

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL BOARD MEETING
MINUTES**

September 10, 2015

11:45 AM

in the DMB Board Room

33 Mississauga St. W.

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

Present: Ron Spencer, Allan Francoz, Michael Knight, Mary VanSinclair, Susan Willsey,
Councillor Pat Hehn

Regrets: Rick Sinotte, Al Wallace, Dianne Cipolla

Also Present: Courtney Thompson, Lisa Thomson-Roop (staff)

1. Open Session

2. Chair – Ron Spencer

3. Call to Order – 11:52am

4. Approval of Agenda

5. Disclosure of Interest

6. Deputations

7. Minutes

August 18, 2015 – Carried.

8. Closed Session

There are no closed session items.

9. Correspondence – Information Items

a. Dept. of Development Services – Site Plan Approval – Costco Wholesale

b. Office of the City Clerk – 2015 Semi- Annual Report

c. Treasury Dept. – DMB Budget Report – July 2015

d. Treasury Dept. – DMB Detailed Trial Balance – July 2015

Receive as information.

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10. Correspondence – Action Items

- a. Brelyn Enterprise – Trent Severn 2016 Magazine - Advertising Opportunity

Motion 1

Moved: Allan Francoz

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board purchase a full page ad in the 2016 Trent Severn Waterway guide at a cost of \$650.00 plus HST;

AND THAT the cost be debited from the 2016 Seasonal Promotions Accounts.”

Carried.

11. Reports

- a. Financial Report

Motion 2

Moved: Michael Knight

Seconded: Allan Francoz

“THAT the Downtown Orillia Management Board pay the financials dated September 10, 2015 in the amount of \$11,735.26 as presented.”

Carried.

Councillor Hehn arrived at 12:08pm

- b. Downtown Halloween Haunted Tours

Motion 3

Moved: Michael Knight

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board approve a Halloween haunted tour in Downtown Orillia on October 27, 2015;

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AND THAT the Downtown Orillia Management Board allocate a \$1000 budget to the Halloween haunted tour in Downtown Orillia so as to advertise, promote, plan and implement this event.”

Carried.

c. 2016 Budget Committee

Motion 4

Moved: Michael Knight

Seconded: Allan Francoz

“THAT the Downtown Orillia Management Board approve the 2016 Budget C with the following changes:

- **A 2% tax increase towards marketing;**

for approval at the 2015 BIA Annual general meeting;

AND THAT the two letter to Council requesting an increase in the Maintenance Fee for Service and Reimbursement for the time of office spends on city programs and projects be sent to Council as well as included with the 2016 budget submission to the City of Orillia.”

Carried.

Direction: Come up with talking points for budget presentation – marketing of Orillia etc.

d. Sidewalk Permits

Direction: To the maintenance committee to develop a report.

e. Graffiti Update

Receive as information.

f. Economic Development Committee

No meeting.

g. Farmers Market Management Committee

Budget discussions.

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12. Deputation Motions

13. Date of Next Meeting – October 20, 2015

14. Adjournment – 1:04pm