

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

Wednesday November 12, 2014

10:30AM

in the DMB Board Room

33 Mississauga St. W.

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

Present: Ralph Cipolla, Nick Raseta, Mary VanSinclair, Mariano Tulipano, Eric Cathcart, Susan Willsey

Regrets: Ron Spencer, Councillor Pete Bowen, Sarah Valiquette-Thompson

Also Present: Lisa Thomson-Roop – staff

1. Open Session

2. Chair – Ralph Cipolla

3. Call to Order – 10:35am

4. Approval of Agenda – Carried.

5. Disclosure of Interest

None declared.

6. Deputations

7. Minutes

September 23, 2014 - Carried

October 22, 2014 - Carried

8. Closed Session

9. Open Session

10. Motions arising from Closed Session Discussions

11. Correspondence – Information Items

a. Office of the Mayor – Salvation Army Christmas Kettles

b. Office of the Mayor – Tag Days – Scouts Canada Orillia

c. Office of the Mayor – Tag Days – Orillia Figure Skating Club

d. Committee of Adjustment – Notices of Public Hearing

e. Orillia Power – Sponsorship Confirmation – Holiday Lighting

f. Office of the City Clerk – Candlelight Parade & Holiday Parking

g. Treasury Dept. – DMB Budget Report – September 2014

h. Treasury Dept. – DMB Detailed Trial Balance – September 2014

Receive as Information.

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12. Correspondence – Action Items

a. Jeff Duggan, Liquidation Nation- Sign Variance – Update Design

Motion 1

Moved: Susan Willsey

Seconded: Nick Raseta

“THAT the Downtown Orillia Management Board Support the new design of the Liquidation Nation sign as presented.”

Carried.

b. Clerk’s Dept. – One-time Business License – All Types of Businesses

Motion 2

Moved: Eric Cathcart

Seconded: Mariano Tulipano

“THAT the Downtown Orillia Management Board receive the Business License Report as information.

AND THAT this board recommend to the new board to explore different tactics to address retail mix and signage concerns.”

Carried.

Direction: Investigate putting together a list of approved sign makers through bylaw.

c. Orillia Vocal Ensemble – Sponsorship Request

Receive as information. Direction: Write back outlining practice of not supporting agencies the members are already supporting.

d. Jacklynn Tregunno – Resignation Letter-

Receive as Information.

13. Reports

a. Financial Report

Motion 3

Moved: Nick Raseta

Seconded: Susan Willsey

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“THAT the Downtown Orillia Management Board pay the financials listed in the November 12, 2014 statement report totaling \$2871.28.”

Carried.

b. Façade Improvement Program

Motion 4

Moved: Eric Cathcart

Seconded: Nick Raseta

“THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$5000.00 to Joanne and Andrew Bozek of ProActive Health Care at 14 Peter Street South. This is the maximum amount granted of the \$13200.00 estimated improvement. Payment will be issued on completion of the improvement and submission of paid receipts and a photo of the new façade to the DMB office.”

Carried.

c. Office Staffing – Marketing/Events Co-ordinator

Direction: Defer decision and report to the new board in January.

Motion 5

Moved: Mary VanSinclair

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board recommend Lisa hire a temporary office staff member to help off-set the workload during the holiday season.”

Carried.

14. Deputation Motions

15. Date of Next Meeting – T.B.D.

16. Adjournment – 11:55am