



The Corporation of the City of Sault Ste. Marie

Downtown Development Committee Agenda

Date: November 10, 2025

Time: 2:00 pm

Location: Plummer Room, Level 3, Civic Centre

Meetings may be viewed live on the City's YouTube channel
<https://www.youtube.com/user/SaultSteMarieOntario>

Pages

1. Land Acknowledgement

I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Métis Council.

2. Introductions

3. Declaration of Pecuniary Interest

4. Adoption of Agenda

Resolved that the Agenda for November 10, 2025 Committee meeting be adopted as presented.

5. Business Arising

5.1 Procedure By-Law Presentation

5.2 Downtown Development Committee Term of Reference

5.3 Election of Officers

Resolved that nominations be open for the position of Chair of the Downtown Development Committee for 2025-2026.

Resolved that _____ was declared Chairperson of the Downtown Development Committee for 2025-2026.

Resolved that nominations be open for the position of Vice-Chairperson of the Downtown Development Committee for 2025-2026.

Resolved that _____ was declared Vice-Chairperson of the Downtown Development Committee for 2025-2026

5.4 Business Improvement Area Transition

5.4.1 Budget 4

Review of budget - revenue, salaries and expenses.

5.4.2 Event Update

Update on upcoming events in 2025 and event planning for 2026.

5.4.3 Cultural Vitality Committee - Graffiti Sub-Committee 5

Resolved that _____ be appointed to the Cultural Vitality Committee - Graffiti sub-committee as a community resource.

6. Next Meeting

To be determined.

7. Adjournment

Resolved that this Committee now adjourn.



The City of Sault Ste. Marie
Corporate Policies
Sault Ste. Marie Downtown Development Committee

Subject: Sault Ste. Marie Downtown Development Committee

Service Area: Boards and Committees

Source: Council Resolution

Date: August 11, 2025

Background:

The City of Sault Ste. Marie is committed to creating a vibrant and attractive downtown that contributes to the vitality and resiliency of our city. The health of a community's downtown is vital to economic development – it is one of the most important factors that businesses, labour force, students and youth use to assess the health of a community.

Downtown is the only geographic area specifically mentioned in the Corporate Strategic Plan with a goal to create a hub of activity and excitement through shops, events, promotion and amenities. Downtown revitalization was also identified as an overarching goal in the FutureSSM Community Development strategy and a common piece of feedback during the extensive community consultation exercise.

The Sault Ste. Marie Downtown Development Committee will ensure the input and perspectives of business owners in the downtown help to guide activities and development of this important area of the community.

Purpose:

The purpose of the Committee is to collaborate with downtown stakeholders, businesses, and community leaders to explore a potential shift in how the greater downtown is served. The goal is to better enable all partners to proactively and directly address the unique needs and challenges facing the broader downtown area. This work is grounded in the City of Sault Ste. Marie's Corporate Strategic Plan, which emphasizes the importance of fostering a vibrant, mixed-use downtown that functions as a cultural, recreational, and economic hub.

Composition:

The Downtown Development Committee is appointed by City Council and consists of a minimum of five and maximum of thirteen members – having a balanced representation of the downtown ecosystem including downtown business owners (three seats reserved), community members at large, non-profit or social service representatives and downtown cultural representatives. All sitting members will have a demonstrated interest in the downtown core. One member of the Committee will be a member of City Council.

Officers:

The Committee elects from its own Chairperson and Vice Chairperson from amongst its members. The Secretary and Administrator of the Committee is the Supervisor of Downtown Plaza.

Council Participation:

- One member of City Council

Staff Support:

- Supervisor of the Downtown Plaza
- Communications Staff
- Community Development and Enterprise Services Staff (as needed)
- Public Works and Engineering Staff (as needed)

Responsibilities:

1. Foster collaboration by connecting Sault Ste. Marie's downtown business and property-owner community, with a shared commitment to revitalization and innovation.
2. Advise City Council on downtown-related policies, programs, and strategies.
3. Serve as a central point of contact for municipal matters related to the greater Downtown, streamlining communication and ensuring commercial property owners, social services, merchants, residents and stakeholders have a clear and consistent avenue for input.
4. Provide input and guidance related to core downtown maintenance issues—such as street closures, snow removal, graffiti removal, weeding, and general tidiness.
5. Act as a forum for discussion and idea generation to shape a thriving, inclusive, and economically resilient downtown.
6. Provide input on the future use of the unspent levy and assets from the former Downtown Business Improvement Area (BIA).
7. Act as a catalyst for investment, sponsorship, volunteerism, and overall buy-in of Downtown related strategy, events, and activation.

Governance:

1. **Council Oversight** - The Committee operates under the authority and direction of Sault Ste. Marie City Council. It is subject to the provisions of the Council's Code of Conduct and the applicable Procedure By-laws governing Council and its committees.
2. **Meetings and Public Access** - All Committee meetings shall be open to the public, in accordance with the *Municipal Act, 2001* and the City's Procedural By-law. The Committee shall adhere to the procedural rules established by Council, as applicable.
3. **Membership and Quorum** - All individuals appointed by Council to the Committee shall be voting members. A quorum shall consist of a majority of the appointed members.

