



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Monday, May 11, 2026

INVITED: John Murray, Chair
Connor Remus, Director
Jordan Calonego, Director
Frank Marino, Director
Robyn Despins, Director
Andrew Foulds, Councillor
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Peter White, Past Chair
Thomas Trist, Vice Chair

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=81843280115>

Meeting ID: 278 100 2430

Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:47 pm	
2.0	Approval of Agenda Motion: 2026- 34 Moved by: C. Remus Seconded by: J. Calonego	Carried
3.0	Presentations	
4.0	Approval of Minutes – March 9, 2026 – <i>sent electronically</i> Motion: 2026- 35 Moved by: C. Remus Seconded by: J. Calonego	Carried

Item	Description	Action
5.0	Business Arising from Past Minutes - Review of the Strategic Objectives provided by Compass Leadership - Red River Road Patios – - Varies whether a business wants it against their building or not. - Watching plants in the planters so they don't get damaged is important. As well as broken glass clean up from the patios. People smoking too close to the patios and public alcohol consumption should be more closely monitored by the Health Unit and AGCO. - CoTB didn't discuss the changes with businesses, just took the learnings from the 2025 patio season and changed the application/layouts. CoTB is willing to host a session with patio holders at the end of the season to discuss learnings and inform improvements or the status quo. F. Marino requested all financials, monthly expenses, journal entries, and wages from finance. F. Marino and R. Despins 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 (if applicable)	
6.2	ED Report – - Canada Summer Jobs - Interviewing for five Canada Summer Jobs positions - Growth - Requested an update on best use studies for the BIAs from the CEDC - Strat Planning - Forwarded the Compass Edited report for review - Suggestion to bring in an outside party for a one and a half day workshop on the subject of activating, revitalizing districts - Ambassador & Safe Streets actions - Police Downtown Core Stabilization Initiative - Connaught Square discussion with Waverley Library - Attending a lighting presentation – opportunity for the funding position to find support. - Panel Presentation at OBIAA Conference – April 22, 2026 - Attached report on OBIAA conference & Panel Presentation - Sent & resent the Marketing Committee a 6-month plan for the Walleye - Sent the edited Sponsorship Request document to Finance and Marketing committee leads for comments & review	Update

Item	Description	Action
	9. Ribfest Updates to the Marketing Committee 10. Connected with the Chamber of Commerce re: Beer event 11. Advocating for upgraded power to Red River Road for stages (more than food trucks). 12. Spring Up to Clean Up a. Event organization assistance and participation 13. Vacant & Dilapidated Building Discussion with Development Services a. Reviewed and commented on preliminary matrix b. Provided a list of vacant/dilapidated buildings and underutilized buildings 14. Followed up with Engineering Re: Construction & Gas line work by Connaught Square 15. Garbage Can and Bench Finishing concerns brought to appropriate departments – follow-up meetings to occur. Updates will be provided. A. Foulds acknowledged the work that went into receiving five (5) funded positions from Canada Summer Jobs.	
6.2	Finance Committee – Robyn 1) Financial Statements – March 2026 As of March 31, 2026, The Waterfront District BIA continues to maintain a strong and stable financial position. Total assets at month-end were \$104,410.24, total liabilities were \$74,122.42, and net assets/equity were \$30,287.82. Year-to-date net income as of March 31, 2026 was \$18,178.07. Cash and near-cash balances totaled approximately \$138,613 at month-end. The increase from the prior month reflects the receipt of funding from the City of Thunder Bay, offset by regular operating expenditures including payroll, vendor payments, and administrative costs. The operating bank account has been reconciled through the end of March with no discrepancies. Accounts receivable totalled (\$58,727.36), primarily reflecting the timing of municipal funding and related adjustments. Accounts payable totalled \$9,136.13, with balances remaining current and within normal operating levels. Overall, the BIA's financial position remains favourable at this stage of the fiscal year. While results to date are positive and ahead of budget expectations, several planned program, event, and seasonal expenditures are anticipated in the coming months. Motion: That the Treasurer's Report and financial statements for the period ending March 31, 2026 be received and accepted as presented. Motion: 2026- 36 Moved by: A. Foulds Seconded by: C. Remus	Carried

