Waterfront District BIA remains in a stable financial position. Total assets were \$118,689.52, liabilities \$91,086.97, and net assets \$27,602.55, with year-to-date net income of \$15,462.22. Cash and near-cash balances were approximately \$37,826, reflecting typical operating expenses. Accounts receivable totaled \$65,850.89 (primarily from the City/levies), and accounts payable were \$4,593.28. Overall, the financial position remains favourable, with additional seasonal expenditures anticipated.</p> <p data-bbox="293 674 1281 741">Motion: That the Treasurer’s Report and financial statements for the period ending February 28, 2026 be received and accepted as presented.</p> <p data-bbox="293 779 1281 810"><a href="#">Motion: 2026- 25</a></p> <p data-bbox="293 810 1281 842">Moved by: A. Foulds      Seconded by: C. Remus</p> <p data-bbox="293 879 1281 911">2) Audit/Financial Reporting</p> <p data-bbox="355 911 1281 1119">a) MNP invoices a charge of \$1,000.00 for assistance with drafting the financial statements. Bookkeeper 4 You now has an in-house CPA who can draft these statements for a fee of \$700.00, which would then be submitted to the auditors for the year-end. Should the Board approve to proceed, Bookkeeper 4 You will forward a formal proposal for this service.</p> <p data-bbox="293 1157 1281 1224">Recommendation to move forward with Bookeeper4You proposal – should the City of Thunder Bay approve it is acceptable.</p> <p data-bbox="293 1262 1281 1293"><a href="#">Motion: 2026- 26</a></p> <p data-bbox="293 1293 1281 1325">Moved by: A. Foulds      Seconded by: P. White</p> <p data-bbox="293 1362 1281 1430">Update: Bookkeeper4you unable to complete this due to personal time constraints.</p> <p data-bbox="293 1467 1281 1535">3) Sponsorship Requests – 8 in total (Full request descriptions in PDFs sent to Board, available to the public upon request).</p> <ul data-bbox="355 1577 1281 1900" style="list-style-type: none"> <li data-bbox="355 1577 1281 1608">• The Queerdos (\$100 BIA Bucks)</li> <li data-bbox="355 1608 1281 1682">• Bucks/Advertising: Asking for donations to prize packs for attendees at our educational Pride events for 2026</li> <li data-bbox="355 1682 1281 1713">• Description of Recognition: WD BIA logo included in online advertising</li> <li data-bbox="355 1713 1281 1900">• Description of Event/project: Sex Positive Toy Bingo - a FREE for community educational Pride event in which attendees fill out Bingo cards with words called out by local drag queens. Each word is educational and explained by one of the queens and winners of the game receive a prize pack with sex toys, educational materials and ways</li> </ul>	

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	<p>to support local businesses (EG BIA bucks). \$10 food coupons provided by Subdivision for first 100 attendees. The purpose is to increase sex education in the 2SLGBTQIA+ community, in particular STI prevention and treatment, while providing a fun atmosphere.</p> <p><a href="#">Motion: 2026-27</a>  Moved by: R. Despina    Seconded by: P. White</p> <ul style="list-style-type: none"> <li>• NV Night Club (\$2500 BIA Bucks)</li> <li>• Bucks/Advertising: To help promote the downtown core with three live events scheduled. Description of Recognition: BIA logo will be added to all promotional artwork and social media sites.</li> <li>• Description of Event/project: <ul style="list-style-type: none"> <li>○ 04/27 - Sheepdogs</li> <li>○ 05/29 - Vixens</li> <li>○ 05/30 - Forbidden Nights</li> </ul> </li> </ul> <p>Parked – for further discussion.</p> <p><a href="#">Motion: 2026-</a>  Moved by:            Seconded by:</p> <ul style="list-style-type: none"> <li>• 3Ride</li> <li>• BIA Bucks Request Amount: \$1000 BIA Bucks. We plan to offer giveaways and contests at the event. The BIA bucks will be the prizes.</li> <li>• Description of Recognition: BIA logo will be on all social media, and print promotional material.</li> <li>• Description of Event/project: 3Ride Bike Expo &amp; 25 Year Anniversary Celebration. 3Ride will take over the Goods &amp; Co. Market for a weekend in June. The market will be filled with bicycle brand trade-</li> </ul> <p>Parked – for further discussion.