WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Monday, September 14, 2026

INVITED:	Jim Comuzzi, Chair Jordan Calonego, Vice Chair Robyn Despins, Treasurer Peter White, Past Chair Sarah Boyechko, Director Frank Marino, Director Nikos Mantis, Director John Murray, Director Andrew Foulds, Councillor Kara Pratt, Recording Secretary
TENTATIVE:	
REGRETS:	Connor Remus, Director
GUEST(S):	Matt Pearson, Brian Newman, Norm Nadin & Terry Deighton
LOCATION/TIME:	Goods & Co – Catered Snacks from off-site at 5:30 pm, in person.

Meeting Link:
https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRlB2bTlldnpWZz09&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 – 5:35 pm Disclosures of Interest: None	
2.0	Approval of Agenda **Recommendation:** That the Board approve the Agenda as presented. Motion: 2026-75 Moved by: A. Foulds Seconded by: J. Murray	Carried
3.0	Presentations	

Item	Description	Action
	1. Matt Pearson – Growth Department, City of Thunder Bay, how Cities and BIAs work together **City of Thunder Bay Maintenance Expectations and BIA Responsibilities:** The Board discussed the distinction between City of Thunder Bay maintenance responsibilities and the additional maintenance and beautification work undertaken by the BIA. It was noted that BIA staff regularly go above and beyond standard City maintenance, including additional cleaning, garbage and cigarette butt removal, weeding around buildings, and more frequent sweeping and upkeep in the downtown area. The discussion also identified a need for greater clarity regarding which maintenance and infrastructure concerns should be directed to the City versus addressed by the BIA. City representatives indicated that maintenance of City-owned infrastructure, including roads-related infrastructure, falls within the City's responsibility, while BIAs may undertake enhanced services such as additional cleaning, graffiti removal and maintenance of private structures. The Board expressed concern that the BIA should not be using its limited staff capacity to take on City responsibilities when that time could instead be directed toward work that provides additional value to BIA members. The Board requested clearer communication and expectations regarding the respective roles and responsibilities of the City and the BIA. 311 being introduced in December may alleviate some of these concerns. **2.** Brian Newman – Engineering, City of Thunder Bay, Re: Construction Norm Nadin – Owner of Nadin Construction Terry Deighton – Supervisor on Site for Nadin Construction **Cumberland Street South / Construction Update:** Nadin and Engineering provided an update on the Cumberland Street South reconstruction. Additional Hydro work has delayed the project, and the remaining blocks will be completed in 2027. The current two blocks are expected to be substantially complete this year, with planting potentially deferred due to the season. Engineering noted that completing the work properly, rather than rushing additional blocks late in the season, is the preferred approach for quality and long-term maintenance. The discussion also covered the Red River Road and Court Street intersection. Engineering proposed completing the intersection work, including paving, lighting and traffic signal work, during a single closure to minimize the overall disruption. The proposed timing was the week following Thanksgiving, before the Christmas season, with the expectation that the intersection would require approximately	Information Information

Item	Description	Action
	one week of closure. Access to the parking lot behind the affected buildings would remain available. The BIA raised concerns about the impact of another road closure on downtown businesses, noting existing frustration and reported impacts on sales following the extended construction period. Engineering explained that the intersection work would require a closure regardless of timing and that the proposed shoulder-season timing was intended to minimize impacts on businesses and avoid the Christmas season. The Board discussed the options and generally supported completing the work in one closure rather than delaying the work further, recognizing that the short-term disruption would allow the intersection, lighting and related work to be completed. Engineering committed to confirming the exact timing with the contractors. **Loading Zones and Parking:** J. Calonego asked about potential changes to loading zones and parking on Red River Road, noting concerns about delivery vehicles stopping in traffic lanes and creating safety issues for pedestrians and vehicles. He indicated that the BIA's upcoming business and property owner survey may identify potential solutions or pilot projects. Nadin and Engineering advised that relocating existing bollards or significantly altering traffic lanes could be problematic due to the underlying infrastructure and differences in the construction of the road and sidewalk areas. Additional parking configurations may be possible, although increased vehicle movements could reduce the lifespan of the infrastructure. The Board discussed potentially bringing forward formal recommendations following the survey, including additional loading zones, one-way traffic or angled parking. It was noted that more significant changes to the existing streetscape would require review through City Engineering and direction from Senior Leadership Team and Council. The process would be similar to previous downtown pilot projects and the StrEATery initiative.	Information
4.0	Approval of Minutes – **August 10, 2026 Meeting Minutes** **Recommendation:** That the August 10, 2026 Meeting Minutes be approved as circulated. Motion: 2026-76 Moved by: A. Foulds Seconded by: N. Mantis	Carried
5.0	Business Arising from Past Minutes	

