

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

Present: Ralph Cipolla, Council Pete Bowen, Ron Spencer, Susan Willsey, Mariano Tulipano, Sarah Valiquette-Thompson, Nick Raseta

Regrets: Eric Cathcart, Bob Willsey

Also Present: Lisa Thomson-Roop, Jacklynn Tregunno, Bill Sullivan, Councillor Tony Madden, George Bowa

1. Open Session

2. Chair – Ralph Cipolla

3. Call to Order – 6:00pm

4. Approval of Agenda

Carried as amended.

Move up Parking Customer Service to immediately follow Deputations.

5. Disclosure of Interest

12.e. Nick Raseta – Owner of the Business

12.f. Councillor Pete Bowen – Former Beatles Chair, Owner of Tent

12. f. Ralph Cipolla – Beatles Celebration Organizer

6. Deputations

a. Bill Sullivan RTO7 –

Discussion.

Direction: Provide events information to RTO7 for promotion.

b. Councillor Tony Madden & George Bowa, Public Works - Free Parking On Saturdays

Discussion.

13. h. Parking Customer Service

Receive as information.

7. Minutes

March 18, 2014 – Carried.

March 26, 2014 – Carried.

April 7, 2014 – Carried.

April 10, 2014 – Carried

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

8. Closed Session

9. Open Session

10. Motions arising from Closed Session Discussions

11. Correspondence – Information Items

- a. Committee of Adjustment – Notices of Public Hearing
- b. Office of the City Clerk – Bill & Linda Tiffin – Municipal Parking Lot 2
- c. Office of the City Clerk – Business Licensing in the BIA
- d. Office of the City Clerk – Snow Removal in the BIA
- e. Office of the City Clerk – Appointment of Board Rep to Farmers' Market Management Committee
- f. Treasury Dept. – DMB Budget Report Feb 2014
- g. Treasury Dept. – DMB Detailed Trial Balance Jan- Feb 2014
- h. Office of the City Clerk – Council Rep at BIA Conference
- i. Office of the City Clerk – Farmers' Market DMB Rep
Receive as Information.

12. Correspondence – Action Items

- a. Office of the Mayor – Snow Removal
Direction: Forward the letter to the merchants. Councillor Bowen will follow-up with Public Works to determine next steps/meeting date.
- b. Tiffin's Creative Centre – Tourist Information Downtown –Networking

Motion 1

Moved: Ron Spencer

Seconded: Nick Rasetta

“THAT the Downtown Orillia Management Board 8 window signs at a cost not to exceed \$500.00 to promote mini downtown tourism info kiosks/centres at interested Downtown businesses;

**AND THAT the cost be debited from the 2014 Signage budget.”
Tabled.**

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

Direction: Follow up with Tiffin's that further logistical discussion must occur with our partners first.

c. Office of the City Clerk – Free Downtown Parking on Saturdays
Receive as information.

d. David Fanstone – Orillia Stage Company
Receive as information.

e. Shawn Crawford, Manager of Legislative Services – Patio Application – Moe's Tapp and Wings
Nick Raseta left the table as he owns the business.

Motion 2

Moved: Councillor Pete Bowen

Seconded: Ron Spencer

**“THAT the Downtown Orillia Management Board support the 2014 patio application submitted by Moe's Tap and Wings at 99 Mississauga Street East.”
Carried.**

f. Rick Purcell – Beatles Tent-
Pete Bowen and Ralph Cipolla left the table as both are past/present Beatles Celebration organizers.
Receive as information.

g. A Gathering of Stories – Sponsorship Request

Motion 3

Moved: Nick Raseta

Seconded: Sarah Valiquette-Thompson

**“THAT the Downtown Orillia Management Board provide staff to work in partnership with Ross Greenwood and Dennis Rizzo in the development of an Orillia book of stories in celebration of the 150th Anniversary of Orillia and Canada.”
Carried.**

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

h. Shawn Crawford, Manager of Legislative Services – Patio Application – Brewery Bay Food Company

Motion 4

Moved: Nick Raseta

Seconded: Sarah Valiquette-Thompson

“THAT the Downtown Orillia Management Board support the 2014 patio application submitted by Brewery Bay Food Company at 117 Mississauga Street East.”

