



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.