**16TH MEETING OF THE BOARD OF DIRECTORS OF ‘DOWNTOWN SUDBURY’ BIA**

Tuesday, July 9, 2024

**A REGULAR MEETING OF THE BOARD HELD AT 12:30 P.M. – C-10, Tom Davies Square**

**K. MACISAAC & J. MACINTYRE IN THE CHAIR.**

**PRESENT**

B. Deisinger, E. Danyliw, G. McCausland, D. Guillemette, D. Zulich, N. Labbee (dep 1pm), T. Balaz (v)

**REGRETS**

F. Cormier

C. Tammi

W. Watson

**ALSO PRESENT**

M. Luoma Advisor

E. Lapointe Communications

S. Blender Content Creator

K. Crigger Economic Development, City of Greater Sudbury

M. Armstrong Economic Development, City of Greater Sudbury

**1.** **CALL TO ORDER**

This meeting was called to order at 12:30 p.m.

1.1 **Directors’ Time Constraints**

None declared.

1.2 **Declarations of Conflict**

J. MacIntyre declared a conflict in any discussion related to the position of Managing Director.

1.3 **In Camera/Closed *Session***

Agreement to move this to the end of the Agenda.

**2.**  **CONSENT AGENDA**

2.1 **Adoption of Minutes**

**24-33** **Guillemette-Deisinger**

**THAT** the Board of Directors approves Consent Agenda items 2.1.1; 2.1.2 and 2.1.5

**CARRIED**

**2.1.1** ***Board of Directors***

**24-34** **Guillemette-Deisinger**

**THAT** the Board of Directors adopts the minutes of the 15th Meeting of the Board, held Tuesday, June 4, 2024.

**CARRIED**

**2.1.2** ***Space Activation Committee***

**24-35** **Guillemette-Deisinger**

**THAT** the Board of Directors adopts the minutes of the Space Activation Committee meeting, held June 13, 2024, as circulated.

**CARRIED**

**2.1.3** ***Marketing Committee*** ... not meeting held

**2.1.4** ***Downtown Master Plan Work Group*** *... no meeting held*

**2.1.5** ***Interim Managing Director’s Report***

**24-36** **Guillemette-Deisinger**

**THAT** the Board adopts the Interim Managing Director’s Report for the month of June 2024, as circulated.

**CARRIED**

The following items were then pulled for further discussion:

***Downtown Master Plan Work Group***

While there was no meeting of this group in June, E. Danyliw spoke to the recommendation to establish a Downtown Revitalization Committee, citing the Windsor example (pamphlets were circulated for information) and noted that this would be timely with the Downtown Master Plan Review. Directors supported this and the following resolution was presented:

**24-34** **Zulich-Guillemette**

**THAT** the Board of Directors establish a ‘Downtown Revitalization Committee’ to look at operational adjustments within the core, as well as to tie in with the BIA Strategic Plan.

**CARRIED**

***Action*** Advise M. Luoma of interest in joining this Committee.

***Who*** Directors

***Timeline*** within next week

***Interim Managing Director’s Report***

J. MacIntyre provided a brief overview of key activities over the month noting particularly the new reporting format as well as a focus on streamlining operations and processes.,

E. Danyliw reminded Directors of a previous discussion/recommendation to schedule focused ‘Coffee with a Cop’ sessions and that a member ‘Coffee with Up Here’ had been suggested.

***Action*** Schedule a member ‘coffee session’ with Up Here staff

***Who*** Staff

***Timeline*** preferably prior to Up Here

**3.** **CO-CHAIRS' REPORT**

**3.1** ***Meeting with E. Archer*** ... follow-up specific to Memorial Park activation

Directors indicated concern that there continues to be challenges in moving this ‘pilot’ project forward. M. Armstrong noted that, while playgrounds throughout the City are in need of upgrades/repairs, a ‘temporary’ court may still be possible although new asphalt cannot be installed (if requires removing a grassed area to do so). However, there may be the option of removing the existing circular lockstone area and replacing with asphalt.

Discussion also ensued on the short-term need for programming activities on a consistent basis – ie – lunch time music/entertainment (J. MacIntyre advised of potential funding opportunities), various games (ping pong, chess) but that there needs to be a partner/organization that assists with this.

Additionally, the concern of weekend park cleaning (or lack thereof) was identified – no cleaning is done from Friday until Monday, causing issues with events being held or general use of the Park.

***Action*** ***Who*** ***Timeline***

Programming, long term vision separate meeting – Co-Chairs, M. Armstron asap

Asphalting of lockstone area Co-Chairs, City asap

Clean-up concerns City/BIA meeting July meeting

**3.2** ***City/BIA work group*** ... no June meeting – next scheduled meeting will be held in July

**3.3** ***Meeting with Deputy Chief Hiltz*** ... K. MacIsaac advised that a very positive 1st meeting has been held and that Deputy Chief Hiltz was very supportive/interested in who and what the BIA is and the various projects and programs being undertaken to address the various concerns/challenges impacting the downtown community. While this was an ‘introductory’ meeting, this will be scheduled monthly and will provide an opportunity to discuss specific items moving forward. It was noted that the meetings are scheduled the last Thursday of the month and that Directors are welcome to join.

