



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, March 6, 2018

Attendees: Jim Comuzzi, Chair
 Maelyn Hurley, Vice Chair
 Dave Richard, Treasurer
 Jolene DesRosiers, Director
 Sandy Herron, Director
 Peter White, Director
 Paul Pugh, Councillor
 Andrew Foulds, Councillor
 Colleen Kenna, Recording Secretary

GUESTS: Sue Bragg, Causeway Insurance
 Jaden Grand, Red Lion Smokehouse
 Clare Kemp, Gillons Insurance
 Kym Amonson, Skyline Falconry
 Justin Stovel, Stovel Property Management
 Ralph St. Jarre
 Lee-Ann Chevrette, Coordinator, City Crime Prevention Council
 Adam Krupper, Mobility Coordinator, City Engineering Division
 Werner Schwar, Coordinator, City Parks Planning

REGRETS: Lynn Gray, BIA Bookkeeper

DATE/TIME: VAST Benefits, 5:30 pm

Item	Description	Action
1.0	<p>Meeting Call to Order and Disclosures of Interest</p> <p>The Meeting was called to Order at 5:35 pm. There were no disclosures of interest declared at this time.</p>	
2.0	<p>Approval of Agenda</p> <p>Motion 2018-17 Moved by: M. Hurley Seconded by: J. DesRosiers The agenda for the March 6, 2018 meeting be approved as presented. Carried.</p>	

Item	Description	Action
3.0	Presentations	
3.1	<p data-bbox="293 323 1281 359">Kym Amonson – Skyline Falconry</p> <p data-bbox="293 405 1281 657">Kym presented on Skyline Falconry’s program of removing nests, sterilizing eggs, and introducing predator birds. The program’s success for the past three years has been measured by the egg sterilization and nest count records. Skyline provided two quotes for the Board’s consideration: Quote 1 (7 locations) at \$17,494 plus HST and Quote 2 (18 locations) at \$38,360 plus HST. Kym to revise the assessment to include properties within the BIA only.</p>	
3.2	<p data-bbox="293 695 1281 730">Justin Stovel – Stovel Property Management</p> <p data-bbox="293 777 1281 999">Justin presented on Stovel’s program of weekly visits to each roof to remove nests. All buildings in the BIA could be included as long as he has access to the areas at a regular time weekly as accommodating different time frames won’t work. Stovel Property Management provided a quote of \$19,500 plus HST. The Board requested Justin to submit a workforce plan, historical data and two references.</p>	
	<p data-bbox="293 1045 1281 1157"><i>Subsequent to the meeting, the Board members voted on selecting the 2018 service provider. Results of the vote: Skyline Falconry – 5, Stovel Property Management – 1, Abstain – 2.</i></p>	
3.3	<p data-bbox="293 1199 1281 1234">Lee-Ann Chevrette – City Crime Prevention Council</p> <p data-bbox="293 1281 1281 1465">The Crime Prevention Council has an advisory role to City Council. It is a multi-agency / partnership between citizens, community organizations and service providers with a collaborative approach; 42 members representing 18 sectors. The selection process is by invitation. Lee-Ann to follow up on information being distributed to all BIA’s and business districts.</p> <p data-bbox="293 1512 1281 1654">The Crime Prevention Council meets the fourth Wednesday of every second month, from 4 pm – 6 pm in the McNaughton Room, 3rd Floor, City Hall. Meetings are open to the public. Next meeting will be held March 28 from 4 to 6:30 pm.</p> <p data-bbox="293 1701 1281 1885">Lee-Ann shared they have hired Community Safety Ambassadors for a 16 week program in the summer to create a positive presence in the neighborhoods through crime prevention. Lee-Ann to advise if the ambassadors can be designated for a day or two in the Waterfront District BIA during their program.</p>	

Item	Description	Action
	<p>Lee-Ann will update and/or send the Board information on the following items:</p> <ol style="list-style-type: none"> 1. to confirm the Crime Prevention Council's information will be distributed to all BIA's and business districts 2. to send the WD BIA an application for the RESPECT initiative 3. to advise if the community safety ambassadors could be designated to the WD BIA for one or two days a week through their summer student program. 4. to advise if the Board can be invited to attend or if funding could be available for the next Crime Prevention through Environmental Design (CPTED) training (website: http://cptedontario.ca/course-guidelines/) 5. to share the tools that could support our BIA property owners/businesses in completing a self-audit related to safety and environmental design 6. to inquire if there is funding for their safety and security specialist to perform an audit of the WD BIA 7. Urban Park – last year Ft Wm BIA participated – info to be provided for the WD BIA's consideration & joint participation 8. Info from the Canadian Crime Prevention Council organization to be shared from a BIA perspective. <p>The links to Safety and Security resources:</p> <ul style="list-style-type: none"> • Crime Prevention Council's Terms of Reference: http://www.thunderbay.ca/Assets/CPC+2016+Terms+of+Reference.pdf • The <i>2017-2020 Safer Thunder Bay Community Safety & Well-Being Strategy</i> is the new strategy of the City of Thunder Bay's Crime Prevention Council: http://www.thunderbay.ca/Assets/Living/Crime+Prevention/docs/2017-2020+Safer+Thunder+Bay+Community+Safety+Well-Being+Strategy.pdf • Snapshot in time: Risk Factors, Protective Factors and Trends of Crime in Thunder Bay: http://www.thunderbay.ca/Assets/Snapshot+in+time+document.pdf 	

