

Downtown Association Sault Ste Marie, ON

MOU Meeting

Solo Trattoria - 250 Queen Street East, Sault Ste Marie
Tuesday August 8th 2017, 12:30 PM

Attendance: Paul Scornaienchi, Vice Chair; Kristi Cistaro, Director; Angela Romano, Director; Rory Ring, Director; Grace Tridico, Director; Josh Ingram, Manager; Ashlyn McMillan, Admin. & Communication Coordinator; David Helwig, Media

Regrets: Bryan Hayes, Board Chair; Frank Gaccione, Treasurer; Joseph Bisceglia, Director;

- 1. Call Meeting to Order:** Paul Scornaienchi 12:37 PM
- 2. Approval of Agenda:** Discuss the creation of a Memorandum Of Understand with The City of Sault Ste Marie & PUC Services.

Motion to Approve Changes to Agenda: Paul Scornaienchi

Seconded: Angela Romano

- 3. Declaration of Conflicts of Interest:** None.

4. Introduction

-Paul Scornaienchi discusses importance of an MOU as well as communication with The City of Sault Ste Marie & PUC Services, as it ensures that we are on the same page

-Paul Scornaienchi & Rory Ring also stress the importance of The Downtown Association ensuring the MOU reflects The Strategic Plan.

- Josh Ingram requested other Business Improvement Area's for examples of the MOU's that they are currently using, as a guideline for The downtown Association to create an MOU.

5. Plants & Planters

- Add to documentation time of year in which the plants & flowers will be delivered & removed from The Downtown Association's Boundaries by The City of Sault Ste. Marie
- The Board of Directors asked staffed to collect information as to who is in charge of the landscaping done on Queen Street.
- Josh Ingram mentions that The Downtown Association currently purchases the Fall decor & The City of Sault Ste Marie installs it.

6. Light Post Banner Arms

- All the banner arms in The Downtown Association's Bounds are the property of The Downtown Association
- Kristi Cistaro Mentions if the downtown core does transition into two-way traffic, we should consider banners / banner arms past Dennis Street.

7. Street Benches & Bike Racks

- The Downtown Association would like to see the addition of benches & Bicycle Racks , all major repairs or replacement to be the responsibility of The City of Sault Ste. Marie, but any routine maintenance such as paint touch ups, graffiti removal could be the responsibility of The Downtown Association
- Paul Scorniaenchi would like to see a Bicycle Rental Program happen in the future.
- Paul Scorniaenchi would like to see public washroom access added Downtown.

8. Downtown Lighting

- Kristi Cistaro mentions that besides safety lighting throughout The City of Sault Ste Marie, she would like to see The Downtown's lighting be a priority.

9. Maintenance- Waste Management:

- Kristi Cistaro brings a few issues with Waste Management to the attention of the Board of Directors, that would be addressed in the MOU with The City of Sault Ste. Marie, GFL Environmental & PUC Services.
- Kristi Cistaro mentions The Downtown would Benefit from a better pick-up time for garbage , as businesses have to put trash & recycling to the curb the evening before, as pick up is scheduled for 7am.
- Paul Scornaienchi states that there is no recycling receptacles on Queen Street for the general public.

- Paul Scornaienchi also mentions that a Shared Cardboard Program would be excellent - having one(1) Cardboard collection dumpster for the businesses to share in a central location would reduce buildup of cardboard.
- Kristi Cistaro mentions that businesses on the south side of the street are on the opposite side of the garbage pick up trucks lifting arm, which makes it difficult for garbage pickup and causes delays.

10. Sidewalk & Street Maintenance

- Josh Ingram asks what should be done if the minimum need is not being met by a particular party, that a MOU would be helpful documentation to ensure that needs will be met Example: Essar Block Plants / Weeding
- Paul Scornaienchi mentions that the MOU will be beneficial to ensure this is taken care of.

11. Development

- Rory Ring mentions that the Levy Collection Notice should not be included in the development of the MOU, as it is already an understanding with The City of Sault Ste Marie

12. Complaint/Concern Protocol

- Kristi Cistaro asks how does a Member of The Downtown Association get escalation if a matter isn't handled,
- Kristi Cistaro also mentions that currently there is no guarantee to receive a response or recognition that message was received if a complaint is made to Different city departments.
- Grace Tridico would like to know a more realistic timeline for construction taking place Downtown.
- Grace Tridico mentions that The Downtown Association needs to be involved in Capital Improvements

13. Legal Questions - MOU

- Paul Scornaienchi & Kristi Cistaro discuss if a Purchase is made and donated to The City of Sault Ste Marie, who remains responsible for the item, also how do we ensure it is maintained
- Paul Scornaienchi states that if the funds are transferred to The City of Sault Ste. Marie then the maintenance and storage of any items would be the responsibility of The City of Sault Ste. Marie.
- Paul Scornaienchi would like all activity that the Downtown Association does for the improvement of downtown to be listed on The Downtown Association

Balance sheet and asks Josh Ingram to reach out to KPMG to inquire as to what classifies as an Asset or Expense if this is done.

13: Policing

-Angela Romano questioned whether we should petition for a better police presence downtown while we compile this document.

14. In Closing

- Paul Scorniaenchi asked that the Minutes of this meeting be emailed to Rory Ring , Josh Ingram & himself so that the Governance Committee can review.
- Paul Scornaienchi also asks that Josh Ingram to follow up with KPMG.

Meeting Adjourned.