Item	Description	Action
	1. Letter Re: Paramount Parking Lot – **Update:** Letter sent to Dilico regarding the Paramount Parking Lot **2. Electrical Box Wrap -** **Update:** Meeting with the Public Art Committee on September 23 to discuss the BIA sponsoring the wraps with art provided by the BIA. Vik Wilen has done a wrap for the Mall St. Electrical Box (payment required) and Fisher Monahan for the electrical box behind the Ruttan Building/ the Loop. Awaiting an update from the Meeting as well as reconciliation from Harbourfest.	Information Information
6.0	Reports	
6.1	Chair's Report – **1. Executive Committee** **Update:** The Executive Committee met about the budget – to be discussed further in the Treasurer's Report. **2. Strategic Plan Priorities** **Update:** At the time of writing this agenda, 13 members have completed the Strategic Survey. Of the 13 responses, only 12 are complete; one is blank. The BIA Board is engaging with BIA Members and asking for their feedback. The survey will provide stats for advocacy, if needed. **3. Sponsorship Requests – Executive Approvals** **Update:** The Executive approved three Sponsorship Requests following the August Board meeting. Two requests were received after the August agenda deadline, and one request from Good Harvest was inadvertently missed when preparing the August agenda. • **Waterfront District BIA Students – Harbourfest:** $50 in BIA Bucks was approved as a thank-you to Boreal Veterinary Clinic for judging the Harbourfest Dog Contest. • **NV Night Club – Steve Aoki Concert:** $250 was approved for LED Board advertising in support of the Steve Aoki concert at NV Night Club. The original request was for $1,000 in BIA Bucks. • **Good Harvest – Pie Eating Contest:** $250 in BIA Bucks was approved for contest prizes and $250 for LED Board advertising. Good Harvest also requested radio advertising through the BIA's advertising arrangement with Acadia Broadcasting. The BIA will also assist with the required road closure and troubleshooting during event planning.	Information Information

Item	Description	Action
	Motion: THAT the Board of Directors receive the Sponsorship Requests update and ratify the Executive's approval of the following support: $50 in BIA Bucks for Harbourfest Support; $250 in LED Board advertising for NV Night Club's Steve Aoki concert; and $250 in BIA Bucks and $250 in LED Board advertising for Good Harvest. Motion: 2026-77 Moved by: J. Murray Seconded by: R. Despins	Carried
6.2	ED Report – 1. **Canada Summer Jobs Program** **Update:** Summer staff have completed their summer with the Waterfront District BIA. Two staff have returned to full-time university: the Grant Coordinator and the Mural Coordinator. The Events and Activities Coordinator returns to her part-time role as the Intern should full-time university allow, and the Content Creator is working part-time as budget allows. Will work with the BIA Bookkeeper to complete the online reimbursement process. 2. **Task Force Growth** **Update:** The next meeting is October 22, 2026. The ED will continue to bring the BIA perspective forward on district growth, activation and support for local businesses and events. 3. **Strategic Planning** **Update:** The ED continues to recommend that the Board consider engaging an external facilitator to lead a one-and-a-half-day workshop focused on district revitalization, activation strategies and implementation priorities, to highlight the importance of these areas to the revitalization of a district and the function of a BIA. 4. **Neighbourhood Navigator Program (CoTB)** **Update:** The City of Thunder Bay is moving forward with hiring for the Neighbourhood Navigator positions for the fall or early winter. The ED has connected with City Administration for an updated timeline. 5. **Harbourfest 2026** **Update:** Harbourfest was successfully completed on August 27. The event was well received; however, a significant amount of ED time was spent working through stage approval and certification requirements. The stage was ultimately confirmed not to require the certification originally requested. This is a learning and improvement opportunity for the City and event organizers. The ED will continue working with the appropriate City departments to identify	Information

