

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

April 28, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

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

Regrets: Dianne Cipolla

1. Open Session

2. Chair – Ron Spencer

3. Call to Order – 6:00pm

4. Approval of Agenda – Carried.

5. Disclosure of Interest - Michael Knight, Owner

6. Deputations

7. Minutes

April 1, 2015 – Carried.

8. Closed Session

a. Motion to move into Closed Session

Motion 1

Moved: Allan Francoz

Second: Susan Willsey

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 hold 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) and (d) of the said Act (Personnel Matters)

Carried.

b. Closed Session Items

1. Downtown Orillia Management Board Office Lease Space

2. Staff Contracts

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c. Motion to rise and report to Open Session

Motion 2

Moved: Michael Knight

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board rise and report to open session.”

Carried.

9. Open Session

10. Motions arising from Closed Session Discussions

Motion 3

Moved: Michael Knight

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board renew the lease of the DMB office space at 33 Mississauga Street West for 3 year term with the following terms:

2015 - \$600 per month

2016 - \$650 per month

2017 - \$700 per month

With an option of another 3 years price to be negotiated;

AND THAT the maintenance of machinery clause is reduced to up to \$1500.00 over the term of the lease rather than \$2500.00.”

Carried.

Motion 4

Moved: Mary VanSinclair

Seconded: Michael Knight

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“THAT Lisa Thomson-Roop and Rick Elliot be converted from contract employees to full-time employees of the DOMB

AND THAT their wages be aligned with the 3% increase in the 2015 budget.”

Carried.

Direction: Start negotiations for the new lease after two years.

11. Correspondence – Information Items

- a. Robin Cadeau, Committee Coordinator – Municipal Heritage Committee Rep.
- b. Committee of Adjustment – Notices of Public Hearing
- c. Committee of Adjustment – Notices of Decision
- d. Clerk’s Department – Resignation of Tyler Knight & Appointments to Committees
- e. Office of the City Clerk – Downtown May Sidewalk Sale Street Closure Request
- f. Office of the City Clerk – Request for a Maintenance Truck
- g. Office of the City Clerk – Resignation from the Downtown Orillia Management Board

Receive as Information.

12. Correspondence – Action Items

- a. Cash Money- Sign Variance Request – Receive as information.
- b. Leslie Fournier – Proposed Door Locations – 2015 Streets Alive!

Motion: 5

Moved: Michael Knight

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board support the Doors display locations proposed by Streets Alive! as amended to move 2 doors to Andrew/ Albert block(s) from the West & Peter Street block.”

Carried.

- c. Shawn Crawford, Legislative Services – Sidewalk Patio – Moe’s Tap & Wings

Motion 6

Moved: Mary VanSinclair

Seconded: Al Wallace

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“THAT the Downtown Orillia Management Board approve the Sidewalk Patio Application submitted by Moe’s Tap & Wings.”

Carried.

d. Shawn Crawford, Legislative Services – Sidewalk Patio – Brewery Bay Food Co.

Motion 8

Moved: Susan Willsey

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board approve the Sidewalk Patio application submitted by the Brewery Bay Food Company.”

Carried.

e. City of Orillia – Public Open House – Proposed Zoning Amendment – 21

Matchedash Street South.

Receive Information.

f. Kristine Preston, Orillia Police Services Board – CCTV Working Group Member Appointment.

Motion 9

Moved: Michael Knight

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board appoint the following member Lisa Thomson-Roop to represent the DMB on the CCTV system evaluation Working Group of the Orillia Police Services Board.”

Carried.

g. Wendy Fairbairn – Orillia Opera House Season Sponsorship

Motion 10

Moved: Susan Willsey

Seconded: Michael Knight

“THAT the Downtown Orillia Management Board sponsor the Orillia Opera House’s 2015 Summer Season up to \$2000.00;

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**AND THAT the sponsorship be debited from the season promotional accounts.”
Carried.**

Direction: Customize sponsorship to meet our needs.

h. Exploring Orillia – Advertising Opportunity

Motion 11

Moved: Michael Knight

Seconded: Mary VanSinclair

**“THAT the Downtown Orillia Management Board purchase 3 ads in the Exploring Orillia 2015 Guide at the price of \$115.00.”
Carried.**

i. Clerk’s Department – Downtown Sign Requirements –

Motion 12

Moved:

Seconded:

“THAT the DMB request a deputation of Council to discuss the signage bylaw

AND THAT the following members be appointed to a working group:

Michael Knight

Susan Willsey

Al Wallace

Ron Spencer

And alternate Mary Sinclair.”

