

**Board of Directors Meeting - Sparks Street Mall Authority**

**Monday, April 26, 2021**

**2:00pm – 3:30pm**

**Teams Call**

Bill Leonard

Michael Swan

Scott Lennon

Court Curry

Councillor Catherine McKenney

David Atkinson

Kevin McHale

Laura Young

Marissa Lord

Declaration of conflicts *none*

**1. Approve of Agenda**

*Bill, seconded Ian*

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

Maintenance roles and responsibilities

**ACTION:** Court set up a meeting from previous agenda actionable

***Scott, seconded Bill***

**3. Opening Remarks – Court Curry**

- *Visited on the weekend, slow biked down sparks, saw interlock work, looks exciting and we should be ecstatic about improvements*
- *Signs of patios being set up waiting to hear on infrastructure programming opportunities out of federal budget*
- *Kevin put together list of short term wins should funding opportunities open*
- *Work continues on the Siting of the Public Washroom, identifying location and what type of facility will be built. Working on December 31<sup>st</sup> timeline.*

**4. Public Realm Project Update– Kevin**

**a. Community Garden**

- *Kevin presented the Proposal (see attached deck)*
- *Grant application into Healthy Communities Initiatives still pending*
- *Uptake has been soft from CCA, waiting on next steps and circling back for final decision based on timeline could become corporate initiative*
- *We want to make sure that make the best of the opportunity with the right partners/participants*
- *Lafleur will put flowers into the space regardless but will come back with ask for your final input*

**b. Play and Grow**

- *Recommended to remove three trees, trimming of some, we will work with the Arborist team to remove the tree and replace with another tree – if no room on Sparks we would donate a tree to the city to donate to another space in the core.*
- *David is asking Parks and Rec for support on this project*
- *We will go to RFP on this once its ready for tender*
- *May explore support, OC Transpo (LRT outreach) if train structure, there is an alignment*

#### **c. Water filling stations**

- *2 or 3 required quotes are in and coming in at the same price point.*
- *They all chose the same unit*
- *Modern Niagara, Trangeau, Optimum 8K per unit will come down to hourly rate*
- *Amenity we have been missing on the street*
- *Court question: Any program that promotes City of Ottawa water/water stations that could subsidize or support what Sparks Street is doing*
- *David: not aware of a program ACTION but will reach out to Kevin in Parks,*
- *Catherine: ACTION: Will look into it because it's not park space, may not qualify for cash in lieu*
- *Kevin: we are a road in name only, jests that we fit into a different category any opportunity to leverage or subsize would be great*

#### **d. Asphalt Painting**

*Refer to document*

#### **e. Light Court**

- *Ask Ian to consider rolling this into the décor budget on BIA side*
- *We are buying the equipment*
- *Court: sought clarification on Globes, vs Gobos, how we can use that inventory in the future.*
- *Kevin – yes its removable and can leave it up and running during high sun values*

#### **Mural project approved (see deck)**

- *Completion ideally for late Spring, Victoria Day*
- *Grant approved by City (paying half)*

#### **f. O\_ttawa Letters**

- *Supplier issues have caused a delay, redoing the front to match the white*
- *No rush, looking for end of May early June for deployment, and light lens replacement*

#### **g. Green Zone**

- *Used the planting suggestions from both City of Ottawa and NCC for best materials*
- *Hope it to keep the trees on the street for all year round and gives canvas for lighting*
- *Muskoka chair has individual seating*
- *Could be an additional performance area with additional performers in the summer over a large event like Buskers*
- *Boxes built to a standard, 2x4 steal framed, high finish, good warmth*

#### **Refer to document**

- *David suggested Cathedral Hill condo owners interested in Sparks Street he can provide the contact information*

**ACTION:** *David will take the list and draft an outreach email to all interested*

**MOTION TO APPROVE TO PROCEED WITH BOTTLE FILLING, ASPHALT PAINTING, GREEN ZONE AND LIGHT COURT, pending electrician**

**Approved Bill, Seconded an**

**5. Infrastructure and Asset Repairs List – Kevin**

**a. Patching Pilot – refer to deck**

*Want to prevent trip hazards and make sure of practical use through all seasons (winter operations etc)*

- **Bollard Contract & Street Maintenance**, pleased so far, thank the Membership for minimizing the amount of vehicles. Great adoption of the program, great to have someone up and down the street regularly
- **Landscape Contract** going well – readying for planting, boxes and benches returning to street just before Victoria Day weekend by Citywide last part of their contract.
- **Infrastructure and Asset repairs list** Kevin provided update on the status of R&M grounds
- **Maintenance Shed would** be great to store and park a vehicle for seeking 10X12ft space
- **Public Washroom** working on location list
- **Patio Bylaw** sent out to all holders, no concerns or complaints.

**6. Executive Director Update – Kevin**

- *Governance for BIA mid term governance review, basic document to cover AGM, policies, city has made a commitment to reviewing semi regularly*
- *Clarification on Councillor motions*
- *Currently 1 person in the office when required there to maintain landscaping projects*
- *Interlock project – project needed road cut permit, we are currently working with Kevin L and the road cut team*
- *Elgin street will be complete today (tomorrow morning April 27)*
- *Up next O'Connor*
- *Court has made application to the City to pay all expenses on that*
- *Going forward we will need to figure out a proper way to take on Bond concerns*
- *Court pride and investment in the street – great indicator and street that has attention and vitality to it. Much appreciated for driving it across the finish line.*

**7. Other Business -**

- *David – art in the windows moving forward with MOU, animated the streets*
- *Court thanks Scott and David for the collaboration, a meaningful gesture*
- *Kevin – looking for a back to work date from Federal government to help business owners and organizations make investments based on increasing population downtown*

**Adjournment**

*Scott, Ian Seconded*