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	ways to improve processes and support smaller local events, consistent with A29 of the Smart Growth Action Plan. J. Murray – Thank you to Karlyn and Keerstin, as well as Sara and Tia, for all of their hard work with Harbourfest. Karlyn has worked with the BIA for a few summers, and Harbourfest is only getting bigger and better. Looking forward to summer 2027. 6. **2027 Budget** **Update:** The City of Thunder Bay has requested preliminary 2027 budgets by September 25, 2026. Presentations to the City's Executive Leadership Team are expected between October 19 and November 6, with final approval anticipated in January 2027. A draft Waterfront District BIA budget is being presented to the Board at this meeting by the Treasurer. The ED will present the BIA's priorities to the City's Executive Leadership Team on October 29. 7. **Marketing & Data Collection Initiative** **Update:** Canadian Urban Institute (CUI) will be providing market data for the Waterfront District BIA, Firedog Communications and the CEDC for market strategy planning. The Community Economic Development Commission (CEDC) Neighbourhood Marketing and Promotion Initiative will market and promote the Waterfront District BIA. Deliverables include marketing strategy, photography, promotional templates, advertising and promotion. The offer was made to all BIAs and BAs. The Waterfront District BIA took the opportunity to partner with the CUI data initiative through OBIAA. **Administrative Progress Update** **Completed** o Strategic Plan redistributed to the Board. o OBIAA Board Election Toolkit redistributed. o Summer staff onboarding and project assignments completed. o Harbourfest successfully completed. o Summer staff contracts completed. **In Progress** o Member priorities survey. o Fall Board Election preparation, including voter eligibility lists, AGM planning, Board applications and election materials. o Member Town Hall planning. o City advocacy related to parking, construction, access and district growth.	

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	○ Cigarette butt receptacle project and related security solutions. ○ Tracking groundskeeper maintenance hours and district repairs. ○ 2027 planter, hanging basket and watering quotes. ○ September Member Open House. ○ Canada Summer Jobs reimbursement paperwork. **Upcoming** ○ 2027 budget preparation and presentation to City Administration. ○ Preliminary holiday campaign planning, possibility of including Christmas Passport to Win. ○ Trick-or-Treat Downtown. ○ 2027 flower RFP preparation. ○ Funding applications and approvals for 2027 initiatives. **Executive Director's Summary** **Update:** The next four months will focus heavily on the Board election and AGM, member engagement, 2027 budget and planning, City advocacy and preparation for the holiday season. Regular operations and member support will continue alongside these priorities. The ED will continue working with the Board and City departments to keep projects moving forward and identify practical improvements that support the Waterfront District and its businesses.	
6.3	Treasurer's Report – Robyn **1. 2027 Budget** **Update:** The proposed 2027 budget reflects a 3% overall increase from 2026, as directed by the City of Thunder Bay. Total projected revenue is $247,908.74, generated through a 50/50 split between BIA taxes levied and matching City contributions. Total expenses are currently budgeted at $246,617.00, leaving a remaining $141.74 unallocated balance for minimal overages and to ensure the budget fully meets the 3% increase target. Key changes include: • **Payroll & Staffing:** $113,597, including a proposed 1% increase to the Executive Director's salary to $77,000 and an 8% increase to maintenance wages to allow for a potential $0.25/hour increase, subject to Board approval. • **Student Wages:** Reduced by 42% to $5,550. This ensures mandatory employment-related costs of $14,817 for CPP, EI and WSIB are covered for all employees. Part-time staffing outside of funded positions will not be budgeted for 2027. • **Accounting & Legal:** Increased to $5,540 to reflect actual 2025 audit costs, which are now fully paid by the BIA.	

