

Board of Directors Meeting - Sparks Street Mall Authority

Monday, December, 2021 3:00pm – 4:00pm

Teams Call

Attendance:

- Kevin McHale
- Laura Young
- Marissa Lord
- Michael Swan
- Maxime Neelakantan
- Court Curry
- Kevin Lamer
- Ian Wright

Court introduced Kevin Lamer as new Board Chair as his replacement on temporary assignment.

Declaration of conflicts

1. **Approve of Agenda** Ian, Maxim
2. **Approval of Previous Minutes** – SSMA Ian, Michael
3. **Opening Remarks** – Court Curry
 - *Street looks great with holiday decor, fantastic social media coverage, congrats on the Friday event*
4. **Investment of Surplus** – Kevin
 - *Kevin flagged that only block five was addressed in the contract, this was acknowledged*
 - *Money is liquid, can pull it at any time, Kevin confirming is there is penalty for removal of those funds,*

MOTION:

WHEREAS the SSMA has been accumulating surplus funds to be used as part of the revitalization of Sparks Street;

AND that these surplus funds as currently managed do not accrue interest;

AND that under the Investment Account Agreement proposed by the City of Ottawa that the surplus funds will be accessible at any time should the board require then;

THEREFORE, BE IT RESOLVED that the SSMA agree to the terms and conditions as outlined in the Investment Account Agreement enter into an agreement with AND that Staff finalize an agreement with the City of Ottawa's Treasury group to invest up to \$400,000 on its behalf to create a financial gain for the SSMA.

- *Once change/addition to the motion: should the Sparks Street Mall authority not incur any fees/charges for unexpected withdraws from the account that the entirety of the surplus funds will be invested*

Moved Michael Swan, seconded by Ian

5. **Governance**

Updating of By-Law, Procurement and HR Policies

- Kevin provided the revised approach to posting an agenda and document structure, and a website link with documents, and agendas, and when and where possible the motions are there as well as with City Council, let us know will allow for a member to come in and speak
 - For example patio payment, public delegation, can be open and transparent, we are looking at ways to be open but not making it difficult to get things done.
 - The procedure document can allow for tweaks when needed.
- Kevin provided All policy document presented as per the Municipal Act

MOTION:

WHEREAS Subsection 238(2) and 238(2.1) of the Municipal Act, 2001, provides that every local board shall pass a Procedure By-law governing the calling, place and proceedings of meetings and providing for public notice of meetings; and

WHEREAS Subsection 270(2) of the Municipal Act, 2001 provides that every local board shall adopt policies with respect to the sale and disposition of land, hiring of employees, and procurement of goods and services;

WHEREAS Section 88.18 of the Municipal Elections Act, 1996 provides that local boards shall establish rules and procedures with respect to the use of board resources during an election campaign period;

WHEREAS the Sparks Street Mall Authority Board, a “local board” as defined by the Municipal Act, 2001, wishes to adopt the attached Procedure By-law and Policies as required by the Municipal Act, 2001 and Municipal Elections Act, 1996;

THEREFORE, BE IT RESOLVED that the Sparks Street Mall Authority Board adopts the attached documents as required by the Municipal Act, 2001 and Municipal Elections Act, 1996:

- i. Document 1, Sparks Street Mall Authority Board Procedure By-law;
- ii. Document 2, Sparks Street Mall Authority Board Policies with respect to the sale and other disposition of land, hiring of employees, and procurement of goods and services;
- iii. Document 3, Sparks Street Mall Authority Board Election-Related Resources Policy.

Moved Maxime, seconded Michael

6. 2022 Budget

Kevin presented the 2022 budget, its narrative and nuances

- **Notes:** third party rental amount is conservative, due to pandemic 3 days of activations, Branded Cities revenue is being more aggressive than they have in the past but 10K should suffice
- Patio revenues waived save for application fees and admin charges, enforcement of patios signed/sealed/delivered contracts
- Colours and landscaping focus for Fall 2022
- My Mainstreet Year 2, which we will apply for the Play and Grow as we received for 2021
- Street Lighting increase, lamp posts, wires broken, will look for alignments with federal projects as well
- Build upon successes in 2022

Motion: FINAL DRAFT APPROVAL: Ian, seconded Michael

THAT the Sparks Street Mall Authority Board Approve the 2022 operating budget

7. AGM

*January 17th budget due two weeks later – combined approval, evening **ACTION** Kevin will send a Save the Date to the board*

First draft of AGM report available before Christmas

8. Other Business

- *Maxime would like a copy of the patio space layout*
- *Kevin responded that he would like to discuss with interested tenants in advance as the footprint of the building is two feet, and does not include patio footprints, that is the MA*
- *ACTION: Kevin will provide document of patio map to Maxime*

Adjournment Ian, seconded Max