

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday, August 19, 2014

7:00PM*

in the DMB Board Room

33 Mississauga St. W.

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

Present: Ralph Cipolla, Susan Willsey, Mary VanSinclair, Ron Spencer, Eric Cathcart, Mariano Tulipano, Sarah Valiquette- Thompson, Pete Bowen, Nick Raseta

Also Present: Lisa Thomson-Roop, Jacklynn Tregunno, George Bowa

1. Open Session

2. Chair – Ralph Cipolla

3. Call to Order – 7:01pm

4. Approval of Agenda – Approved as amended to move Reports 13 e. before 13.a.

5. Disclosure of Interest

6. Deputations

- a. George Bowa, Director of Public Works – Bell Canada Upgrade Work Request
24 hrs a day, 7 days a week.

Direction: Provide the following comments:

- Fall 2014 is preferred timeline
- Must maintain two lanes of traffic as to not negatively affect business
- Surface level equipment noise particularly at night should be kept to a minimum as to not affect residential tenants.
- Work will have to stop between noon Nov 21 to Nov 24 to accommodate Candlelight and Santa Claus parade.

7. Minutes – Carried.

8. Closed Session

- a. Motion to move into Closed Session

Motion 1

Moved: Susan Willsey

Seconded: Mary VanSinclair

THAT, pursuant to Section 239(4) of the Municipal Act, 2001, S.O. 2001, c.25, that the Downtown Orillia Management Board move into closed session meeting to deal with matters pursuant to Section 239(2) (f) of the said Act (Legal).

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Carried.

b. Closed Session Items

Legal - re: Partnership Opportunity

c. Motion to rise and report to Open Session

Motion 2

Moved: Susan Willsey

Seconded: Mary VanSinclair

“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: Sarah Valiquette-Thompson

Seconded: Eric Cathcart

“THAT the Downtown Orillia Management Board approve Option 1 of the Closed Session Report dated August 19, 2014;

AND THAT Ralph Cipolla be appointed to work with city re: grants

AND THAT it be contingent on the support of the membership.”

Carried.

11. Correspondence – Information Items

a. Office of the Mayor – Tag Days – OSPCA – Orillia Branch

b. Office of the Mayor- Tag Days – Mariposa Gymnastics

c. Treasury Department – DMB Budget Report- July 2014

d. Treasury Department – DMB Detailed Trial Balance – July 2014

e. Office of the City Clerk – Appointment to the Board of Directors

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f. Office of the City Clerk – Starry Night Street Closure

g. Office of the Mayor – Tag Days – Royal Canadian Legion Branch 34 – Poppy Committee

Received as Information.

12. Correspondence – Action Items

a. Dennis Rizzo – Mariposa Revisited Committee member request – *Receive as Information. Action: Send out to the other BIA members if you'd like to serve on the committee and explain the project. Help gather stories from the Downtown merchants.*

b. Dianne Cipolla, C.C. Fashion – Beatles Celebration – July Sidewalk Sale
Ralph Cipolla declared a conflict of interest. Respond with a formal letter signed by Chair and Vice Chair. Follow up with the Event Committee and insure it's involved next year.

c. RNR Resources – Rotary Place Wall Advertising

Motion 4

Moved: Susan Willsey

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board renew its contract with Parks and Recreation for wall boards in the Blue and Green ice surfaces at Rotary Place ice Sep 2014-Aug 2015 at a cost of \$1200.00 plus HST.”

Carried.

Direction: Bring updated artwork back to board for approval. Incorporate Events listings into new wall boards.

d. OMAH- Corporate Membership

Receive as information.

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13. Reports

e. Business Property Use in BIA -

Motion 5

Moved: Sarah Valiquette-Thompson

Seconded: Nick Raseta

“THAT the Downtown Orillia Management Board direct staff to work with the EDC to develop an RFP for a Retail Mix Study;

AND THAT Councillor Pete Bowen be our liaison person.”

Carried.

Direction: Put business spaces available for rent downtown on website with links to the realtors to enhance/foster relationship with property owners.

a. Personnel/Staff Task Report Update

Receive as information.

b. Financial Report

Motion 6

Moved: Ron Spencer

Seconded: Eric Cathcart

“THAT the Downtown Orillia Management Board pay expenses as presented in the August 19, 2014 Financial Report in the amount of \$17,942.88.”

Carried.

Direction: Sell Bags to merchants for \$1.00 per bag, to public \$1.50.

c. Events Committee

Beatles – *Direction: email the survey to board members. Call Events Meeting to review Beatles. Investigate incorporating an event in the fall of 2015 with a focus on food and wine. Possibly a Rib Fest. This will fill the void left by Beatles moving to the summer.*

Movies In the Square – *Direction: Next year should DMB should have a higher profile, canopy, bright shirts, vendor row and stronger sponsor*

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acknowledgment.

Classic Car Show – cost us approx. \$14,350. \$4350 more than anticipated in the 2014 Budget.

d. Bike Racks

Motion 7

Moved: Sarah Valiquette-Thompson

Seconded: Nick Raseta

“THAT the Downtown Orillia Management board direct staff to investigate other areas in the BIA in need of bike racks and report back for purchase in 2015.”

Carried.

e. Business Property Use in BIA – Moved to directly before 13. a.

Motion to go past 9:00pm. Carried.

f. Ashiko

Receive as information.

g. BIA Election Policy

Receive as information. Direction: Change header to be consistent with policy body.

h. Marketing Committee

Marketing RFP – Direction: Jacklynn will prepare the draft plan for September meeting for review and presentation to AGM.

i. Website – Search Engine Optimization

Defer to next meeting.

j. Farmers Market Management Committee

No meeting.

Sarah Valiquette-Thompson left at 10pm.

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- k. Façade Improvement Program
No Applications.
- l. Economic Development Committee
No meeting in July and August
- m. Parking Advisory Committee
No meeting.
- n. Transit Advisory Committee
Report next Meeting
- o. Streets Alive! Productions
Receive as information.
- p. Lakehead University Update
No meeting
- q. Chamber of Commerce Update
Receive as information.

14. Deputation Motions

15. Date of Next Meeting – September 16, 2014 – DMB Board Room

16. Adjournment – 10:04 pm