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	• **Bookkeeping:** Increased by 3% to $11,330, negotiated down from a proposed 5% increase. An RFP for bookkeeping services may be considered to evaluate the current service and cost against the BIA's needs and revenue. • **Member Support, Safety/Security, Beautification and Marketing:** Funding remains in place to support member services, safety initiatives, seasonal beautification, advertising, promotion and BIA Bucks. **Recommendation:** That the Board approve the proposed 2027 budget as presented, including the current bookkeeping allocation, with the option to explore an RFP for bookkeeping services during 2027. **Motion:** THAT the Waterfront District BIA Board approve the proposed 2027 Budget as presented, reflecting a 3% overall increase from the 2026 budget; and that the Board authorize the Executive Director to explore an RFP for bookkeeping services, with any recommendation for a change in service brought back to the Board for approval. Motion: 2026-78 Moved by: R. Despins Seconded by: J. Murray **Due to time constraints, the Treasurer asked to move 7.0 up to discuss with the Board:** **7.0 Correspondence** 2027 Budget and Finance – Michelle Tolone-Scott Summary - Correspondence received from Michelle Tolone-Scott regarding the proposed 2027 budget and the Finance Committee. Michelle has requested: • a copy of the proposed 2027 budget; • clarification regarding the timing of Board and membership review of the budget; and • consideration of establishing a Finance Committee. The correspondence is provided to the Board for review, comment and direction regarding any response. **Recommendation:** That the Board receive the correspondence for review and provide direction regarding the concerns and questions raised. Discussion: The Board reviewed correspondence from Michelle Tolone-Scott requesting a copy of the proposed 2027 budget, clarification on the timing of Board and membership review, and consideration of establishing a Finance Committee. The Board discussed the governance process and agreed that the Board should first review and provide direction on the draft budget before it is circulated for membership feedback.	Carried

Item	Description	Action
	It was noted that the preliminary budget is to be submitted to the City by September 25, with further review by the City's Executive Management Team in October. The Board will continue to have an opportunity to consider member feedback following the AGM in November, before the budget is finalized and presented to Council, normally in January. The Board discussed providing members with an opportunity for meaningful input while recognizing that the Board is responsible for making budget decisions. Rather than asking members to determine individual line-item amounts, the proposed approach has been and is to provide the draft budget with targeted questions focused on priority areas, areas where members feel there is insufficient investment, and areas where they feel investment could be adjusted. Feedback is and would then be reviewed by the Board and considered as part of the budget process. The Board also discussed a survey to collect and identify common themes in member feedback. A formal Finance Committee was not established at this time. **Motion:** THAT the Board receive the correspondence from Michelle Tolone-Scott regarding the 2027 budget and Finance Committee for review; and directs the Treasurer and Executive Director to elicit feedback from the membership in the form of a survey, and THAT the Board provide direction regarding any response to the correspondence. Motion: 2026-79 Moved by: A. Foulds Seconded by: R. Despins **2. Treasurer's Report – for The Waterfront District BIA, For the Period Ending July 31, 2026** As of July 31, 2026, The Waterfront District BIA continues to maintain a stable financial position. Total assets at month-end were $142,512.40, total liabilities were $114,725.50, and net assets/equity were $27,786.90. Year-to-date net income was $20,015.89. Cash and near-cash balances totaled $65,928.91 at month-end, consisting of the operating bank account of $59,952.23, GIC holdings of $5,225.42, petty cash of $151.26, and $600.00 awaiting deposit. The July 31 bank statement balance was $59,982.23 and, after the $30.00 outstanding withdrawal, the adjusted balance was $59,952.23. The bank reconciliation was completed with no adjustment required. Accounts receivable totaled $63,681.38, consisting primarily of $59,453.04 due from the City of Thunder Bay and $3,569.56 due from the Canada Revenue Agency. Accounts payable totaled $24,444.33 and relates mainly to $13,831.20 owing to 1928020 Ontario Ltd. and $5,755.86 owing to the Receiver General for source deductions. Current liabilities also include $42,600.00 in gift certificate accruals, $21,790.00 in BIA Buck accruals, and a $6,500.00 strategic plan accrual.	Carried