Item	Description	Action
	2) Audit/Financial Reporting Due to personal limitations, Bookkeeper4You is unable to have its CPA complete the Financial Statements. They will need to be completed by MNP, potentially at a higher cost. 3) Sponsorship Requests – 4 in total (Full request descriptions in PDFs sent to Board, available to the public upon request). - NV Night Club (\$2500 BIA Bucks) - Bucks/Advertising: To help promote the downtown core with three live events scheduled. Description of Recognition: The BIA logo will be added to all promotional artwork and social media sites. - Description of Event/project: * 04/27 - Sheepdogs 05/29 - Vixens 05/30 - Forbidden Nights Motion to support NV for \$500 in BIA Bucks and \$500 in kind for advertising (i.e., the Walleye LED Board). Motion: 2026-39 Moved by: J. Calonego Seconded by: C. Remus 3Ride - BIA Bucks Request Amount: \$1000 BIA Bucks. We plan to offer giveaways and contests at the event. The BIA bucks will be the prizes. - Description of Recognition: BIA logo will be on all social media and print promotional material. - Description of Event/project: 3Ride Bike Expo & 25 Year Anniversary Celebration. 3Ride will take over the Goods & Co. Market for a weekend in June. The market will be filled with bicycle brand trade-show displays with lots of bicycles and accessories for customers to browse. Motion to approve up to \$500 in advertising assistance and \$500 in BIA Bucks. Motion: 2026-37 Moved by: J. Calonego Seconded by: R. Despina - Lucky Paranormal – Request \$2200 BIA Bucks/Ad Asst. - 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 Hotel Thunder Bay. - 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.	Update Carried Carried

Item	Description	Action
	4. See Strat Directions for planning events 5. 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. 6. Craft Revival – May 24 & Nov 22 7. Ribfest in the Heart of the Harbour – August 27-30th a. Harbourfest Stage - F. Marino asking about the Ribfest Stage Quotes, to see them and to allow his contact to quote. Did not do a public call out. The CoTB approved stage operators were the businesses approached. F. Marino was insistent the quotes be sent for review. b. A. Foulds suggested any further requests be Requests for Proposal with a matrix for evaluation. Comment from Board Member – More is more, events in the BIA are better than nothing. Survey before and after events.	
6.5	Membership Services Committee – Robyn Unable to meet in May - Next meeting will be scheduled before June board meeting. Topics for next meeting are spring social, associate memberships and welcome packages. 1. CRM – Monthly meetings started in April 2. New Members – letters delivered in January. Will follow up once Summer Students start. 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.	
6.6	Safety & Security – Peter, John & Tom 1. Chamber and CEDC Chat w. BIAs, BAs and Mall – May 11, 2026, at 3pm 2. Downtown Core Stabilization Initiative – Project Support. a. Communicating to membership on behalf of police for feedback/ surveys. b. General feedback - 3. Ambassador Program – CoTB budget dependent a. BIA Ideas i. Walk parkades ii. Visit businesses 4. Reporting – Communicate to members that it is needed for stats/funding	

Item	Description	Action
6.8	Administration - Board Meeting Schedule – - June 8, 2026 - July 13. 2026 - August 10, 2026 - September 14. 2026 - Elections - Board Election Committee - Suggestion from OBIAA members – create a nomination committee of community partners	
7.0	Correspondence – F. Marino – request for business names on Red River Road J. Calonego – BIA Student to walk around updating contact information for BIA businesses to get everyone’s information. C. Remus - To draft a campaign to connect with businesses F. Marino – request for all minutes regarding the street redesign – redirected to the City of Thunder Bay, as it was a capital project by the City. F. Marino a big “Anchor” tenant wont come downtown due to parking. M. Scott – Request: Would it be reasonable for the clerk’s office as well as BIA members to require the specific dates on which each of the two seats became vacant in order to properly evaluate the request? Given the amount of time that may have passed since the vacancies arose, there is some interest in understanding the timeline. Would you be able to include the names/dates associated with each vacancy; I believe that would offer greater clarity for all. - No discussion from the BIA Board L. Costanzo – Reached out to begin coordinating a joint working session with both BIA Boards to support the development of the Ambassador Program, now being referred to as the Community Response & Navigation Program – Neighbourhood Navigators. - Talk to BIAs about tourism and the program.	
8.0	New Business – See above correspondence.	
9.0	Next Meeting – June 8, 2026 Adjournment – 7:32 Motion: 2026- 40 Moved by: J. Calonego Seconded by: C. Remus Revote on the Adjournment – Motion: 2026- 41 Moved by: J. Calonego Seconded by: C. Remus	

Item	Description	Action
	Discussion – Re: Integrity Commissioner End Closed Session Motion: 2026- 42 Moved by: J. Calonego Seconded by: C. Remus Revote on adjournment – 7:52 Motion: 2026- 43 Moved by: A. Foulds Seconded by: J. Calonego	