

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday, July 15, 2014

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

Present: Ralph Cipolla, Eric Cathcart, Susan Willsey, Councillor Pete Bowen, Nick Raseta

Also Present: Lisa Thomson-Roop, Jacklynn Tregunno,

Regrets: Mariano Tulipano, Ron Spencer, Sarah Valiquette-Thompson

1. Open Session

2. Chair – Ralph Cipolla

3. Call to Order – 6:04 P.M.

4. Approval of Agenda – Approved with amendment to move Deputations to after Staff Report.

5. Disclosure of Interest

6. Deputations

a. OPP Community Mobilization Unit – P.C. M. D'Souza & P.C A. Stuart. Moved to immediately follow Staff Report.

7. Minutes

June 17, 2014 – Carried.

June 26, 2014 – Carried.

8. Closed Session

a. Motion to move into Closed Session

THAT, pursuant to Section 239(4) of the Municipal Act, 2001, S.O. 2001, c.25, notice is hereby given that the Downtown Orillia Management Board intends to hold a closed session meeting in the Downtown Orillia Management Boardroom to deal with matters pursuant to Section 239(2) (b) of the said Act (Personal Matters).

Motion 1

Moved: Susan Willsey

Seconded: Councillor Bowen

“THAT the DMB move into Closed Session.”

Carried.

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- b. Closed Session Items
Personal Matter- Re: Board Vacancy - Board of Director Candidate Selection
- c. Motion to rise and report to Open Session

Motion 2

Moved: Nick Raseta

Seconded: Eric Cathcart

“THAT the Downtown Orilla Management Board rise and report to Open Session.”

Carried.

9. Open Session

10. Motions arising from Closed Session Discussions

Motion 3

Moved: Nick Raseta

Seconded: Councillor Bowen

“THAT the Downtown Orillia Management Board recommend to Council to appoint Mary VanSinclair of Carousel Collectables to replace outgoing director Bob Willsey for the remainder of the board term ending in 2014.”

Carried.

11. Correspondence – Information Items

- a. Office of City Clerk – Accountability Policy for Municipal Agencies – Façade Improvement Program
 - b. Treasury Department – DMB Budget Report – May 2014
 - c. Treasury Department – DMB Detailed Trial Balance – May 2014
 - d. Office of the City Clerk – Resignation of Bob Willsey
 - e. Office of the City Clerk – Representation Appointment on Farmers’ Market Management Committee
- Receive as information.*

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12. Correspondence – Action Items

a. Department of Development Services – Zoning Bylaw Amendment – 600 Harvie Settlement Road – Sent comments based on BIA and Board Members input to meet deadlines.

b. Starry Night Committee – Sponsorship Request

Direction: A board member and DMB staff member will attend. Ralph, Susan & Nick will be in attendance at their businesses.

Motion 4

Moved: Eric Cathcart

Seconded: Nick Raseta

“That the Downtown Orillia Management Board sponsor the 10th Annual Starry Night Studio Gallery Tour in the amount of \$500.00;

AND THAT the expenditure be debited from the 2014 Fall Promo Account.”
Carried.

13. Reports

a. Personnel/Staff Task Report Update

Receive as information.

6. Deputation

a. OPP Community Mobilization Unit – P.C. M. D’Souza & P.C. Higgs – P.C A. Stuart was unable to attend. P.C. Higgs attended in his place.

Direction: Office will co-ordinate and relay concerns/suggestions of BIA member to Unit. Investigate alleys in need of better lighting. Report back.

b. Financial Report

Motion 5

Moved: Eric Cathcart

Seconded: Nick Raseta

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“THAT the Downtown Orillia Management Board pay expenses as presented in the July 15, 2014 Financial Report in the amount of \$18,120.04”

Carried.

Direction: Follow up with OLP about street electricity account to determine where request stands.

c. Events Committee

Receive as Information.

d. Inclement Weather Event Policy

Direction: Report back with following additions to Policy:

- Staff to contact Executive Committee for approval of cancellation.
- Staff to notify all board members the event is being called.
- Outline steps to address member's not willing leave the street or displaying aggressive behavior. Contact bylaw and police for comment.

Once policy is adopted send to merchants and address at the AGM.

e. BIA Election Policy

Motion 6

Moved: Nick Raseta

Seconded: Susan Willsey

“THAT the DOMB hereby approved the amendments to DOMB policies 4.1 through 4.5 for the purpose of conducting the BIA election as amended to include the following definitions and details:

- **Acceptable ID**
- **Procedure of unofficial results after the 10 day challenge period**
- **Mail-in ballots accepted until 5pm on Election Day**
- **Define “In Good Standing”**

AND THAT 4.6 and 4.7 be repealed;

AND THAT the Manager be directed to update the policy manual accordingly.”

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Carried.

- f. Heritage Conservation District
Direction: Call a Public Forum in the Library to discuss with City Officials and members as well as the public to receive input.
- g. Marketing Committee
Marketing RFP - *Tabled until the next board meeting*
- h. Website – Search Engine Optimization
Tabled until later meeting.
Direction: Speak to RTO7 to determine if project will qualify for fund matching grant.
- i. Farmers Market Management Committee
Tabled to next meeting when DMB Representative is in attendance.
- j. Façade Improvement Program
Bird House Nature Company – Signage

Motion 7

Moved: Pete Bowen

Seconded: Susan Willsey

"THAT the Downtown Orillia Management Board approve a Signboard Grant in the amount of \$756.00 to Janet Grand owner of The Bird House Nature Company at 108/110 Mississauga Street East.

This is the 40% of the \$ 1890.00 estimated cost of the sign. Payment will be made in three installments:

- 1. On the completion of the sign and submission of paid bills and photo of the installed sign.**
- 2. On the first anniversary of the sign's installation**
- 3. On the second anniversary of the sign's installation."**

Carried.

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- k. Free Parking Survey Criteria & Implementation Plan
Receive as information.

- l. Economic Development Committee
Tabled to next meeting when DMB Representative is in attendance.

- m. Parking Advisory Committee
Receive as information.

- n. Transit Advisory Committee
Cancelled due lack of agenda items.

- o. Streets Alive! Productions
Receive as information.

- p. Lakehead University Update
Receive as information.

- q. Chamber of Commerce Update
Tabled to next meeting when DMB Representative is in attendance.

14. Deputation Motions

15. Date of Next Meeting – August 19, 2014 – DMB Board Room

16. Adjournment – 8:17pm