

Downtown Association Sault Ste Marie, ON

Board Meeting

496 Queen Street East, Sault Ste Marie
Tuesday June 2017, 5:30PM

Attendance: Bryan Hayes, Board Chair; Paul Scornaienchi, Vice Chair; Frank Gaccione, Treasurer; Joseph Bisceglia, Director; Kristi Cistaro, Director; Angela Romano, Director; Rory Ring, Director; Grace Tridico, Director; Josh Ingram, Manager; Ashlyn McMillan, Admin. & Communication Coordinator; Don Mcconnell, City Planning;

Regrets:

1. Call Meeting to Order: 5:34PM

2. Approval of Agenda:

Addition of closed session

Addition of Governance Sub-Committee discussion

Move item number to number

Motion to Approve Changes to Agenda: Kristi Cistaro **Seconded:** Angela Romano

3. Declaration of Conflicts of Interest

Kristi Cistaro with Item Number 8- Splash Pad Update

4. Approval of Minutes:

Motion for Approval:Rory Ring **Seconded:**Grace Tridico

5. Don Mcconnell - Two-way Street Study:

- Mr. Don Mcconnell presented to The Board of Directors that the City of Sault Ste Marie is committed to making improvements to the downtown in terms of traffic.
- Mr. Don Mcconnell brought in Non-legal terms of reference.
- It was decided after an Environmental Assessment last spring, that Bay Street - is not required to be Four(4) lanes wide.

- The City of Sault Ste Marie would like to answer the question as to if the downtown should be a one-way or two-way system or possibly the combination of both.
- Mr. Don Mcconnell discusses that this is not a traffic issue, they know that the one-way or two way traffic system will move traffic, but more important which system works better for the downtown.
- Mr. Don Mcconnell discusses the Document- Terms Of Reference, specifically items **2.5 Suggested Evaluation Criteria, 2.5.1 Transportation, 2.5.2 Urban Design, 2.5.4 Economic Development, & 2.5.5 Cultural Environment.**
- The City Of Sault Ste. Marie has issued a request for proposal from consultants.
- Mr. Don Mcconnell states that Council has very similar objectives about Urban Design as The Downtown Association, in regards to The Downtown being a pleasant place to be & encouraging walking & cycling
- Mr. Don Mcconnell mentions that one of the most difficult tasks is to “Enhance the Identity & Character of The Downtown”- does a two-way system better suit The Downtown over a one-way system? Input/comment from The Downtown Association is needed in this regard.
- Another goal would be to improve connectivity between Queen Street & The Waterfront.
- If the decision is made to move to a two-way system or a partial two-way system there is a cost associated, and it needs to be ensured that the cost reflects the benefits.
- The City of Sault Ste. Marie does not have a traffic engineer on staff.
- Grace Tridico inquires if it is possible to hire a local firm to keep the expense of hiring a consultant local , but we do not have a known traffic engineer in town.
- Paul Scornaienchi inquires about a fourth option that particular streets could be closed to traffic permanently or for summer months - only allowing foot traffic.
- Paul Scornaienchi wants to ensure that the consultant The City of Sault Ste. Marie hires would not just be focused on Traffic but also entertainment & housing.
- Josh Ingram inquires about the integration of the Trolley System, Don Mcconnell mentions that it would be considered under Public Transportation.
- Joseph Bisceglia asks how The Downtown Association can be actively involved in this process - Don Mcconnell mentions they would like to survey the membership, and set up meetings between the consultant & The Downtown Association.

6. Manager’s Report:

- Item number 8 - Street Party Update

- At this time Approx. \$5,050 have been collected in Sponsorship of the Downtown Street Party.
- The Downtown Association Staff is seeking volunteers to assist with the Street Party if anyone is interested.

