

Queenstown BIA

Sault Ste. Marie, ON

Board Meeting

496 Queen Street, East, Sault Ste. Marie
Tuesday October 11,, 2016 @ 7:30pm

Attendance: Paul Scornaienchi, Vice-Chair; Frank Gaccione, Treasurer; Joseph Bisceglia, Director; Grace Tridico, Director; Josh Ingram, Manager, David Helwig, Media

Regrets: Ross Romano, Chair; Dominic Ruscio, Director; Carrie Suriano, Director; Steve Alexander, Director.

1. Call Meeting to Order: Paul Scornaienchi calls meeting to order at 7:32pm

2. Approval of Agenda: Paul Scornaienchi advises that item 10 be moved to the end of the meeting and into closed session.

3. Declaration of Conflict of Interest: None.

4. Approval of September 6,2016 Minutes: All Approved.

5. Business Arising: None Declared

6. Updated: Branding:

-Through the board decision to have logos through be more associated with city branding another revision on logos have been created internally by Josh Ingram.

-Josh Ingram thinks that if we aren't on the right track then we should move forward with an outside firm working on designs.

-Josh Ingram presented five mock ups

-Grace Tridico mentions we need Sault Ste. Marie somewhere in the text.

-Grace Tridico says she's favourable to logo 3.

-Joseph Bisceglia mentions that he's concerned with what we're known as 'downtown' vs 'queenstown' , the association name has shifted due to the abolition of the organization, personal preferences, especially due to the

inclusiveness of the downtown as a whole, does the association want to limit itself to just 'queenstown', the word queenstown does not describe geographic or historical significance, it's an artificial term that doesn't do justice to the association.

-Joseph Bisceglia states that the downtown is more than 6 blocks, it should be the bridge plaza, the water's edge, the bushplane.

-Josh states there have been informal talks regarding expansion, and as well as Kay Matthews (OBIAA president) giving direction to expansion and the changing laws regarding BIA's. That now expansion can be put to a vote without worry of dissolution if that vote is more negative than positive.

-Frank Gaccione states we have to look to the future, as a board are we looking to broaden, let's not get caught with being limited via brand.

-Josh Ingram believes that our boundaries should be the same as the Phase 3 Downtown development initiative.

-Josh Ingram notes that we should consider setting up subcommittees for these Areas in which we want to expand into first.

-Paul Scornaienchi gives background to a conversation both he and Josh Ingram had with OBIAA president Kay Matthews. In regards to how does the BIA grow. Growth to the QBIA means larger levies, more authority for street goals. She indicated that expansion in the past, should you lose, the BIA is dissolved and you have to bring about reinstatement, this is no longer the case.

-Frank Gaccione mentions this must be a process that the BIA is already aware of when attempted to expand to Gore St. in the past.

-Joseph Bisceglia mentions that at the time the voting, which was limited to Dennis St. to Gore St. did not want the BIA to expand at the time.

-Paul Scornaienchi clarifies the need for an 80% approval vote to move forward in any sort of expansion.

-Grace Tridico says the expansion of Dennis-Gore was one of her key improvement ideas due to the fact that that geographic location had its own distinct BIA and when she joined it no longer did. The reason our expansion didn't happen was due to a petition against expansion spearheaded by the owner/operator of Western Automotive, the building has since been sold. She also noted the owner of Wendy's became opposition.

-Joseph Bisceglia notes that George Koprash and a potential other owner now have the building.

-Grace Tridico notes that perhaps our chances are better, as it takes one negative opinion to start an initiative.

-Paul Scornaienchi shared Kay Matthews recommendation of leaving the BIA as is and to generate a subcommittee that takes on boundaries past our boundaries,

do dynamic things with their space.

-Joseph Bisceglia states it's a courtship, and show value to becoming a part of the association.

-Paul Scornaienchi states the City of Sault Ste. Marie would need us to report and assistance in the planning and organizing in regarding any activity in the expanded jurisdiction discussed. The potential membership would see value membership dues.

-Frank Gaccione agrees that GK work wear, Wendy's and the Western Automotive have caused the major issues in the past, and the business landscape may not be the same currently.

-Grace Tridico mentioned we should bring the brand back up with new board. The new mandate may not be in regards to the six blocks but may wish to expand in the next two years.

-Paul Scornaienchi states that the name change was mostly due to an educational factor. That the City of Sault Ste. Marie and the QBIA had different boundaries and priorities.

-Joseph Bisceglia says that the name gave a fortress mentality to those within the QBIA boundaries, and it was reactionary to what was happening.

-Frank Gaccione agrees.

-Josh Ingram mentions it was a form of regrouping.

-Grace Tridico asks if a pole can be done asking the membership about what they feel about going back to 'Downtown' does it seem "wishy washy."

