

**DOWNTOWN ORILLIA MANAGEMENT BOARD  
REGULAR BOARD MEETING  
MINUTES**

May 19, 2015

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

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

Regrets: Dianne Cipolla

Also Present: Lisa Thomson-Roop, Courtney Thompson

**1. Open Session**

**2. Chair** – Ron Spencer

**3. Call to Order** – 6:11pm

**4. Approval of Agenda** – Carried.

**5. Disclosure of Interest** - None Declared

**6. Deputations**

**7. Minutes**

April 28, 2015 – Carried.

**8. Closed Session**

There are no closed session items.

**9. Correspondence – Information Items**

a. Committee of Adjustment – Notice Public Hearing

b. Clerk's Department – Deputation Request

c. Treasury Dept. – DMB Budget Report – March

d. Treasury Dept. – DMB Detailed Trial Balance – March

e. Office of City Clerk – Interim Wayfinding Signage Options

*Receive as Information*

**10. Correspondence – Action Items**

a. Boards and Committees Review Working Group – Boards and Committee Review Report –

*Direction: Request a meeting with Councillors for further information. Call Special board meeting.*

b. Nourish Yoga – Sponsorship Request

*Direction: Send eblast on her behalf.*

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c. EDO – Downtown Free Parking Initiative Merchant Surveys

**Motion 1**

**Moved: Michael Knight**

**Seconded: Susan Willsey**

**“THAT Downtown Orillia Management Board survey its members on the value of free parking in Municipal Lots on Saturday as requested by the EDC;**

**AND THAT the surveys reflect business type rather than the name of the business for privacy;**

**AND THAT the board host a Downtown Parking Forum in the future to gather information and develop parking management solutions to recommend to the City of Orillia”**

**Carried.**

d. Police Services Board – Orillia OPP Detachment – Drug Prevention Documentary  
*Defer to a future meeting to determine what type of contributions others are making. Councillor Hehn will provide the update when the information is available.*

e. Starry Night Organizing Committee – Sponsorship Request

**Motion 2**

**Moved: Michael Knight**

**Seconded: Susan Willsey**

**“THAT the Downtown Orillia Management Board sponsor the 11<sup>th</sup> annual Starry Night Studio and Gallery Tour on Saturday August 22<sup>nd</sup> in the amount of \$500.00 to be debited from the Community Event Sponsorship account.”**

**Carried.**

**11. Reports**

a. Financial Report

**Motion 3**

**Moved: Al Wallace**

**Seconded: Allan Francoz**

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**“THAT the Downtown Orillia Management Board pay the financials dated May 19, 2015 in the amount of \$ 2964.56 as presented.”**

**Carried.**

b. Events Committee

*Receive as information. Direction: All board members should evaluate how the Sunday event is attended.*

c. Farmers' Market Presence

**Motion 4**

**Moved: Mary VanSinclair**

**Seconded: Susan Willsey**

**“THAT the Downtown Orillia Management Board purchase a pull-up Downtown Orillia promotional banner at cost of \$250.00;**

**AND THAT the cost be debited from the signage account;**

**AND THAT Downtown Orillia employees/volunteers populate a booth at the 2015 Orillia Farmer's Market in Downtown Orillia throughout the spring/summer season to promote the core and its events.”**

**Carried.**

d. Signing Authorities – Update

**Motion 5**

**Moved: Susan Willsey**

**Seconded: Allan Francoz**

**“THAT the Downtown Orillia Management Board appoint the following 4 board members as signing authorities: Ron Spencer, Michael Knight, Dianne Cipolla, and Mary VanSinclair.”**

**Carried.**

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e. Board Vacancy

**Motion 6**

**Moved: Susan Willsey**

**Seconded: Mary VanSinclair**

**“THAT the Downtown Orillia Management Board recommend to Council to appoint Rick Sinotte of Sinergy Clothing to fill the vacant position on the board as per policy 4.15.1- Filling a Vacancy in the First 3 Years of the Term”**

**Carried.**

f. BIA Conference Update

*Direction: Closed Session Item – Dilapidated Property in the BIA at future meeting.*

g. Signage Deputation Committee

*Direction: Add how helpful the office is on signage in terms of council to presentation. Send reminder to all board members to attend meeting as support.*

h. Economic Development Committee

No meeting.

i. Beautification, Maintenance and Seasonal Decor Committee

No report.

j. Parking Advisory Committee

No report

k. Transit Advisory Committee

Next meeting June. Receive as information.

l. Farmers' Market Management Committee

*Discussion on Signage for the Market underway.*

m. Chamber of Commerce Update

*Receive as information.*

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n. Façade Improvement Grant Panel

**Motion 7**

**Moved: Susan Willsey**

**Seconded: Allan Francoz**

**“THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$5000.00 to Brandon Clark, owner of Kenzington Burger Bar located at 85 Mississaga Street East. This is the maximum amount granted of the \$13,200.00 plus HST estimated improvement;**

**AND THAT 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.**

**AND THAT the grant be contingent on the approval of the Heritage Committee Representative on the Façade Panel.”**

**Carried.**

**Motion 8**

**Moved: Susan Willsey**

**Seconded: Al Wallace**

**“THAT the Downtown Orillia Management approve the Façade Sign Grant application submitted by Brandon Clark owner of Kenzington Burger Bar located at 85 Mississaga Street East in the amount of \$1000.00. This is the maximum amount granted of the estimated \$4000.00 cost of the three signs;**

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

- 1. Installation of the signs**
- 2. 1<sup>st</sup> Anniversary of the Installation of signs**
- 3. 2<sup>nd</sup> Anniversary of the installation of signs.**

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**AND THAT the grant be contingent on the approval of the Heritage Committee Representative on the Façade Panel.”  
Carried.**

**12. Deputation Motions**

**13. Date of Next Meeting – June 16, 2015**

**14. Adjournment - 8:34pm**