

FOURTH MEETING OF THE BOARD OF DIRECTORS OF 'DOWNTOWN SUDBURY'

Thursday, May 2, 2019, YMCA Board Room

A REGULAR MEETING OF THE BOARD HELD AT 8:30 A.M.

B. MCCULLAGH IN THE CHAIR

PRESENT

K. MacIsaac, B. Deisinger, J. MacIntyre, J. Seguin, G. McCausland, W. Watson

REGRETS

A. Roy, A. Vardy, J. Arnold

ALSO PRESENT

K. Fowke, B. Adair – City of Greater Sudbury - Parking

M. Luoma – Executive Director

E. Landry – City of Greater Sudbury - Planning

DECLARATIONS OF CONFLICT - None declared.

GUESTS

Kevin Fowke and Brendan Adair, City of Greater Sudbury, were present to discuss and update on parking, including the Pay-by-Plate program – ap, machines, anticipated start-up and installation, BIA request to for a by-law amendment specific to hours of meter enforcement, etc. It was further noted that a report will go before the Finance Committee on May 14th, followed by Council on May 28th.

J. MacIntyre advised of a communications/signage program he noticed in Montreal ... attached to the meters and advising of any upcoming changes, directions, upcoming events that would cause street closures, etc. ... and suggested that this might be something to investigate.

Following a lengthy discussion, the Guests then departed the meeting.

PART ONE – CONSENT AGENDA

APPROVAL OF MINUTES

C-1 BOARD OF DIRECTORS

19-19 MaIsaac-Deisinger

THAT Item C-1 contained in the Consent Agenda, as duplicated and circulated, be hereby accepted.

CARRIED

19-20 MaIsaac-Deisinger

THAT the Board minutes of the 3rd Meeting of the Board (April 4, 2019), and the Executive Committee meeting (April 30, 2019), as duplicated and circulated, be hereby accepted.

CARRIED

PART TWO – REGULAR AGENDA

R-1 CO-CHAIRS' REPORT

B. McCullagh noted that most updates will be noted throughout the regular Agenda.

He further asked for the Board's reconsideration on monthly meeting date/time as there have been challenges already with attendance.

ACTION: Review of monthly meeting schedule

LEAD: M. Luoma

R-2 EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report for the month of April was previously circulated. Questions were invited and the following resolution presented:

19-21 Maclsaac-Deisinger

THAT the Executive Director's Report for April 2019, as duplicated and circulated, be hereby accepted.

CARRIED

R-3 FINANCIAL REPORT

B. Deisinger reported on the completion of the 2018 Audit and the Financial Statements as at December 31, 2018 – previously circulated – further noting that there were no issues or recommendations resulting from the audit.

Further to the above, an outline detailing Reserve funds was circulated to Directors. M. Luoma provided further explanation on each with particular emphasis on the Operations and Special Projects Reserves. Following some discussion, Directors agreed to not transfer any funds from Operations to Reserves at this time as it is something that can be done at any time as required.

Discussion was held specific to the **streetlighting program** (as that is an example of a project within the Special Projects Reserve) and an upcoming meeting with City Staff to develop an action plan/timeline to continue and completion the installation of the new streetlights (which began in 2013). Directors were advised that there is currently discussion at the City for conversion to '5g' streetlights in five years and that, as a result, the Board may wish to defer to that decision so as not to be changing over lights again.

Further to the above discussions, the following resolution was then presented:

19-22 Maclsaac-Deisinger

THAT the Board of Directors supports the recommendation of the Executive Committee to accept the Financial Statements for the year ended December 31, 2018, as prepared by KPMG.

CARRIED

ACTION: HOLD on further commitment for new streetlighting at this time until further information is available.
M. Luoma to meet with City Staff and report back to Board.

R-4 ECONOMIC DEVELOPMENT

Project Updates

E. Landry was present to provide various updates, including:

***City's Official Plan ...** Phase One of the 5-year review of the OP was approved by the Province and is now in effect.