</p> <p><a href="#">Motion: 2026-</a>  Moved by:            Seconded by:</p> <ul style="list-style-type: none"> <li>• Goods &amp; Co. Stony (\$200 BIA Bucks + Loop LED Board)</li> <li>• Bucks/ Advertising:\$200 in BIA Bucks + advertising (Walleye Magazine or LED board). BIA Bucks used as prizes, driving spending back to Waterfront District businesses.</li> <li>• Description of Event: TEE OFF – Golf Season Launch Party on April 25 at Goods &amp; Co. (185+ attendees expected). Fundraiser supporting the Boys &amp; Girls Club Thunder Bay nutrition program</li> <li>• Description of Recognition: Logo on signage, social media, print materials, and verbal recognition at the event.</li> </ul> <p>Declined</p> <p><a href="#">Motion: 2026-</a>  Moved by:            Seconded by:</p>	

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	<ul style="list-style-type: none"> <li>• Transportation Museum of Thunder Bay (\$300 BIA Bucks)</li> <li>• We will use the BIA Bucks to: Extend Visitor Stay: Reward bus tours and return guests to encourage them to stay longer in the city by enjoying a meal or accommodation. Enhance Engagement: Utilize the Bucks as door prizes at our annual fundraising dinner May 1st., enhancing the guest experience while spotlighting local businesses. Reward Loyalty: Acknowledge our best and most frequent visitors with tangible rewards that encourage them to explore the surrounding neighbourhood.</li> <li>• On-site recognition at Pool Six (approx. 5,000 visitors), including posters and tour guide promotion, Tour bus outreach encouraging visitors to explore the Waterfront District, Event recognition at May 1, 2026 fundraising dinner (verbal acknowledgment + door prize program), Logo placement on event materials, Social media promotion (Facebook &amp; Instagram) highlighting BIA support, Branded messaging with BIA Bucks reinforcing the BIA as a partner in extending visitor stays and supporting local commerce.</li> <li>• Event description: The Transportation Museum of Thunder Bay is seeking sponsorship for a BIA Bucks program that rewards its 5,000 annual visitors with gift certificates to local businesses, encouraging them to explore the waterfront district and extend their stay through tours, repeat visits, and a May 1, 2026 fundraising event.</li> </ul> <p>Denied – Request event specific applications.  Motion: 2026-  Moved by:           Seconded by:</p> <p>Returning Requests &amp; Past Sponsorship Amounts (2026 Request):</p> <ul style="list-style-type: none"> <li>• Lucky Paranormal - \$1000 in BIA Bucks (\$2200 BIA Bucks/Ad Asst.)</li> <li>• We are seeking support in the form of BIA Bucks and/or advertising assistance to help promote the Lake Superior Paracon, taking place October 17, 2026 at the Delta Hotels Thunder Bay.</li> <li>• Description of Recognition: The Waterfront District BIA will be recognized through logo placement on promotional materials, social media, and the event program, as well as verbal acknowledgment during the event. Attendees will also receive a custom map highlighting local businesses, restaurants, and attractions within walking distance of the hotel, showcasing the BIA’s role in promoting the downtown area.</li> <li>• Description of Event/project: Lake Superior Paracon is a two-day paranormal convention featuring guest speakers, hands-on workshops, and a vendor marketplace showcasing paranormal-themed products and services.</li> </ul> <p>Parked – for further discussion.  Motion: 2026-</p>	

