



# WATERFRONT DISTRICT

# MINUTES

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Tuesday, August 13, 2024

INVITED: Peter White, Chair  
John Murray, Vice Chair  
Phil Walkden, Treasurer  
Jordan Calonego, Director  
Thomas Trist, Director  
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Maelyn Hurley, Director  
Andrew Foulds, Councillor  
Robyn Despins, Director  
Ken Ogima, Director  
Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: Woodside, 5:30 pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:48	
2.0	Approval of Agenda  Motion: 2024-49 Moved by: T. Trist      Seconded by: P. Walkden	Carried
3.0	Presentations	
4.0	Approval of Minutes – July 9, 2024– <i>sent electronically</i>  Motion: 2024-50 Moved by: J. Murray      Seconded by: P. Walkden	Carried
5.0	Business Arising from Past Minutes <ul style="list-style-type: none"> <li>• Cyber Security for the BIA – Phil <ul style="list-style-type: none"> <li>○ Westland Quote for Cyber Insurance \$2100 <ul style="list-style-type: none"> <li>▪ Follow up with quotes from other insurance providers</li> </ul> </li> <li>○ Tbaytel adding MFA</li> <li>○ Following up with the City Clerk on FIPPA <ul style="list-style-type: none"> <li>▪ Referred to Corporate Information Technology</li> </ul> </li> </ul> </li> </ul>	Information  Action

Item	Description	Action
	<ul style="list-style-type: none"> <li>○ Lynn – requesting a checklist or framework for cyber security req</li> <li>• Strategic Planning –reached out to Caroline Polgrabia from the Ministry of Tourism, Culture and Sport <ul style="list-style-type: none"> <li>○ K. Pratt &amp; J. Calonego had a meeting with C. Polgrabia <ul style="list-style-type: none"> <li>▪ 3 topics were predominant <ul style="list-style-type: none"> <li>• Vagrancy</li> <li>• Vacancy</li> <li>• Tourism</li> </ul> </li> </ul> </li> </ul> </li> <li>• Thunder Bay Library – Central Library Denied</li> </ul>	Action
6.0	Reports	
6.1	<p>Chair's/ED Report –</p> <ol style="list-style-type: none"> <li>1. CEDC/Tourism initiatives <ul style="list-style-type: none"> <li>• Winter Market Stalls</li> <li>• <del>Buskers</del></li> <li>• Approved for \$5000 for Banners in the BIA</li> <li>• Murals – Asking for \$2500 from the Maintenance budget to pay for a mural on the back of 22 Cumberland St N</li> </ul> </li> </ol> <p>Motion to approve the use of \$2,500 from the maintenance budget to cover graffiti on St Paul St, the back of 22 Cumberland St N, with a mural and cover it with Graffiti Guard – add a Rooster.</p> <p>Motion: 2024-51  Moved by: J. Calonego                      Seconded by: T. Trist</p> <ul style="list-style-type: none"> <li>• Lighting/Parkette in the BIA Mtg Update</li> </ul>	
6.2	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> <li>1. 2024 Budget <ul style="list-style-type: none"> <li>• Executive Director review <ul style="list-style-type: none"> <li>• BIA Executive</li> </ul> </li> </ul> </li> <li>2. Financials <p>The financials are in line with previous years, down in beautification due to construction, will see more spending in the fall and around the holidays with events.</p> </li> <li>3. Credit Card <ul style="list-style-type: none"> <li>• Processing with Scotiabank</li> </ul> </li> <li>4. Sponsorship Requests – <ul style="list-style-type: none"> <li>• Lakehead University – Student Success Centre</li> <li>• Req of \$500 to \$1000 BIA Bucks</li> <li>• Hosting a specific LU Orientation event catered towards the Waterfront District and its local landmarks and businesses on August 31 tentatively titled "Downtown Adventure"</li> </ul> </li> </ol>	Information  Update   Information

