

# Downtown Association

## Sault Ste Marie, ON

### Board Meeting

496 Queen Street East, Sault Ste Marie  
Tuesday May 9th 2017, 5:30PM

**Attendance:** Bryan Hayes, Board Chair; Paul Scornaienchi, Vice Chair; Frank Gaccione, Treasurer; Joseph Bisceglia, Director; Angela Romano, Director; Rory Ring, Director; Grace Tridico, Director; Josh Ingram, Manager; Ashlyn McMillan, Admin. & Communication Coordinator; David Helwig, Media.

**Regrets:** Ross Romano, City Council Representative; Kristi Cistaro, Director

**1. Call Meeting to Order:** 5:34PM

**2. Approval of Agenda:**

Item 7 changed to Strategic Planning Update, from Governance Update  
New business changed to "Purchase Approval" as new business will be itemized.

**Motion to Approve Changes to Agenda:** Angela Romano **Seconded:** Paul Scornaienchi

**3. Declaration of Conflicts of Interest**

None.

**4. Approval of Minutes:**

Paul Scornaienchi made note that the minutes are quite detailed,  
Bryan Hayes suggested to use City Council minutes as reference.

**Motion for Approval:** Joseph Bisceglia **Seconded:** Grace Tridico

**5. Managers Report:**

- Bryan Hayes suggests to Josh Ingram, That if the members of the board have ample time to review the report, there is no need to review it during the meeting, unless

something must be brought to the attention of the board, or the members of the board have questions.

- Josh Ingram explains the documentation included in his manager's report:
- During April 2017 Meeting of the Board of Directors, Josh was asked to request The City Of Sault Ste Marie, as to how a Contribution of \$35,000 in 2015 was used as well as where it was spent, Josh Ingram reached out to The City of Sault Ste. Marie's Clerk Office, with directed Josh Ingram to Steve Turco.
- Josh Ingram will request that the Planning Department of Sault Ste. Marie Provided The Downtown Association With full documentation and a Work Order as to how the Contribution was spent in the Essar Block.
- Frank Giacco would like clarification as to what The Downtown Association got back for the \$35,000 contribution.
- Paul Scornaienchi mentions that to his understanding that the \$35,000 contribution originally was for the Gore Street & Queen Street Improvement, The City of Sault Ste. Marie changed what the \$35,000 contribution was for after the study was completed on the dying trees, using the \$35,000 contribution for the Replacement Program.
- Paul Scornaienchi speaks that The City of Sault Ste. Marie did not believe that \$35,000 would be enough to complete the Replacement Program, thus the decision to start the trial mock-up for landscaping in the Essar Block.
- Josh Ingram explains that the \$35,000 contribution was placed into a collective pot of \$242,000, which was spent to improve the Essar Block.
- Josh Ingrams states he will review the 2014 Board Minutes to find the resolution regarding the \$35,000 contribution, to ensure the contribution was used as motioned.
- Bryan Hayes mentions that if it was not used as The Board of Directors at that time agreed upon, then we should seek reimbursement.
- Josh Ingram presents the RFQ/RFP for the Speaker System Replacement Program, Josh Ingram spoke with ,Joseph Bisceglia, Frank Gaccione, Manager of Purchasing as well as The City Of Sault Ste. Marie Health and Safety Staff, to help assemble the documents.
- Documentation includes: Contractor Pre Qualification Form, Contractor Responsibility Form
- Paul Scornaienchi mentions that he would like to work with staff to refine the documentation, so it is tailored to what The City Of Sault Ste Marie requires, but also fits the needs of The Downtown Association.
- Josh Ingrams mentions he would like to utilize a document for tenders with a maximum spending limit of \$1000.00.

- Joseph Bisceglia makes note that the documentation should also include a Tuner Unit, as well as the Speaker System.
- Paul Scorniaenchi mentions that this documentation should be an RFP - Request for Proposal, not an RFQ - Request for Quotation, which is a specific scope of work.
- Bryan Hayes is in agreement.

**Motion:** Change documentation to RFP- Request For Proposal, for a Speaker System and Tuner for Queen Street, Pim Street to Dennis Street.

**Motion for Approval:** Joseph Bisceglia **Seconded:** Frank Gaccione  
All in Favour, None Opposed.

## **6. Splash Pad**

- Bryan Hayes states that City Council approved the location of the Splash Pad as Bellevue Park, and it was approved on consent.
- The Committee for the Splash Pad made their decision based on a comparative study of Bellevue versus Clerge Park that included: Financial, Parking, Operation and Maintenance, Security, Bus Routes & Accessibility & Demographics- proximity of youth.
- Bryan Hayes mentions that The Downtown Association was not invited to participate in this discussion, did not consider Economic Viability or Downtown Revitalization
- Bryan Hayes mentions that although the Splash Pad being located at Bellevue Park does fit a portion of The City Of Sault Ste. Marie's Strategic Plan Policy Impact, -Focus Area Infrastructure, states "Planning for new infrastructure to replace deteriorating assets, creating new public spaces, will support competitiveness on a global scale" , it does not support the portion of the Strategic Plan stating Vibrant Downtown Areas, Quality of Life, Community Development & Partnerships, or The City Of Sault Ste Marie's own Downtown Strategic Plan.
- Bryan Hayes mentions the Item Number 2.2.1 of The City of Sault Ste Marie's own Downtown Strategic Plan stating a neighbourhood features such as a Splash Pad would be beneficial.
- Grace Tridico mentions that the Gateview site is an option, if Clergue Park is not an option.

