

**DOWNTOWN ORILLIA MANAGEMENT BOARD
MINUTES**

November 14, 2012 – 6:00 pm
in the DOMB Board Room
33 Mississaga St. W.

(Accessible entrance is located at the back entrance off Andrew Street)

Present: Nick Raseta, Susan Willsey, Bob Willsey, Councillor Patrick Kehoe, Mariano Tulipano.

Regrets: Sarah Valiquette-Thompson, Helen DiPardo, Joanne Pezzano, Councillor Linda Murray

1. Open Session

2. Chair – Nick Raseta

3. Call to Order 6:30 pm

4. Approval of Agenda - Approve agenda as amended – Change Date to November 14, 2012

5. Disclosure of Interest - None Declared.

6. Deputations

Leslie Fournier – Streets Alive – 2013 Project

5th Anniversary of Streets Alive

Requesting a 5000 dollar sponsorship, Downtown Orillia would be main sponsor. Main prize presented by Downtown Orillia.

June 29th 2013 unveil event.

In need of support, if we want to sustain or take it to the next level.

Consider a tie in with Starry Night for the Awards during the day.

7. Minutes

October 10, 2012- Carried

8. Closed Session (not applicable)

- a. Motion to move into Closed Session
- b. Closed Session Items
- c. Motion to rise and report to Open Session

9. Open Session

10. Motions arising from Closed Session Discussions (not applicable)

11. Correspondence

11.1 Correspondence Received (information only)

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- a. Cycling on Sidewalks – Orillia Police Services Board -
- b. Use of Sidewalks – Orillia Police Services Board
- c. Autumnfest Street Closure – Office of the City Clerk
- d. Thank you Card- Doreen Willsey & Family
- e. Market Square – Ad Hoc Farmers' Market Committee
- f. 2013 Budget, Boards Committees, Agencies – Orillia City Clerk
- g. Use of Sidewalks – Office of the City Clerk
- h. Cycling on Sidewalks – Office of the City Clerk
- i. Salvation Army Kettle Drive Approval – Office of the Mayor
- j. Budget Report – Treasury Department
- k. Streets Alive! Tag Day Approval – Office of the Mayor
- l. Candlelight Parade and Free Parking in Lots Approval – Office of the City Clerk

Motion 1:

Moved: Bob Willsey.

Seconded: Mariano Tulipano

“THAT the Downtown Orillia Management Board receive correspondence 11.1 as informational.

Carried.

11.2 Correspondence Received

- a. Municipal Parking Lot Closure Request- Charity Hockey Tournament
- Alessandro Lupo, ScotiaBank -

Motion 2:

Moved: Bob Willsey

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board request Orillia City Council grant the closure of Municipal Parking Lot 10 on April 17, 2013 to accommodate a charity hockey tournament organized by the ScotiaBank.

AND THAT the ScotiaBank be responsible for notifying the neighbouring businesses of the closure and tournament to ensure businesses will not be adversely affected.”

Carried.

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b. Lake Country Visitor Guide –Advertising Opportunity

Motion 3:

Moved: Susan Willsey

Seconded: Bob Willsey

“THAT the Downtown Orillia Management Board purchase a half page ad at a cost of \$ 799.00 plus HST in the 2013 Lake Country Visitor Guide to be funded from the 2013 Winter promotion budget.”

AND THAT the DMB purchase a \$5.00 Downtown Dollar coupon at \$200.00 with exceptions to expire October 31, 2013.”

Carried.

Action: Explore costing sharing options for coupons downtown for next year.

c. *Parking in Downtown Orillia - Neil S. Roe*

Direction: To write a letter to Mr. Roe concurring with his comments. Offer to pay the ticket, highlight initiatives and strategies.

d. Heritage Designation – Allan Francoz

Motion 4:

Moved: Bob Willsey.

Seconded: Mariano Tulipano.

“THAT the Downtown Orillia Management Board appoint Allan Francoz to represent the DMB and help facilitate implementing the Heritage Designation plan with the Planning Department of the City of Orillia.”

Carried

e. Use of Sidewalks Revised Report – For Comment – Clerk’s Department

Direction: Add comment that the DMB highly recommends extensive study be conducted before City Council considers changing Mississaga Street to a one-way to accommodate a bike lane.

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12. Reports

- a. Financial Report

Motion 5:

Moved: Mariano Tulipano

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board pay the financials dated prior to November 14, 2012.”

Carried.

- b. Event Working Group – Christmas Update, Budget

Motion 6:

Moved: Mariano Tulipano

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board approve the payment of the outlined expenditure in the Christmas 2012 budget prior to the January 2013 Board meeting.”

Carried.

- c. Marketing and Communications –

Direction: Bob will ask RobMacDonald if he will chair this committee.

- d. Policy and Procedures – Manual for Approval –

Motion 7:

Moved: Bob Willsey

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board adopt the Policy and Procedures Manual as presented.”

Meeting adjourned at 8:38pm before vote could occur.

Councillor Patrick Kehoe left. Lost quorum.

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- e. Personnel – Office Staffing
- f. OMAH – Office Space Request
- g. Winter Carnival –Downtown Tie In
- h. Heritage Designation – Appoint Downtown Liaise for Board
- i. Downtown Tomorrow- Comment on Priorities
- j. Signing Authorities - Change
- k. Festival of Banners
- l. Parking Advisory Committee
- m. Farmers' Market Ad Hoc Committee
- n. Transit Committee
- o. Streets Alive!
- p. Façade Improvement – No report
- q. Chamber Update
- r. Lakehead

13. Deputation Motions

14. Date of Next Meeting — January 8, 2013 6:00 p.m. –DOMB Board Room

15. Adjournment