



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, December 3, 2024

INVITED: Peter White, Chair
 John Murray, Vice Chair
 Phil Walkden, Treasurer
 Thomas Trist, Director
 Jordan Calonego, Director
 Maelyn Hurley, Director
 Robyn Despins, Director
 Andrew Foulds, Councillor
 Lynn Gray, BIA Bookkeeper
 Vacant
 Vacant
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Jim Comuzzi, Past Chair

GUEST:

LOCATION/TIME: Red Lion Smokehouse, 5:30 pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:50pm	
2.0	Approval of Agenda Motion: 2024-72 Moved by: M. Hurley Seconded by: J. Murray	Carried
3.0	Presentations	
4.0	Approval of Minutes – November 5, 2024– <i>sent electronically</i> Motion: 2024-73 Moved by: T. Trist Seconded by: J. Murray	Carried
5.0	Business Arising from Past Minutes <ul style="list-style-type: none"> Cyber Security for the BIA – Phil 	

Item	Description	Action
	<ul style="list-style-type: none"> ○ Westland requoted and presented current insurance as well as Cyber Insurance options. ● March & May are the renewal dates for D&O and the Events \$5 million Liability Insc. <p>Approval of Insurance – Deferred to January 2025</p> <p>Motion: 2024- Moved by: Seconded by:</p> <ul style="list-style-type: none"> ● Strategic Planning – Meeting w/ Caroline Polgrabia from the Ministry of Tourism, Culture and Sport on October 21 to discuss further. <ul style="list-style-type: none"> ○ <i>Sending information about tourism numbers in Thunder Bay, Vacancies in the BIA and business mix. Inviting the local MTCS person to the next meeting.</i> ● Discussion with the City Manager re: Ambassador/Outreach Program 	<p>Deferred to January 2025</p> <p>Awaiting Stats – will follow up.</p>
6.0	Reports	
6.1	<p>Chair's/ED Report –</p> <p>1. AGM</p> <ul style="list-style-type: none"> ● Budget Presentation – <ul style="list-style-type: none"> ● Report on the BIA Membership's opinions about the BIA Budget are in a report (attached). Recommended action items – <ol style="list-style-type: none"> 1. Increase Safety & Security Measures (Top Priority) 2. Maintenance and Cleanliness Improvements (Medium Priority) 3. Marketing and Promotion (Medium Priority) 4. Beautification (Medium-Low Priority) 5. Seagull Management (Low Priority) 6. Transparency in Funding (Ongoing Priority) ● Audited Financials – The city has completed their portion of the Audit and the Auditor began their Audit on November 10, 2024 <p>2. Seagull Program/ Updates – connected with contractors for revised quotes Kara to send reminders to both</p> <p>3. Board Applications –</p> <ul style="list-style-type: none"> ● Connor Remus ● Frank Marino <p>Additional application -</p> <ul style="list-style-type: none"> ● Michelle Scott (arrived during the Board Meeting) ● Marcella Vallelunga <p>January with recommendations – John and Peter have met with two and will meet with the other two in the new year.</p>	

<p>6.2</p>	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. 2025 Budget – Draft Submitted to CoTB, surveyed members – adjustments to be presented at the AGM. 2. Financials – October Still in line with where we should be 3. Sponsorship Requests – <ul style="list-style-type: none"> • Cultural Services Community Programming & Events - CoTB <ul style="list-style-type: none"> • \$4,000 Sponsorship – • BIA Bucks/Advertising: \$3500 • Description of Recognition: <ul style="list-style-type: none"> • - Social Media (Facebook & Instagram) • - Logo on event signage at all events • - Logo in our Summer Events Guide (online and some print) • - Company Website on City website • - Official Thank you ad in the Summer Events Guide • - Logo on the roadside scrim (fort william road) • - Recognition at a sponsor appreciation night (2025) • - Recognition plaque from the City (2025) • Description of Event/project: <ul style="list-style-type: none"> • We are excited to begin planning our 2025 event season, kicking off with SnowDay on the Waterfront (Monday February 17th, 2025) , a free, family-friendly event designed to encourage outdoor fun and community gathering in the beauty of winter. SnowDay invites families to experience snow sculptures (weather permitting) along with a variety of engaging activities such as ice fishing, snowshoeing, skating, and more. The requested BIA bucks would significantly support our snow sculpture competition, enhancing the event’s appeal and community impact. • In addition to SnowDay, this sponsorship would support several other anticipated events in 2025, including: Quest Tech and Gaming, Kite Festival, Canada Day on the Waterfront, Teddy Bears Picnic, Live on the Waterfront and Arts and Culture Under the Lights. • We look forward to the 2025 event season and bringing our community together. Thank you for your continued support and considering this partnership! <p>Motion: 2024- Moved by: Seconded by:</p> <ul style="list-style-type: none"> • African Boutique <ul style="list-style-type: none"> • Request - \$1000 TO 2000 • Bucks/Advertising: YES • Description of Recognition: <ul style="list-style-type: none"> • I AM A MEMBER OF WATERFRONT DISTRICT BIA • Description of Event/project: 	<p>Update</p> <p>Update</p> <p>Sponsorship Requests Deferred to January 2025</p>
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	<p>patrols the presence would be positive – even a stop for a coffee, a cruiser on the street would be a positive decision.</p> <p>Temporary village denial on Myles St – will impact the number of persons causing troubles in the area. Charter and the Human Rights within the Charter Housing has been deemed a human right – municipalities do not have the authority to move anyone in a tent unless you have enough barrier-free accessible housing. Barrier-free accessible units and three designated encampments would allow the Municipality to use bylaws and the ability to execute on lower laws will be unable.</p> <p>BIA has talked to Barrie about an outreach program – working together for information on the organization providing ambassador support.</p> <p>2. Ambassador Program – <i>on the agenda until this, or another program similar, is implemented.</i></p> <p>3. Coffee with Council – <i>scheduling with the various members of the committee.</i></p>	<p>Update</p> <p>Update</p>
6.7	<p>Municipal Parking Services Update – Kara</p> <p>1. Follow up on the plan for RRR loading zones and Accessible parking -</p> <p>The sign layout to the Red River Road parking allocation is:</p> <p>At 250 Red River “ Max Pawn” - 1 accessible space & 1 loading zone At 215 Red River “Backstage music” - 1 loading zone & 1 regular parking At 214 Red River “Insurance bld” - 1 accessible space & 1 regular parking At 202 Red River “Tomlin” - 1 loading zone At Cumberland & Red River “CIBC” - 1 accessible space</p> <p>The parking hours may adjust – based on the council meeting Monday, December 8, 2024</p>	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"> ○ January 14, 2025 and defer February? 	Action
7.0	<p>Correspondence –</p>	
8.0	<p>New Business –</p> <p>1. Banner approval for any minimal overage of approved \$5,000 from the Clean Green & Beautiful funding for street Banner – installation</p> <p>Motion: 2024-74 Motion: M. Hurley Second: P. Walkden</p> <p>2. Board Nomination Committee – Board Executive – Deferred to Jan</p> <p>3. Create a curated list of questions from the attendees <ul style="list-style-type: none"> a. Share the Budget survey responses with the membership b. Look into the budget to pay for member security cameras </p> <p>4. Strategic Plan & Budget to Council – A. Foulds – Deferred to 2025</p>	<p>Carried</p> <p>Deferred Inaction – shared information no</p>

		questions rec'd
9.0	Next Meeting – January 2025 Adjournment – 6:30 pm Motion: 2024-75 Moved by: A. Foulds Seconded by: M. Hurley	Carried