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	<p>Moved by:      Seconded by:</p> <ul style="list-style-type: none"> <li>• Canadian Lighthouses of Lake Superior - \$250 BIA Bucks (\$250 BIA Bucks)</li> <li>• Description of Project/Event: Speaker Joe Piwoschuk of Minneapolis will give a Silver Islet Mine Lecture at the May 21 CLLS Annual Meeting, we would like to accommodate him at the Prince Arthur Hotel – and be able to provide him with vouchers for a meal or two in the Waterfront District BIA to show him some Canadian hospitality.</li> <li>• Description of the Recognition: WDBIA Logo on current CLLS Speaker Series poster hanging on various 30+ place around Thunder Bay currently can also announce at Annual Meeting the WDBIA Sponsorship to make the event possible.</li> </ul> <p>Declined  <a href="#">Motion: 2026-</a>  Moved by:      Seconded by:</p> <ul style="list-style-type: none"> <li>• Breakthrough TD1 - \$250 BIA Bucks</li> <li>• We are looking for local BIA bucks that we can include in our raffle prizes for participants on Walk Day.</li> <li>• Description of Recognition: WD BIA logo on our Thunder Bay Walk Site (website/Facebook ) on site recognition through a Thank You Board and a shout out at the event.</li> <li>• Description of Event/project: Breakthrough T1D Walk has happened for the past almost 10 years to raise funds to find a cure for Type 1 Diabetes, and bring awareness to this disease.</li> </ul> <p>Motion to approve \$250 in BIA Bucks for the Breakthrough TD1 walk.</p> <p><a href="#">Motion: 2026-28</a>  Moved by: R. Despina    Seconded by: P. White</p> <p>Motion to park three requests while the board creates or reviews the policy for for-profit events.</p> <p><a href="#">Motion: 2026-29</a>  Moved by: C. Remus      Seconded by: A. Foulds</p> <p>Significant discussion reviewing sponsorship requests, noting the limited funds available. Identified a need for clearer criteria to evaluate requests, particularly distinguishing between non-profit and for-profit events. R. Despina agreed to work with K. Pratt to develop a draft rubric to help guide future decisions. The board decided to postpone decisions on some</p>	

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	<p>requests, to allow time to better understand/ establish evaluation parameters (incl - timing, alignment concerns, and overall BIA benefits).</p> <p>Guidelines on the BIA website: <a href="https://www.waterfrontdistrict.ca/wp-content/uploads/2017/07/WD-BIA-Sponsorship_Donations-Guidelines-Nov2017.pdf">https://www.waterfrontdistrict.ca/wp-content/uploads/2017/07/WD-BIA-Sponsorship_Donations-Guidelines-Nov2017.pdf</a> (former branding)</p> <p>Motion to create a policy for applicants for all requests for money, payments or in kind supports for not for profit and for profit requests.</p> <p><b>Motion: 2026-30</b>  Moved by: P. White      Seconded by: J. Calonego</p>	
6.3	<p><b>Infrastructure/Beautification Committee – John &amp; Tom</b></p> <ol style="list-style-type: none"> <li>1. Court St S adjustments – No update</li> <li>2. Cumberland St – Nadin Awarded the contract</li> </ol> <p>The board discussed infrastructure updates, including construction on Court Street (intersection lights and alignment) and Cumberland Street (façade to façade redesign and underground utility replacement).</p> <ol style="list-style-type: none"> <li>3. Patios – See Business arising from past minutes above.</li> </ol>	
6.4	<p><b>Marketing, Events &amp; Promotion Committee – Tom, Connor &amp; Maelyn (public)</b></p> <ol style="list-style-type: none"> <li>1. Social Media</li> <li>2. Clothing options for Board Members/Staff</li> <li>3. Integrated Marketing Communications Plan – resent to marketing committee</li> <li>4. See Strat Directions for planning events</li> <li>5. BrewHa</li> </ol> <p>Motion to agree to proposal from the Chamber of Commerce to transfer BrewHa to the BIA.</p> <p><b>Motion: 2026-31</b>  Moved by: C. Remus      Seconded by: A. Foulds</p> <ol style="list-style-type: none"> <li>6. Craft Revival – May 24 &amp; Nov 22</li> <li>7. Ribfest in the Heart of the Harbour – August 27-30<sup>th</sup> <ol style="list-style-type: none"> <li>a. Harbourfest Stage</li> </ol> </li> </ol> <p>The board debated timing for new events, with consensus leaning towards late July or September to avoid conflicts with other summer events like Rib Fest, Camp and Harborfest. The group also discussed plans for Harborfest and RibFest, including coordination between the two events and the need for separate alcohol arrangements, with Lakehead Beer set to operate a beer</p>	

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	garden in the casino parking lot and the Red River Road businesses operating private patios.	