-Joseph Bisceglia asks that the board elect take it upon themselves to couch in appropriate language, "Where as the new board proposes that new geographic areas be inclusive of business of the downtown area. That we bring new business into the association. That the name revert back to the Sault Ste. Marie Downtown Association and that is improved in principal and if here is any concern from our membership let that be know to the board."

-Grace Tridico states that this is still in the information item.

-Joseph Bisceglia states this motion can be circulated to membership for consultation.

-Frank Gaccione states that he wants to be sure that the logo reflect we need the Building, and says the buildings are not close enough to silhouettes to the downtown.

-Joseph Bisceglia asks for the use of the courthouse potentially.

-Paul Scornaienchi likes the collaborative effort.

-Josh Ingram states that he can make it look closer to the flag.

-Frank Gaccione and Joseph Bisceglia both in tandem say to work closer to the city flag.

- Joseph Bisceglia suggests the removal of peak, and insert buildings.
- The board agrees the logo is in the right direction.
- Josh Ingram asks if the logo can be resolved on a subcommittee level.
- The board agrees that this must be a board level decision.

Motion: We approve in principle the rename of the Queenstown Association to the Sault Ste. Marie Downtown Association and that resolution be approved and forwarded to the membership for reaffirmation by the first meeting of the new board.

Moved by: Joseph Bisceglia. Seconded: Frank Gaccione

7. Update: Downtown Development Initiative Evaluation and Next Steps

-Josh Ingram discussed that himself Paul Scornaienchi and Ross Romano met with the members of the planning department to discuss the task force mentioned in the June report and discussed in the BIA July board meeting.

-At this time the planning department does not have enough of their third phase in place, regarding budget, what they expect from council, FEDNOR etc. They want to have their plan in place in order to present and do not think it's smart to have a conversation with 20+ stakeholders when there isn't enough concrete information to give to said potential stakeholders.

-It was advocated strongly by BIA board members and staff that we could be An advocate for planning, and strongly requested a seat at the table.

-Josh Ingram refers the board to his managers report with outlines what the Planning department and downtown development initiative is seeking in regards To funding and funding resources as well as the 6 key pillars within their plan.

-Josh Ingram clarifies the City of Sault Ste. Marie's definition of Downtown. From Pim St at the bushplane museum, to the end of Gore st for east and west And from the waterfront to Wellington st as the south and north.

-Paul Scornaienchi mentions his displeasure of the meeting, he states that although they have gathered plenty of information and statistics, we were not in agreement with their presentation and it became apparent that they were hoping for small edits to the work that they have nearly completed. After much conversation the BIA stated they wanted a seat at the table, and the City Planning should not be looking to redo the same time of implementation that happened in from the Essar Centre. Additionally a lot of things needing 'selling' regarding this plan can be approved across membership in principle at least, leading to more organization.

- Joseph Bisceglia mentions that it appears to be very autocratic.
- Grace Tridico asks if we can go through city council to halt work.
- Frank Giaccone agrees that although that is the proper channel, it could look like we are stepping on toes.
- Josh Ingram states that at some point it was said that the BIA has funds, that we are looking to put funds in to have a seat at the table, and it was with playcation.
- Joseph Bisceglia asks who the leader of that meeting was.
- Frank Giaccone asks if it was the planning board.
- Josh Ingram states that Steve Turco and Victoria Prouse were in the meeting.
- Grace Tridico states that two councilor needs to be together to bring a Resolution.
- Joseph Bisceglia states that the board members have a better understanding on how the community works compared to these young professionals.
- Frank Giaccone states that he finds it troubling that this department would turn down funds and information.
- Joseph Bisceglia suggest Larry Girardo will be the key player in regards to Implementation.
- Frank Giaccone asks if we have thought about being a part of council on A regular basis.
- Joseph Bisceglia questions in which capacity.
- Frank Giaccone states that when we have a motion or new implementation that we go to council on a regular basis to have the public aware of our community Involvement.
- Paul Scornaienchi states that the Planning Department will present the same Findings to our new board and membership.
- Paul Scornaienchi also comments that the projects coming from these two Planning department staff are standardized the same way every time.
- Grace Tridico suggests that a presentation be presented to council, a strategic plan.
- Joseph Bisceglia asks that in a public meeting the BIA criticize the Planning Department's presentation and go to council with a report detailing the object Of the BIA not being involved or reflecting the interest of the downtown, and that There are not enough participants.
- Frank Giaccone states City has open houses in order to cover.
- Grace Tridico states that these open houses have presentables already.
- Paul Scornaienchi states this is a 10 year plan which will not go to open house Or council for a significant amount of time and there are basics ie lighting, signage that is needed now, which is outside of scope.

