

Queenstown BIA

Sault Ste. Marie, ON

Board Meeting

496 Queen Street, East, Sault Ste. Marie
Tuesday December 13,, 2016 @ 5pm

Attendance: Bryan Hayes, Board Chair; Paul Scornaienchi, Vice-Chair; Frank Gaccione, Treasurer; Grace Tridico, Recording Secretary; Joseph Bisceglia , Director; Kristi Cistaro, Director; Rory Ring, Director; Angela Romano, Director, Josh Ingram, Manager; Victoria Prouse, Project Coordinator City of Sault Ste. Marie; Steve Turco, Planner City of Sault Ste. Marie; David Helwig, Media.

Regrets: Ross Romano, City Council Representative.

1. Call Meeting to Order: 5:05pm

2. Approval of Agenda:

Motion: Josh Ingram requests a motion to move manager's report items 1 & 2 into closed session.

Moved by: Frank Giaccone Seconded: Paul Scornaienchi

3. Declaration of Conflicts of Interest: None.

4. Presentation from the City of Sault Ste. Marie's Planning Department.

-Challenges: slow revitalization, high population of single dwellings, seniors, low income population.

-Department did engagement over the summer, different forums used.

-Discover percentage of what people do downtown, or what they want.

-City wants to continue building improvement grants.

-City wants to build an identity for all of downtown.

-City wants to enhance mobility and connectivity.

-Assessment of 1 way or 2 way Queen st will be done.

- Carmen's way led to Jame St. being cut off, so the plan will be to build A hub trail extension.
- Planning Department still plans on establishing a downtown task force.
- Gore St. was well done, and tries to encourage 'outside' spill over of activity.
- Paul Scornaienchi inquires about the task force and how the DTA will be Involved.
- Steve Turco indicates that the City is not sure because the task force has Not yet been designed. In general it will start with a group of people but without A strong mandate it could change directions as it moves forward.
- The goal is to look at the downtown strategy and will meet to determine its Directon.
- The Council will appoint/approve its members.
- Bryan Hayes inquired as to whether the City's Planning Department Survey information is available to the DTA for their own strategic planning.
- The Survey was conducted through survey monkey.
- Statistics will be made available to the DTA.
- City Planning would love to run a Car Free Sunday in the DTA bounds.
- Paul Scornaienchi indicates with the Planning Department that the DTA Definitions of the 'Downtown Boundaries' are different that the city's.
- The Patio Plan is expected to be put out to the community by the end of feb/march

5. Approval of Minutes:

- Minor clerical errors corrected by Grace Tridico.

Moved by: Kristi Cistaro; Seconded by: Angela Romano

6. Managers Report

Motion: To defer discussion regarding speaker quotes until January

Moved by: Joseph Bisceglia; Seconded by: Kristi Cistaro

- Kisti Cistaro inquired if councillors can be added to streetscaping committee
- Grace Tridico inquired on 2 items on the Moonlight Magic Budget
 - \$75 per member who offered hot chocolate, as is practice
 - \$500 to Tazzi's: chestnuts & apple cider

7. Round table Board Member (Eliminated from Agenda)

Moved by Bryan Hayes; Seconded by Grace Tridico

8. Subcommittee Applications

-Advertising went out to the community at large

Motion: To approve the applicants to the subcommittees and have a meeting With executive and management in regards to the chairs of the subcommittees.

Moved: Joseph Bisceglia ; Seconded by: Grace Tridico.

9. Strategic Planning

- Bryan Hayes presents a proposed framework.
- Bryan Hayes asks if we need outside assistance to aid or if we can Establish an internal steering committee to move through planning.
- Joseph Bisceglia indicates that our mission is formed under legislation
- Bryan Hayes believes that we should not have a problem to expand our Mandate while still holding true to legislation.
- Rory Ring offers to facilitate strategic planning.
- Hope is to have 1st meeting in early January.
- Next meeting to present process.
- Hope is to have next strategic plan presented at DTA AGM in Spring.

10. City of Sault Ste. Marie and BIA MOU

- DTA should be operating under an MOU with the City.
- Josh Ingram called the OBIAA, the agreed and sent resources
- Deputy City Clerk's recommendation is a 'Term of Reference' but Did not define clearly responsibility (snow removal, benches etc)
- Joseph Bisceglia comments that previous manager Duane Moleni Had started this process. He also indicates that the document will Have to be fluid enough to change, reviewed annually.
- The DTA needs to identify what our responsibilities, and to Present to the city.
- Malcolm White is supportive of an MOU to be developed.
- BIA to continue to support the development of an MOU.
- Board to send ideas via email.
- Bryan suggests that we begin to write MOU during our strategic plan.

11. Financials

- Executive to take a comprehensive look
- Bryan Hayes wishes to meet with the DTA's current bookkeeper.
- While reviewing MOU documents from the OBIAA Josh Ingram States that many BIA's have financials handled by municipality.
- Joseph Bisceglia questions whether we need to have a DTA Specific bookkeeper.
- Our 2017 budget is not expected to the city until March.
- Total cost of bookkeeping for 2016 is expected to be \$4000
- Executive to report back with more information.

15. New business

- Frank Giaccone is concerned with not being aware of who is new Or leaving Queen street. Manager to provide list on occasion
- Vacant property listing as well
 - Josh Ingram indicates that was completed in November
- Rory Ring suggested a letter of welcome to be signed by board.
- Grace Tridico suggested a basket be added, as she found it A great initiative when she opened.

- Discussion of scheduling and or renting of the march st stage.
 - Josh Ingram knows we have scheduling power, unaware of Rental, will look into it.

- OBIAA conference, \$549 for full early registration.

Motion: To send 1 person to the conference every 2 years, and That person be Josh Ingram in 2017, if available.

Moved by: Bryan Hayes; Seconded by: Grace Tridico

- That the DTA cover the \$175 cost of insurance for the Queen St Cruise As it did in 2016.
- Joseph Bisceglia declares conflict of interest

Moved by Frank Giaccone, Seconded: Angela Romano

16. Adjournment

Moved by Frank Giaccone. Seconded by, Bryan Hayes.

Adjourned at: 7:50pm