Item	Description	Action
	<ul style="list-style-type: none"> <li>• 1900 new students</li> </ul> <p><b>Motion:</b> \$1000 BIA Bucks to help promote the Waterfront District and the Downtown Adventure component. (Previous Sponsorship of \$500 in 2019)</p> <p><b>Motion:</b> 2024-52  Moved by: T. Trist      Seconded by: J. Murray</p> <ul style="list-style-type: none"> <li>• Birch Grove Neighbourhood Fundraiser for CIBC Run for a Cure</li> <li>• Req of \$250 BIA Bucks</li> </ul> <p><b>Motion:</b> \$250 BIA Bucks in line with 2023 sponsorship where they raised \$2500 for CIBC Run for a Cure</p> <p><b>Motion:</b> 2024-53  Moved by: J. Murray      Seconded by: P. Walkden</p> <ul style="list-style-type: none"> <li>• Sheet Metal Workers Local 397</li> <li>• Hosting the convention at the Delta Hotel –</li> <li>• Req of \$3000 BIA Bucks (120 expected to be in attendance @ \$25)</li> <li>• The event is our annual provincial convention, which brings Union leaders from around the province together. Along with this is our provincial Apprentice competition, which brings competitors from around the province to compete for the top five spots that move on to the national competition. Here is a link to our YouTube channel with last year's competition.  <a href="https://www.youtube.com/watch?v=wN666RJ8vNI">https://www.youtube.com/watch?v=wN666RJ8vNI</a></li> </ul> <p><b>Motion:</b> \$1200 BIA Bucks ~\$10/ attendee</p> <p><b>Motion:</b> 2024-54  Moved by: T. Trist      Seconded by: J. Murray</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p>
6.3	<p><b>Infrastructure/Beautification Committee – John &amp; Tom</b></p> <ol style="list-style-type: none"> <li>1. CoTB Red River &amp; Court Revitalization Update</li> </ol> <p>Provided an update from the Contractor as to timelines and the lighting of Mall St.</p>	Update
6.4	<p><b>Marketing, Events &amp; Promotion Committee – Maelyn, Tom</b></p> <ol style="list-style-type: none"> <li>1. BIA Bucks for our Content Creator to purchase food/giveaway items <ol style="list-style-type: none"> <li>a. Going well – check the BIA Social Media</li> </ol> </li> <li>2. Commercial/Video to promote the area – <i>Generator has filmed and will send files for review ASAP</i></li> <li>3. Tonka Tuesdays</li> <li>4. Good Harvest – September 22, 2024</li> <li>5. Cruise Ships – marketing to the crew, summer students doing caricatures</li> <li>6. Wake the Giant – September 14, 2024 – connect with Sean Spennath?</li> <li>7. Live on the Waterfront – Wednesdays in July/August</li> </ol>	Information

Item	Description	Action
	8. November 24, Craft Revival – Take it to the streets? 9. Grinch Event – one weekend with the Horse & Carriage	
6.5	<p><b>Membership Services Committee – Phil &amp; Tom</b></p> <ol style="list-style-type: none"> <li>1. CRM – Creating an online form for uploads</li> <li>2. New Members – Follow up on those not returned</li> <li>3. Associate Memberships 2025/2026 boundary expansion  <i>Meet in August to discuss starting this initiative in September/ the beginning of 2025. – Refresh the old package and review.</i>  <i>T. Trist has joined the committee.</i></li> </ol> <p><i>P. Walkden and J. Murray to create an Ad Hoc Committee for associate memberships.</i></p>	<p>Update</p> <p>Action</p>
6.6	<p><b>Safety &amp; Security – Peter, Ken &amp; Tom</b></p> <ol style="list-style-type: none"> <li>1. Connect with Chief Fleury &amp; EMS</li> <li>2. Small businesses locking doors due to theft and fears for staff safety               <ol style="list-style-type: none"> <li>a. BIA looped in on an email about Cinema 5 (outside the BIA)</li> <li>b. Inviting Councilors for Coffee</li> </ol> </li> <li>3. Met with C. Olsen and other CoTB Admin in the Pedestrian Overpass to discuss solutions – Ambassadors Program – the possibility of security for the parkade (increased recently) and overpass</li> <li>4. Deputation to council on hold for the Ambassador program to pitch the economic viability of the city – will meet with city councilors for coffee to discuss the program. Had conversations with A. Foulds &amp; P. Pepe – Vacancy Tax, Airbnb tax/MAT monies.</li> </ol>	<p>Update</p> <p>Information</p> <p>Information</p> <p>Discussion</p>
6.7	<p><b>Municipal Parking Services Update – Kara</b></p> <ol style="list-style-type: none"> <li>1. Awaiting Ratification for 2-hour free parking during major construction               <ol style="list-style-type: none"> <li>a. Suggestion from new CoTB Manager John Collin</li> </ol> </li> <li>2. Businesses pushing for a second deputation Re: 7-9am parking and 6-9 pm parking as well as parkade concerns – deferred until summer of 2025</li> </ol>	<p>Update</p> <p>Information</p>
6.8	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Board Meeting Schedule – First Tuesday of the Month               <ul style="list-style-type: none"> <li>○ September 10, 2024</li> <li>○ October 1, 2024</li> <li>○ November 5, 2024</li> <li>○ December 3, 2024</li> </ul> </li> </ul>	
7.0	<p><b>Correspondence – n/a</b></p>	
8.0	<p><b>New Business –</b></p> <p>LUSU and/or Confederation College scavenger hunt in the BIA</p>	<p>Information</p>

Item	Description	Action
	<p>Funding for Mural on St. Paul St (materials)</p> <p>Funding for painting the old garbage cans until the new ones arrive</p> <p>Meeting with the new City Manager on Friday September 13<sup>th</sup></p>	
9.0	<p><a href="#">Next Meeting</a> – September 10, 2024</p> <p><a href="#">Adjournment</a> – 7:30pm</p> <p><a href="#">Motion: 2024- 55</a></p> <p>Moved by: P. Walkden    Seconded by: T. Trist</p>	