WATERFRONT DISTRICT

AGENDA

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Monday, November 9, 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):

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 - Disclosures of Interest:	
2.0	Approval of Agenda **Recommendation:** That the Board approve the Agenda as presented. Motion: 2026- Moved by: Seconded by:	

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Item	Description	Action
3.0	Presentations	
4.0	Approval of Minutes – **October 19, 2026 Meeting Minutes** **Recommendation:** That the October 19, 2026 Meeting Minutes be approved as circulated. Motion: 2026- Moved by: Seconded by:	
5.0	Business Arising from Past Minutes **1. Letter Re: Paramount Parking Lot** **Action:** Follow up with Municipal Parking Services – which is moving under 311 in December 2026. Note: CoTB Property (parking lots included) are leased out by Realty Services. **2. Electrical Box Wrap -** **Update:** Requested an update on October 23, 2026 – no update as of Oct 31, 2026. L. Abthorpe was going on vacation.	
6.0	Reports	
6.1	Chair's Report – **1. Executive Committee** 1. **Temporary Additional Responsibilities:** Approve K. Guinta taking on additional office administration duties on top of Content Creation, at $21.50/hour, while recruiting for the Executive Director position. 2. **Transitional Work:** Approve K. Pratt at an hourly compensation for work completed through November 12, with extension, if required. 3. **Recruitment of a New Executive Director:** Engage Compass Leadership for $3,500 to assist with recruiting a new Executive Director. Funds to be transferred from the _____ budget.	
6.2	ED Report – 1. **Canada Summer Jobs Program** **Action:** Based on experience from previous years, the 2027 year should have three staff for Harbourfest. One for overseeing the event – booking acts and organizing the talent for the stage. A second person for general event	

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	organization/day of problem solving. A third position for fundraising and marketing the event. All three positions need to interrelate and so they are able to problem solve in the days leading up and the day of the event. 2. **Task Force Growth** **Update:** The next meeting is December 3 –as nobody on TFG is elected, they are pausing the WD BIA position until a new ED is hired. 3. **Strategic Planning** **Update:** It is recommended 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. **Reminder:** Budgeting for a strategic plan is multi-year and requires a budget line/reserve fund. The cost for the basic plan was $13,000+. The more intensive the plan, the more expensive. 4. **Neighbourhood Navigator Program (CoTB)** The City of Thunder Bay is moving forward with hiring for the Neighbourhood Navigator positions. Timelines were uncertain, as no one has been hired yet. The job has not even been posted. Follow up with C. Orr and L. Costanzo. 5. **2027 Budget** **Update:** Presentation to the City's Executive Leadership Team was positive. They are happy the Waterfront District has come in at 3%. There were questions about the number of part-time employees with the budget (Canada Summer Jobs counts as 1 employee), whether semi-permanent road closures would assist the BIA in reducing costs (yes, you currently hire security to work the barricades to ensure people show up), and the number of events planned for the future with the budget (refer to the Strategic Plan for the event expectations (excludes Craft Revival – a separate NFP). 6. **Marketing & Data Collection Initiative** **Update:** The Canadian Urban Institute (CUI) data had addresses on Cumberland St switched and out-of-date businesses (prior to 2021). The ED was working with CUI and will in a reduced capacity until this information is helpful and not out of date. The ED sent an updated listing of businesses and their type of business (without personal information) to CUI to verify data. This work is important as CUI was hired by the CEDC for the study of commercial gaps in the City of Thunder Bay: https://www.tbnewswatch.com/local-news/whats-missing-city-to-study-retail-and-commercial-gaps-12647367 **Administrative Progress Update**	

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	Key Priorities 1. Complete AGM and Board election preparations. 2. Hand over the 2027 budget process with the City (tentative – Feb 9, 2027) 3. Hand over advocacy on construction, parking and downtown infrastructure. 4. Maintain discussions around the Neighbourhood Navigator program. 5. Complete or hand over Christmas programming. 6. Hand over 2027 beautification planning. **Recommendation:** That the Executive Director's Report be received for information. Motion: 2026- Moved by: Seconded by:	
6.3	Treasurer's Report – Robyn **1. 2027 Budget Pre-Planning before Council Presentation (Feb 9, 2027)** J. Comuzzi & K. Pratt attended. The presentation to the City's Executive Leadership Team was positive, with support for the proposed 3% increase. Questions raised included: - Staffing: Clarification on the number of part-time employees, noting Canada Summer Jobs counts as one employee. - Road Closures: Whether semi-permanent closures could reduce BIA costs. Currently, the BIA hires security to monitor barricades and ensure compliance. - Events: Future event expectations were referenced in the Strategic Plan. **2. Treasurer's Report – for The Waterfront District BIA, For the Period Ending September 30, 2026** **Recommended Board Motion:** THAT the Treasurer's Report and financial statements for the period ending September 30, 2026 be received and accepted as presented. Motion: 2026- Moved by: Seconded by: **3. Sponsorship Request Summaries** **A. Place Holder**	

