

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING MINUTES**

Wednesday, August 22, 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: Sarah Valiquette-Thompson, Mariano Tulipano, Susan Willsey, Bob Willsey, Joanne Pezzano, Helen DiPardo, Nick Raseta, Councillor Patrick Kehoe

Also Present: Lisa Thomson-Roop, Staff

Regrets: Councillor Linda Murray

1. Open Session

2. Chair

3. Call to Order- 6:14 pm

4. Approval of Agenda - Carried

5. Disclosure of Interest

6. Deputations

7. Minutes – July 11, 2012, Special Meeting – July 25, 2012

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. Motions arising from Closed Session Discussions (not applicable)

10. Open Session (not applicable)

11. Correspondence

a. Correspondence Received (information only)

1. City of Orillia – Budget Report
2. City of Orillia – Detailed Trial Balance
3. City Clerk – Approved Bob Vickery to Transit Advisory Committee
4. City Clerk – Amend Chapter 100 re Façade Improvement Program
5. Police Services Board – Minutes – June 26, 2012
6. Lynn Telford, City of Orillia – re Surveillance Camera's (addendum to PSB Minutes)
7. Mayor Orsi – re Request to Use Municipal Lot 4 for Special Events
8. Kevin Gangloff – Orillia Youth Centre – Thank you re Leacock Street Festival

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9. The Images Within Art Show – Orillia Museum of Art & History – Show launch – August 23/12

MOTION 1: THAT the Downtown Orillia Management Board accept correspondence 11a) as informational. Moved: Bob Willsey Seconded: Susan Willsey Carried

11b) Correspondence Received

1. Starry Night – Request for Sponsorship –

MOTION:2 THAT the Downtown Orillia Management Board sponsor Starry Night on August 25, 2012 in the amount of 500.00. Moved: Mariano Tulipano Seconded: Helen DiPardo. Carried

2. Festivals and Events Ontario – Membership:

MOTION 3: THAT the Downtown Management Board accept correspondence Festivals and Events Ontario as informational. Moved: Joanne Pezzano Seconded: Helen DiPardo. Carried.

3. Jazz Festival Advertising Proposal –Lifestyle Magazine –*Direction: Pass on the opportunity.*

4. 22nd Annual Orillia Jazz Festival – Venue Confirmation - two acts in middle and library block. Talk to Christian at Stonegate for tips on the two acts.

MOTION 4: THAT the DOMB participate in the 22nd Annual Jazz Festival as a venue at a cost of \$200.00 (venue fee) and allocate \$1000.00 from the Harvest Festival budget for entertainment. Moved Bob Willsey. Seconded by Helen DiPardo. Carried.

5. Meaford BIA – Information Session. *Direction: Lisa attending. Anyone else interested should let the office know.*

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6. City Clerk – Appointment to Parking Advisory Committee

MOTION 5: THAT the Downtown Orillia Management Board appoint Bob Willsey as the DOMB representative on the Parking Advisory Committee for a term to expire November 30, 2014. Moved: Susan Willsey. Seconded: Councillor Patrick Kehoe. Carried.

7. The Sharing Place Food Bank – Advertising Opportunity- *Staff Direction: Pass- BIA merchants are already donating therefore the Board does not.*

12. Reports

- a. Financial Report

MOTION 6: THAT the Downtown Orillia Management Board pay the financials dated prior to August 8, 2012. Moved: Bob Willsey. Seconded: Susan Willsey. Carried.

- b. Event Working Group – *Use Harvest Festival funds to beef up existing fall events in Downtown Orillia such as Beatles and Jazz Festivals. Working Group will discuss further plans with the board.*
- c. Parking Advisory Committee - *Currently working on the Parking Reserve Fund budgets. Discussion around gated parking lots; possibility of an aggressive reconstruction program involving Lot 5 and 1; Looking at options in Lot ; No change in Lot 10; looking at permit space creation in the lot across from City Hall because lot 6 lease will expire in 2013.*
- d. Transit Committee – No report
- e. Marketing and Communications – RFP – defer. *Direction: Event Working Group should look at hiring someone to help with Christmas Campaign. Wait until after the final Downtown Tomorrow report comes out before moving forward with branding/marketing etc.*
- f. Farmers' Market Ad Hoc Committee – Committee has not met recently.
- g. Streets Alive!

