



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA BOARD OF MANAGEMENT MEETING

Tuesday, Oct 3, 2023

INVITED: Jim Comuzzi, Chair
Peter White, Vice Chair
Phil Walkden, Treasurer
Jordan Calonego, Director
Thomas Trist, Director
Ken Ogima, Director
Robyn Despins, Director
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
John Murray, Director
Maelyn Hurley, Director
Kory Morabito, Director
Andrew Foulds, Councillor

GUEST:

LOCATION/TIME: BIA Office – 251 Red River Road – entrance behind the Apollo

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:35pm	
2.0	Approval of Agenda Motion: 2023- 55 Moved by: T. Trist Seconded by: J. Calonego	Carried
3.0	Presentations	
4.0	Approval of Minutes – Sept 12, 2023– <i>sent electronically</i> Motion: 2023- 56 Moved by: T. Trist Seconded by: J. Calonego	Carried

Item	Description	Action
5.0	Business Arising from Past Minutes	
6.0	Reports	
6.1	<p>Chair's Report – Jim</p> <ol style="list-style-type: none"> 1. Seagull Management update (forwarded email) 2. Waverley Park 	
6.2	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. 2024 Budget - Submitted 2. September Financials 3. Sponsorship Requests: <ul style="list-style-type: none"> • CIBC Run for a Cure – High Tea @ Goods & Co. <ul style="list-style-type: none"> • \$200.00 BIA Bucks for High Tea held at Goods & Co Market - Nov 5, 2023 1PM-4PM. • All proceeds will go to Thunder Bay - Canadian Cancer Society CIBC Run for the Cure. BIA Bucks will be included in Swag Bags for attendees. • All printed materials (flyers/posters/sponsorship place cards), Thunder Bay - Canadian Cancer Society CIBC Run for the Cure Facebook page. Sponsor acknowledgment during the event. <p>Recommendation: Approve the \$200 BIA Bucks</p> <p>Motion: 2023- 57 Moved by: T. Trist Seconded by: J. Calonego</p> <ul style="list-style-type: none"> • Definitely Superior <ul style="list-style-type: none"> • In-kind sponsorship: LED board ad-Oct, full-page Walleye ad-Oct. issue, & social media mentions • The Hunger 16, Halloween Festival Event, Oct. 28th. Featuring 50 acts - 36 bands/DJs - 265 musicians/performers, at 9 downtown venues. Last year, 3000 attended (2nd highest in history). It's a major fundraiser for our annual arts programming, a unique well-promoted arts event, that economically benefits the downtown directly via business venue partnerships, and brings new/younger/diverse people downtown. \$2000 Halloween prizes donated by local/mostly downtown businesses. The event also promotes the Waterfront District as the premiere place to shop, eat and play. • The BIA to be recognized as an Event Sponsor of The Hunger 16, via prominent logo in our LED board ad, and full-page Walleye ad – Oct. issue, and social media mentions. The BIA logo and/or name, also mentioned in Event Print Promo (posters/invites/program maps/ Walleye ad-Sept 	