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	These balances represent funds committed to specific programs or obligations. Year-to-date operating revenue was $161,440.28. Total cost of goods sold was $33,140.56, and total operating expenses were $108,022.20, including payroll of $79,932.95 and general and administrative expenses of $25,805.18. Strategic plan expense exceeded the annual budget allocation by $6,955.42, and travel, meetings and conferences exceeded budget by $2,107.78. Several other program, event, marketing and beautification budget allocations remain available for the balance of the year. **Canada Summer Jobs Payroll Note:** As noted in June, payroll costs have increased due to the students hired under the Canada Summer Jobs program. At July 31, 2026, year-to-date student wages were $7,105.74 and Canada Summer Jobs student wages were $14,224.66. The related funding request will be submitted for fund transfer after August 28, 2026. Accordingly, the payroll expense is reflected in the financial statements before the corresponding funding is received. Overall, the BIA remains in a favourable financial position through the first seven months of the fiscal year, with sufficient cash resources to meet current obligations and planned activities. **Motion:** THAT the Treasurer's Report and financial statements for the period ending July 31, 2026 be received and accepted as presented. Motion: 2026-80 Moved by: R. Despins Seconded by: A. Foulds	Carried
	3. Sponsorship Requests **A. Applicant: Hunger (Definitely Superior)** **Summary:** The Hunger 19 is a downtown-wide Halloween festival on October 31 featuring 52 performance acts across nine venues/stages, 38 bands/DJs and approximately 275 performers. Last year's attendance was approximately 3,150–4,000+ people. The event is intended to activate the downtown, support artists and arts programming, and generate economic benefits through partnerships with downtown businesses. The requested sponsorship includes prominent BIA recognition through Walleye advertising, radio, social media, print materials, event promotion and annual sponsor recognition. **Recommendation:** Support through in-kind advertising up to $1,500, as this is a substantial downtown activation with a strong connection to BIA	

Item	Description	Action
	businesses, and the event specifically promotes the Waterfront District as a destination to shop, eat and play. **Motion:** THAT the Waterfront District BIA Board approve providing $1,500 in in-kind advertising and promotional opportunities in line with previous years to support a staple event of The Hunger in the Waterfront District BIA. Motion: 2026- 81 Moved by: R. Despins Seconded by: J. Murray	Carried
	B. Applicant: Belluz Farm Hall Dinner **Summary:** Belluz Farms, in partnership with Goods & Co. Market, is requesting sponsorship support for the Belluz Farm Hall Dinner. They are leaving the sponsorship amount to the BIA's discretion and would like to provide $250–$500 in prizes during the games portion of the event. The BIA would receive recognition through social media, print materials and verbal recognition at the event. **Recommendation:** $250 in BIA Bucks. This provides meaningful support while recognizing the direct connection to the Waterfront District through Goods & Co. Market. It also preserves the majority of the remaining BIA Bucks for other requests later in the year. **Motion:** THAT the Waterfront District BIA Board approve an in-kind sponsorship of $250 in BIA Bucks to the Belluz Farm Hall Dinner, in partnership with Goods & Co. Market, with recognition of the Waterfront District BIA as outlined in the sponsorship request. Motion: 2026- 82 Moved by: R. Despins Seconded by: S. Boyechko	Carried
	C. Applicant: Community Living – Witches Walk **Summary:** Witches Walk is a community Halloween event that brings participants into the Waterfront District to visit local businesses while raising funds for Community Living Thunder Bay. The event has been running for six years, with over 185 attendees last year and participation from 10+ WDBIA businesses. **ED Note:** The BIA has supported this event since 2022, including $250 in BIA Bucks in 2025. **Recommendation:** Approve $250 in BIA Bucks and one available in-kind advertising placement, recognizing the event's ongoing partnership with the BIA, support of a local non-profit, and ability to drive traffic to member businesses.	

Item	Description	Action
	Motion: THAT the Waterfront District BIA approve $250 in BIA Bucks for the 2026 Witches Walk, plus placement on the LED Board. Motion: 2026- 83 Moved by: R. Despins Seconded by: J. Murray	Carried
6.4	Infrastructure/Beautification Committee – John **1. Court Street South** **Update:** B. Newman to update. **2. Cumberland Street** **Update:** Construction continues, with staff maintaining regular communication with contractors and the City regarding business access (as needed) and project updates to general membership.	Information
6.5	Marketing, Events & Promotion Committee – Connor **Update:** Current priorities include – 1. BrewHa 2.0 2. Development of the CEDC-funded Marketing Plan with Firedog Communications 3. Alignment of future events with Strategic Plan priorities No motions required.	N/A
6.6	Membership Services Committee – Robyn **1. Member Town Hall – September 30, 2026** **Update:** Due to competing priorities and workload, the September 16 Member Town Hall could not be finalized and communicated to members within the required timeframe. The ED is recommending that the event be moved to Wednesday, September 30, 2026, from 4:00–7:00 p.m. The Board Chair and Chair of the committee have agreed with the proposed new date. The Town Hall will provide an opportunity for members to receive information and ask questions regarding the upcoming BIA Board election, City projects, parking, construction and other issues affecting the Waterfront District. Staff will confirm the venue, invite appropriate City representatives and circulate member information once finalized. **Recommendation:** That the Board approve changing the Member Town Hall date to September 30, 2026, and authorize staff to finalize the venue, City participation and event details.	