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	Summary: **Recommendation:** . **Motion:** . Motion: 2026- Moved by: Seconded by:	
6.4	Infrastructure/Beautification Committee – John **1. Clean, Green & Beautiful Grant and 2027 Hanging Basket Planning** **Update:** Desert Planters will be supplying: - 18 Brown hanging Baskets (19 in storage at 250 Park Ave) - 26 Single Brackets - 5 Double Brackets (for Red River Road) The BIA has 28 road planters at Bill Martin's Nurseryland (winner of the 2027-2029 RFP). Planning – place the large planters at the Mall St. crosswalk to keep vehicles from using it as a roadway in the summer and to have a decorative aspect to the crosswalk. The remainder of the large planters should be interspersed on Court St, Cumberland St, and select areas on Park Ave. The hanging baskets – 5 double baskets should be placed on Red River Road (fewer planters will be placed here due to permanent planters being prevalent in this area). Single hanging brackets should go on Court St, Cumberland St and, if needed, Park Ave (there are a few already installed on the old street lights). **2. Cumberland Street** **Update:** The first lift of pavement has been installed and a second will be installed in the spring. The planters are filled with gravel until spring and replaced with planter soil and plantings. Cumberland St N will be started in the spring.	
6.5	Marketing, Events & Promotion Committee – Connor **Update:** Current priorities include – 1. BrewHa 2.0	

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	2. Development of the CEDC-funded Marketing Plan with Firedog Communications 3. Alignment of future events with Strategic Plan priorities No motions required.	
6.6	Membership Services Committee – Robyn **1. AGM Proposed Agenda** • Approval of 2025 AGM Minutes • Election of Board Members for Council Appointment • Presentation of 2025 Audited Financials • Presentation of the 2026 Budget Motion: 2026- Moved by: Seconded by: **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. **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.	
6.7	Safety & Security – Peter, John **1. Downtown Core Stabilization Initiative** **Update:** Ended September 1, 2026. **2. Neighbourhood Navigator** **Update:** No update. **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.	
6.8	Administration **1. Board Meeting Schedule** **Update:** Upcoming Board meetings -	

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	• November 9, 2026 • November 12, 2026 Annual General Meeting / Board Election • December 14, 2026? **2. Board Nomination Committee** **Update:** Insert meeting schedule here. **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 Applicant Interviews **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 Applicant Interviews / Nomination Committee recommendations **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 From the Clerk's Office: The appointment of the BIA Board members will take place on December 1, 2026. The Clerk's Office requires a memo and applications by November 18, 2026	
7.0	Correspondence – **1. Downtown Cleanliness and Post-Event Cleanup** Correspondence received from Rachelle Murphy raising concerns about downtown cleanliness, particularly along Red River Road near Goods & Co. following The Hunger event. The concerns included garbage, bodily fluids and overflowing or overturned garbage cans on weekend mornings. The correspondent acknowledged the value of events such as The Hunger but recommended additional planning for post-event cleanup, potentially through a dedicated cleanup sponsor or funding allocation to ensure the area is presentable the following morning. She also noted that ongoing cleanliness concerns are	

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	affecting the experience of shoppers and her confidence in recommending the area to visitors. The BIA is a sponsor of The Hunger, not the event organizer. The correspondence has been shared with Definitely Superior and City of Thunder Bay Dispatch (Public Works), as well as the two Ward Councillors whose wards include the BIA. **Motion:** THAT the Waterfront District BIA Board of Management acknowledge receipt of the correspondence from Rachelle Murphy regarding downtown cleanliness, and that the concerns be referred to the appropriate organizations for review and follow-up, with the complainant directed to the appropriate City of Thunder Bay contact for ongoing maintenance concerns. **2. Correspondence: Weekend Cleanliness and Broken Glass** Correspondence from James Murray of NetNewsLedger regarding increasing amounts of broken beer bottles and glass on sidewalks along Red River Road, particularly on Saturday and Sunday mornings. He noted that weekend activity has increased and suggested that the City consider early morning weekend MadVac service to improve sidewalk cleanliness and safety. The Executive Director responded that the MadVac operator does not work weekends, and that the BIA groundskeeper attends to cleanup as soon as possible, subject to his regular schedule and availability. The concerns were referred to Public Works for consideration. The Executive Director also clarified that establishments permitting alcohol bottles to be taken onto sidewalks fall under the jurisdiction of the AGCO, and encouraged the complainant to report those concerns directly to the appropriate authority. **Proposed Motion:** THAT the Waterfront District BIA Board of Management acknowledge receipt of the correspondence regarding weekend cleanliness and broken glass in the Waterfront District, and that the concerns be referred to the appropriate authorities for consideration and follow-up. Motion: 2026- Moved by: Seconded by:	
8.0	New Business –	
9.0	Next Meeting – December, 2026 Adjournment – Motion: 2026- Moved by: Seconded by:	

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