**19th MEETING OF THE BOARD OF DIRECTORS OF DOWNTOWN SUDBURY BIA**

Tuesday, November 12, 2024

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

**PRESENT**

B. Deisinger, D. Zulich (dep 12:50pm), D. Guillemette, G. McCausland, W. Watson, F. Cormier

**REGRETS**

T. Balaz, N. Labbee

**ALSO PRESENT**

J. MacIntyre Executive Director

M. Luoma Advisor

M. Armstrong Economic Development, City of Greater Sudbury

**1. CALL TO ORDER**

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

* 1. **Directors’ Time Constraints**

None declared.

* 1. **Declarations of Conflict**

None declared.

* 1. **‘In Camera’/Closed Session**

Moved to later in the Agenda – under Co-Chairs’ Report.

**2. CONSENT AGENDA**

2.1 **Adoption of Minutes**

**24-57 Deisinger-Watson**

**THAT** the Board of Directors approves Consent Agenda items 2.1.1, 2.1.4 and 2.1.6

**CARRIED**

2.1.1 **Board of Directors**

**24-58 Deisinger-Watson**

**CARRIED**

2.1.2 **Space Activation Committee**

n/a

2.1.3 **Marketing Committee**

n/a

2.1.4 **Downtown Master Plan Work Group**

Verbal report presented

2.1.5 **Downtown Revitalization Committee**

n/z

2.1.6 **Executive Director’s Report**

**24-59 Deisinger-Watson**

**THAT** the Executive Director’s Report for the month of October 2024, as circulated, be hereby accepted.

**CARRIED**

**3. CO-CHAIRS’ REPORT**

3.1 **In Camera portion**

**24-60 Deisinger-Watson**

**THAT** the Board move ‘In Camera’ to discuss staffing matters – 12:25 p.m.

**CARRIED**

**24-61 McCausland-Watson**

**THAT** the Board move back to the public session of the meeting – 12:45 p.m.

**CARRIED**

K. MacIsaac reported that the following resolution was supported during the In Camera discussion:

**24-62 Zulich-Guillemette**

**THAT** the Board approves retaining Emma Lapointe on a full-time basis, upon completion of her Internship Program (January 10, 2025), in the capacity of Member Communications and Project Manager;

**AND FURTHER THAT** the compensation package includes:

\*starting salary of $50,000 per year beginning January 13, 2025

\*an additional $5,000 per year over two years ($10,000 total) pro-rated upon the completion of the Google Project Management Program on Coursera (Phase Two and completion);

\*comprehensive City Benefits package, as provided to all permanent staff, including health insurance and dental care

\*two (2) weeks vacation per year, increasing to three (3) weeks in 2026 and following the Board’s approved vacation policy thereafter;

\*Professional Development opportunities, including but not limited to OBIAA Conferences and online training with the approval of the Executive Director

**CARRIED**

J. MacIntyre also took this opportunity to discuss discussions held to date with FedNor and NOHFC for additional staff grant opportunities (ie Operations Manager, Content Creator, etc.)

3.2 **City/BIA work group** … J. MacIntyre advised of discussions around the ‘pilot project’ for new garbage bins, as well as the related ‘street mural’ initiative (funding opportunities, regreening theme, etc.).

3.3 **Meeting with Chief Cunningham** … It was noted that this was a very positive discussion and that there is a shared desire to address some of the ‘low hanging fruit’ and to develop an ‘action-based’ approach to some of the concerns facing downtown … most specifically areas such as garbage, developing Welcoming Streets, Coffee with a Cop, etc. It was further noted that Chief Cunningham will be joining the December Board meeting.

A number of Directors noted that they have visibly noticed an increased presence and response time by the City specific to cleaning.

**ACTION**  - Question was raised as to the current sidewalk/street cleaning schedule. Staff to investigate.

There was also discussion on the urgent need for public washrooms and that consideration should be given to providing port-a-potties in Memorial Park as an interim solution.

**ACTION –** Raise this at the next City/BIA work group meeting, as well as at the Downtown Master Plan discussions.

3.4 **Mayor’s letter re Notwithstanding Claus**e … As previously circulated to Directors. The Executive Director noted there has been positive discussion/feedback from the Mayor’s office as well as other City Staff.

3.5 **Board Governance and Processes** … as per information previously circulated by K. MacIsaac.

