

**DOWNTOWN ORILLIA MANAGEMENT BOARD
REGULAR MEETING
MINUTES**

Tuesday November 15, 2016
in the DMB Board Room
33 Mississaga St. W.

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

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

Regrets: Dianne Cipolla, Mary VanSinclair

Also Present: Laura Thompson – EDC, Jeff Duggan – Planning, Courtney Thompson, Lisa Thomson-Roop (staff)

1. Open Session

2. Chair – Ron Spencer

3. Call to Order- 6:02

4. Approval of Agenda – Approved as amended.

Moved 12. Reports .e. Retail Mix Study - Draft to immediately after Deputations.

5. Disclosure of Interest

12.a. Financial Report - *Susan Willsey and Michael Knight declared as they own businesses to be paid for services in the financial report.*

6. Deputations

7. Retail Mix Study - Draft (12.e.)

Jeff Duggan, Senior Planner City of Orillia, Laura Thompson, Manager of Real Estate & Commercial Development, EDC, City of Orillia attended to discuss.

Comments: Ensure presentation is more reflective of the vacancy rate in the BIA. (Clarify each area and what it includes i.e. Upper Level, Metro Plaza)

8. Minutes

October 6, 2016 – Carried.

9. Closed Session

There are no Closed Session items.

10. Correspondence – Information Items

a. Treasury – DMB Budget Report - August

b. Treasury – DMB Detailed Trial Balance – August

c. Office of the City Clerk – Central School – Permit Parking Area- Response – *Clarification requested. Direction – Councillor Pat Hehn will investigate this and express.*

d. Office of the City Clerk – Downtown Sidewalk Maintenance Allocation – Response

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Councillor Hehn will push for this at budget talks next week.

- e. Orillia Power – 2016 Christmas Light Sponsorship
- f. Office of the City Clerk – 2017 Budget – Boards, Committees and Agencies
- g. Treasury – DMB Budget Report - September
- h. Treasury – DMB Detailed Trial Balance – September
- i. City of Orillia – Notice of Public Meeting – Zoning By-law Amendment – 27 Front St. N.
- j. City of Orillia – Notice of Public Meeting – Office Plan and Zoning Amendment – 340 Mississaga St. W.
- k. Office of the City Clerk – Integrity Commissioner and Closed Meeting Investigator Appointment
Receive as Information.

11. Correspondence – Action Items

- a. Raywin M Raaflaub – Royal Canadian Air Force Association of Canada AGM – Program Advertising Opportunity
Receive as information.
- b. Ainley Group – City of Orillia Centennial Drive Area Improvements – Notice of Public Information Centre No.1

Motion 1

Moved: Rick Sinotte

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board request Council to allocate dollars to conduct an engineering study of the BIA at the same time as the study of Centennial Drive and Waterfront area as the first step in the physical revitalization of Downtown Orillia.”

Carried.

12. Reports

- a. Financial Report
Susan Willsey and Michael Knight declared a conflict of interest.

Motion 2

Moved: Al Wallace

Seconded: Rick Sinotte

“THAT the Downtown Orillia Management Board pay the financials dated November 15, 2016 in the Financial Report in the amount of \$10,542.01.”

Carried.

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b. Events Committee

Motion 3

Moved: Michael Knight

Seconded: Allan Francoz

THAT the Downtown Orillia Management Board purchase 100 ads for \$1500 on Sunshine 89.1 radio from January through March 2017;

AND THAT the cost come from the 2017 Winter Promo Budget.”

Carried.

c. Orillia Winter Carnival – 2017

Direction: Request more information as per the details of features and who is responsible for each activity.

d. Downtown Parking Business Plan

Receive as Information.

e. Retail Mix Study - Draft

Moved to follow Deputations.

f. Beautification, Maintenance and Seasonal Décor Committee

Receive as information.

g. Transit Advisory Committee

Receive as information.

h. Farmers' Market Management Committee

Representative was not in attendance. Report deferred to next meeting.

i. Façade Improvement Panel

Motion 4

Moved: Allan Francoz

Seconded: Al Wallace

"THAT the Downtown Orillia Management Board approve a Signboard Grant in the amount of \$600.00 to Fanboy located at 61 Mississauga Street East. This is 40% of the estimated \$1500.00 sign cost;

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Payment will be made in three installments:

- 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.

j. Orillia and Area District Chamber of Commerce – Update
Receive as information.

13. Deputation Motions

14. Date of Next Meeting – January 17, 2016

15. Adjournment – 8:12pm