



MEETING #08/1-16
Wed., Aug. 17, 2016 at 5:30pm
Thunder Bay Live – Victoria Ave.

Minutes of Meeting

Present: Shelby Ch'ng, Raechel Reed, Ashley Sauer, Axel Rehfuhs,
Kathy Skirving, Craig Napper, Robert Tindall,
Councillor Larry Hebert, Councillor Aldo Ruberto,
Recording Coordinator – Ellen Leiterman

Absent: Michael Larizza

Meeting was called to order at 5:30 pm

1. Addition to Agenda of Invoice for Approval to 6.2¹

APPROVAL OF AGENDA

That the agenda for meeting #08/1-16, Aug. 17, 2016 be accepted.

Moved by: Raechel Reed

Seconded by: Councillor Aldo Ruberto

Carried

2. GUESTS

Charles Campbell, Manager, Central Support Division, Infrastructure & Operations
Department, City of Thunder Bay
John Currie, BIA Maintenance Person

3. DISCLOSURES OF INTEREST: No Disclosures

4. APPROVAL OF MINUTES

That the minutes from Meeting # 08-16, held Wed. Aug. 10/16 (**Pages 1-6**)
be approved with amendment/removal of 5.11 as is a duplication.

Moved by: Ashley Sauer

Seconded by: Councillor Aldo Ruberto

Carried

5. BUSINESS ARISING FROM PAST MINUTES

5.1 Fall Street Festival

Volunteers – were the following contacted; March of Dimes, Yes Employment, Youth Centre, Shelter House, Multicultural Youth Centre
35 Craft/Exhibitor Vendors confirmed and 5 food vendors to date
FYI - Renco Foods will be doing a case load sale, Ashley's Rabbitry, will also be in the Children's area (a couple of pet people are to get back to me whether attending), and there will be a second stage area in front of the entrance to Victoriaville on Brodie St. featuring a number of Buskers (Thank you to Raechel Reed for arranging and looking after this second stage area)

5.2 Storage Facility information

able to continue use of current storage area until new location found.
John Currie confirmed that a location size of 15' x 30' would be sufficient space but does need to be heated (without storing the tree grates). Confirmed that the lawn tractor & trailer are in good working order and are required for doing the garbage in the BIA area & is used/needed during the Fall Festival and the Tree Lighting events.

Vic Miller of Formtech is currently storing the large Christmas Display used in Paterson Park.

As we have been advised by the City that they will no longer be able to store the Angels due to space (Board would like this in writing from the City).

Coordinator will check with Vic whether he would be able to store the Angels as well as the tree grates. There is also a City storage area on Empire that will be checked into with the City should Vic not be willing to store the above.

Mark Smith with the City of Thunder Bay, advised that the City does not have any storage facilities for use by the BIA.

Shelly Vescio, City Forester will look into whether there is anywhere for the storage of the tree grates, Parks perhaps. Also, suggested that should the tree grates not be needed for use once the streetscaping plans materialize – use for public sculpture art in the BIA area.

As John has been working with/checking in with Axel Rehfuhs as to items requiring attention in the BIA, this will continue. Axel will also check into/negotiate the storage facility and report back to the Board.

Coordinator to provide an Inventory listing for the next Board Meeting.

Coordinator contacted John Bilyk, City of Thunder Bay Roads Department Aug. 11th – grading/patching of the back lane off Donald St. into Larson's Parking Lot will be done this week.

- 5.3 Received the following explanation from Thunder Bay Hydro regarding the monthly billings for the Twinkle Lights;
Coordinator spoke with Thunder Bay Hydro on Aug. 11/16 – Jocelyn and then to the Operations Department relating to the 3 electricity billings for service at the following locations, confirming information indicated below;
Acc't No. 128667-111286
S. Brodie St. Twinkl – this meter is located in the grey transformer cupboard located in the Parking Lot behind the Renaissance Café
Acc't No. 128667-122786
N. Archibald Twinkl – this meter is located in the grey box located at the entrance to the parking lot off Archibald beside Petrie's Cycle & Sports
Acc't No. 128667-124946
May St. Twinkl – this meter is located in the grey box located in the parking lot of First Wesley Unit Church off May St.
- BIA is charged a minimal charge each month during the off season even though not in use; these locations are still metered.
These meters are in place for the electricity for the Angels during the holiday season and this was agreed upon back when with Thunder Bay Hydro in order that a small portion of the electricity required for the lighting is paid to Hydro.
- 5.4 Produce Newsletter and maintain Website in-house to reduce costs.
(Each time a change is made to the Website by Shout Media there is a charge of \$50.85 to the BIA). Website will be done in house between Shelby Ch'ng, Ashley Sauer, & Rachel Reed.
(Newsletter costs in 2015 for the production of 3 newsletters – 2 were 4 pages with 1 being 2 pages - \$1,597.82). Future Newsletters will also be done in house.
- 5.5 Coordinator met with Susan Power, Business Development Manager, NWO with Staples Business Advantage (Staples Commercial "Small Business" Division) to setup/have available for the BIA & BIA membership a Customized Business Program geared to a pricing system directly relating to those items purchased by that particular type of business.
Under the BIA umbrella, this purchasing power, as a group provides the membership with the benefit of reduced rates. Susan would like to do a presentation to the Board prior to getting this out to the membership for sign up.
- 5.6 The date for the Fort William Sounds at the Parkette area off Justice Ave is set for Tues. Aug. 30th from 12 noon to 1pm with entertainment provided by Emily Kohne. Lee-Ann Chevrette is coordinating the whole event with no cost to the BIA.
Lee-Ann Chevrette would like to attend either the Sept. or Oct. Board Meeting.