Item	Description	Action
	Discussion: Membership Services / Town Hall Update: R. Despins provided an update on Membership Services and the proposed Town Hall. The Town Hall has been difficult to coordinate due to the upcoming municipal election on October 26. City administration representatives have indicated they are unable to participate during the election period to avoid any perception of political involvement. The Board noted that the purpose of the Town Hall was to provide members with information about City departments, responsibilities and ongoing issues, including parking, engineering, streetscapes and road closures, rather than to discuss political matters. The Board discussed potentially holding the Town Hall after the election; however, concerns were raised about the already compressed schedule leading into the AGM. As an alternative, the Board discussed inviting City department representatives to attend the AGM and provide an informal opportunity for members to ask questions and discuss specific areas of interest. The Board agreed to explore this approach **Motion:** THAT the Waterfront District BIA Board approve changing the Member Town Hall date to the date of the AGM should city administration be able, and authorize staff to finalize the venue, City participation and event logistics. Motion: 2026- 84 Moved by: R. Despins Seconded by: N. Mantis	Carried
	2. New Business Outreach **Update:** Welcome letters have been delivered to new businesses within the Waterfront District. Staff will continue outreach to new businesses as they open within the district.	Update
	3. AGM & Board Election Planning **Update**: Planning continues for the Annual General Meeting and 2026 Board Election, including preparation of election materials, audited financial statements, member communications, and Board recruitment initiatives.	Update
6.7	Safety & Security – Peter, John **1. Downtown Core Stabilization Initiative** **Update:** Project Support was extended to September 8th, 2026, last week. Staff will share any updates as they become available. **2. Neighbourhood Navigator**	Update

Item	Description	Action
	Update: Initial discussions have been held with the City of Thunder Bay and the Fort William BIA. Additional information is anticipated as the program develops. **Discussion:** The Committee discussed the City's Neighbourhood Navigators program. The BIA continues to press the City for progress; however, there has been limited concrete information regarding implementation, staffing, program criteria, and timelines. The program remains in development, with staff expected to work in pairs to support safety and appropriate skill coverage. The Committee noted that discussions with the City and other BIAs have been ongoing since May, but progress has been slow. Continued advocacy will focus on accelerating implementation and obtaining clear timelines and details. **3. Incident Reporting** **Update**: Businesses continue to be encouraged to report incidents to the appropriate agencies. Consistent reporting helps support funding requests, resource allocation, and informed decision-making by partner organizations.	Update Update
6.8	Administration **1. Board Meeting Schedule** **Update:** Upcoming Board meetings - • September 14, 2026 • October 19, 2026 (Adjust due to Thanksgiving) • November, 2026 Annual General Meeting / Board Election **2. Board Nomination Committee** **Update:** Preliminary discussion regarding reaching out to members to apply to the BIA Board. Building out the nomination committee with the Chamber as well as Compass Leadership (based on availability). **Discussion:** The Board discussed the upcoming election process and the City Clerk's guidance regarding candidate interviews. It was clarified that the Board cannot select or recommend a slate of candidates; however, the Nomination Committee may have discussions with interested members to explain the role of the BIA, governance responsibilities, the election process, and the skills and experience being sought. These discussions can also help prospective candidates understand the expectations of serving on the Board and support continuity and institutional knowledge. The importance of providing equal information to all interested candidates and avoiding any direction or steering of the membership's vote was noted. The Board also discussed the election timeline and the importance of clearly communicating the nomination deadline to members. The final nomination	Update