MOTION 7: THAT the DMB appoint Susan Willsey as the new rep on

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Streets Alive! Moved: Mariano Tulipano. Seconded: Nick Raseta. Carried.

- h. Downtown Orillia Parking – *Police Services Board is exploring options with the city when it comes to Parade Route Parking in an attempt to address concerns raised by merchants impacted by a parade.*
- i. Façade Improvement – Sirkka Fashions

MOTION 8: THAT the Downtown Orillia Management Board approve a Façade Improvement Grant for Sirkka Fashions in the amount of \$876.11, which is 50% of the lowest estimated quote of \$1752.21. To be paid following the submission of copies of the paid bills as well as a picture of the completed Façade Improvement. Moved Bob Willsey. Seconded: Nick Raseta. Carried.

- j. Way-Finding Signs – “Follow the Sun”

MOTION 9: THAT the Downtown Orillia Management Board approve an additional \$300 on top of the \$1000 already budgeted to cover the cost of the hardware to install the “Follow the Sun Signs” and that the DOMB request the City of Orillia waive the cost of installation. Moved: Helen DiPardo. Seconded: Joanne Pezzano. Carried.

- k. First Christian Reformed Church –

MOTION 9: THAT the Downtown Orillia Management Board thank the First Christian Reformed Church with a donation of the \$100 Downtown Dollars in appreciation of the volunteer assistance they provided. Moved: Joanne Pezzano. Seconded: Nick Raseta. Carried.

- l. Maintenance Department – Weed Whacker

MOTION 10: THAT the DMB approve a budget of \$200 plus HST for a weed whacker for the maintenance staff. Moved: Susan Willsey. Seconded: Nick Raseta. Carried.

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m. Propane Tank-

MOTION 11: THAT the Downtown Orillia Management Board approve an expenditure of a propane tank not to exceed \$60.00. Moved: Mariano Tulipano, Seconded: Helen DiPardo. Carried.

n. Recognition Fund Policy

MOTION 12: THAT the Downtown Orillia Management Board approve the revised Recognition Fund Policy as presented, which states all gifts, except those for deaths, be given in Downtown Dollars. Moved: Nick Raseta. Seconded: Bob Willsey. Carried.

o. Bicycle Rentals – Letter addressed to mayor’s office suggesting Bicycles for rent at the port/downtown. *Staff Direction: Staff should explore opportunities with Velocity i.e. signage, port pouch, space at the Port of Orillia.*

p. Policy & Procedures – Quote

MOTION 13: THAT the Downtown Orillia Management Board hire Laura Lee to review the drafted policies and procedures and develop a new manual at a cost of no more than \$2500.00. Moved: Joanne Pezzano. Seconded: Councillor Patrick Kehoe. Carried.

q. 2013 Budget

MOTION 14: THAT the DMB approve “Draft # 2” of the DMB budget with the following adjustments: \$5000 from Streetscape Upgrades be transferred to Store Recruitment. Moved: Bob Willsey. Seconded: Nick Raseta. Carried.

r. AGM Date – Sept 19/12 or Sept 27/12 - deferred. *Staff Direction: Explore a date in October. Report back at September meeting.*

s. DOMB Website - Quotes – Mariano Tulipano declared a conflict of interest. Defer to October meeting. *Staff Direction: Explore options to improve the look of the site as well.*

t. Parking Ticket – **MOTION 15: THAT the Downtown Orillia Management Board approve paying a late parking ticket at a cost of \$25. Moved Susan Willsey. Seconded: Bob Willsey. Carried.**

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- u. Signing Authorities – Deferred.
- v. Beatles Celebration – insurance. *Direction: Pass, if something comes up it could affect our policy.*

13. Deputation Motions

14. Date of Next Meeting — September 12, 2012 - 6:00 p.m. – DOMB Board Room

15. Adjournment – 7:53pm