

**Combined Board of Directors Meeting - Sparks Street BIA & Mall Authority**

**Monday, March 22<sup>nd</sup>, 2021**

**2:00pm – 3:30pm**

**Teams Call**

**In Attendance:**

- Ian Wright
- Court Curry
- Councillor Catherine McKenney
- Jeff O'Reilly
- Michael Swan
- Scott Lennon
- Christ Hetherington
- Lindsay Appotive
- David Atkinson
- Kevin McHale
- Laura Young
- Marissa Lord

**Declaration of conflicts**

**Michael Swan, Seconded Ian**

**1. Approve of Agenda**

**2. Approval of Previous Minutes – SSBIA – moved to April**

**3. Approval of Previous Minutes – SSMA**

*Ian Wright seconded Michael Swan*

**4. Opening Remarks – Court Curry and Ian Wright (5 min)**

- *Ian no remarks welcomed Spring*
- *Court thanked the SSMA Staff for the weekly and informative member communications*

**5. Patio By-law Update and Approval –Kevin (15 min)**

- *Kevin reviewed the By-law PowerPoint deck*
- *Kevin wanted to review patio bylaw formalize the past document from 90s-00s that was likely out of date and provided confusing information*
- *As the city went through their own review we simplified the contract*
- *For the most part we have good patio owners, but now we have a clear and precise schedule of roles responsibilities and enforcement*
- *Going to allow multi year application, approval for five seasons*
- *Will continue to sign Commitment to Quality*
- *Will continue to meet with design review*
- *Multi-year approach Allows for investment in patio space*
- *Catherine McKenney – patio transition – if someone has license from BIA for 5 years and after 4 they transition out, the next owner is not guaranteed*

- *Kevin confirmed that is correct, provides an opportunity for new ownership to engage with BIA and help build and shape the street*
- *Fee structure remains the same but we can create a fee schedule going forward, as this year it has been waived not including \$400 patio extension fee*
- *Kevin confirmed we left in the clause about contacting the Councillor's office for new patio*
- *Geoff wanted to flag that there could be changes on the street need to take those into account*
- *Kevin confirmed there is language to protect us from unforeseen projects and try to assist in any way we can to relocate or accommodate the businesses especially in the heart of patio season example interlock projects, or Enbridge*

**MOTION TO APPROVE SPARKS STREET MALL AUTHORITY PATIO BYLAW: APPROVED**  
**Scott Lennon, seconded Michael Swan**

*A note from Court – Councillor McKenney cannot vote at the meetings, as per decision by council in its approach to BIA Governance*

**6. Public Realm Improvements – Kevin (25 min)**

- *Kevin presented the Public Realm deck*
- *Met with Design Review for feedback*
- *No expectation to have all these ideas on the ground this year, but to have shovel ready list of ideas and projects going forward.*
- *If funding is available we'll be able to react quickly, also applied to Healthy Initiatives Grant through Federal Govt programs, we are starting to see more direct intervention and investment into city centres, pleased that the BIA/MA can participate*
- *These ideas are always going through Public Realm and Retail Management study lens*

**a. Community Garden**

- *8 vegetable gardens, Lafleur priced it out 7-8K to replace soil removal and reinstate materials*
- *Using Sparks Gives lens. Opportunity for partnership, we used this to apply for Healthy Initiatives fund*
- *Would need 2 days to get gardens ready, simple signage, mobility gardening*
- **ACTION** *Councillor McKenney will provide – Centretown Community Association Trees & Greenspace subcommittee contact so they may explore the notion of adopting a plot*
- *Space already incorporated into landscaping contract*

**b. Play and Grow**

- *Low level play space in the planter, very simple open ended play, logs, rocks, painted games, vibrant space*
- *Accessible, year round, framed, with commercial grade play equipment*
- *We have consulted with City of Ottawa arborists, some trees need to be removed, and replace. 15ft between trees*
- *By June hope to have a price set and apply to Healthy Initiatives Grant second Intake, approval is Mid-end of August, would install in September*
- *Close to hotels, residents, Impulse teeter totters such a draw for kids, while waiting for other events or dining, train related theme for LRT station*
- *SSMA staff will work with City's Parks department to collaborate*
- *Ian remarked that it's a wonderful idea and has been waiting long time for something like this*
- *Court should we get grant funding, it will be key as to execution, that it is reflective of families and less formal atmosphere, fitting quality of experience and look of the street, details will need to be refined.*
- *Kevin said the inclusion of the natural elements low level inviting, sustainable materials, will all be brought forward in collaboration with City and Design Review*