Phase One includes Council's new land use planning policies for growth and settlement, lake water quality, source water protection, climate change, planning for an aging population, local food systems, and natural and build heritage.

Phase Two, which focuses on Transportation, Water /Waste Water, Economic Development, amongst other matters, is about to be launched.

***City's Public Art Advisory Panel ...** has now been formed and the first meeting will be held in late May. The Panel's first task will be to advise on a Public Art Implementation Plan.

***Community Improvement Plan applications ...** The City continues to process and implement the 2017 (25 applicants) and 2018 (12 applicants). A number of facades have been completed throughout the downtown area (ie Desjardins at the Rainbow Centre, Bay Used Books, Suite Times on Ste Anne Road). The 2019 intake is currently open and applications are due on June 28, 2019.

Further discussion was held on the communications around the CIP Incentive Programs and the assistance the BIA provides in circulating information to members. Directors also discussed the opportunity to develop an information video on the program, to explain in 'lay terms' the various program details. J. MacIntyre, W. Watson and M. Leblanc will work on this project and report back to the Board.

E. Landry then departed the meeting.

ACTION:	Communication to Members specific to CIP Incentive program – contact, deadline
LEAD:	M. Luoma

ACTION:	Determine viability of developing an educational video, including: who, how, budget, timeline
LEAD:	J. MacIntyre, W. Watson, M. Leblanc

Garbage Containers

Directors were reminded of the Board resolution in 2018 to allocate \$10,000 to the purchase of new garbage bins. B. McCullagh further advised of meeting with the City on this issue and that this allocation has leverage matching funds which will allow for a substantial order that will result in a visible difference. Directors continued to support this and further suggested determining what would be required to complete the entire core (#s, budget, etc.).

ACTION:	Confirm current budget with City for order placement Investigate requirements to complete entire core - #s, budget
LEAD:	B. McCullagh, M. Luoma

Tree Lighting

B. McCullagh advised that a number of trees will be completed over the next month, using the remaining lights in stock. An additional light order has been placed and the balance of the trees will be completed in early fall.

ACTION:	Installation ... spring and fall
LEAD:	B. McCullagh, B. Kuczma

R-5 STRATEGIC PLANNING DISCUSSION

Copies of a new proposal were previously circulated to Directors. Further to discussion, the following resolution was then presented:

19-23 Maclsaac-Deisinger

WHEREAS the previously approved Facilitator for the Board's Downtown Strategic Plan withdrew due to unforeseen circumstances;

BE IT THEREFORE RESOLVED THAT Board Resolution 19-17 be withdrawn;

AND FURTHER THAT the Board of Directors of 'Downtown Sudbury' BIA accepts the new proposed outline to conduct and facilitate a Downtown Sudbury Strategic Plan Update, as prepared and submitted by Lynne Dupuis;

AND FURTHER THAT a budget allocation of \$7,000 (plus HST), as per the submission, be accepted;
AND FURTHER THAT this budget does not include costs associated with additional items such as Member Information Sessions, Workshops, etc.

CARRIED

ACTION: Special Board meeting with Facilitator ... Wednesday, May 15 th , 8am-10am, YMCA Bd Rm

R-6 MARKETING

TABLED

R-7 SOCIAL/COMMUNITY SAFETY

TABLED

ACTION: Safety Forum ... Thursday, May 16 th ... 8:30 am ... St. Andrew's Place, 2 nd Fl.

LEAD: M. Luoma, Const. T. Hagen

NEXT MEETING(S)

Strategic Planning Session

Board of Directors, Facilitator

Wednesday, May 15th ... 8am-10am ... YMCA Bd Rm

Safety Forum

Thursday, May 16th

Regular Board

Thursday, June 6th ... 8:30am ... location tbc (likely YMCA Bd Rm)

ADJOURNMENT

19-24 Maclsaac-Deisinger

THAT we do now adjourn. Time: 10:30 a.m.

Chair

Executive Director