



MEETING #10-16
Thurs., Oct. 13, 2016 at 8:00 am
Thunder Bay Live – Victoria Ave.

Minutes of Meeting

Present: Shelby Ch'ng, Raechel Reed, Ashley Sauer, Kathy Skirving,
Axel Rehfuhs, Craig Napper, Michael Larizza, Councillor Aldo Ruberto

Absent: Robert Tindall, Councillor Larry Hebert, Coordinator – Ellen Leiterman

Meeting was called to order

1. Additions to the Agenda
None

APPROVAL OF AGENDA

That the agenda for meeting #10-16, Oct. 13, 2016 be accepted.

Moved by: Raechel Reed
Carried

Seconded by: Michael Larizza

2. GUEST(S): None

3. DISCLOSURES OF INTEREST: One

4. APPROVAL OF MINUTES

That the minutes from Meeting # 09-16, held Wed. Sept. 21/16 (**Pages 1-6**)
be approved.

Moved by: Councillor Aldo Ruberto
Carried

Seconded by: Axel Rehfuhs

5. BUSINESS ARISING FROM PAST MINUTES

- 5.1 BIA Special Budget Meeting was held the evening of Sept. 28. The submission sent into the City of Thunder Bay on Sept. 29 (deadline date). Copies of the 2017 Budget Submission were emailed to all Board Members.

The Meeting Minutes of this Board Meeting will be completed on Coordinators return and will be distributed by email.

- 5.2 Annual Tree Lighting Program arrangements for Fri. Nov. 18 are being made. Fort William Male Choir.
- 5.3 Follow up on the possibility of the Beat Patrol Division Officers South Core office location being moved to the empty space located at the Victoria Ave./Brodie St. entrance area. Motion at last meeting was made to investigate this possibility.
- 5.4 Autumn Dollars update – Spent on posters and coupons - \$591.56
Reimbursement of Dollars to date - \$1,485.00. Coupons valid until Oct. 7th. Coordinator will collect from those businesses who participated on return. Also, at that time each business will be given a short survey to complete on their thoughts of the Program.

6. TREASURER'S REPORT

- 6-1 Monthly Financial Register – **(Page 7)**
The balance as at Sept. 30, 2016 - \$13,428.88 this balance includes the deposit of \$1,140.00 Vendor Fees from the Fall Street Festival
FYI – 4th Quarter Levy will be received October 15th - \$29,450.00.

- 6-2 Invoices to be approved for payment – **(Page 8)**

Moved by: Councillor Aldo Ruberto
Carried

Seconded by: Craig Napper

7. Committee Reports

- 7-1 Beautification:
(a) Banners –

(b) Trees/Lights –

(c) Flowers – Flowers, pots, planter etc. need to be removed, cleaned, and stored.

(d) Furniture/Receptacles –

(e) Maintenance – Sprinkler system in the Parkette will be winterized/shut down by Staal's after Thanksgiving Weekend.

(f) Streetscape – Information/documents regarding the Streetscaping on Brodie received from Shelly Vescio, City Forester?

(g) Capital Projects –

7-2 Transportation:

7-3 Lighting, Security & Safety:

7-5 Communication:

7-6 Crime & Security Issues:

Security Pilot – Report of patrols by Apex require review prior to payment. Board questioned as to where is the report(s).

8. Victoriaville Centre Update

Farmers Market continuing

Grand Opening of Direct Promotions Clothing Oct. 1/16 from 10am-1pm in the Village Green Area – Free Kids Workshop with the first 100 children getting to build a toy and keep the apron sponsored by Home Depot

Humane Society Adopt a Pet Day – Oct. 5/16 from 9am-3pm

Victoriaville Halloween Bash – Oct. 29/16 11am-2pm in the Village Green Area, pumpkin carving contest, costume parade with prizes, Halloween treat for the kids

The Aboriginal Fine Arts Fair Christmas Gift Show & Sale will be held in December

9. Associate Memberships for Approval

None at this time

10. Correspondence for your interest

Correspondence forwarded by email from the following to Board;

8/80 Cities September Newsletter

Crime Prevention Council shared Mindful Expressions, My Mind, My Art – Explore Metal Wellness and share your voice through Art! – Oct. 8th – St. Ignatius High School – 12pm-3pm & Oct 15th – St. Patrick High School 12pm-3pm – Art will be displayed at the Thunder Bay Art Gallery

Email – Will you be a senior in the next 30 years?