### c. Water filling stations

- *Bottle filling only, up to three, one per block on existing infrastructure of utility booths*
- *Minimal spill water, cleaner done in Byward marketing piloting*
- *Touch free systems*

### d. Asphalt Painting

- *Instead of skim coat, is to do a proper asphalt patch, with a proper depth of 2-3inches of asphalt and we'd include a painted pattern from the asphalt, harkens back to embracing our improving area, temporary paint patches, roll through and do repairs – beautifies ugly asphalt patch*
- *Chris suggested– promotional opportunity for the asphalt how to generate revenue from the patches*
- *Kevin said we had an idea to create burrows and partnering with a museum*
- *First make it safe and then come through with revenue generation and who would sell it*
- *Ground effects stickers*
- **ACTION:** *Kevin will explore opportunities to monetize patches*

### e. Light Court

- *Open space for photography and expression*
- *Popular on Social Media*

### Songs from the Shed Mural

*We applied for grant and walls that have been targets for graffiti but replace with piece of art, we don't have wall space, we have applied to do back and two sides of Shed, installation for June*

### f. O\_ttawa Letters

- *BIA board approved the refurb of Ottawa letters, with contexts of Sparks Street. Letters will also be lit with lighting kit which will allow us to program them for different parts of the year, pride colours, opportunity to test funding opportunities,*
- *first week of April tentative for installation*

### g. Green Zone

- *Looking to modify planters using for Christmas trees and create some greening on the street, creating shade and wind blocks, light for trees during winter,*
- *Currently pricing boxes and we wrap the trees with light*
- *Must recognized above ground planter has a shelf life and being prepared for it to come out*
- *Shed will be repositioned on to block 2, mini library repaired and reset, and picnic tables refreshed and pulling the theatre boxes getting rid of six, turns into a skate park, remove the ones that have served their purpose. Hoping for June new normal, bean bags, blocks out with a performer in the shed that we will follow OPH guidelines and make any health modifications*
- *Court asked to confirm the feasibility of the Pilot elements for this year*
- *Kevin responded Green Zone, Songs from the Shed, Play and Grow concept most intricate, and expensive but the remaining are all feasible for this year*
- *We have possible funds, and budget numbers will come back to the board for any approvals*
- *Most can be done with existing budget*

### 7. Infrastructure and Asset Repairs List – Kevin (10 min)

- *Kevin presented the Asset repairs list (see attached document)*

- *These are working-list projects that need to get done, we have some savings in R&M grounds 50K in budget to start making repairs to the street*
- *May be asking for City for support as well*
- *Approached with Health and Safety, followed by beautification*
- *We would do an emergency vote on major investment elements that may arise*
- *MOU for the statue of Joy and Territorial Prerogative*
- *Short term these elements have to be done*
- *Streetlighting must be fixed immediately – junction box needs to be moved, need to collaborate the box based on the rite of way, we replaced the box, replaced the cover, multiple attempts to fix it that space needs to be redesigned as it does not work*
- *A Charge through will be applied where applicable*
- *Ideally majority completed by the Fall*
- ***ACTION/CONSIDERATION:*** *Court suggested having a meeting with New Director of Roads and Services, Alain Gauthier with City and Operations issues, both Kevin and David Atkinson can meet with Alain with City interfaces*
- *Illustrates proactive approach to maintenance*

## 8. Executive Director Update – Kevin (10 Min)

### WIFI Project

- *Inpixon encountered major challenge in the late fall early winter, systems tracked was mac address individual ID that each device had in the operating software, it was the one constant and would be transmitting. In November/December Apple and then Android started randomizing the MAC number which means wifi cant track the mac numbers and can no longer tell us the numbers of drag time, who is using it, etc they are trying to find a solution*
- *We have paused expanding the wifi zone, leaving it in the current zone, until we can find another type of accounting tool for pedestrian user data*
- *Nothing our supplier could do their competition*
- *Bell said it has data available at cellular level – TATE used this technology for the SS Retail Management Study*

### Interlock Repair

- *Repairs on block one and two mid April*
- *End of April for Collar work with City of Ottawa*

### Patio

- *Patio insurance certificates in and have been submitted and received by operators, By-law will now be sent for signature*

### Landscape Services and Bollard Contract

- *coming online April 1*
- *extra hours build under bollard contract that we can begin using them early at no additional charge helps us with cleaning hours*
- **Kawasaki branding**  
*Kevin showed the new design of the Kawasaki wrap, reflective of the SS brand*

## 9. Other Business

**Adjournment, Ian Wright, seconded, Chris Hetherington**