Carried.

j. CDC – Social Media Maximize Your Reach Training

Motion 13

Moved: Michael Knight

Seconded: Al Wallace

“THAT the Downtown Orillia Management send 1 member on May 7th at the cost of \$45 plus HST.”

Carried.

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13. Reports

- a. Financial Report

Motion 14

Moved: Susan Willsey

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board pay the financials listed in the April 28,2015 statement report totaling \$2176.75.”

Carried.

- b. Events Committee

Car Show – Investigating feasibility of concert and beer garden.

Lightfoot Days

Motion 15

Moved: Michael Knight

Seconded: Allan Francoz

**“THAT the Downtown Orillia Management Board sponsor the 2015 Gordon Lightfoot Days in the amount of \$200.00;
AND THAT the DMB offer entertainment cost sharing to registered BIA venues of up to 50% up to \$150 per venue over the weekend with a cap of \$600.00 total.**

AND THAT only venues not charging cover be eligible for the cost sharing;

**AND THAT the \$800.00 be debited from the Fall Promotion Budget.”
Carried.**

- c. Orillia Jazz Festival

Motion 16

Moved: Allan Francoz

Seconded: Michael Knight

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“THAT the Downtown Orillia Management Board sponsor the 2015 Orillia Jazz Festival in the amount of \$500.00;

AND THAT Downtown Orillia be recognized as the main sponsor at the opening reception;

AND THAT the DMB offer entertainment cost sharing to registered BIA venues of up to \$150 per venue over the weekend with a cap of \$1000.00 total;

AND THAT only venues not charging cover be eligible for the cost sharing;

**AND THAT the \$1500 be debited from the Fall Promotion Budget.”
Carried.**

Board agreed to go past 9pm.

d. Downtown Directory Brochures

Motion 16

Moved: Al Wallace

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board hire Effigy Design to design and produce 10,000 8.5’ x 14” 2015 Downtown Directory Brochures;

**AND THAT the \$1449.00 plus HST and estimated 3 hours of design time at \$60 an hour cost be debited from the Seasonal Promotional accounts.”
Carried.**

e. Free Parking on Saturday’s Initiative

Receive as Information

f. New Printer

Motion 17

Moved: Michael Knight

Seconded: Allan Francoz

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“THAT the Downtown Orillia Management Board lease a Toshiba Digital e-studio 2555c Colour photocopier from Northern Business Equipment for 60 months at \$129.00 plus taxes per month;

AND THAT the service contract include all service, parts, labor and toners and drums for the duration of the lease;

AND THAT the DMB agree to the rate of 9.0 cents colour copy and 1.2 cents per black copy.”

Carried.

- g. Board Vacancy

Motion 18

Moved: Susan Willsey

Seconded: Allan Francoz

“THAT the Downtown Orillia Management Board follow policy 4.15.1 – filling a Vacancy in the first 3 years of the term to replace Director Tyler Knight”

Carried.

- h. Economic Development Committee
No report. Meeting did occur due to lack of quorum
- i. Beautification, Maintenance and Seasonal Decor Committee
No meeting
- j. Parking Advisory Committee
No meeting.
- k. Transit Advisory Committee
No meeting.
- l. Farmers' Market Management Committee
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m. Chamber of Commerce Update

Port Opening. DMB members encouraged to attend.

n. Façade Improvement Grant Panel

Motion 19

Moved: Susan Willsey

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$5000.00 to Andrew and Joanne Bozek, owners of Proactive Health Care at 14 Peter Street South. This is the maximum amount granted of the \$13,200.00 plus HST estimated improvement;

AND TAT the payment be issued on completion of the improvement and submission of paid receipts and a photo of the new façade to the DMB office.”

Carried.

Motion 20

Moved: Allan Francoz

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$4488.00 to Michael and Deborah Knight, owners of Town’s Jewellers at 51 Mississauga Stret East. This is 40% of the \$11,220.00 HST estimated improvement;

AND THAT the payments be issued on completion of the improvement and submission of paid receipts and a photo of the new façade to the DMB office.”

Carried.

Motion 21

Moved: Mary VanSinclair

Seconded: Michael Knight

“THAT the Downtown Orillia Management approve the Façade Sign Grant application submitted by Pam Funge, owner of Fun Wools at 17 Peter

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Street South in the amount of \$80.00. This is 40% of the estimated \$200.00 cost of the sign;

AND THAT the payment be issued on completion of the installation of the sign, submission of paid receipts and photo of the installed sign of the DMB office in three installments

- 1. Installation of the sign**
 - 2. 1st Anniversary of the installation of the sign**
 - 3. 2nd Anniversary of the installation of the sign”**
- Carried.**

14. Deputation Motions

15. Date of Next Meeting –May 19, 2015

16. Adjournment – 9:35pm