



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, Jan 9, 2024

INVITED:

- Jim Comuzzi, Chair
- Phil Walkden, Treasurer
- Thomas Trist, Director
- Jordan Calonego, Director
- John Murray, Director
- Maelyn Hurley, Director
- Andrew Foulds, Councillor
- Robyn Despins, Director
- Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS:

- Lynn Gray, BIA Bookkeeper
- Peter White, Vice Chair
- Ken Ogima, Director

GUEST:

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

<https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRIB2bTlldnpWZz09&omn=84470180097>

Meeting ID: 278 100 2430

Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:42pm	
2.0	Approval of Agenda Motion: 2024-01 Moved by: J. Murray Seconded by: T. Trist	
3.0	Presentations	
4.0	Approval of Minutes – Dec 5, 2023– <i>sent electronically</i>	

Item	Description	Action
	<p>Motion: 2024-02 Moved by: T. Trist Seconded by: J. Murray</p>	
5.0	<p>Business Arising from Past Minutes</p>	
6.0	<p>Reports</p>	
6.1	<p>Chair's Report – Jim</p> <ol style="list-style-type: none"> 1. 2023 Performance Review – <ol style="list-style-type: none"> a. Executive Director (draft attached) b. Part-time staff c. Bookkeeper <ul style="list-style-type: none"> • <i>EMT to complete performance review of the ED – committee created to create the performance review document (Phil, Jordan, Thomas & Robyn).</i> • <i>ED to talk with L. Gray, the Bookkeeper about their performance and EMT can supplement if needed.</i> • <i>ED to review the PT staff under their purview.</i> • <i>The ED's review should coincide with the strategic initiatives – a push to develop the Strategic Plan.</i> 2. Bonuses <ul style="list-style-type: none"> • <i>\$2500 net in 2022 year for Kara, \$1200 in 2022 year for Lynn</i> <p>Based on the December 2023 Minutes the Waterfront District BIA Executive discussed and agreed upon the 2023 bonuses of \$3000 gross for Kara and \$1000 gross for Lynn with no bonuses next year (2024) and presented this to the Board of Management for approval.</p> <p>Motion: 2024-03 to approve the bonuses presented by the BIA Executive. Moved by: J. Murray Seconded by: T. Trist</p> <p>Based on BIA Executive discussion, a proposal was presented to provide a \$250 bonus for each PT employee – provide reasoning and make them aware this is not the norm or precedent and they cannot be expected in future years, there was a remaining budget and the Board wanted to relay their thanks. The Board would prefer to provide BIA Bucks at the end of the year for use in BIA small businesses.</p> <p>Provide \$250 Gross bonuses to both PT (2) employees.</p> <p>Motion: 2024-04 Moved by: P. Walkden Seconded by: T. Trist</p> 3. Annual salary discussion for the Executive Director 	

Item	Description	Action
	<p>Deferred until budget approved by council, suggested \$2500 salary increase for 2024</p> <p>Question fr KP. – Who is on the review committee?</p>	
<p>6.2</p>	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. 2024 Budget – <ul style="list-style-type: none"> • Presenting to Council on the 25th where members of Council can sit with the different external Boards and ask questions. • Presenting at a City of Thunder Bay budget meeting on January 30th 2. Financials <ul style="list-style-type: none"> • December is not yet complete 3. Sponsorship Requests – None 4. BIA Bucks – a motion to enforce the expiry date (not accepting anything earlier than 2022 was suggested) <p>Motion: 2024- Moved by: _____ Seconded by: _____</p> <p>No decision was made to enforce the expiry date. There was a discussion that staff at the BIA businesses may not be aware of the expiry date. Have the 2024 BIA Bucks printed with a larger expiry date.</p>	<p>Information</p> <p>Deferred</p> <p>Discussion/ Action</p>
<p>6.3</p>	<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. Planter Granite has arrived for Court St. b. CoTB Sidewalk plow damage to Court St – B. Newman following up w/ Roads North <p>Inform and involve A. Foulds is this is not dealt with in a timely manner.</p> <ol style="list-style-type: none"> c. Awaiting Meetings with CoTB & Contractor <p>Discussions about string lights across Court St for Social Media worthy shares “Gram it out”.</p> 	
<p>6.4</p>	<p>Marketing, Events & Promotion Committee – Maelyn, Tom & Kory</p> <ol style="list-style-type: none"> 1. Plans for 2024 – Annual downtown promotions <ol style="list-style-type: none"> a. 2-day Heart of the Holidays & Craft Revival event? <ol style="list-style-type: none"> i. Downtown becomes pedestrian centric and we take over the streets (see attached) <p>Create a plan for 2024 and send it to the Marketing committee to execute. Sets the stage for the Summer 2024 employees. Themes for the seasons and the holidays.</p> 	<p>Update</p>
<p>6.5</p>	<p>Membership Services Committee – Phil & Robyn</p>	

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	<ul style="list-style-type: none"> 1. CRM – Uploaded and ready for training 2. New Members (possibly not so new, but we are just starting dialogue) – letters to go out this month 3. Are Associate Memberships worth it? <p>Meet with City admin to start discussion about Boundary E</p>	
6.6	<p>Safety & Security – Peter, Ken & Tom</p> <ul style="list-style-type: none"> 1. Folding business cards with emergency numbers – Shout making edits 2. Graffiti Reported & businesses notified how to report 3. Broken Windows – Updates? <p>Look into EAP programs for the BIA membership talk to LeeAnn Chevrette and Cynthia Olsen.</p> <p>Community resources, victims of trauma within the BIA – support the businesses who are also victims and may have PTSD.</p>	
6.7	<p>Parking Authority Board Update – Kara</p> <ul style="list-style-type: none"> 1. Survey on the Get Involved Page <ul style="list-style-type: none"> a. The proposed plan includes: <ul style="list-style-type: none"> i. An increase in parking fees to support improved cost recovery and alignment with market rates in comparable communities; ii. Propose inflationary increases to parking rates in future years; iii. Close five underutilized parking lots; iv. Recover parking costs in key areas, such as the marina and Market Square; v. Extend most parking operations to Monday-Saturday (7am-9pm) and enforce parking accordingly; and vi. Develop a no-free parking policy. 2. Meeting update (Jan 8th 10am) 3. Parking Financial Audit – deputation to Council request sent for Jan 22 meeting <p>A. Foulds provided an update on the Enforcement Equity across the City for ticketing.</p> <ul style="list-style-type: none"> 1. Service standards for permanent staff – the two cores have permanent staff for monitoring while the far south of the City has mobile ticketing where the staff only needs to visit two times per day along with their monitoring of city streets. 2. Performance issues 	<p>Update</p> <p>Update</p>
6.8	Administration	

Item	Description	Action
	<ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ February 6, 2024 	
7.0	Correspondence – n/a	
8.0	<p>New Business Cyber Security for the BIA – ED to present plan to the Board by the February Meeting – DRAFT Outline attached</p> <p>Look into the process and the cost – bring it to an OBIAA meeting.</p>	Follow-up
9.0	<p>Next Meeting – February 6, 2024 Adjournment – 7:20pm</p> <p>Motion: 2024- 05 Moved by: J. Calonego Seconded by: T. Trist</p>	