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	<ul style="list-style-type: none"> • Crime Prevention videos (Everyone Matters Day, Weed Out Hate, Victims & Survivors of Crime Walk & Jane’s Walk): http://www.thunderbay.ca/Crime_Prevention/Crime_Prevention_Video_Highlights.htm • Crime Prevention Annual Report: http://www.thunderbay.ca/Assets/Crime+Prevention+Thunder+Bay/2015+Crime+Prevention+Annual+Report.pdf • RESPECT Video Highlights: http://www.thunderbay.ca/Living/Public_Safety/respect/respect_video_highlights.htm • Join other organizations to commit to Respect: http://www.thunderbay.ca/Living/Public_Safety/respect/Commit_to_respect.htm 	
3.4	<p>Way Finding Signage – Adam Krupper & Werner Schwar</p> <p>Adam and Werner presented on the way finding plan including the proposed maps and signs to help people find their way to key destinations around the City.</p> <ul style="list-style-type: none"> • The map design and elements can be viewed here: https://docs.wixstatic.com/ugd/3d6da2_12750a06c09f460ab0d7b06fc55af9a1.pdf • For further information on the project: https://www.thunderbaywayfinding.com/more-info <p>The project is expected to wrap up in March with a presentation to City Council in April. The Board Members were requested to complete their way finding feedback survey.</p>	
4.0	<p>Approval of Minutes</p> <p>Motion 2018-18 Moved by: J. DesRosiers Seconded by: D. Richard The minutes of the February 6, 2018 meeting be approved as distributed. Carried.</p>	
5.0	Business Arising from Past Minutes – n/a	

Item	Description	Action
6.0	Reports	
6.1	<p data-bbox="293 323 574 359">Chair's Report – Jim</p> <ol data-bbox="293 394 1281 1692" style="list-style-type: none"> <li data-bbox="293 394 1281 464">1. TBCC 2018 Not For Profit Excellence Award – package and video have been submitted. <li data-bbox="293 495 1281 531">2. Seagull Management Program – covered under item 6.3.4. <li data-bbox="293 562 1281 663">3. Trees, Tree Lights, Tree Guards & Banners Follow up with Cory Halvorsen on the existing infrastructure. (Peter) City Parks and other Departments will be reviewing the options related to supporting the BIA decorative lighting. Cory to provide us with a copy of the record drawings of the BIA lighting. Suzan from Perfect Fit and Candi from Mapletops have requested the tree lights be repaired on their section of Court Street. <li data-bbox="293 932 1281 1001">4. Tourism Exemption – email to P. Pepe has been sent on the information session to the members. <li data-bbox="293 1033 1281 1068">5. Corporate Sponsors package – emailed out. Follow up required. <li data-bbox="293 1100 1281 1169">6. Joint Ventures – City/BIA's, Police – parkade, walkway, events, crime including Loitering By-Law – on hold <li data-bbox="293 1201 1281 1236">7. Eaton's Main Window – BIA logo <li data-bbox="293 1268 1281 1337">8. Xerox copier – waiting on confirmation that lease transfer has been approved then copier will be moved. (Colleen) <li data-bbox="293 1369 1281 1404">9. Eaton's Bldg – local artist Crystal Belenger (Jim/Dave) <li data-bbox="293 1436 1281 1472">10. Promotion Banners - Outdoor and Roll-Up Display – ordered (Colleen) <li data-bbox="293 1503 1281 1539">11. Ribfest 2018 <li data-bbox="293 1570 1281 1606">12. Restaurant Liaison <li data-bbox="293 1638 1281 1673">13. CEDC's Business Retention Expansion Survey 	Deferred
6.2	<p data-bbox="293 1724 948 1759">Construction & Beautification Committee – Sandy</p> <ol data-bbox="293 1791 1281 1894" style="list-style-type: none"> <li data-bbox="293 1791 1281 1827">1. Banners – Shop, Dine, Play <li data-bbox="293 1858 1281 1894">2. Rock Sculpture – plaque to be located. 	Deferred

