

# Queenstown BIA

## Sault Ste. Marie, ON

### Board Meeting

496 Queen Street, East, Sault Ste. Marie  
Tuesday February 21, 2016 @ 5:30pm

**Attendance:** Bryan Hayes, Board Chair; Paul Scornaienchi, Vice-Chair; Frank Gaccione, Treasurer, Director; Rory Ring, Director; Angela Romano, Director, Josh Ingram, Manager;

**Regrets:** Grace Tridico, Recording Secretary, Joseph Bisceglia, Director, Director: Kristi Cistaro, Ross Romano, City Council Representative

**1. Call Meeting to Order:** 5:30pm

**2. Approval of Agenda:**

**Point of Order:** Board of Directors or Staff that declare a conflict of interest are allowed to remain in the meeting, providing the meeting is still in open session. Board of Directors or Staff must leave the boardroom if a conflict is declared and that topic is moved to in camera.

-Josh Ingram inform the board that the Board of Directors went into closed Session inappropriately. Last month's closed session discussion revolved around The proposed Bingham lot parking redevelopment as well as the 2015 budget For the ministry of transportation.

-Following the municipal act 201, Robert's rules of order it is made clear that The items that can be moved into closed session.

-Paul Scornaienchi asks if there are recommendations as to how we make sure this doesn't happen again.

-Josh Ingram points out that new printed documents around the board table provide quick reference as to what can and cannot be moved into closed Session.

### **3. Declaration of Conflicts of Interest.**

-Josh Ingram declared conflict in regards to the Fringe Sublease

### **4. Approval of January 17, 2016 Minutes:**

-Recommendation to move item 11 to closed session and to do so ahead of the Other agenda items.

-Recommendation to move item 10 to the next item discussed following in camera.

#### **Motion: to move in camera (5:41pm)**

Moved: Angela Romano, Seconded: Frank Giaccone

#### **Motion: to move out of camera (5:58pm)**

Moved: Angela Romano, Seconded: Frank Giaccone

**Motion:** Authorize Josh Ingram as manager to approach the potential hire who is being recommended by the hiring committee with an offer and to report back with findings. Should the primary offer be denied the manager be authorized to approach the second applicant recommended by the hiring committee to the maximum by which has been indicated by the board of directors in both cases.

**Motion to Approve:** all in favour, carried.

### **10. Financial Update**

-Bryan Hayes presents the financial update via spreadsheet, with specific focus To the 2017 budget.

-Assessment to stay at \$185,000, net revenue of \$165,000 anticipated.

-We've included CPP, EI, WSIB, separate line item for payrolls subsidy.

-Frank Giaccone makes special mention to the value a maintenance worker has Been.

-It's questioned whether October is worthwhile for maintenance worker

-Josh Ingram points out leaf collection

-Rory Ring asks if there are any subsidy for the rest of 2017.

- Josh Ingram indicates not yet.
- Rory Ring asks if the compensation is public knowledge.
- Paul Scornaienchi indicates that yes they are as we follow the same provision of the municipality.
- Other expenses are nothing abnormal.
- Insurance is a variable, changed to correct numbers assigned for this year.
- Advertising has been broken out in order to acquire better rates.
- Events excludes security and advertising now.
- Frank Giaccone suggests that numbers are based on past events.
- Paul Scornaienchi also indicates that the cost are included regarding incidentals
- Josh Ingram indicates some costs are lower as we invested in supplies that can be used month to month.
- Services agreement with the bookkeeper is needed in the future
- PUC/Lights have increased as we have string lights now/on all year
- Grace Tridico asks about no funding for Greyhound Season Opener
- Josh Ingram mentions that our budget was only at \$163.00 so it can be nominal.
- Josh Ingram states that our key events should hopefully be covered by sponsor Dollars.
- Grace Tridico asks if we have a beautification line.
- Bryan Hayes states yes, it's within \$8,000.00
- Review of capital improvements, non-seasonal banners, colour coded.
- Will also help with wayfinder
- Vinyl windows, non issue with new sign by-law
- Tech upgrades, new computers, NAS server and new resources for boardroom
- Furniture needs
- Speakers
- \$20,000 set aside for leveraged funds - grants
- The board asks for grant listing that management finds appealing.