- Josh Ingram mentions that if we're allowed behind the curtain, why can't The BIA get their wayfinding early, inside of the urban graphic standards, and The rest of the downtown can catch up.
- Frank Giaccone asks if the Canal District plan was brought up at all.
- Josh Ingram states that there was mention of it being successful in 2014.
- Frank Giaccone mentions there is no funding from city so phase 3 is on hold.
- Josh Ingram and Paul Scornaienchi state that it will be brought to council March 2017 for the following year's budget.
- Paul Scornaienchi mentions that the new board should have a few meetings Before the City Planning Department present.
- Joseph Bisceglia states that we go to council with the issue that we do not Wish to have finished presentations presented to the BIA for placation.
- Paul Scornaienchi mentions that the first step could be a draft letter outlining Our interactions with City Planning.
- Joseph Bisceglia states that this does not reflect Mayor Christian Provenzano Position on the downtown.
- Paul Scornaienchi believes that the meeting Ross Romano spoke of better Reflects his goals. However it was still a list of key people that were just Checked off.
- Josh Ingram believes Paul Scornaienchi is being too generous regarding the Mayor's meeting.

Motion: Our manager produce a draft letter reflecting the nature of the meeting that was had, and the objections and realization that the staff at City Planning Department is not working in the Queenstown Association's best interest. Sent

as

an open letter to council and Mayor Christian Provenzano.

Moved by, Joseph Bisceglia. Seconded by, Frank Giaccone

8. BIA Office Staffing (Staff, Students, Subsidized.)

- Josh Ingram noted a motion to extend an employee's contract originally Funded through the Sault Community Career Centre program for 3 months For snow removal during the 2015-16 year. Currently we have two people on, however 1 employee Matt Mcinn is Employed for 30 hours a week until december 30th.
- Josh Ingram believes it's in the membership's best interest to keep Mr. Mcinn On staff for 3 more months following his contract expiration for snow removal. Mr. Mcinn has also been a key holder in his last position so potentially he could

Begin snow removal earlier.

-Frank Gaccione asks if both individuals are subsidized.

-Josh Ingram states yes, but only wants to keep 1 individual.

-Frank Gaccione asks if we can explore other funding opportunities for this hire.

-Josh Ingram explains there is no option at March of Dimes and the funding Opportunities are considerably different at the Sault Community Career Centre And there funding options are fairly limited.

-Frank Gaccione asks if there is an option at employment standards.

-Paul Scornaienchi clarifies that the Sault Community Career Centre was the Vehicle in which we were able to hire last year's employee via Ontario Works.

-Frank Gaccione states that they were not aware that the crossover from Paid subsidy to payroll was happening and the board took it upon themselves To self correct.

-Joseph Bisceglia asks for clarification, that there are not subsidies available. And wants to know if what the dollar amount of this individual would be.

-Josh Ingram states \$4,104.

-Paul Scornaienchi states there wasn't a \$4,104 budgeted.

-Frank Gaccione clarifies that is only to keep Matt.

-Grace Tridico asks what minimum wage is.

-Josh Ingram states \$11.40 as of October.

-Frank Gaccione asks if the numbers on the financials are correct, currently he Reads 63% available in the budget line for wages, with roughly \$55k remaining.

-Frank Gaccione asks when our BIA year end was, March or December.

-Paul Scornaienchi states our reporting period in front of us is January to August.

-Paul Scornaienchi also states that we have a little over \$80k budgeted in this stream.

-Josh Ingram informs the board that we also have \$5k returning through the Canada Summer Jobs program via direct deposit.

-Frank Gaccione states that he only heard positives regarding snow removal.

-Paul Scornaienchi says that there is roughly \$30k is left, so it is budgeted correctly.

-Frank Gaccione states that it shouldn't be, with Duane and Harlee circumstances it should be better.

-Paul Scornaienchi states that these numbers don't seem correct.

-Joseph Bisceglia states that the financials state roughly \$80k remaining However That doesn't make sense.

-Paul Scornaienchi states that this includes the 2 employees and a snow removal Subsidy which the finance committee did discuss.

-Frank Gaccione states that if we had both employees regularly we should

Have used \$53,000.

-Joseph Bisceglia states that current salary inside of managers report cannot be correct due to the number in financials.

-Frank Giaccone states Harlee has been gone for a month and has been working part time, and the BIA was without a manager for 60 days.

-Frank Giaccone asks why our financials are only up to August, where is September.

-Josh Ingram states in the last meeting the board stated they were unsatisfied with how financials were presented.

-Paul Scornienchi why we have such large fluctuations regarding wages for the BIA.

-Grace Tridico clarifies that the manager wants to know if there is room to cover Matt in wages, with October, November, December.

-Joseph Bisceglia wonders if we overpaid Duane when he left in April.

-Paul Scornaienchi states that Duane was not overpaid, it was balanced. He had an additional \$12, which he never clarified where it should go, so it was never issued. The entirety of the 4% was calculated in relation to the time he took off.

-Joseph Bisceglia states the person kept on staff primary job would be for snow removal.