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	<p>issue), Event Online Promo (website/Facebook/Instagram) & Media Coverage. The BIA is also recognized as an Annual Sponsor at our new gallery space, and promotion of our annual arts programming (website/print/online).</p> <p>Recommendation: Approve the Walleye in-kind support up to \$500 inline with the 2022 sponsorship.</p> <p>Motion: 2023-58 Moved by: T. Trist Seconded by: P. Walkden</p>	
<p>6.3</p>	<p>Infrastructure/Beautification Committee – John & Tom</p> <p>1. CoTB Red River & Court Revitalization Update</p> <p> a. Union Gas line – letters to let Union Gas know this is a once in a lifetime opportunity to replace</p> <p> i. Too high to the new surface</p> <p> ii. Corrosion near end of life</p> <p>Motion: 2023-59 Moved by: T. Trist Seconded by: P. Walkden</p> <p> b. Memorandum of Understanding for maintenance - sent</p> <p> c. Request for Nadin to maintain the area for the winter during construction & to have the North Core Streetscapes as a separate Snow REMOVAL contract</p> <p>2. Provide Westfort with 14 planters for their streetscape for 2024 – negotiations as to price/ in kind to follow</p> <p>3. Request for quotes for holiday hanging baskets and summer planters - -</p> <p> a. Trevisanutto's/ Creekside</p> <p> i. Holiday Hanging Baskets – 20 @ \$129.99 = \$2,599.80 + HST</p> <p> ii. Summer Planters – 2 options presented (attached)</p> <ul style="list-style-type: none"> • 26 planters @ \$159.99 = \$4,159.74 + HST OR • 26 planters @ \$139.99 = \$3,639.74 + HST • Delivery & pickup \$4,000 + HST • <p>Vote via email – Approve Trevisanutto's/ Creekside summer planters at \$139.99 for the design, communication and extra foliage.</p> <p>Motion: 2023-62 Moved by: T. Trist Seconded by: P. Walkden</p> <p> b. Bill Martin's</p> <p> i. Holiday Hanging Baskets – 20 @ \$110.00 = \$2,200.00 + Delivery Pick-up & Storage \$700 = \$2,900 + HST</p> <p> ii. Summer Planters –</p>	<p>Carried</p> <p>Carried</p>

Item	Description	Action
	<ul style="list-style-type: none"> • 26 planters @ \$135.00 = \$3,510.00 + HST • Delivery & pickup \$2,340 + HST <p>c. George's Market</p> <ul style="list-style-type: none"> i. Holiday Hanging Baskets – 20 @ \$55.00 = \$1,100.00 <p><i>Move to go with George's Market for the Holiday Hanging baskets.</i> Motion: 2023-60 Moved by: T. Trist Seconded by: P. White</p> <p>d. John Lansdell – unable to quote</p>	Carried
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 fall construction marketing – to keep people coming to the area during construction. <ol style="list-style-type: none"> a. Good Harvest – success – moving to Court St during construction b. Halloween – trick or treating Oct 28 10am-2pm <ol style="list-style-type: none"> i. Budget to give participating businesses \$25/business to buy candy at a first come first serve up to \$500 <p>Approve reimbursement for businesses \$25/business to buy candy at a first come first serve up to \$500</p> <p>Motion: 2023-61 Moved by: T. Trist Seconded by: P. Walkden</p> <p>c. Christmas <ol style="list-style-type: none"> i. Grinch – 2 weekends ii. Horse & carriage – Nov 26, Dec 2, 9, 16th iii. Breakfast with Santa – Dec 17 at Red Lion Smokehouse <p><i>Unable to accommodate due to budget constraints.</i></p> <p>d. TBNewswatch Marketing Proposal <i>Denied, to high of cost for ROI</i></p> </p>	Carried
6.5	<p>Membership Services Committee – Phil & Robyn</p> <ol style="list-style-type: none"> 1. CRM – no update 2. New Members 	
6.6	<p>Safety & Security – Peter, Ken & Tom</p> <ol style="list-style-type: none"> 1. Met in August to discuss <ol style="list-style-type: none"> a. De-escalation training b. Folding business cards with emergency numbers c. Pedestrian Overpass activation 2. BIA Budget or 2024 	

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6.7	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. August Meeting Cancelled 2. September meeting cancelled <ol style="list-style-type: none"> a. 3-hour parking request letter to go to the October meeting 	
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"> ○ November 7, 2023 – AGM – <i>rescheduled due to audited financials</i> ○ December 5, 2023 	
7.0	Correspondence – n/a	
8.0	<p>New Business</p> <p><i>Kory Morabito – Board Participation</i></p>	
9.0	<p>Next Meeting – November 7, 2023</p> <p>Adjournment – 7:06pm</p> <p>Motion: 2023-63 Moved by: T. Trist Seconded by: P. Walkden</p> <p>Adjourned</p>	Carried