6.5	<p><b>Membership Services Committee – Robyn</b></p> <ol style="list-style-type: none"> <li>1. CRM</li> <li>2. New Members</li> <li>3. Associate Memberships 2025/2026 boundary expansion               <ol style="list-style-type: none"> <li>a. Rates for 2026 (Two tiers – Tier 1 \$350, Tier 2 \$700)</li> </ol> </li> <li>4. Priorities               <ol 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> </ol> </li> <li>5. Town Hall – Awaiting CoTB Response for date options.</li> </ol> <p>Kara reported challenges with member engagement despite various outreach efforts including social media, emails, and door deliveries. Robyn noted that while engagement remains difficult to achieve, the team is actively working on membership initiatives.</p>	
6.6	<p><b>Safety &amp; Security – Peter, John &amp; Tom</b></p> <ol style="list-style-type: none"> <li>1. Chamber Chat w. BIAs, BAs and Mall</li> <li>2. Connect with Chief Fleury &amp; EMS - Action – Following up on reporting concerns.</li> <li>3. Ambassador Program – CoTB budget dependent               <ol style="list-style-type: none"> <li>a. BIA Ideas                   <ol style="list-style-type: none"> <li>i. Walk parkades</li> <li>ii. Visit businesses</li> </ol> </li> </ol> </li> <li>4. Reporting – Communicate to members that it is needed for stats/funding</li> </ol> <p>Invited by Police Services to attend an information session on the Downtown Core Stabilization Initiative on April 13, 2026 (today) at 2pm at the Thunder Bay museum (invited late the week before). Updated the board the new police presence initiative “Downtown Core Stabilization Initiative” starting April 20th in both cores, which is to address persistent public safety and disorder issues in the North and South Downtown Business Cores. There will be dedicated patrol teams with a Social Navigator and/or Community Integration Team Coordinator paired with officers. Individuals are to be offered referrals and other appropriate resources.</p>	
6.8	<p><b>Administration</b></p> <ol style="list-style-type: none"> <li>1. Board Meeting Schedule –               <ul style="list-style-type: none"> <li>o May 11, 2026</li> </ul> </li> </ol>	

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	<ul style="list-style-type: none"> <li>○ June 8, 2026</li> <li>○ July 13, 2026</li> <li>○ August 10, 2026</li> <li>○ September 14, 2026</li> </ul>	
7.0	<p><a href="#">Correspondence –</a>  Two Requests for Letters of Support for Waverley Library (Attached)</p> <ol style="list-style-type: none"> <li>1. ROD</li> <li>2. Chamber of Commerce</li> </ol> <p>Motion to support the two funding support letters for Waverley Library.  <a href="#">Motion: 2026-32</a>  Moved by: J. Calonego    Seconded by: C. Remus</p>	
8.0	<a href="#">New Business –</a>	
9.0	<p><a href="#">Next Meeting –</a> May 11, 2026</p> <p><a href="#">Adjournment –</a> 7:38 pm  <a href="#">Motion: 2026-33</a>  Moved by: P. White    Seconded by: J. Calonego</p>	