



Queenstown BIA

Sault Ste Marie, Ontario

Queenstown BIA Interim Board Meeting Minutes

Tuesday, January 12, 2016
496 Queen St East
5:30pm

Attendance: Ross Romano, Chair; Paul Scornaienchi, Vice-Chair; Steve Alexander, Director; Dominic Ruscio, Director; Carrie Suriano (5:45pm), Director; Grace Tridico (arrived @5:34p.m., left @7:45pm), Director; Duane Moleni, Manager; Harlee Kimsal, Recording Secretary

Regrets: Frank Gaccione, Secretary/Treasurer

Absent: Joseph Bisceglia, Director

Board of Director

- 1. Call Meeting to Order:** Ross Romano called the Meeting to order at 5:30pm.
- 2. Approval of Agenda:** Moved by Paul Scornaienchi, Dominic Ruscio seconded. Carried.
- 3. Declaration of Conflict of Interest:** None
- 4. Approval of Minutes – December 10, 2015 Meeting:** Moved by Paul Scornaienchi, Dominic Ruscio seconded. Carried.
- 5. Business arising from December 10, 2015 minutes:**
 - Duane Moleni requested to add under agenda item 16, New Business matter re: Marnie Stone / Survey / OATC Clinic.
 - Duane Moleni noted that he was on the January 11, 2016 City Council agenda to thank Public Works & Transportation and PUC for their services with Moonlight Magic event.

- Duane Moleni noted that he has compiled a formal report including recommendations on Moonlight Magic as information for the Board.
- Paul Scornaienchi inquired if there was any update on the Queen Street Classic Car Parade / Car Rally event that was presented to Duane Moleni, Joe Bisceglia, Ross Romano by founders Joseph Coccimiglio, Gary Trembinski.
- Ross Romano noted that Queenstown BIA supports the event, but not to the capacity that was suggested by Joseph C. and Gary T (\$70,000 commitment from BIA and four months to plan and host event). Ross R. suggested that maybe in 2017 the BIA could have some involvement; Duane Moleni noted that Joseph C. and Gary T. suggested that Sootoday.com and the BIA assist with putting together a database of people who are interesting in such an event.

6. 2016 Budget and Town Hall Meetings:

- Ross Romano suggested that reminder emails be sent out via Mailchimp, and letters be mailed out to the membership (using the membership list provided by Malcolm White) highlighting the dates of Town Hall Meetings (THM), and also use this as an opportunity to request members to come out to provide their current contact information for the BIA database.
- Town Hall Meetings are an opportunity for members to come and express their thoughts and give feedback, some categories have been identified; Events, Communication, Street Beautification, Streetscaping, Reserve Fund, Business Attraction/Retention, Capital Projects/Partnership with Municipality.
- Ross Romano noted that Board members should also be in attendance of THM .
- Board requested staff provide summary of feedback after each week of THM to the Board.
- **Motion: That Town Hall Meetings be held on January 13, 14, 19, 20, 26, 27 with times alternating daily at 9:00am and 5:00pm for consultation with Members.**

Moved by Grace Tridico, Seconded by Paul Scornaienchi. All in favour. Carried.

- **Motion: That the Finance Committee be tasked with preparation of the 2016 draft budget for review by the Board by February 5th, 2016, to be approved for the purpose of presentation to membership at the Board's February 9th meeting.**

Moved by Paul Scornaienchi, Seconded by Dominic Ruscio. All in favour. Carried.

- **Motion: That this Board calls a special meeting on February 1, 2016 at 5:30pm for the purpose of developing a Strategic Plan in response of membership feedback provided at the Town Hall Meetings.**

Moved by Paul Scornaienchi, seconded by Dominic Ruscio. All in favour. Carried.

- **Motion: That an Open House meeting of the membership be held in the week of February 15th for the purpose of reviewing the proposed budget.**

Moved by Grace Tridico, Seconded by Paul Scornaienchi. All in favour. Carried.

- **Motion: That the final budget for 2016 be approved by the Board at the March 8th Board Meeting.**

Motion: To defer the above motion to the March 1st Board Meeting. Moved by Grace Tridico, Seconded by Paul Scornaienchi.

- **Motion: That the 2016 budget be brought to the City Council Agenda Review Committee on March 14th for the purpose of presentation to City Council on March 21st.**

Motion: To defer the above motion to the March 8th Board Meeting. Moved by Paul Scornaienchi, Steve Alexander.