- 5.7 Garry Mack, Executive Director, Shelter House called and would like to speak/do presentation to the Board.
- 5.8 Contacted Lora Northway with Definitely Superior Art Gallery regarding the planters that were painted in the Bay Street area.
Estimated cost for 4 planters was around \$3400 dollars for supplies and artist fees.
Emailed Councillor Rebecca Johnson, of the Clean Green & Beautiful Thunder Bay Committee for more information as this project was funded by them. Coordinator to follow up after the Fall Street Festival for possible project for next year.

6. TREASURER'S REPORT

6-1 Monthly Financial Register – provided at the monthly Sept. 14/16 meeting.

6-2 Invoices to be approved for payment;
Electrical Safety Authority - Inspection Fee for Festival \$476.86

Moved by: Robert Tindall Seconded by: Councillor Larry Hebert
Carried

7. Committee Reports

7-1 Beautification:

(a) Banners – Two of the Court House banner poles require fixing – City of Thunder Bay will be contacted to repaired
Coordinator to follow up with City.

(b) Trees/Lights – Discussion relating to the emerald ash trees as well as the large trees in the area growing into the tree grates, look at replacing trees, have the City trim the trees with hanging branches, etc. as is a safety issue . With the new streetscaping, the plan is to plant low maintenance scrubs/trees. With the streetscaping planning being a couple years away, it was suggested that a Beautification Committee be struck to deal with these types of matters.

(c) Flowers – A BIA member asked that the grate planters on Justice Ave. & other containing unhealthy plants be fixed/freshened up with new plants by Chris Paulusma at a cost of approx.. \$500. After discussion, rather than replace the plants, as it is late in the season, have Chris remove these flowers. Coordinator to contact Chris to arrange for removal prior to the Festival.

(d) Furniture/Receptacles –

BIA look into discussing with James Coady, By-Law Enforcement Division the possibility in instituting a loitering by-law. Follow up required.

8. Victoriaville Centre Update – Kathy Skirving

Farmers Market continues on Tues. & Fri. vendors are down this year, looking into getting new tenants, Call Centre still under negotiation , Aboriginal Arts during the Fall Street Festival along with Farmers Market

9. Associate Memberships for Approval

None at this time

10. Correspondence for your interest

Correspondence forwarded by email from the following to Board

Yard Sale in support of the Thunder Bay Kidney Foundation
Saturday, August 20, 2016 from 11:00am to 3:00 pm
In the Dilico Parking Lot on Archibald St. (beside Petrie's Cycle & Sports)
With all proceeds to support the Thunder Bay Kidney Foundation
Hosted by; ExCuria along with attendance from Petrie's Cycle & Sports,
Various Sales Representatives, Food items from Savour Superior – ie:
\$1.00 hamburgers, etc.
Anyone in the area that would like to be involved can contribute items to the event; please contact Gary Bernst at ExCuria at 286-5335

City Hall Sounds will be held inside Victoriaville Mall Thurs. Aug. 11th.
Please note that there will be tables and chairs for all community partners at Victoriaville. However, it will be on a first come-first served basis for table locations, so come early to secure your spot.

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11. New Business

- 11.1 BDO Dunwoody presented the draft of the 2015 Audited Statement to Frances Larizza, previous Finance Chair and Coordinator, Fri. Aug. 12th. BDO along with Frances would like to present to the Board (fyi Frances is not able on Tuesday or after 1:00pm during the other days of the week. (suggestion Wed. Sept. 14th in the morning). Coordinator to confirm BDO Dunwoody & Frances's availability for this meeting date. Board Member brought forward the fact that the Auditor's Report should be on the AGM agenda in accordance with the Victoria Ave. BIA By-law-Constitution – BY-LAW NO. 01-2009, No. 7 Membership Meetings (A) Annual General Meetings

The Audited Financial Statements are never ready for the Spring AGM – the Financial Report figures presented at the AGM are from the Monthly Financial Registers/Year End Financials which are sent monthly to the City of Thunder Bay for review by their Financial Department.

- 11.2 Look into the BIA By-Laws relating to Quorum regarding appointed City Councillors.

- 11.3 Discussion relating to years of service of Retired Board Members of some type of gifting. City Scrolls have been made and suggestion to present at stage area of the Fall Street Festival.

It was decided that rather than recognizing at the Fall Street Festival recognize and invite to the Christmas Dinner (the BIA Board of Directors & Mirabelli Management (Victoriaville Centre) get together each year).

Put committee in place to put together a policy based on number of years of service, etc. for the dollar amount of gift.

- 11.4 Board Members will form the committees required of the BIA at the next meeting.

Coordinator to send out the Committees of the Fort William Business District BIA again.

12. Next Meeting: Wed. Aug. 31, 2016 at 5:30pm @ Thunder Bay Live on Victoria

13. Adjournment: Meeting was adjourned at 7:45 pm by Kathy Skirving and Axel Rehfuhs