

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

November 24, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

---

Present: Ron Spencer, Mary VanSinclair, Dianne Cipolla, Susan Willsey, Michael Knight, Allan Francoz, Councillor Pat Hehn, Rick Sinotte, Al Wallace.

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

**1. Open Session**

**2. Chair – Ron Spencer**

**3. Call to Order – 6:00pm**

**4. Approval of Agenda – Carried**

**5. Disclosure of Interest**

*11.a. Financial Report - Michael Knight declared as he is an owner of one of payees listed.*

*11. k. Façade Improvement Grant Panel - Mary VanSinclair and Allan Francoz declared as owners of properties applying for grants.*

**6. Deputations**

a. Jacqueline Soczka, Manager of Culture, City of Orillia – Culture Days 2016 – *Unable to attend.*

**7. Minutes**

September 8, 2015 – Carried.

September 10, 2015 – Carried.

**8. Closed Session**

There are no closed session items.

**9. Correspondence – Information Items**

a. Committee of Adjustment – Notice of Public Hearing

b. Office of the City Clerk – DOMB Fee for Maintenance – Increase Request

c. Office of the City Clerk – DMB Administration Compensation Request

d. Office of the City Clerk – Board Member Rep. – Transit Advisory Committee

e. Orillia Power – Christmas Lights Sponsorship/Donation Confirmation

f. Treasury Dept. – DMB Budget Report – August

g. Treasury Dept. – DMB Detailed Trial Balance – August

h. Committee of Adjustment – Notices of Decision

i. Office of the City Clerk - 2016 Budget – Boards, Committees and Agencies

j. Treasury Dept. – DMB Budget Report – September

k. Treasury Dept. – DMB Detailed Trial Balance – September

l. Committee of Adjustment – Notice of Decision

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

November 24, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

---

*Receive as Information.*

**10. Correspondence – Action Items**

a. Leslie Fournier – Streets Alive! 2016 Sponsorship Request

**Motion 1**

**Moved: Susan Willsey**

**Seconded: Mary VanSinclair**

**“THAT the Downtown Orillia Management Board sponsor Streets Alive! 2016 Story Poles in the amount of \$8000.00;**

**AND THAT the sponsorship be debited from the seasonal marketing and community sponsorship budgets;**

**AND THAT the poles be equally distributed per block, (same distribution as last year);**

**AND THAT guided tours be provided during Downtown events to encourage people to visit all five blocks;**

**AND THAT the sponsorship dollars be contingent on a layout of placement provided beforehand.”**

**Carried.**

b. RTO7 Tourism Conference – Registration

**Motion 2**

**Moved: Al Wallace**

**Seconded: Michael Knight**

**“THAT the Downtown Orillia Management Board send Courtney Thompson and Lisa Thomson-Roop to the BruceGreySimcoe Regional Conference on December 9, 2015 at a cost of \$150 plus mileage;**

**AND THAT the cost be debited from conference and mileage accounts.”**

**Carried.**

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

November 24, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

---

c. EDC/Planning Dept.- Downtown Tomorrow Community Improvement Plan – For Comment

**Motion 3**

**Moved: Susan Willsey**

**Seconded: Mary VanSinclair**

**“THAT the Downtown Orillia Management Board is in support of the Community Improvement Program as presented.”**

**Carried.**

**11. Reports**

a. Financial Report

*Michael Knight – Declared conflict as he an owner of Co-op Parking*

**Motion 4**

**Moved: Al Wallace**

**Seconded: Allan Francoz**

**“THAT the Downtown Orillia Management Board pay the financials presented in the October 20, 2015 Financial Report in the amount of \$5,088.64”**

**Carried.**

**Motion 5**

**Moved Al Wallace**

**Seconded: Allan Francoz**

**“THAT the Downtown Orillia Management Board pay the financials presented in the November 24, 2015 Financial Report in the amount of \$5695.59 with the following adjustment Item 6 payee changed to Impression House from Mariposa Market.”**