-Joseph Bisceglia ask if EI would be eligible for both and to keep both on.

-Josh Ingram clarifies that 1 would not have enough hours to qualify for EI.

-Joseph Bisceglia and Frank Gaccione both think this is a good idea.

-Paul Scornaienchi states that even though there are some 3 pay months this amount seems over and above.

Motion: The manager get a more accurate account of numbers with a proposal for an exact amount and time frame. Also a salary breakdown of who was paid what month to month from January to present.

Approved.

Moved to Closed Session: 8:29

Motion: The draft contract for Josh Ingram (General Manager) should include a 6% vacation allotment based on his gross earnings, in addition, that the BIA pay Josh Ingram 6% for his first week and take another week spread over 2 weeks part time.

9. Financials

- Noted that financials are not here for report.
- Josh Ingram asks for clarification, that there would be discussion with Vivian, and that would be an executive task.
- Joseph Bisceglia asks for a sample re: Paul Scornaienchi's bookkeeper Software.
- Joseph Bisceglia asks for information about the past resolution, that it be the board exec that deals with the BIA's bookkeeper.
- Josh Ingram says correct.
- Paul Scornaienchi reminds the manager to have draft contract for this week.

Motion: That we have examples for the board elect regarding monthly presented financials.

Approved.

10. Managers Report

Motion: That the manager's report be accepted as presented.

Moved by Grace Tridico, Seconded by Frank Giacone.

11. New Business

- Josh Ingram stated there is a beautiful meeting regarding lighting October 12, 2016
- Joseph Bisceglia clarified he's not on that subcommittee.
- Joseph asks for clarification for the amount of available.
- Josh Ingram says there is roughly \$22k left in that budget line
- Josh Ingram updates the board that he has a meeting with PUC to discuss Mounting hardware.
- Josh Ingram also states the goal is to put the lighting up by November 15th.
- Josh Ingram states the quote is compiled and follows city laws.
- Frank Giaccone declares that this needs to go through the board.
- Frank Giaccone states that the board wants to be informed as to not fall into traps of misinformation.
- Joseph Bisceglia asks who else has seen this plan for purchase.
- Paul Scornaienchi states that the manager was hoping to have the approval Of the beautification committee before the board and was confused on process.
- Josh Ingram states the original plan of edison bulbs would not work due to The vast variation of geographic building to poles. String lights will be purchased

For year round use, as well as banner, and banner hardware.

-Grace Tridico states that we have had efforts to have a beautification meeting and it has been hard to meet.

-Joe Bisceglia states we should be concerned with maintenance and vandalism.

-Frank Gaccione states that we should be looking for year round lighting.

-The board reviews the proposal for the beautification committee.

-The board discusses that height should be considered no matter what Feature we use.

-Grace Tridico states we discussed a banner light features, shooting star, etc.

-Discussion regarding the brackets took place, the final outcome via board conversation was that the brackets were available at the top and lighting could be Around the banner and new bracket mounts could be purchased for the bottom.

-Frank Gaccione suggests that the banner can be switched out seasonally And the lighting can stay in place.

-Frank Gaccione suggest that the banner bracket from PUC be brought to The beautification meeting.

-Grace Tridico asks if the trees will be an issue with visibility.

-Frank Gaccione suggests the trees are being removed regardless.

-Joseph Bisceglia the concept for the lighting would be to wrap from the top down Without the going lower than 10ft.

-Joseph Bisceglia suggest we use the reserves to repair the speakers.

-Paul Scornaienchi and Frank Gaccione discuss sodering and different elements needed to fix the speakers.

-Paul Scornaienchi mentions that we have bluetooth capabilities but it's A far reach to make it back to the office.

-Joseph Bisceglia mentions that a transmitter could be put in place.

-Frank Gaccione asks if we leave this office will we lose the option for downtown Speakers.

-Josh Ingram mentions he will finish quoting the speaker equipment.

-Paul Scornaienchi states that it was mentioned in the manager's report that Josh Ingram was still working on gathering quotes.

-Joseph Bisceglia states that light, music and beautification was a priority and Is surprised that a cost proposal has not been brought to fix the pa system.

-Paul Scornaienchi mentions that he doesn't believe anyone was speaking about The PA system at the time.

-Grace Tridico asks if we have the funds for this music.

-Frank Gaccione mentions that the reserves are for projects like this.

-Frank Gaccione states the sound system works but it needs to be consistent.

-Paul Scornaienchi asks who what the recommendations re: speakers is.

-Josh Ingram states that wireless is what has been recommended so far.

Motion: Authorise the manager and committee to purchase multi purpose street Lighting and decor not exceeding the budgeted allotment between \$25-30,000.

Motion: Get 3 quotes to repair the speakers and have them ready for the November 8th board meeting.

Approved.

Meeting Adjourned: 10:10pm.