

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

Present: Al Wallace, Ron Spencer, Dianne Cipolla, Tyler Knight, Mary VanSinclair, Michael Knight, Susan Willsey, Councillor Pat Hehn

Regrets: Allan Francoz

Also Present: Lisa Thomson-Roop (staff)

1. Open Session

The Manager of the DMB Opened the Session and conducted the election of Chair.

2. Chair - Election

Motion 1

Moved: Susan Willsey

Seconded: Michael Knight

'THAT the Downtown Orillia Management Board appoint Ron Spencer as Chair of the Board for the 2015 term.'

Carried.

3. Call to Order- 6:00pm

Motion 2

Moved: Dianne Cipolla

Seconded: Susan Willsey

"THAT the Downtown Orillia Management Board appoint Michael Knight as Vice-Chair of the Board of Directors for the 2015 term'

Carried.

Motion 3

Moved: Mary Van Sinclair

Seconded: Tyler Knight

"THAT the Downtown Orillia Management Board appoint Dianne Cipolla as Treasurer of the board for the 2015 term"

Carried.

4. Approval of Agenda – Carried.

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

5. Disclosure of Interest

13.d. Façade Improvement Grant Program - Owner of property applying for grant.

6. Deputations

7. Minutes

November 12, 2014 – Carried

Moved: Susan Willsey

Seconded: Mary VanSinclair

8. Closed Session

a. Motion to move into Closed Session

Motion 4

Moved: Michael Knight

Seconded: Allan Wallace

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 move into a closed session meeting in the Downtown Orillia Management Board Room to deal with matters pursuant to Section 239(2) (f) of the said Act (Legal).

b. Closed Session Items

Downtown Orillia Management Board Office Lease Space

c. Motion to rise and report to Open Session

Motion 5

Moved Tyler Knight

Seconded: Mary Van Sinclair

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

Carried.

9. Open Session

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

10. Motions arising from Closed Session Discussions

The board discussed the office of lease terms outlined in the closed session report dated January 20, 2015 and provided direction to staff.

11. Correspondence – Information Items

- a. Parks, Recreation and Culture Dept. – Rink Advertising Increase Notice
- b. Treasury Dept. – DMB Budget Report – October 2014
- c. Treasury Dept. – DMB Detailed Trial Balance – October 2014
- d. Branch 34 Royal Canadian Legion – Thank you -Remembrance Banners
- e. Clerk's Dept. – Committee Meeting Dates for Upcoming Year
- f. Office of the Mayor – Tag Days – Orillia Youth Opportunities Committee
- g. Office of the City Clerk – Business Licensing in the BIA -
- h. Committee of Adjustment – Notice of Decision
- i. Office of the City Clerk – Appointment of 2014-2018 Board of Directors
- j. Office of the City Clerk – Appoint to the DMB
- k. Treasury Dept. – DMB Budget Report – November 2014 _
- l. Treasury Dept. – DMB Detailed Trial Balance – November 2014

Clarification requested re: Store Recruitment budget & Business License Report Receive as Information.

12. Correspondence – Action Items

- a. Office of the City Clerk – Request to appoint Board Representatives to City Committees

Parking Advisory - Defer to next meeting after discussion with the Mayor between Chair and Vice Chair and Councillor Pat Hehn. 2 interested members.

Motion 6

Moved: Dianne Cipolla

Seconded: Susan Willsey

"THAT the Downtown Orillia Management Board recommend to Council DMB Director Mary VanSinclair be appointed as the board representative of the Orillia Farmers' Market Management Committee"

Carried.

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

Motion 7

Moved: Al Wallace

Seconded: Tyler Knight

"THAT the Downtown Orillia Management Board recommend to Council DMB Director Allan Francoz be appointed as the board representative of the Transit Advisory committee."

Carried.

Motion 8

Moved: Michael Knight

Seconded: Dianne Cipolla

"THAT the Downtown Orillia Management Board recommend to Council DMB Director Tyler Knight be appointed as the board representative on the City of Orillia's Economic Development Committee'.

Carried.

b. Office of the City Clerk – Committee Dates for 2015

Motion 9

Moved: Mary Van Sinclair

Second: Tyler Knight

"THAT the Downtown Orillia Management Board hold its regular monthly board meeting on the third Tuesday of each month".

Carried.

c. Chamber of Commerce – Request to appoint Board Representative to Chamber

Motion 10

Moved: Michael Knight

Second: Dianne Cipolla

"THAT the Downtown Orillia Management Board appoint DMB Director Al Wallace as the board representative of the Orillia Chamber of Commerce Board of the Directors."

Carried.