**Carried.**

b. Events Committee

*Receive as information.*

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

November 24, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

---

c. Youth Quest Student Employment

**Motion 6**

**Moved: Rick Sinotte**

**Seconded: Susan Willsey**

**“THAT the Downtown Orillia Management Board hire Bethany LeBlanc through the Youth Quest Program to assist with office tasks and events;**

**AND THAT the board cover any additional costs associated with the grant, such as WSIB and CPP, to a maximum of \$250.00 over the 4 month grant term.”**

**Carried.**

d. Centennial Coin

*Direction: Michael Knight will explore further and report back.*

e. Hotel Directory Ads –

*Receive as information.*

f. Smoking Ban – Public Buildings

*Direction: Send a letter to council requesting they explore banning smoking in the downtown while they explore banning smoking around public buildings.*

g. Parking Business Plan

**Motion 8**

**Moved: Dianne Cipolla**

**Seconded: Michael Knight**

**“THAT the Downtown Orillia Management Board allocate up to \$300 for graphic design and printing work to the Parking Business Plan presentation from the Free Parking Budget.”**

**Carried.**

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

November 24, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

---

h. Business Licenses

**Motion 9**

**Moved: Allan Francoz**

**Seconded: Michael Knight**

**“THAT the DMB direct staff to write a letter to the Fire Department and Police Services Board to explore implementing a business license that will serve both the DMB in terms of signage and welcome packages as well as address safety issues associated with police and fire.”**

**Carried.**

i. Signage By-law Review – Update

**Motion 10**

**Moved: Dianne Cipolla**

**Seconded: Rick Sinotte**

**“THAT the Downtown Orillia Management Board recommend the Sign Committee meet with City of Orillia staff and members of Council with the recommended changes to the Sign By-law as presented.”**

**Carried.**

*Councillor Pat Hehn will attend the meeting as a liaison.*

j. Downtown Heritage Conservation District

**Motion 11**

**Moved: Allan Francoz**

**Seconded: Al Wallace**

**“THAT the Downtown Orillia Management Board defer comment on the proposed Downtown Heritage Conservation District until the new year.”**

**Carried.**

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

November 24, 2015

6:00PM

in the DMB Board Room

33 Mississaga St. W.

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

---

k. Façade Improvement Grant Panel

*Allan Francoz and Mary VanSinclair declared a conflict of interest as they are owners of the properties up for approval.*

**Motion 12**

**Moved: Michael Knight**

**Seconded: Diane Cipolla**

**"THAT the Downtown Orillia Management Board approve a Facade Grant in the amount of \$260.00 to Mary and Lorne VanSinclair of Carousel Collectables located at 27 Mississaga Street West. This is 40% of the \$650.00 estimated improvement;**

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

**Carried.**

**Motion 13**

**Moved: Susan Willsey**

**Seconded: Dianne Cipolla**

**"THAT the Downtown Orillia Management Board approve a Facade Grant in the amount of \$4625.00 to Elaine and Allan Francoz of Just Elaine's located at 138 Mississaga Street East. This is 50% of the lowest estimated quote of \$9250.00;**

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

**Carried.**

**Motion 14**

**Moved: Dianne Cipolla**

**Seconded: Michael Knight**

**"THAT the Downtown Orillia Management Board approve a Signboard Grant in the amount of \$647.00 to Mary and Lorne VanSinclair of Carousel Collectables located at 27 Mississaga Street West. This is 40% of the estimated \$1619.50 sign;**

**Payment will be made in three installments:**

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

November 24, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

---

**1. On the completion of the sign and submission of paid bills and photo of the installed sign.**

**2. On the first anniversary of the sign's installation**

**3. On the second anniversary of the sign's installation."**

**Carried.**

l. Economic Development Committee

*No Meeting.*

m. Beautification, Maintenance and Seasonal Décor Committee

*Receive as Information.*

n. Transit Advisory Committee

*No report.*

o. Farmers' Market Management Committee

*Receive as Information.*

p. Chamber of Commerce Update

*Report in January.*

**12. Deputation Motions**

**13. Date of Next Meeting** –January 19, 2016

**14. Adjournment – 8:54pm**