

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Monday, July 12, 2026 (carry over from June 8, 2026)

INVITED:

John Murray, Chair
 Robyn Despins, Treasurer
 Peter White, Past Chair
 Connor Remus, Director
 Jordan Calonego, Director
 Frank Marino, Director
 Sarah Boyechko, Director
 Jim Comuzzi, Director
 Nikos Mantis, 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=K2RPSnFqWVdKNityRiB2bTlIdnpWZz09&omn=84651952044>

Meeting ID: 278 100 2430

Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @	
2.0	Approval of Agenda Motion: 2026- 44 Moved by: Seconded by:	
3.0	Presentations	
4.0	Approval of Minutes – May 11, 2026 – sent electronically Motion: 2026- Moved by: Seconded by:	

Item	Description	Action
5.0	Business Arising from Past Minutes - Review of the Strategic Objectives provided by Compass Leadership - Thomas Trist, Vice Chair – resignation - Board Vacancy – Update from Executive Meeting F. Marino requested all financials, monthly expenses, journal entries, and wages from finance. F. Marino and R. Despina are to meet to discuss.	
6.0	Reports	
6.1	Chair's Report – - Committee priorities – - Follow up with each committee, requesting their regular meeting schedule - Each committee should refer to the Strategic Plan to create its top three priorities for 2026. - Minutes from the most recent Executive Meeting - Discussion regarding Board Vacancy and request to ED to send out email to members or applications. - Approval for three (3) intra-term Board Members from City of Thunder Bay Council: WITH RESPECT to the confidential memorandum from Jeff Walters, Manager of Legislative Services & City Clerk, dated June 30, 2026 relative to appointments to the Waterfront District BIA Board of Directors, we recommend that Jim Comuzzi, Nikos Mantis and Sarah Boyechko be appointed for the remainder of 4 year terms expiring November 14, 2026, or until such time as replacements have been appointed. Motion to accept the Intra-Term Board Members	
6.2	ED Report – - Canada Summer Jobs - Interviewed for five Canada Summer Jobs positions - Hired – Content Creator, Tourism Ambassador, Activity and Events Coordinator & Mural Coordinator, and Funding/Grant Coordinator - Training - Working with current Intern (soon to be Activity and Events Coordinator) to orient the Content Creator with the BIA. Developing a work plan together under the June theme of Pride & Patios. - July theme – Brews, Bites and Bikinis - Growth - Requested an update on best use studies for the BIAs from the CEDC – requested again. - Strat Planning - Forwarded the Compass Edited report for review – Awaiting Board review and action.	Update

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	b. Suggestion to bring in an outside party for a one-and-a-half-day workshop on the subject of activating, revitalizing districts 5. Neighbourhood Navigator a. Met with FW BIA and CoTB for preliminary planning. 6. Garbage Can and Bench Finishing concerns brought to appropriate departments – broken benches replaced, following up with Superior Coatings for bulk Teak Oil and plan for bench maintenance. a. Meeting with Waste Management for Garbage Can solutions b. Cigarette Butt Stops are in storage awaiting assembly – will need to attach to the lock stone or heavy stones to keep from being stolen. Bay Lock can possibly cut additional keys as all are keyed separately.	
6.2	Finance Committee – Robyn 1) Treasurers Report – For the Period Ending April 30, 2026 As of April 30, 2026, The Waterfront District BIA continues to maintain a strong and stable financial position. Total assets at month-end were \$150,905.18, total liabilities were \$112,395.81, and net assets/equity were \$38,509.37. Year-to-date net income as of April 30, 2026 was \$25,647.82. Cash and near-cash balances totaled approximately \$131,764 at month-end, consisting primarily of the operating bank account and GIC holdings. While the operating bank balance decreased during April due to insurance premiums, payroll, professional services, and other seasonal operating expenditures, the organization continues to maintain a strong cash position. The operating bank account has been reconciled through the end of April with no discrepancies identified. Accounts receivable totaled \$2,380.76, consisting primarily of amounts owing from the Prince Arthur Waterfront Hotel and other outstanding balances. Accounts payable totaled \$3,780.09, with all balances remaining current and within normal operating levels. Deferred revenue of \$40,744.86 represents tax levy and City contribution funding received for future periods. Overall, the BIA's financial position remains favourable at this stage of the fiscal year. Operating results continue to exceed budget expectations, with year-to-date revenues of \$81,489.68 and net income of \$25,647.82. Several planned program, beautification, event, and seasonal expenditures are expected to occur in the months ahead as activities increase throughout the year. Recommended Board Motion Motion: That the Treasurer's Report and financial statements for the period ending April 30, 2026 be received and accepted as presented.	

Item	Description	Action
	Motion: 2026- Moved by: Seconded by: 2) Treasurer's Report - For the Period Ending May 31, 2026 As of May 31, 2026, The Waterfront District BIA continues to maintain a stable financial position. Total assets at month-end were \$139,305.40, total liabilities were \$110,531.17, and net assets/equity were \$28,774.23. Year-to-date net income as of May 31, 2026 was \$21,003.22. Cash and near-cash balances totaled approximately \$118,840.00 at month-end, consisting of the operating bank account, GIC holdings, petty cash, and cash awaiting deposit. The operating bank account balance was \$112,671.84 after outstanding transactions. The bank account was reconciled through May 29, 2026, with no adjustment required. Accounts receivable totalled \$2,380.76, consisting primarily of \$1,962.87 owing from the Prince Arthur Waterfront Hotel, together with smaller balances from the City of Thunder Bay - CEDC and the Canada Revenue Agency. Accounts payable totaled \$17,490.87, of which \$13,831.20 relates to 1928020 Ontario Ltd.; the remaining balances are generally current. Deferred revenue of \$20,372.44 represents tax levy and City contribution funding applicable to future periods. Year-to-date operating revenue was \$101,862.10. Total cost of goods sold was \$18,522.50, and total operating expenses were \$62,117.73. Strategic plan expense was \$12,455.42, exceeding the annual budget allocation by \$6,955.42, while travel, meetings, and conferences exceeded budget by \$1,966.34. Several planned program, beautification, event, and seasonal expenditures remain to be incurred as activities continue through the balance of the year. Overall, the BIA remains in a favourable financial position at this stage of the fiscal year. The reduction in net income from April reflects normal May operating activity, including payroll, insurance, professional services, strategic planning costs, and other program expenditures. Recommended Board Motion Motion: That the Treasurer's Report and financial statements for the period ending May 31, 2026 be received and accepted as presented. Motion: 2026- Moved by: Seconded by: 3) Sponsorship Requests – None	
6.3	Infrastructure/Beautification Committee – John & Tom 1. Court St S adjustments – Contractor waiting for plan from CoTB	