7. Finance Committee Report – Levy Structure

- Dominic Ruscio presented the Finance Committee's proposed levy structure – noting that Peter Liepa, City Tax Collector needs to contact / confirm with Finance Committee how possible new minimum and maximum levy structures could actually happen.

Three-Tiered Levy:

- Finance Committee is proposing a three-tiered minimum and maximum to be phased in over three years (2016, 2017, 2018);
 - Minimum Levy of \$500 to be phased in (increased) over three-years
 - \$300 – 2016
 - \$400 – 2017
 - \$500 – 2018
 - Maximum Levy of \$5,000 to be phased in (decreased) over three years
 - \$7,000 – 2016
 - \$6,000 – 2017
 - \$5,000 – 2018
- The above proposed levy structure with a \$5,000 maximum cap in year one would mean a \$20,000 shortfall to the budget; to maintain the \$185,000 budget a \$100 increase on average per person would be necessary.
- Duane Moleni offered to forward an Excel spreadsheet to the Finance Committee; and further clarified that aprox 8 businesses would see a decrease to meet the \$5,000 levy, aprox 21-23 businesses would see an increase in their levy contributions with the minimum of \$500, and aprox 90 businesses will see a \$100 increase to their levy contributions to make up the \$20,000 shortfall.
- Steven Alexander noted that businesses are going to be upset with any increase to their levy.
- Board tasked Duane Moleni with contacting Peter Liepa, City Tax Collector and set up a time to meet re: Proposed Levy Structure(s).
- Board tasked Duane Moleni with providing them; City of Toronto Streetscaping Improvement Information, Budget Breakdown Percentages from OBIAA (Ontario Business Improvement Area Association).

Reserve Fund:

- Involve the membership via Open House Sessions for feedback on how they would like to see the reserve fund used.
- Need the City of Sault Ste. Marie to be involved with initiatives/ accountable through matching programs (eg. 50% matching on capital projects).

Vacant Properties (no building on properties):

- Vacant properties need to pay a minimum of \$500 (currently paying less than \$500).

- Some properties back on to Bay from Queen Street, need to advocate to these properties/businesses.
- Dominic Ruscio noted that properties and businesses that are on Queen Street and back on to Bay Street should only be assessed and pays into the levy based on the Queen Street portion rather than the entire footprint.
- Duane Moleni offered to provide the Board a full list/map with boundaries of the BIA. (eg. Mrs. B's Pizza is located on East Street and pays into the levy, businesses on Towers Street etc.)
- Ross Romano noted that a copy of the budget with breakdown should be provided at the upcoming Open Houses as information available to the membership, and ask what they think of the budget.
- Noted that Government Buildings etc should start contributing to the levy (eg. Courthouse, Post Office)
- **Motion: To permit staff to approach Peter Liepa, City Tax Collector to collect levy info for the next meeting.**

Moved by Steve Alexander, Seconded by Carrie Suriano. All in favour. Carried.

8. Governance Committee Report:

- Ross Romano indicated that the Governance Committee has moved through a substantial portion of updating bylaws, and should be completed by the next Board meeting.
- Paul Scornaienchi requested a binder for Board of Directors be completed and given to each Director (and any new board members upon filling a seat) once the bylaws and processes are completed.

9. Financials

- **Reserve Fund:**
 - Ross Romano reported that the reserve fund should be used in ways identified by the membership in the following four categories; Lighting, Sound System, Events, Streetscaping (via THM).
 - Duane Moleni advised the Board that the BIA will be operating for the first quarter of the year off the reserve fund until the BIA's budget is approved by Council. Also, noted that he spoke to Steve Turco, City Planner regarding the BIA's \$35,000 contribution to the Downtown Development Plan; an invoice will be sent to the BIA from the City.

- **2015 Audit:**
 - The BIA's audit will take place on February 2, 3, 2016 with audit services completed by KPMG (for the next 5 years). The BIA's Bookkeeper will be coming in this Thursday to prepare for year-end/audit.
- **Year End Statements (P&L, Balance Sheet)**
 - P&L, Balance Sheet reports were reviewed.
 - Total expenses incurred for 2015 was \$146,000.00
 - Reimbursement from the Sault Community Career Centre for the two workers hired by the BIA for Street Beautification efforts is still expected to be received.
- **Payables:**
 - A report of payables with coinciding cheques was provided to the Board.
 - Finance Committee recommended contracts for all of the BIA services be done (eg. office cleaners, insurance).