**Motion:**The board approve our draft budget subject to final approval of our members at the agm

Moved: Rory Ring ,Seconded: Angela Romano

## 5. 2 Hour Parking

- Bryan Hayes introduces that he's created a spreadsheet.

- Items provided: Parking Information
- We don't have 2015 actuals revenue, no 2016 actuals, no 2017 projections
- We've requested these documents and have not been provided.
- It was questioned what the 30k in benefits if it were for 2 or 3 individuals.
- Paul Scornaienchi assumes that it was based on carry over from previous Staffing.
- Frank Giaccone asks what is 'Salaries/permanent/accommodations'
- We don't agree with eliminating parking but we don't have the information to Provide a recommendation.
- Maintenance and repairs is 35% of the overall budget, past that we have no Actuals, we have no idea what else is within these dollars
- Bryan Hayes states that except for maintenance and repairs as well as Budgeted maintenance and repairs we have no clue what else is within these Expenses.
- There are salaries & budget, budgeted revenue \$389,620. (2016)
- There was a projected levi (2016) \$200,420 we don't know actual of '15 or '16
- They have provided a 2017 budget salaries and budget have gone down by roughly \$59,000 we aren't aware as to why.
- Budgeted expense are at par, they've broken down for each parking lot however It varies quite a lot.
- Rory Rings says it's safe to assume snow removal, lighting, garbage etc.
- There was a \$40,000 transfer to own funds, we are not aware of which this reserve was or is for.
- Levi for 2017 is \$108,000.
- We have no idea as to allocation and revenues for 2017.
- If we remove administration line out as per Joseph Bisceglia's letter we then Have a levi of \$56,150, in the 2017 budget we'd have a surplus of \$35,504.
- We have requested the '15 and '16 actuals.
- Bryan Hayes and Josh Ingram have requested from Shelly Shell and Don Scott.
- Bryan Hayes also presented the commercial cost break out from other Northern Ontario municipalities, and how they compare to the City of Sault Ste. Marie.
- Paul Scornaienchi suggests that these decisions have been made already and that these questions need to be requested, but firmly.
- Frank Giaccone mentions that these consultants are constantly brought in To be the bad guy.
- Frank Giaccone reminds that we are trying to adapt/build a relationship with The City of Sault Ste. Maire
- Grace Tridico asks about timeline
- Bryan Hayes mentions Joseph Bisceglia 's document once again in regards to

Requesting a deferral of this decision in order to formalize our position.

-Rory Ring request that we receive an impact analysis, as well as states that the \$190,000 isn't the number, it's \$104,000 that has already been assessed, we should be discussing 2018 right now.

-Paul Scornaienchi suggests that if the below fails can Ross Romano not Make the request.

-Grace Tridico says that if it were to go to council then we need to begin to Talk to counselors

-Rory Ring states that since '07 tax lid has gone from 70mil to 180mil in the last 10 years, GDP is flat, population down, employment down, spending more funds.

-Paul Scornaienchi says that eventually our population will ask our city to run a good business.

-Based on these findings Bryan Hayes suggests :

**Motion:** That Bryan Hayes send on behalf of the board:

As a board we require from the City of Sault Ste. Marie the following information: 2015/16 actual admin figures, 2015/16 actual expenses per lot, the breakdown of purchased services, explanation of the salary and benefit reduction of \$51,500 from 2016 to 2017 budget. Require explanation of the \$40,000 revenue increase from the 2016 to 2017 budget, as well as comparison of commercial property taxes paid by those within the Downtown Associations in Sault Ste. Marie as to what they would be paying in Sudbury, Timmins, North

Bay

and Thunder Bay. Furthermore that the Downtown Association receive details In regards to this parking survey such as a substantiation of the stated fact *it costs taxpayers \$190,000 every year since 2005, a breakdown of proposed \$190,000 in revenue they intend to achieve if the change is made, an explanation of the council resolution was interpreted to mean the elimination of 2 hours free parking and to make parking a self funded program and that a do nothing approach is not feasible. A copy of the consultants report., an impact of analysis. Economic impact.*

*And that this resolution be sent to: Shelly Shell, Don Scott, Don McConnell*

Moved: Frank Gaccione, Seconded by Paul Schornianchi.