Carried.

i. OMAH – Banner Approval Request

Motion 5

Moved: Susan Willsey

Seconded: Ron Spencer

“THAT the Downtown Orillia Management support the Orillia Museum of Art and History’s request to erect banners on the back of the Peter Street building promoting the attraction as per section 832.6.3 (b) of the City of Orillia Sign bylaw.

Carried.

Banners on Front of OMAH

Direction: Send letter to OMAH noting the DMB does not have authority to approve those banners as they contradict the sign bylaw but the board believes that as OMAH is a city building and therefore should be exempt from the signage bylaw.

j. Discover Orillia – Advertising Opportunity

Receive as information

Direction: Look at policy to up spending cap so advertising buys like this do not come up on the agenda and are taken care in the approved marketing campaign budgets as staff deems appropriate.

k. Bob Willsey – Letter of Resignation

Receive as information.

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

Direction: Send a letter requesting Mr. Willsey reconsider.

13. Reports

- a. Personnel/Staff Task Report Update

Motion 6

Moved: Sarah Valiquette-Thompson

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board hire Taylor Lay as the Special Events & Marketing Co-ordinator beginning on May 5 until the end of August at a cost of \$11.50 per hour for 35 hours a week;

AND THAT the approved 2014 Canada Summer Jobs Grant be used to off-set some of the costs.”

Carried.

Computer

Motion 7

Moved: Nick Raseta

Seconded: Sarah Valiquette-Thompson

“THAT the Downtown Orillia Management Board purchase a new computer at Downtown Computers not to exceed \$1820.00.”

Carried.

Financial Report

Motion 8:

Moved: Ron Spencer

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board pay the financials dated April 15, 2014 in the amount of \$7448.06 as presented.”

Carried.

**DOWNTOWN ORILLIA MANAGEMENT BOARD
MEETING
MINUTES**

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

Direction: Meet with Orillia Power to discuss the monthly street electricity charges.

b. Events Committee

Business Survey Sidewalk Sale – *Direction: Conduct detailed survey after May Sidewalk Sale to determine success. Must include specific questions. Send via email and regular post. Results to be used determine sale's feasibility at 2014 AGM.*

c. Marketing Committee

Spring Contest In Partnership with Packet

Motion 9

Moved: Nick Raseta

Seconded: Mariano Tulipano

“THAT the Downtown Orillia Management Board partner with the Orillia Packet and Times and run a Spring contest in the Downtown at a cost of \$1000.00 to be debited from the Spring Promo Account.”

Carried.

Verbal Motion to go past 9:00pm.

Carried.

Virtual Tour

Table to next meeting.

d. AGM Date Oct 21 or 22

Motion 10

Moved: Ron Spencer

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board hold its AGM on October 22, 2014 at the Orillia Muesuem of Art and History;

AND THAT the requirement that the AGM be held in September as outlined in DMB Policy 6.4 Notice of an Annual General Meeting be waived in 2014 to accommodate an all candidates forum of those up for election of the new board.”

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

Unanimously Carried.

- e. Farmers Market Transition Committee
Direction: Send out correspondence email and hand deliver notices to ensure BIA businesses are aware of the May 17 opening celebrations.
- f. Façade – no report
- g. EDC – Meeting
Receive as Information.
- h. Parking Customer Service in the Downtown –
Dealt with immediately following Deputations.
- i. Parking Advisory Committee -
New Rep – *tabled until next meeting.*
- j. Transit Committee
No meeting.
- k. Streets Alive!
Receive as information.
- l. Lakehead Update – no meeting
- m. Chamber Update –
Receive as information.

14. Deputation Motions

Motion 11

Moved: Nick Raseta

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board strongly support Free Parking in Downtown lots on Saturdays.”

Carried.

Direction: Send comments to George Bowa, Director of Public Works.

**DOWNTOWN ORILLIA MANAGEMENT BOARD
MEETING
MINUTES**

Tuesday April 15, 2014

6:00PM

in the DOMB Board Room

33 Mississauga St. W.

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

15. Date of Next Meeting – May 20, 2014 –DOMB Board Room

16. Adjournment 9:22pm