7. Splash Pad Update:

- Bryan Hayes explains the process of bringing the issue of location of the Splash Pad back to Council, there must be a notice of motion for reconsideration followed by the next Council meeting it can be discussed.
- The Downtown Association requires a second Counselor to second the notice of motion, to date no one has agreed to do so.
- Bryan Hayes explains he would like to present to Council & the general public the stand of The Downtown Association - and prove that it aligns with The City of Sault Ste. Marie's strategic plan for downtown & The Downtown Improvement Plan.
- **Rory Ring mentions that Christian & Myers asked City Staff to conduct a study of City assets that could be sold to finance the Splash Pad.**
- Bryan Hayes believes that the Splash Pad being located at Bellevue Park is the wrong decision for downtown & the wrong decision for Sault Ste. Marie.
- Bryan Hayes mentions that the Splash Pad Committee believes that the Public Transit System takes the same amount of time to access downtown as it does the Bellevue Park area- which is believed to not be true.
- Bryan Hayes mentions that the Splash Pad would be a tourist attraction & a destination
- Bryan Hayes is waiting on the results from Thunderbay Ontario's Splash pad study.
- Joseph Bisceglia mentions it could be used for more than just a Splash Pad , as it could be used in the winter as a Ice rink for Bon Soo Winter Carnival Activities, Central Gathering area along the waterfront & add connectivity.

8. Beautification Update:

- Paul Scornaienchi discusses the Portable Graffiti Removal device, he explains a multitude of other BIA's have this system and operate it regularly, & is giving The Board of Directors information as well as a informational video regarding the easy operation of this device.
- Banners are in production now. The production is taking place at this time & will take approx. nine(9) days
- The flower beds in front of Essar Centre was discussed, and a complaint will be filed with The City of Sault Ste. Marie to clean up that area.

9. Financials Update:

- Bryan Hayes mentions he has met with the bookkeeper, they will meeting to create a reporting methodology that works well for everyone, as well as Bryan Hayes & Josh Ingram will work on a financial forecast.
- Two RFP were be posted, One in regards to the replacement of the Speaker System along Queen Street, One tender applied - Ampersand Consulting
- Ampersand Consulting has suggested The Downtown Association purchase the equipment themselves to save on mark-up costs, and will advise The Downtown Association as to which equipment to purchase.
- 10 day installation plan.

Motion to Approve Ampersand Consulting for Speaker Replacement :

Bryan Hayes **Seconded:** Rory Ring

All In Favor , No Opposed

- Second RFP - In House Technology upgrade of an Audio/Video System with Streaming capabilities as well as a raid server.
- Two tenders applied Microage & Ampersand Consulting
- Paul Scorniaenchi asks the approval of the board to formulate questions and ask both tenders.
- Each tender has significantly different pricing.
- Josh Ingram suggests motion to upgrade the equipment to the next model newer , and size bigger.
- Joseph Bisceglia motions that The Board of Directors go for the low bid , as both tenders offered the same equipment.

Motion to accept the low-bid tender to the upset limit of \$30,000:

Joseph Buscaglia **Seconded:** Angela Romano

All in Favor , No Opposed.

10. Governance Committee:

- Paul Scornaienchi motions to have a New Governance Sub-Committee to work on The Downtown Association's Policies and ensure it is in compliance with The City of Sault Ste. Marie.
- Joe Bisceglia , Bryan Hayes & Rory Ring offer to join the Sub-Committee.

- Paul Scornaienchi mentions that we need to update the Office's Policies & Human Resources and suggests that There be a Sub-Committee for the Office Policies
- Paul Scornaienchi , Kristi Cistaro & Grace Tridico officer to join this Sub-Committee.

11. Vacancy Rate Update:

- Rory Ring Updates The Board of Directors on the Vacancy Rate,
- Rory Ring mentions that some concerns were raised if we are being heard in regards to this at council.
- Bryan Hayes mentions that The Vacancy Rate was an agenda item at City Council the previous evening (June 12th 2017)
- Bryan Hayes mentions that he would not like to see the rebate removed at this time.
- Paul Scornaienchi recommends we take the information on the Vacancy Rate Information to educate the membership.

Motion to have City Council Replace Mr. Ross Romano's vacant seat on our Board of Directors:

Joseph Basilica Seconded: Kristi
All in Favour. No Opposed.

Entered into Private Session.

Meeting Adjourned.