4. **Meeting Schedule** - At its inaugural meeting, the Committee shall determine its regular meeting schedule, including preferred days and times.
5. **Duties and Responsibilities** The Committee is expected to diligently consider and provide recommendations on matters referred to it by Council. Should the Committee fail to fulfill its responsibilities, Council may, by resolution, revoke its mandate.
6. **Attendance and Vacancies** If a member is absent from Committee meetings for three consecutive months without authorization of the committee, the position shall be deemed vacant. Council may appoint a replacement to serve for the remainder of the term.
7. **Ethical Conduct** Committee members shall perform their duties with integrity, avoiding conflicts of interest and maintaining public trust. They shall uphold both the letter and spirit of applicable laws and policies, as outlined in the City's Code of Conduct.
8. **Confidentiality** Members must not disclose confidential information acquired through their role, except as authorized by Council or required by law. This includes information received in closed sessions or deemed confidential under the *Municipal Freedom of Information and Protection of Privacy Act*.
9. **Integrity Commissioner** The City's Integrity Commissioner provides guidance on the Code of Conduct and investigates alleged breaches.

Term of Appointment:

- Members are appointed by Council;
- The term of office for Committee members shall be two years.

City of Sault Ste. Marie
Downtown Business Improvement Area

Downtown Business Improvement Area

	Budget
Fees and User Charges	
Sponsorship and Donations	\$ (51,000)
Sundry Revenue	
Total Revenue	\$ (51,000)
Expenses	
Salaries	
Full-Time	\$ 73,650
Part-Time	\$ 35,880
Benefits	\$ 32,236
Total Salaries and Benefits	\$ 141,766
Vehicle Allowance, Maintenance and Repairs	
Vehicle Leasing and Rental	\$ 10,000
Maintenance	
Utilities and Fuel	
Materials and Supplies	
Operating Supplies	\$ 2,000
Telephone	
Event Expenditures	\$ 112,734
Maintenance and Repairs	
Maintenance and Alterations	\$ 10,000
Financial Expenses	
Purchased and Contracted Services	
Marketing/Advertising	\$ 6,000
Purchased and Contracted Services	\$ 18,000
Total Operational Expenses	\$ 158,734
Total Expenses	\$ 300,500
Total Net Expenditure	\$ 249,500
Transfer of Downtown Patrols	\$ (150,000)
Operating Request	\$ 99,500



TERMS OF REFERENCE (Cultural Vitality Committee Graffiti Sub-Committee)

SUB-COMMITTEE NAME

Cultural Vitality Graffiti Sub-Committee

COMMITTEE TYPE

Ad Hoc – Subcommittee under the Cultural Vitality Committee

PURPOSE

The CVC oversees the Community Cultural Plan, the Cultural Policy and the Public Art Policy. The City of Sault Ste. Marie recognizes that art in public spaces is a valuable asset that enhances the quality of life for its citizens, strengthens community pride, improves the aesthetic of the public environment, and contributes to the City's cultural aspirations, social well-being, and economic vitality. Public art helps the community celebrate its culture and heritage, reflect diversity, express shared values, and define the City's unique identity.

DUTIES

- To receive written communications from and liaise with interested parties on public art.
- Provide information to students in grades 7 to 9 on the opportunities available within the community as it pertains to art.
- Work together with both schoolboards to provide hands on experience for public art mentorship opportunities.
- Liaise with City Staff in response to inquiries from the community relating to art.
- Liaison with Community partners as it pertains to graffiti removal and or enforcement.
- Establishing partnerships to alleviate barriers to participation in arts and culture opportunities.

COMPOSITION OF THE SUBCOMMITTEE

Voting Members

Three members of the CVC Committee including one member of Council

Resource (As required)

Staff Lead:

Arts and Culture Lead

City Staff:

Director Community Services

Director Public Works & Enterprise Services

Manager Recreation and Culture

Deputy City Clerk

Assistant City Solicitor, Legal Department

Chief Building Official, Building Division

Indigenous Advisor

Corporate Communications, Sault Ste. Marie

Community Members:

Other members of Council if interested.

CAO Social Services, DSSAB or delegate

Director, Algoma District School Board or delegate

Director, Huron Superior Catholic District School Board or delegate

Executive Director, Art Gallery of Algoma

Deputy Chief of SSM Police Services or delegate

District Manager, Canada Post

Manager, Downtown Association

Marketing and Customer Communications, PUC Services Inc.

CEO, Sault Ste. Marie Library

NORDIK Research Institute

ARTS AND CULTURE LEAD RESPONSIBILITIES

The Arts and Culture Lead responsibilities will include:

- In consultation with others, determine the agenda and ensure that the appropriate materials are distributed in advance of the meeting.
- Chair all meetings of the Subcommittee
- Monitor members' participation in the Subcommittee
- Guide the Subcommittee in addressing issues and concerns as they arise.
- Act as the official spokesperson for the Subcommittee as required.

MEMBER RESPONSIBILITIES

Subcommittee members are responsible for:

- Attending and actively participating in meetings.

- Declaring any conflict of interest regarding specific agenda items.
- Keeping confidential any information.

MEETINGS

- The Arts and Culture Lead will call meetings in alignment with achieving the duties established.
- The Subcommittee members may submit items to be included on the meeting agenda no later than seven days prior to the meeting.
- Minutes of meetings shall be kept as well as all papers and documents pertaining to the business of the Subcommittee.

CONFLICT OF INTEREST

Where a member has a direct or indirect pecuniary interest, the member shall;

- Disclose the interest and its general nature before the matter is considered at the meeting.
- Not take part in the discussion of or voting on the matter.
- Not attempt to influence the discussion before, during or after the meeting.

See Municipal Conflict of Interest Act for further information.

TERM

Will expire one year from the first Subcommittee meeting date.