Outdoor Spaces & Safety for Older Adults – Oct. 4th Mary JL Black Library 1-3pm

Public Buildings Focus Group – Oct. 11th Mary JL Black Library 1-3pm

Social Participation & Recreation Focus Group – Oct. 21st Mary JL Black Library 10am-12pm

Oct. 5/16 News Release – Bill Mauro, MPP – Thunder Bay Receiving More Than \$633,000 to Help Survivors of Domestic Violence

Correspondence forwarded by email to BIA Membership & BIA Neighbours:

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11. New Business

- 11.1 Report from Ashley Sauer on the South Core Public Safety Task Force Meeting and the Crime Prevention Council Meetings. (a copy of the documents from these meetings should be kept on file in the office).
- 11.2 Website Updating by Shout Media – obtained the quote of \$450.00 based on 5 hours to update with Removal of Beautifying Bo – replace with the BIA's New Maintenance Person picture & article from the August 2016 Newsletter;
Removal of previous Board of Directors – replace with the New Board of Directors along with the General Information from the Newsletter.
Include on the Website the NEW BIA Banners & write-up & picture.
(At least this much will be updated prior to the changes to the webmaster of the site). Motion made to decline request.

Moved by: Kathy Skirving
Carried

Seconded by: Michael Larizza

- 11.3 Bookkeeper hired by The Waterfront BIA – A Bookkeeper 4 You - Lynn Gray – 708-0428 – their Coordinator believes that she charges \$30/hour. Apparently depends on what you have her doing. Suggested that we meet with her to discuss.
Obtain three quotes for next meeting.
- 11.5 Email from Andrew Farris – Walking tour app to Thunder Bay!

- 11.6 Get BIA Committees Set Up
- 11.7 Invite Lee-Ann Chevrette, Coordinator, Crime Prevention Council,
Gary Mack, Executive Director, Shelter House to the next Board Meeting.
12. Next Meeting: Thurs. Nov. 10, 2016 at 8am at Thunder Bay Live,
13. Adjournment: Moved to adjourn at 9:11am by Kathy Skirving &
Michael Larizza

Board Meeting
Fort William Business District BIA
Meeting #11-16 - Nov. 10, 2016

Invoices subject to approval

Red Bicycle	Storage & Office Rental	847.50
RFL Holdings	Office rent	226.00
Revenue Canada	Source Deductions	700.00
Coordinator's Wages	For the month	1,800.00
Maintenance Wages	For the month	1,904.00
Maintenance Cell	BIA contribution towards monthly charges	30.00
Tbaytel	Office Cell	87.86
Shaw	Internet	62.09
Thunder Bay Hydro	Twinkle Lights	84.75
WSIB		132.82
Renco	Re-imburement of Autumn Dollars redeemed	105.00
The Bargain Shop	“ “	330.00
Amos & Andes	“ “	55.00
Blue Door Bistro	“ “	75.00
Marv Chony	“ “	5.00
Crock N Dial	“ “	70.00
Electric Serge	“ “	10.00
Farmhouse Fudge	“ “	5.00
Gem's	“ “	85.00
Paro Presents	“ “	15.00
Petries	“ “	15.00
Silhouette Boutique	“ “	15.00

The Pasta Shoppe	“	“	15.00
Unique Clothing	“	“	15.00
Victoria's Cupboard	“	“	40.00
Victoriaville Hair Dsgn	“	“	5.00
Chris Paulusma	Balance of Flower Program		5,977.90
Lowerys	Copier Contract		104.68
Fort William Male Choir	BIA Ad in 2016 Prelude to Christmas Program		339.00
Northbridge Insurance	Total Inv. \$1,235.52 – 2 pymts (balance due in Dec.)		617.76
The Source	Fall Festival Ad – Thank you		56.50
Thunder Bay Broom	Garbage Bags (Oct 3/16)		91.29
Children's Wish Foundation	Donation in memory of Mr. Andrew Coffey		50.00
Apex	Inv. 69927 – Sep 4-10/16		1,864.50
Apex	Inv. 69960 – Sep 11-17/16		1,412.50
Apex	Inv. 69995 – Sep 18-24/16		1,412.50
Apex	Inv. 70035 – Sep 25-Oct 1/16		1,695.00
Apex	Inv. 70062 – Oct 2-8/16		1,695.00
Apex	Inv. 70093 – Oct 9-15/16		1,017.00
Petty Cash	Maintenance		121.81
Petty Cash	Office (June-October)		423.81

Total **23,614.27**

Additions at time of meeting

Junkaway Inv. for flower/basket removal ???

Grand Total