**3.4** ***Bookkeeper position update*** ... Directors were advised that R. Ward has agreed to extend her time with the Board, to get through the hiring of the new Managing Director. It was also noted that while there was some preliminary interest indicated as a result of a call out, there were no formal submissions received, so this delay does not impact the process at this time.

**3.5** ***Managing Director Update*** ... This In Camera discussion was moved to the end of the meeting.

**4.** **FINANCIAL REPORT**

**4.1** ***Budget Update @ June 14/24*** ... Copies of the draft update were previously circulated for information. No action required.

**4.2** ***2023 Financial Statements/Audit*** ... Copies were previously circulated. It was noted that this represents a ‘clean audit’ and, once approved by the Board, these will be submitted to the City.

In addition, Staff will now review the various recommendations/discussions specific to the use of the Special Projects Reserve Fund (ie across-the-street lighting, ‘Welcome’ Marquis, Memorial Park activation/basketball court ‘pilot’ project, vendor stalls/tents) and prepare a potential ‘action’ plan for Board discussion.

***Sidenote*** ... Directors were advised that the street planter power will be de-activated (many have already been done) and it is expected that the light standard outlets will be repaired. It was also noted that while the details for the across-the-street lighting initiative have been completed from the BIA side, there are still outstanding ‘ technical’ matters to be dealt with (GSU, ESA)

The following resolution was then presented:

**24-35** **Danyliw-Deisinger**

**THAT** the Board of Directors supports the Executive Committee recommendation to accept the 2023 Audit/Financial Statements, as prepared by KPMG.

**CARRIED**

***Action*** ***Who*** ***Timeline***

Resolution forwarded to Auditors Staff following Board meeting

Review of Special Projects Reserve Fund Staff for inclusion with 2025 Budget deliberations

**5.** **INTERIM MANAGING DIRECTOR’S REPORT**

***5.1*** ***OBIAA Conference presentation***... E. Lapointe and S. Blender presented an overview of ‘takeaways’, potential new ideas, etc., as a result of attending their first conference. It was noted that a number of these ideas will require additional research/development and will be presented for discussion at the appropriate Committee level for potential inclusion in the 2025 work plan and beyond.

***Action*** ***Who*** ***Timeline***

Idea development Staff & Com ongoing & as part of 2025 program discussion

‘Lunch & Learn’ with members Staff September

-AI – how to use effectively

**5.2** ***IDA Conference*** ... Further to discussion at the June Board meeting, together with email communication, the following resolution was presented:

**24-36** **Guillemette-Deisinger**

**THAT** the Board of Directors approves the following Directors attend the upcoming IDA Conference, September 11-13, in Seattle, Washington - J. MacIntyre, K. MacIsaac, E. Danyliw, G. McCausland;

**AND FURTHER THAT** conference expenses shall be covered, including: registration; travel; accommodations; meals not covered by the conference;

**AND FURTHER THAT** a report/presentation be made to the Board following the Conference.

**CARRIED**

**5.3** ***Holiday Market*** ... J. MacIntyre advised of initial planning meeting with K. Cutinello who has indicated that she is hoping to run the Market over three (3) days this year. Directors indicated some question with the Sunday market day as most members are not open.

***Sidenote ...*** J. MacIntyre noted that, in discussions with various event organizers (Holiday Market, Up Here, etc), there is strong interest/need for logistical help and that this is an area the Board should further explore ... event infrastructure (fencing, tents, etc) that could then be ‘rented out’ as well as considered as part of BIA sponsorship, thereby potentially allowing a portion of current sponsorship budget to be reallocated.

**6.** **NEW/OLD BUSINESS/QUESTION PERIOD**

**6.1** ***College St. Underpass/Ste. Anne Road Ext*** ... J. MacIntyre noted that this matter has been of longstanding interest to the Board, going back to the Elm St. Parking discussions. The completion of the ‘ring road’ would allow the continuation of additional street parking on Elm, as well as the ability to hold events. He noted that he has been in communication with City Staff on this project and will continue to do so as it evolves.

**6.2** ***Chicago Soiree*** ... J. MacIntyre reminded Directors of the special evening as part of the BIA sponsorship of the YES Theatre production and that there are only nine (9) tickets remaining. Response has been very positive and may be something to consider for future sponsorships.

**IN CAMERA SESSION** ... Staff and Guests departed the meeting at this time.

**24-37** **Deisinger-Danyliw**

**THAT** the Board moves In Camera at 1:30 p.m. to discuss a personnel matter.

**CARRIED**

**24-38** **McCausland-Guillemette**

**THAT** the Board resumes the public/open portion of this meeting at 1:55 p.m.

**CARRIED**

K. MacIsaac reported that the process for the search for the Managing Director continues and that potential candidates will be notified as the next step. No resolution emanated as a result of the In Camera session.

**7.** **NEXT MEETING/IMPORTANT DATES**

Board Meeting Tuesday, August 6, 2024 ... 12:30p.m. - 2:00p.m. ... Rm C-10, TDS

**8.** **ADJOURNMENT**

There being no further matters to discuss at this time, this meeting adjourned at 2:00 p.m.