Item	Description	Action
	2. Damages – a. Nadin has fixed/replaced broken benches, two contractors are tending to the planters on Red River Road & Court St. Concrete deterioration is noted and some will be repaired (to confirm locations). b. The base of the light post at Court St N and Red River Road will be replaced. c. Q - Mall Street Planter – when it is going to be finished. No straight answer yet, the transition to the back lane has to be completed and most likely Mall St. Art installed. 3. Cumberland St – Nadin intended to start the first week of June 2026 and finish up to Van Norman St this summer. Awaiting official information before sharing with membership. 4. Connaught Square – Enbridge Gas work is complete.	
6.4	Marketing, Events & Promotion Committee – Tom, Connor & Maelyn (public) 1. Clothing options for Board Members/Staff 2. Integrated Marketing Communications Plan – Starting with Pride & Patios for June. Brews, Bites & Bikinis for July. 3. See Strat Directions for planning events. 4. Beer Event – Awaiting contract - Follow up with the Chamber of Commerce- Contact with previous event – willing to help; it is too much to take on as a project, but will advise. 5. Bonojur Festival – June 19-21 Waverley Park & participating BIA businesses. 6. Craft Revival – May 24 (1340 people through Waverley Library, waiting on numbers from Tourism for the event). Holiday Craft Revival is on Nov 22 7. Ribfest in the Heart of the Harbour – Cancelled in the BIA – moving to Thunder City Race Track	
6.5	Membership Services Committee – Robyn 1. CRM – Monthly meetings started in April 2. New Members – letters delivered in January. Will follow up once Summer Students start – Tourism Ambassador starting June 29. 3. Associate Memberships 2025/2026 boundary expansion a. Rates for 2026 (Two tiers – Tier 1 \$350, Tier 2 \$700) 4. Priorities a. Tracking and Engaging with Membership b. Membership Growth and Economic Development c. Value Perception and Member Awareness 5. Town Hall – Is this still a priority? Will follow up with Engineering if requested.	Deferred

6.6	Safety & Security – Peter, John & Tom 1. Downtown Core Stabilization Initiative – Project Support a. Communicating to membership on behalf of police for feedback/surveys. b. General feedback – looking to hear from the police re: 30-day feedback to get on the same page. c. Outreach portion of the initiative is not as apparent d. Metrics and measures of success are unclear e. Extended to September 2. Neighbourhood Navigator program – initial meeting with CoTB and FW BIA for the program. More outreach and tourism than the Downtown Core Stabilization Initiative. Discussed business times, problem times and the best times for Ambassadors to be in the BIAs. Measurements of success. 3. Reporting – Communicate to members that reporting incidents is needed for stats/funding	
6.8	Administration 1. Board Meeting Schedule – - o July 13, 2026 - o August 10, 2026 - o September 14, 2026 - o October 12, 2026 - o Elections 2. Board Election Committee - o OBIAA has sent out a Board Election Toolkit for review. Initial meeting with the Clerk's office has occurred and building listings are to be forwarded from Accounts Receivable – no identifying information for the building owner is being attached going forward.	
7.0	Correspondence –	
8.0	New Business – • J. Calonego - Red River Rd delivery drivers, parking and business feedback - o Delivery drivers ▪ Necessary for businesses ▪ Alternate options for temporary delivery parking? - o Survey BIA Members for feedback on "issues" again, and include in the survey Qs on safety and security, parking, delivery drivers, events, etc. for feedback. - o Survey businesses on the current "free" parking. It seems lots of people's employees use it vs walking; it makes it harder for patrons to find parking. - o Meet with the city formally as a BIA with those stats and see if the City is willing to try a test project like moving some bollards, making Red River one way for a month, or doing something else outside the box to help the businesses in the area.	

	• S. Cooper-Rochon ○ Was the BIA aware that the City parking lots that are rented now have Sat as well? This takes away a substantial amount of customer parking. ○ Would the board consider approaching Dilico on behalf of downtown businesses to ask for the free Sat parking? 1. Harbourfest a. Two (2) stage quotes – i. Frank Valente - \$9,500.00 ii. Dave Valente \$7,910.00 b. Science North – propose they attend Harbourfest c. Buskers Contest - \$500 in prizes from Backstage (reduce stage costs?) d. Vendor Spaces - 30 spaces, 15-17 vendors have applied 2. BrewHa 3. Mural Budget - a. \$5000 in North Core Business Assistance Budget b. \$10,000 in Safety & Security budget c. \$2,500 in Beautification Budget i. Cost to wrap the Electrical Box on Mall St is \$2,141 from Great North Graphics ii. Summer staff working on an application for businesses to submit to the BIA for mural funding, if approved.	
9.0	Next Meeting – August 10, 2026 Adjournment – Motion: 2026- Moved by: Seconded by:	