- Bryan Hayes and Grace Tridico state that The Downtown Association speak to the Counselors available and try for a Notice of Motion & Motion to Reconsideration.
- Paul Scorniaenchi mentions we should do research & development and present to City Council if it is possible, to show findings as to how this has worked for other BIA's.

**Motion:** Ask City Council to reconsider location of the Splash Pad , The Downtown Association will take the necessary actions to ensure City Council reconsider the matter, and that it appear on the next City Council Agenda May 29th.

**Motion of Approval:** Joseph Bisceglia **Seconded:** Frank Gaccione  
All in Favor , No Opposed.

## **7. Strategic Plan Update**

- Rory Ring mentions that the Strategic Planning Committee worked to present a public facing document.
- This document was created with the purpose to present to City Council
- Rory mentions that they would like to move forward with the creating an exclusive membership online portal, launch January 2018.
- The Strategic Plan will be the bases of the Business Plan for The Downtown Association
- The Board of Directors edited the Mission Statement.
- Paul Scorniaenchi mentions that now the Sub-Committee can base their actions on this Strategic Plan.
- Rory Ring mentions that this will activate & engage Members , Stakeholders and the Community , as well as staying in line with the Downtown Community Investment Plan & Downtown Initiative.
- Bryan Hayes mentions that he hopes the entire Board Of Directors will be in attendance for the next City Council Meeting

## **8. Beautification Subcommittee Update**

- Paul Scorniaenchi and Josh Ingram present the Beautification Subcommittee Update.
- Paul Scorniaenchi mentions moving forward with a Graffiti Removal Program.
- Paul Scorniaenchi mentions that Josh Ingram has reached out to many BIAs, Unions and Companies to find the best removal equipment to do just that, The equipment in mind is a pressure wash system that utilizes seven(7) experimental chemicals, is gas powered and small in size for easy transportation.

- It was suggested that thirty (30) near misses of graffiti be recorded, and cleaned as soon as possible.
- Frank Gaccione & Paul Scornaienchi voice that a Graffiti Removal Program would be an amazing asset to our membership.
- Paul Scornaienchi mentions that could potentially be an income generating program, if it is offered to other areas outside our bounds.
- The funds for the Graffiti Removal Program have been approved, but The board has concerns about the staff using this equipment as well as proper training such as WHIMIS, Safety Training & Working at Heights would be required.
- Joseph Bisceglia raises concerns of the liability of The Downtown Association associated with Graffiti removal on private property.
- The option of making this equipment available to the membership for self-serve use was discussed.
- The option of hiring a Subcontractor was discussed.
- Bryan Hayes suggests more research is conducted, as well as inquiring from contractors the price of tag removal.

**Motion:** To defer the discussion once more comprehensive information is made available to the Board of Directors.

### **8.1 Banner Program**

- Paul Scornaienchi presents from the Beautification Subcommittee
- Paul Scornaienchi explains that the the street light poles currently lining Queen Street East, are only structurally able to hold one (1) banner on one (1) side.
- Public Utilities Commission did not approve the request for two (2) banners on a street light pole , one (1) per side.
- The Beautification Committee will be meeting with Public Utilities Commission as an attempt to get two banners per street light pole.
- The Board of Directors agreed upon a banner design, each block to be a different, colour, number and also have a one (1) word description describing what is on that block. **Example: Dine, Shop, Play, Live ,Fun.**
- Paul Scornaienchi mentions that this could be a revenue generating program if the banner program.
- Josh Ingram makes mention that these banners will work in tandem with the rental program that is being put into place.

**Motion:** The Beautification Subcommittee to spend \$3,900.00 maximum on new banners

**Motion of Approval:** Joseph Bisceglia **seconded:** Frank Gaccione

All in Favor , No Opposed.

### **9. Financial Update**

- Bryan mentions that he believes The Board of Directors should have better representation of the Budget , and documentation of Profit & Loss at each meeting.
- The current documentation does not show line items, percentage of budget spent & no total budget.

**Motion:** The Board of Directors would like Frank Gaccione as chair of the Finance Committee to request the bookkeeper to provide more legible presentation of the financial statements.

**Motion of Approval:** Joseph Bisceglia **Seconded:** Frank Gaccione

### **10. Purchase Request**

- Josh Ingram presents The Board of Directors a Purchase Request for Dell Inspiron 3542-DOC Laptop Computers with an extra warranty.
- Bryan Hayes mentions that this is an approved in Capital Funding.
- A Policy + Procedure form will be set in place for if the laptop computer is lost or stolen in the care of staff.
- The Board of Directors would like to see a pre-determined dollar amount set available to be spent , and it it is exceeded RFP & RFQ format
- Policy & Procedure Manual to be reviewed with The City Clerk's Office on May 16th 2017.

**Motion:** Allow Management to buy Laptop Computers

**Motion of Approval:** Joseph Bisceglia **Seconded:** Paul Scornaienchi

All in Favor. No Opposed.

Motion to Adjourn:

**Motion of Approval:** Rory Ring **Seconded:** Angela Romano