Directors discussed the importance of a review (as the Board is at mid-term), as well as the opportunity to work with other non-profit organizations with the assistance of a professional Facilitator (ie as per the recent YMCA session).

**ACTION -** Staff to investigate opportunities, costs and report back to the Board with a recommended action.

3.6 **Board vacancy** … Update provided by the Nominating Committee who reviewed interested submissions. It was also noted that just prior to this meeting, T. Balaz had tendered her resignation due to time constraints. Directors agreed to fill the original vacancy at this time, as per the following:

**24-63 Guillemette-Watson**

**THAT** the Board supports the recommendation of the Nominating Committee to invite Tiffany Sutton, Respect is Burning, to fill the Board vacancy for the balance of the term ending 2026;

**AND FURTHER THAT** this recommendation be forwarded to City Council for ratification.

**CARRIED**

**ACTION** … ①The Nominating Committee will review and make a recommendation to the December Board meeting, specific to the vacancy left by T. Balaz.

②Staff to invite other interested candidates to participate in a Committee/Work Group.

3.7 **2024 Levy ‘loss’ – to date** … Directors were advised of the ‘loss’ to date, noting that this expectation was discussed last year at budget deliberations, particularly due to the various demolitions this year. Directors were further reminded that while this is covered under the ‘Operating Budget’ where possible, if not – there is a specific ‘Chargeback Reserve’ for this purpose.

For information.

**4. IDA – SEATTLE CONFERENCE**

TABLED

**5. EXECUTIVE DIRECTOR’S REPORT** (previously circulated)

**5.1 Updates and Matters requiring direction and/or approval:**

**Welcoming Streets** … J. MacIntyre expanded upon this including 2024 budget allocation; success of program to date; changes in funding (partners) over last year, timeline for Partner funding application for 2025. Directors held a lengthy discussion on the importance of continuing (and developing) this program and what might be the required 2025 budget allocation.

**ACTION –** Staff to finalize program costs and recommend a 2025 budget allocation.

**Ozzy’s Garage** – J. MacIntyre advised of recent information session he attended to learn about a very successful program for troubled individuals that is currently providing services through the Province and is interested in expanding in Sudbury. Further details will be circulated as they become available.

This prompted further discussion on concern areas including the Larch St.-Memorial Park area.

**ACTION –** Staff to schedule meeting of area members (Larch, St. Andrews Place) asap.

**5.2 November/December program**

**Win This Space** … Directors were provided an update, including the challenges presented this year specific to space availability (particularly size). It was noted that the celebration for the Winner of this initiative will take place Tuesday, November 12th.

**ACTION** - A full review will follow with recommendations for the future.

**Holiday Market** … Directors were advised that things are going well for this event scheduled for November 15th & 16th.

**ACTION** - A full review, including that of the current organizational ‘partnership’, together with recommendations for any changes.

**Santa Claus Parade** – The BIA continues to participate in this Committee and has expanded our role (social media, website development & maintenance). It was recommended that consideration be given to expanding the BIA sponsorship (currently $2,500 plus ‘services-in-kind’) to $5,000 in 2025.

**GSU – lights** … Directors were advised of recent discussions with senior staff at GSU specific to ongoing issues with power at the light standards. As a result, GSU will troubleshoot the issue and determine the ‘fix’ required. Further report as details become available.

**Storage** … Directors were advised that, thanks to both the City and the YMCA, the BIA now has a dedicated gated storage area in the parking lot under the Y.

**6. 2025 BUDGET/PROGRAM**

J. MacIntyre provided an overview – based on current successes, discussions (with partners, Board), goals/objectives of the Board, funding/grant opportunities, etc.

Following discussion the Board indicated support to the recommended directions outlined and provided direction for a potential budget increase reflecting cost-of-living (2.5% range).

**ACTION** – Staff to now prepare draft budget/program for discussion at the December Board meeting.

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

K. MacIsaac advised members of the following:

* **Downtown Youth Centre** will be opening in the YMCA, providing a fun safe space for youth to gather.
* The YMCA will become the **official Wellness Centre for SWSE**, with a special celebration to be scheduled in the near future.

**8. NEXT MEETING/IMPORTANT DATES**

**Board Meeting Tuesday, December 3rd … 12:30-2:00 pm**

Guest – Chief Cunningham

**9. ADJOURNMENT**

There being no further matters to discuss, this meeting adjourned at 2:05 p.m.