Item	Description	Action
	deadline is **November 2, 2026**, which is 10 days before the AGM. The Operating Procedures do not provide for nominations from the floor at the AGM, making advance communication of the deadline particularly important. **AGM & Board Election Timeline** **Date** — **Key Actions** **Aug. 10** — Nomination Committee struck **Sept. 14** — Board Meeting: Confirm AGM, election and nomination process **Sept. 15** — Re-send Building Owner/Tenant Information Request **Sept. 25** — 2027 Preliminary Budget due to City **Sept. 28** — Building Owner/Tenant Information due **Sept. 30** — Board Applications posted; first deadline: Oct. 9 **Oct. 9** — AGM Save the Date; First Board Applications due **Oct. 13–16** — First Round Discussions with Interested Applicants Review Skills Coverage; Discuss Board Mandate **Oct. 19** — Board Meeting: AGM planning / Nomination Committee update **Oct. 22** — **AGM Notice issued – 3 weeks prior** **Nov. 2** — **Final Board Application/Nomination Deadline – 10 days prior** **Nov. 2–6** — Second Round Discussions with Interested Applicants Review Skills Coverage; Discuss Board Mandate **Nov. 6** — Final AGM & Election Package ready **Nov. 9** — Board Meeting: Final AGM & Election Check **Nov. 10** — Ballots and AGM materials prepared **Nov. 12** — **AGM & 2026–2030 Board Election** **After AGM** — Election results submitted to Council for appointment process **Key Operating Procedure deadlines:** AGM notice is provided at least three weeks prior; Board nominations must be received at least 10 days prior to the AGM. **Motion:** That the Waterfront District BIA Board accept the proposed 2026 AGM and Board Election Timeline, with the understanding that dates not established by the BIA Operating Procedures may be adjusted by the Executive Director and/or Nomination Committee as needed to meet operational priorities and ensure the election process is completed appropriately. Motion: 2026- 85 Moved by: S. Boycheko Seconded by: R. Despins	Carried
7.0	Correspondence **(moved to Treasurer's Report)** 1. 2027 Budget and Finance – Michelle Tolone-Scott **Summary - Correspondence received from Michelle Tolone-Scott regarding the proposed 2027 budget and the Finance Committee.**	Moved to Treasurer's Report

Item	Description	Action
	Michelle has requested: • a copy of the proposed 2027 budget; • clarification regarding the timing of Board and membership review of the budget; and • consideration of establishing a Finance Committee. The correspondence is provided to the Board for review, comment and direction regarding any response. **Recommendation:** That the Board receive the correspondence for review and provide direction regarding the concerns and questions raised. **Motion:** THAT the Board receive the correspondence from Michelle Tolone-Scott regarding the 2027 budget and Finance Committee for review; and THAT the Board provide direction regarding any response to the correspondence. Motion Above, in Treasurer's Report	
8.0	New Business – **Cigarette Butt Disposal Discussion:** The Board discussed concerns raised by the maintenance staff regarding the number of cigarette butts accumulating in certain areas of downtown. It was noted that there are currently fewer cigarette butt receptacles than in the past, and some existing receptacles have been damaged or removed. The Committee discussed providing cigarette butt receptacles to interested member businesses on a first-come, first-served basis, with the business responsible for securing and maintaining the receptacle. It was noted that receptacles cannot be attached to City infrastructure, including planters or lockstone sidewalks. Ask property/ business owners if they want Cigarette Butt Stops. They can figure out how to mount them so they are not stolen. **LED Sign Discussion:** The Board discussed the BIA's use of the LED sign and whether there may be an opportunity to reduce costs by working directly with the sign's owner/operator. It was noted that the BIA has historically been directed to submit advertising through the Walleye organization, with the current rate being $300 for the first advertisement and $250 for subsequent advertisements. It was agreed that the current arrangement and potential cost savings could be reviewed with Alan, while being mindful of the existing relationship with the Walleye organization. The Board also briefly discussed the need to identify a location for the Gateway sign.	Discussion Discussion
9.0	Next Meeting – October 19, 2026	

Item	Description	Action
	Adjournment – 7:29 pm Motion: 2026- 86 Moved by: P. White Seconded by: N. Mantis	Carried