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

d. Office of the City Clerk – 2015 Budget Committee Meeting

Motion 11

Moved: Michael Knight

Seconded: Al Wallace

"THAT the DMB request the city pay for a truck for DMB maintenance staff during the 2015 budget presentation."

Carried.

e. Coldest Night of Year Orillia – Sponsorship Request

Direction: Promote event via social media and forward info to members via email.

f. Curious The Tourist Guide – 2015 Centre Spread Map Ad Opportunity

Receive as Information.

13. Reports

a. Employee Status Reports

Direction: Schedule time to discuss parking and develop a parking plan – Long term and short term goals.

Receive as information.

b. DMB Committee Appointments

Motion 12

Moved: Tyler Knight

Seconded: Michael Knight

"THAT the Downtown Orillia Management Board appoint the following two (2) Directors to the Facade Improvement Panel for a term ending November 20, 2018.

1. Dianne Cipolla

2. Mary VanSinclair"

Carried.

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

Motion 13

Moved: Michael Knight

Second: Al Wallace

**"THAT the Downtown Orillia Management Board appoint the following Directors of the Events Committee: Tyler Knight, Dianne Cipolla, Susan Willsey."
Carried.**

Motion 14

Moved: Michael Knight

Seconded: Al Wallace

**"THAT the Downtown Orillia Management Board appoint the following Directors to the Marketing Committee: Ron Spencer, Susan Willsey, Tyler Knight."
Carried.**

Motion 15

Moved: Dianne Cipolla

Seconded: Susan Willsey

**"THAT the Downtown Orillia Management Board appoint the following Directors to the Beautification, Maintenance and Seasonal Decor Committee: Michael Knight, Al Wallace, Allan Francoz."
Carried.**

Motion 16

Moved: Michael Knight

Seconded: Dianne Cipolla

**"THAT the Downtown Orillia Management Board appoint the following Directors to the Planning, Revitalization & Recruitment Committee: Susan Willsey, Mary VanSinclair, Ron Spencer, Al Wallace."
Carried.**

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

c. Financial Report

Motion 17

Moved: Tyler Knight

Seconded: Dianne Cipolla

"THAT the Downtown Orillia Management Board pay the financials listed in the January 20, 2015 statement report totaling \$9163.74."

Carried.

d. Façade Improvement Grant Program

Town's Jewellers – Façade Grant

Michael Knight left the room during discussion.

Motion 18

Moved: Mary VanSinclair

Seconded: Dianne Cipolla

"THAT the Downtown Orillia Management Board approve a Facade Grant in the amount of \$5000.00 to Debra and Michael Knight of Town Jewellers at 51 Mississauga Street East. This is the maximum amount grant of the \$14,021 estimated improvement;

AND THAT payment will be issued on completion of the improvement and submission of paid receipts and a photo of the new facade to the DMB office."

Carried.

e. Office Staffing – Marketing/Events Co-ordinator

Motion 19

Moved: Susan Willsey

Seconded: Mary Van Sinclair

"THAT the Downtown Orillia Management Board form a hiring committee consisting of the following directors

**Ron Spencer
Michael Knight**

**Lisa Thomson-Roop (Staff)
Tyler Knight**

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

AND THAT the Committee be given the authority to hire the best candidate for the position of the Special Events Coordinator at the rate of pay outline in the job description."

Carried.

- f. 2015 Marketing Plan – Proposal

Receive as information.

- g. Snow Removal

The board discussed options as well as complaints related to when the sidewalk cleaning machine is down.

- h. Winter Carnival Slide

Direction: Respond with letter to the members outlining board discussion, decision and that the slide's impact on business will be evaluated after 2015 event.

Motion 20

Moved: Tyler Knight

Seconded: Susan Willsey

"THAT the Downtown Orillia Management Board partner with the Winter Carnival Committee and the City of Orillia to host Winterrific activities, including a giant snow slide between Peter and Front Street on Mississauga Street E. Feb13-15th, 2015.

AND THAT a budget not to exceed \$1000.00 be allocated for security and promotion from the Winter Promotion budget."

Carried.

Members agreed to go past 9pm.

- i. Website – Spaces for Rent Section

Direction: Investigate cost to add this section to site and report back at next meeting.

- j. Rotary Place Ad – Artwork Update

Direction: Redesign ad and present at next meeting.

- k. Youth Quest Hire

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 20, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

Motion 21

Moved: Mary Van Sinclair

Seconded: Susan Willsey

"THAT the Downtown Orillia Management Board hire temporary office help through the YMCA's Youth Quest grant program;

AND THAT the DMB be responsible for any additional costs associated with WSIB"
Carried.

14. Deputation Motions

15. Date of Next Meeting – February 17, 2015 – 6pm

16. Adjournment – 9:18pm