



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, March 7, 2023

INVITED: Jim Comuzzi, Chair
Phil Walkden, Treasurer
Ken Ogima, Director
John Murray, Director
Robyn Despins, Director
Kory Morabito, Director
Kara Pratt, Recording Secretary

TENTATIVE: Jordan Calonego, Director
Maelyn Hurley, Director

REGRETS: Lynn Gray, BIA Bookkeeper
Andrew Foulds, Councillor
Peter White, Vice-Chair
Thomas Trist, Director

GUEST:

LOCATION/TIME: Zoom

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:30pm	
2.0	Approval of Agenda Motion: 2023-15 Moved by: K. Ogima Seconded by: K. Morabito	Carried
3.0	Presentations	
4.0	Approval of Minutes – February 7, 2023– <i>sent electronically</i> Motion: 2023-16 Moved by: P. Walkden Seconded by: J. Murray	Carried
5.0	Business Arising from Past Minutes	
6.0	Reports	
6.1	Chair’s Report – Jim 1. Seagull Management <i>Cost in line with 2022 – tender for 2024.</i>	Updates

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	<ol style="list-style-type: none"><li data-bbox="310 258 1235 321">2. Strategic Plan <i>Awaiting quotes to move forward. Looking forward to April for three quotes.</i><li data-bbox="310 325 1211 424">3. OBIAA Conference – booked three tickets <i>P. White, J. Murray & K. Pratt will attend the 2023 OBIAA Conference on April 16 – 19, 2023</i>	
6.2	<p data-bbox="310 436 605 464">Finance Committee –Phil</p> <ol style="list-style-type: none"><li data-bbox="310 506 802 533">1. December 2022 & January Financials<li data-bbox="310 537 1192 636">2. CEDC Funding – \$23,012.85 of the approved max \$41,500 expected – <i>partially due to the \$20,000 received from the Clean, Green & Beautiful Committee.</i><li data-bbox="310 640 1230 709">3. Audit delay - due to staffing shortages @ the CoTB – may delay financial presentation @ AGM<li data-bbox="310 714 834 812">4. Sponsorship Requests:<ul style="list-style-type: none"><li data-bbox="407 751 834 779">• Jones and Associates Insurance<li data-bbox="407 783 756 810">• Request: \$500 BIA Bucks <p data-bbox="310 821 1261 974">The BIA bucks will be given out to attendees at the Spring Home and Garden Show if they play a game at the Jones Insurance booth. The Bucks are a good fit because one of the services we offer to clients is commercial insurance. Jones Insurance is a 100% local insurance brokerage and part of our mission is to give back and to support the community in any way that we can.</p> <p data-bbox="310 1014 1252 1083">Recommendation: Approve \$250 and review the rate of return. Worst case, we have \$250 liability, best case we bring \$250 into the BIA.</p> <p data-bbox="310 1121 1232 1182"><i>Denied based on business location outside of BIA and a BIA member being an insurance provider.</i></p> <ul style="list-style-type: none"><li data-bbox="407 1228 1003 1293">• Thunder Bay Regional Health Sciences Centre<ul style="list-style-type: none"><li data-bbox="524 1266 865 1293">• Request: \$3000 BIA Bucks <p data-bbox="310 1299 1261 1465">Specialist Physician Recruitment and Retention for Thunder Bay and Region. Support with integration into the community. Information re: BIA in our recruitment baskets, showcase the BIA during site visits within the community and promote on social media. UPDATE: Similar to the CEDC but not the exact same. See attached emails.</p> <p data-bbox="310 1509 1243 1577">Recommendation: Start with \$1000 and request additional applications t/o the year to determine viability.</p> <p data-bbox="310 1617 1235 1680"><i>Approve \$1000 and request additional applications t/o the year upon seeing an ROI. The demographic is in line with the BIA and its growth.</i></p> <p data-bbox="310 1686 503 1713">Motion: 2023-17</p>	<p data-bbox="1297 506 1395 533">Updates</p> <p data-bbox="1297 1696 1382 1724">Carried</p>
	<p data-bbox="310 1787 1235 1856">Moved by: K. Ogima Seconded by: R. Despins</p> <p data-bbox="310 1787 1235 1856"><i>Discussion around creating “buckets” or allocations for BIA Bucks to determine amounts to different sponsorship categories.</i></p>	<p data-bbox="1297 1801 1370 1829">Action</p>

Item	Description	Action
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ol style="list-style-type: none"> 1. CoTB Red River & Court Revitalization Update <ol style="list-style-type: none"> a. Tender closed on Tuesday, Feb 28 – Nadin was the successful bidder. Asked B. Newman to attend a meeting along with Norm. 2. Planters - variations of purple for 2023 	Update
6.4	<p>Marketing, Events & Promotion Committee – Maelyn, Tom & Kory</p> <ol style="list-style-type: none"> 1. Plans for 2023 – Annual downtown promotions 2. Plans for construction marketing – to keep people coming to the area during construction. <ol style="list-style-type: none"> a. Transportation Museum Thunder Bay would like to offer vendor space at the Alexander Henry. 	N/A Update
6.5	<p>Membership Services Committee – Phil & Robyn</p> <ol style="list-style-type: none"> 1. CRM – In Progress – submitted Spreadsheet on Dec 5th. <ul style="list-style-type: none"> • Determine an amount assist with the implementation at the provincial (OBIAA) level 2. Two new businesses – <ul style="list-style-type: none"> • Bojan’s Café (30 Cumberland St S) – quick meals and coffee • Lakeside Café (18 St. Paul St) – more of an art café 	Awaiting Update Update
6.6	<p>Safety & Security – Peter, Ken & Tom</p> <ol style="list-style-type: none"> 1. Provided contacts for interested parties. 	N/A
6.7	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. The Parking Authority will be going under a review & financial plan <ul style="list-style-type: none"> • Finance suggested the review – fiscal analysis • Will go over all aspects incl governance • Revitalization – incl parking meters • Parkades – promotion aspect of the parkades 2. Next Meeting - Tuesday (March 14th) 	Update
6.8	<p>Administration</p> <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ April 4, 2023 ○ May 2, 2023 ○ June 6, 2023 ○ July 4 or 11, 2023 (July long weekend) ○ August 1, 2023 ○ September 5 or 12, 2023 (September long weekend) ○ October 3, 2023 	

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	<ul style="list-style-type: none"> o November 7, 2023 o December 5, 2023 	
7.0	Correspondence – n/a	
8.0	New Business	
9.0	<p>Next Meeting – April 4, 2023 Adjournment – 6:12pm</p> <p>Motion: 2023- 18 Moved by: R. Despina Seconded by: J. Murray</p>	