 Meeting #11-21

Thursday November 9, 2017

510 Victoria Ave E

5:00pm – 7:00pm

**Minutes**

***Attendance: Craig Napper, Raechel Reed, Ashley Sauer, Aldo Ruberto, Mike Larizza, Larry Hebert, Robert Tindall, Shelby Ch’ng  
Guests: Lynn Gray, Bookkeeper 4 You & Leslie McEachern, Director of Planning Services Division, City of Thunder Bay  
Recording Minutes: Kristina Belanger***

1. Meeting called to order at 5:07pm
2. Guest: Leslie McEachern, Director of Planning Services Division, City of Thunder Bay provided update on the City’s Official Plan
   * It was suggested that BIAs be included to help come up with strategies on what the BIA can do to fill vacancies within the cores
3. **Motion to approve agenda**  
   Moved: Robert Tindall, Second: Raechel Reed  
   Approved Unanimously
4. **Motion to approve minutes of Thursday, October 12**  
   Mike Larizza declared conflict on the Centennial Square façade improvements that were approved at the October 12th meeting. Amendments to Item 6 were made and approved by the board  
   Moved: Larry Hebert, Second: Ashley Sauer  
   Approved Unanimously
5. **Motion to approve finances of October 2017**  
   Moved: Larry Hebert, Second: Ashley Sauer  
   Approved Unanimously
6. **Motion to purchase garbage bin to be located on Brodie St across from Justice Ave for $950**Moved: Robert Tindall, Second: Raechel Reed

Approved Unanimously

**Action Item – Aldo to research options for purchasing and advise Kristina on where to purchase the bin from**

1. **Motion to approve addition to Insurance Policy to include Directors Liability Insurance for $825+HST**  
   Moved: Robert Tindall, Second: Mike Larizza  
   Approved Unanimously
2. AGM date set for Wednesday April 4th, 2018 at 4pm
3. Façade Improvement Program Applications:
   * **Motion to approve improvements at Regional Multicultural Youth Centre for $2,900**

Moved: Craig Napper, Second: Raechel Reed  
Approved Unanimously

* + **Motion to approve improvements for Courtis, Desmoulin Law Office of $2,500, and to reallocate any funding needed from the maintenance budget**Moved: Craig Napper, Second: Robert Tindall  
    Approved Unanimously

1. Vacancy on Board of Directors

Kathy Skirving resigned. Vacancy has been posted with an application deadline of November 20, 2017, applications to be reviewed at Board Christmas Party

1. Christmas Party – Delegation of Tasks
   * Purchase of prizes and ordering food – Craig and Raechel to assist Kristina in planning
2. Standing Items – Strategic Planning Updates:
   * Security & Safety (Mike & Robert)
     + Concerns were brought forward regarding the usage of police officers in the neighbourhood – to be brought forward by the Chair and Coordinator at the next South Core Public Safety Task Force meeting
   * Branding (Shelby)
     + Guest: Lori Paras was invited to discuss concerns regarding rebranding process. Ms. Paras declined the invite.
   * Advocacy (Larry)
     + Larry has been in contact again with the Senior Enforcement Officer for Northern Ontario for the Alcohol and Gaming Commission again for guidance on public intoxication issues. She has advised that she will contact the Coordinator
   * Communication & Marketing (Raechel)
     + Thunder Bay Live to start providing promotional videos immediately

**Action Item: Kristina to draft letter to membership offering this service**

* + Engagement (Craig)
    - Discussion on protocol regarding concerns of members: Concerns should be brought forward to the Coordinator who acts as the liaison between the membership and the Board of Directors. Reiterated that any member is welcome attend monthly board meetings, and can contact the Coordinator if they wish to have an item placed on the agenda
  + Beautification (Mike & Robert)
    - Spoke with MD Lawn Care about the potential for continuing some clean up and snow removal throughout the winter  
      **Action Item: Beautification Committee and Coordinator to determine availability within budget and advise MD Lawncare on continuation of services**

**Action Item: Robert Tindall to contact Charles Campbell regarding snow removal in the downtown core and leaves in the fall**

* + Governance (Shelby/Executive)
    - Kristina sent Constitution to the OBIAA for review to ensure adherence to Municipal Act and both the board and membership are protected. OBIAA will provide suggestions, and updated document will be brought forward to the membership at the AGM in 2018

1. Paper Tokens for the Parkade
   * Blue Door Bistro has implemented a system in which they have purchased paper tokens from the City of Thunder Bay, which are provided to their customers and used to pay for a portion of their parking in the Parkade. This system is available to any member   
     **Action item: Kristina to contact Craig for more details, and include information for the membership in the next newsletter**
2. Next meeting set for December 14th at 8am
3. **Motion to go into closed session**  
   Moved: Shelby Ch’ng, Second: Mike Larizza   
   Approved Unanimously  
   **Motion to re-open session**  
   Moved: Robert Second, Aldo Ruberto  
   Approved unanimously
4. Meeting adjourned at 7:11pm