## 6. Managers Report

-Banners discussed, potential partnership in regards to selling banner space

For a passive income stream.

-Rory Ring discussed the space, the allotted time re: City of SSM new sign by Law.

-One of the grants written for the DTA in conjunction with the SCCC was Approved for the amount of \$36,500. A shared staff member for 5 months was Intrinsic to the grant, there is great opportunity for piggybacking for our other Members.

## **7. Strategic Planning Update**

-Moving along well, 20+ focus groups have taken place.

-Meeting with Dan Friyia soon to discuss as the CDC completed a survey

-Soon we will be digesting and compiling, pulling together all data.

-Josh Ingram mentions the general public focus group.

-Josh Ingram updates the board on our online submissions

## **8. Event Planning Update**

-We met mainly because the AGM is coming up, canvassing downtown membership to open up their venue to 30-50 members based on past Attendance.

-Frank Giaccone asks if at the AGM the board should be prepared to Answer questions as to what is currently happening downtown.

-It was a blanket list in order to give 1st come 1st serve option to membership First person to come to the plate.

-Victoria Prouse offered the city of Sault Ste. Marie as backup location.

-Frank Giaccone mentioned that location/food sponsored by

-Paul Scornaienchi mentioned that other events were green lit ahead of Our strategic planning.

-Angela Romano asked if there was anything in regards to Canada150

-Josh Ingram mentions that there are efforts to liaise with Tourism etc

In regards to having the street closed on Canada day, as well as a pole In which we surveyed public on our social media if they would be willing To come down to Queen on Canada day.

-Frank Giaccone asks if we're doing something Canada Day

-Josh Ingram states that we'll be trying to do something both on Canada Day And September.

-Frank Giaccone suggests doing something, even 1 block for Canada day.

-Paul Scorienci asked of the board whether they would like the date of 'Downtown Street Party' to remain the same or be moved somewhere else On the calendar.

**Motion:** That the manager provide a report as to findings regarding changing Dates.

### **9. Fringe Space Sublet**

- Our landlord has no issue with sublease
- Insurance will not cover a sublease however our provider let us know That as long as they have liability, and an optionable liability for digital Physical data.
- To have the DTA as an additionally insurer.
- A copy of which will be left with us.
- Other companies are providing hot desks, many are running close to: \$200 for desk, phone, printer, board room
- Josh Ingram believes that \$150 for use of hot desk, internet and use Of boardroom providing it's available.
- Josh Ingram suggests that inside of the rent agreement that the printer Stay free so long as our fees don't change.
- Grace Tridico asks if we can have our membership be preferred Venues.
- Bryan Hayes says we can suggest our members.
- Paul Scornaienchi asks about the security of our equipment.
- Frank Giaccone asks that a temporary structure be set up. It shouldn't look Like a one time deal but something we're setting up for the future.
- Bryan Hayes states that he doesn't seem why it's needed.
- Paul Scornaienchi states it provides a form of viability.

**Motion:** To provide a lease to the Fringe North Theatre Festival

Moved: Frank Giaccone, Seconded, Grace Tridico

### **10. Speaker Quotations**

- Financials, to begin a new 5 year shaw contract. Currently our contract is \$182 not counting internet radio which will boost our monthly amount to \$250.
- This 5 year contract will put our fees to \$132, still without radio. A serious annual package at \$10 monthly has been accounted for within our 2017 budget.

**Motion:** To sign this 5 year contract.

Moved by: Paul Scornaienchi , Seconded: Rory Ring

### **11. New Business**

- Rory Ring and Paul Scornaienchi mentions that Josh Ingram won a customer achievement award and Paul Scored Inchi was nominated.
- Grace Tridico asks who judges
- Rory Ring indicates a committee of chamber, business people 7 past winners.

### **13. Meeting Adjourned: 8:20pm**

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