Item	Description	Action
	<ul style="list-style-type: none"> 3. Deficiency Report – roads, curbs, sidewalks - set up meeting in spring with City Departments 4. Street Signs – proposed design to be sent for City’s review 5. Building Plaques – Heritage Standards to be reviewed 6. Façade Improvement 7. Garland – to be taken down March 10/11 8. Planters & Flowers 	
6.3	<p>Finance Committee – Dave</p> <ul style="list-style-type: none"> 1. Approval of the Financial Report <ul style="list-style-type: none"> Motion 2018-19 Moved by: J. DesRosiers Seconded by: M. Hurley To approve the Financial Report for month ending February 28, 2018. Carried. 2. Funding <ul style="list-style-type: none"> a. Trillium Fund (Lynn) b. NOHFC / HRDC (Colleen) c. Canada Summer Jobs Program – application for 6 Ambassadors/Maintenance Workers was submitted on Feb 9/18. 3. Approval of Requests for Sponsorships <ul style="list-style-type: none"> a. Requests for Sponsorship Summary – distributed at the meeting. b. Request for BIA Bucks from Le Stelle Alpine Dancers - declined c. Request for Sponsorship from NTDC – declined (Peter declared a conflict of interest on this item) 4. Approval of M. Hurley to attend the OBIAA Conference - April 15-18, hosted by Collingwood BIA, estimated cost \$2,000. <ul style="list-style-type: none"> Motion 2018-20 Moved by: D. Richard Seconded by: S. Herron To approve Maelyn Hurley to attend the OBIAA Conference, April 15-18 at an estimated cost of \$2,000. <p>Maelyn to prepare a summary report and present on the Conference’s best practices and learning.</p> 	Deferred Deferred Info

Item	Description	Action
6.4	<p>Governance Committee – Peter</p> <ol style="list-style-type: none"> 1. Review of Strategic Plan 2. Operating Procedures – Constitution – being updated – will include: <ol style="list-style-type: none"> a. AGM requirements & Annual Report b. Board Members terms of reference – roles & responsibilities c. Board vacancies during term d. Elections e. Associate Members f. Agendas, minutes <p>Notes from the Constitution Review Meeting – to be distributed separately.</p> 3. Policies, Procedures & Guidelines <ol style="list-style-type: none"> a. Procurement/Purchasing b. Personnel c. Land ownership d. Documents – retention policy e. Social Media f. Associate Members Policy and Fees – draft completed g. Health and Safety Policy – draft completed h. Board Members (& Staff) of Conduct – draft completed i. Sponsorships/Donations Guidelines and request form – posted on website – to be sent to the City at a later date 	Deferred
6.5	<p>Marketing & Promotion Committee – Maelyn</p> <ol style="list-style-type: none"> 1. Social Media - Facebook Posts – ongoing (Firedog/Colleen) 2. Website Phase 2 – For Members Only page, Corporate Sponsors (Colleen/Firedog) 3. BIA App (on hold) 4. Media Buy Package (Feb 28/18 update attached) <ol style="list-style-type: none"> a. Digital signage – being reviewed by Firedog. b. Firedog has been requested to submit a proposed 2018 marketing budget for the Board’s review (Jim). c. Live Outside the Box Spring Scavenger Hunt (Jim) 	Deferred
6.6	<p>Membership Services Committee – Maelyn</p> <ol style="list-style-type: none"> 1. Ambassador’s Meeting – meeting to be scheduled (Sandy) 	Deferred

Item	Description	Action
	<ol style="list-style-type: none"> 2. New Members Welcome Letter – ongoing (Colleen) 3. Associate Members – Policy & Fees <ol style="list-style-type: none"> a. review geographical area then update business listing for Board’s review – tentatively for April or May meeting (Colleen) b. Board to approve fees c. send out invites to businesses when the Constitution has been finalized and approved by the Board 4. Business Directory on Website – updates ongoing (Colleen) 5. Recruit Volunteers – ongoing (All) 6. Monthly/Bi-monthly BIA newsletter – ongoing (Colleen) 7. Guidelines for sharing member promotions by email. Further discussion at a future meeting. 	
6.7	<p>Special Events Committee - Maelyn</p> <ol style="list-style-type: none"> 1. Craft Revival – May 6/18 2. Events Meeting (Feb 13) – update on patios initiative. 3. Spring Clean Up 	Deferred
6.8	<p>Parking Authority Board Update – Dave</p>	Deferred
6.9	<p>Crime & Security – Jim</p> <p>Highlights from Crime Prevention Council Presentation – refer to Item 3.3</p>	
6.10	<p>Administration - Jim</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • April 3, 2018 • May 1, 2018 • June 5, 2018 • July 3, 2018 • August 7, 2018 • September 4, 2018 • October 2, 2018 • November 6, 2018 • December 4, 2018 2. Laptop & Printer – have been ordered from Soft Sell. 3. Office Space – to be reviewed. 	Info

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7.0	New Business - Jim	
7.1	<p>2018 TBCC Awards Gala</p> <p>Awards Gala: April 14, 2018; 5:30 pm to 10 pm, Valhalla Inn. A calendar invite has been sent to all Board Members – please RSVP by March 9.</p>	All
8.0	Next Meeting – April 3, 2018, 5:30 pm – Rooster’s Bistro	
9.0	Adjournment: 8:20 pm	