10. Formation of a Board Executive Committee:

- Ross Romano advised that usually the Chair, Vice-Chair, and Treasure form an Executive Committee to handle HR issues.
- **Motion: That a Board Executive Committee be struck consisting of the Board Chair, Vice-Chair, and Treasurer for the purpose of acting on behalf of the board during the interim times between board meetings.**

Moved by Carrie Suriano, seconded by Steve Alexander.
Carried.

11. Seasonal Staff:

- Duane Moleni advised that contracts for the two hired employees for Street Beautification efforts end next week (Monday, January 18, 2016 and Tuesday, January 19, 2016). Requested/proposed hiring one person for the next three months to continue with on-the-street cleaning efforts; no wage subsidy available. 20 Hours per week for 3 months at minimum wage would cost the BIA approx \$2,700-\$3,000 including MERCs.
- Positive feedback received from the membership in regards to Street Beautification efforts.
- **Motion: Recommendation from Manager to extend contract for one seasonal staff person for an additional 3 months (April 19th).**

Moved by Paul Scornaienchi, seconded by Steve Alexander. All in favour. Carried.

12. Canada Summer Jobs program:

- Duane Moleni requested approval to submit an application to Canada Summer Jobs grant for two summer students to continue Street Beautification efforts. The grant reimburses 100% of wages, the BIA only has to pay for MERCs.
- **Motion: Recommendation for Manager to submit an application to the Canada Summer Jobs program for 2 student positions from May 9th to August 27th. Applications accepted until February 26, 2016.**

Moved by Carrie Suriano, seconded by Dominic Ruscio. All in favour. Carried.

13. Crimestoppers QR Patrol:

- Duane Moleni provided a report from Crimestoppers Patrol, which is an overview of what the Patrol team does, their patrol schedules, how they produce reports (trends and patterns) and what they are looking to achieve with the QR Patrols going forward. (see attached).
- Duane Moleni advised that with a \$1,500 sponsorship the BIA would receive 100 QR buttons that can be placed throughout the downtown (façade, alleyways etc). Also, as a member/client the BIA would receive data reports. This will add value to the membership in regards to security downtown.
- **Motion: Recommendation to invest/sponsor Crimestoppers to the amount of \$1,500. This investment to be used for Crimestoppers to purchase equipment and monthly membership for the QR Patrol program. This program would enhance security for buildings and businesses in Queenstown.**

Moved by Carrie Suriano. Seconded by Steve Alexander. All in favour. Carried.

14. Shadows of the Mind Film Festival:

- Board didn't see value to the membership with sponsorship.
- Board didn't move the below motion.

- **Motion: Recommendation to Sponsor the Shadows of the Mind Film Festival to the amount of \$1,000. The Film Festival will be held February 23 – 28, 2016.**

15. Motion to move to close session:

- **Motion: That the board move to closed session at 8:28pm for the purpose of discussing one item regarding personal matters about an identifiable individual, including municipal or local board employees – Municipal Act 239 (2)(b).**

Moved by Carrie Suriano, seconded by Steven Alexander. All in favour. Carried.

16. New Business: (Ross Romano moved Agenda item 16 ahead of the closed session meeting)

- Duane Moleni spoke with Marnie Stone, Stone's Office Supply and she requested the BIA to put out a survey to the BIA members via BIA database (Mailchimp) asking what the members think about the OATC Clinic. Duane noted Marnie Stone, and a few other members were cited in the Northern Hoot article expressing their opinions about the OATC Clinic.
 - Paul Scornaienchi noted that the BIA cannot put out Marnie's survey using our database.
 - Carrie Suriano suggested she bring it up at the upcoming Town Hall Meetings.
 - Steve Alexander noted that some businesses may feel the same as Marnie Stone, but the OATC Clinic is here and should look at solutions rather than looking to get rid of the clinic.
 - Ross Romano noted he was not comfortable with the topic, and will have a personal conversation with Marnie Stone regarding her request.
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- **Motion to adjourn at 8:45pm:**

Moved by Paul Scornaienchi, seconded by Dominic Ruscio. All in favour. Unanimous.

Adjourned at 8:45pm.