

# **34<sup>th</sup> MEETING OF THE BOARD OF DIRECTORS OF 'DOWNTOWN SUDBURY'**

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**Monday, November 3, 2014**

**Board Room, 7 Cedar St., Unit 102**

## **A REGULAR MEETING OF THE BOARD HELD AT 4:30 P.M.**

### **J. MACINTYRE IN THE CHAIR.**

#### **PRESENT**

J. Browning, S. Vincent, J. Chevrier, P. Thurston (LA 5:00 pm)

#### **REGRETS**

B. McCullagh, D. Brouse

#### **ALSO PRESENT**

M. Luoma                      Executive Director

J. Ferrigan                    Senior Planner, City of Greater Sudbury

#### **GUEST**

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J. Ferrigan, Senior Planner, City of Greater Sudbury, was present to provide an update on the **Elgin Greenway Project**. Noting that the project began in January 2012, it is now at the final detailed design and preparing for the construction & tender documentation – expected by the end of this year. A presentation will be made to the new Council in the new year, as part of the 2015 budget process, following which it is expected that funding applications to various levels of government will be completed. At the same time, a program will be developed (with the Working Committee) to encourage/allow for private sector funding/sponsorships within this project.

It was also suggested that, once the final design is approved, a billboard be installed on site announcing the project.

### **PART ONE – CONSENT AGENDA**

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#### **DECLARATIONS OF CONFLICT**

None declared.

#### **APPROVAL OF MINUTES**

##### **14-162 Chevrier - Vincent**

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

**CARRIED**

#### **C-1 BOARD OF DIRECTORS**

##### **14-163 Chevrier - Browning**

**THAT** the Board minutes of the 33<sup>rd</sup> Meeting (October 6, 2014), as duplicated and circulated be hereby accepted.

**CARRIED**

### **PART TWO – REGULAR AGENDA**

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#### **R-1 EXECUTIVE DIRECTOR'S REPORT**

Report was previously circulated and questions invited. The following resolution was then presented:

##### **14-164 Chevrier - Vincent**

**THAT** the Executive Director's Report (October, 2014), as duplicated and circulated, be hereby accepted.

**CARRIED**

**R-2 CHAIR'S REPORT**

No report at this time (that is not already contained in the Agenda).

**R-3 TREASURER'S REPORT**

**2015 Program/Budget**

Copies of DRAFT were circulated for discussion. J. Chevrier outlined the various components ... 2014 budget, estimated 2014 expenditures, proposed 2015 ... noting that the proposal is based on current programs, previous Board discussions, partnership opportunities, capital improvement projects (is street lighting, Elgin Greenway, Master Plan projects). She noted that two (2) options were being recommended based on cost-of-living and anticipated Board commitments to upcoming major projects as noted. Further to discussion, the following resolution was presented:

**14-165 Chevrier – Thurston**

**THAT** the Board of 'Downtown Sudbury' approves, in principle, a 2015 Operating Budget of **\$502,605;**

**AND FURTHER THAT** this represents a **2% increase over the 2014 Operating Budget;**

**AND FURTHER THAT** this reflects the program and activities of the Board including Marketing; Special Events; Development/Design;

**AND FURTHER THAT** this budget will be a combination of levy and 2014 surplus carryover (if any);

**AND FURTHER THAT** the 2015 Program and Budget, as discussed, is recommended to the incoming Board of Directors for presentation to the General Membership at the Annual General Meeting to be held in February 2015.

**CARRIED**

At this time, the Executive Director was asked to leave the meeting to allow for a personnel discussion. The following resolution was then presented:

**14-166 Chevrier – Thurston**

**THAT** the Board approves a 3.2% staff salary increase for the Executive Director for 2015, and a 2% increase for remaining Staff.

**CARRIED**

**Website**

Directors briefly questioned the status of the new website and it was agreed that a special meeting will be scheduled (end of November) for BUREAU to present a status report on this and other outstanding elements of the Branding project.

**R-4 BOARD ELECTION**

The Executive Director advised of recent discussions with the City Clerk specific to the **process and timeline**. This is expected to be finalized over the next week. Directors will be advised of the timeline once completed and approved.

It was noted that there are a number of members that have already expressed interest in running for the Board for the next term.

### ***Council Representation***

Directors were reminded that **up to two (2) City Councillors** may be appointed by Council to sit on the Board. Directors agreed to be pro-active and invite Fern Cormier (Councillor for the ward that includes most of the core) and Deb McIntosh (who has been very involved in the Downtown Master Plan process – specifically the Elgin Greenway). It was also agreed that an invitation be extended to Mayor Elect Bigger to be an ‘Ex-Officio’ member of the Board and that he would be welcome to attend at any time his schedule permits.

## **R-5 OTHER**

### ***Downtown Street Lighting***

Minutes of recent meeting were previously circulated. There being no questions/discussion, the following resolution was presented:

#### **14-167 Chevrier – Browning**

**THAT** the minutes of the Street Lighting Work Group meeting dated October 28, 2014, as duplicated and circulated, be hereby accepted.

**CARRIED**

### ***Ribfest 2014***

Draft financials for this event were circulated for discussion, noting that – in spite of the weather – the event was a success. Further to discussion, the following resolution was presented:

#### **14-168 Chevrier – Browning**

**WHEREAS** the on-site operations of the 7<sup>th</sup> Annual Downtown Ribfest was made possible through Volunteers;

**AND WHEREAS** the Canadian Red Cross has been very supportive of this event from the inception, increasing both their planning and event volunteer hours;

**BE IT THEREFORE RESOLVED THAT** the Board approves a 2014 donation of \$10,000 to the Canadian Red Cross, Sudbury operation.

**CARRIED**

The Chair then raised the recommendation that the establishment of a specific funding area be investigated (ie Downtown Sudbury Art Charity ... special reserve fund specific to arts related projects). The intent would be that any proceeds from events such as Ribfest would be applied to this and then allocated back into public art projects. Directors agreed and the ED will investigate options (for 2015).

### ***Tale of a Town***

Information was previously circulated on this project. Directors were reminded that this is a project that is a result of attendance and discussions at the provincial OBIAA Conference 2013. Further to discussion, the following resolution was presented:

#### **14-169 Chevrier – Vincent**

**THAT** the Board supports the Tale of a Town project (2015/16) and recommends a financial contribution of \$5,000 as a partnership to the program.

**CARRIED**

**MOTION TO PROCEED PAST**

**14-170 Chevrier – Thurston**

**THAT** we proceed past 6:00 p.m.

**CARRIED**

**Hot Docs 2014**

Directors were reminded that this Film Festival, hosted by the Downtown Indie Cinema Co-op, is scheduled for Nov 6 – 9 and further that the Board is a presenting sponsor (specifically the Saturday evening premiere).

As an event sponsor, the BIA will receive film tickets. It was agreed that this would be an opportunity to give away tickets through social media ... thereby increasing awareness to the Festival as well.

**NEXT MEETING**

**MONDAY, DECEMBER 1<sup>st</sup> ... 5 P.M.**

**LOCATION ... SPEAKEASY (Durham St.)**

**ADJOURNMENT**

**14-171 Chevrier – Vincent**

**THAT** we do now adjourn. Time: 6:15 p.m.

**CARRIED**

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Chair

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Executive Director