

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

December 6, 2016
5:00PM
in the DMB Board Room
33 Mississauga St. W.

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

Present: Ron Spencer, Al Wallace, Mary VanSinclair, Michael Knight, Councillor Pat Hehn,
Regrets: Allan Francoz, Dianne Cipolla, Rick Sinotte,
Also Present: Lisa Thomson-Roop, Courtney Thompson (staff)

1. Open Session

2. Chair – Ron Spencer

3. Call to Order – 5:06pm

4. Approval of Agenda - Carried

5. Disclosure of Interest

11.a. Mary VanSinclair – Owner of Carousel Collectables – Façade Grant Application

6. Deputations

7. Minutes

8. Closed Session

There are no Closed Session Items.

9. Correspondence – Information Items

- a. Orillia Youth Centre – Thank you for Roots North Revisited Fundraiser Sponsorship
 - b. Office of the City Clerk- Council Appointment to Downtown Management Board
 - c. Committee of Adjustment – Notices of Public Hearing
 - d. Treasury Department – DMB Budget Report – October
 - e. Treasury Department – DMB Detailed Trial Balance – October
- Receive as information.*

10. Correspondence – Action Items

- a. Office of the City Clerk – DMB Representative Request for Transit Advisory

Motion 1

Moved: Michael Knight

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board recommend to Council to reappoint Rick Elliott as the DMB representative on the Transit Advisory

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**Committee for a term ending November 30, 2019.”
Carried.**

b. Office of the City Clerk – 2017 Budget – Boards, Committees & Agencies - Budget Requests – Re-submit DMB’s 2017 Budget
Receive as information.

c. OBIAA – Strategic Planning Train the Trainer Program

Motion 3

Moved: Michael Knight

Seconded: Mary VanSinclair

**“THAT the Downtown Orillia Management Board register in OBIAA and the OMAFRA’s Strategic Planning Train the Trainer Program;
AND THAT the following board members and staff be appointed to the DMB Strategic Planning team:**

1. Ron Spencer
2. Michael Knight
3. T.B.D.
4. Courtney Thompson (staff)
5. Lisa Thomson-Roop (staff)”

Carried.

11. Reports

a. Façade Improvement Panel

Motion 4

Moved: Michael Knight

Seconded: Al Wallace

"THAT the Downtown Orillia Management Board approve a Signboard Grant in the amount of \$1000.00 to the Community Development Corporation located at 22 Peter Street South. This is maximum sign grant available for the estimated \$2840.00 plus HST sign;

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.

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- 2. On the first anniversary of the sign's installation**
 - 3. On the second anniversary of the sign's installation"**
- Carried.**

Motion 5

**Moved: Michael Knight
Seconded: Al Wallace**

"THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$1020.00 to Donald Sugg of 133 Mississaga Street East. . This is the 40% of the \$2550.00 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."

Carried.

Mary VanSinclair left the room during discussion of this item as she declared conflict of interest.

Motion 6

**Moved: Michael Knight
Seconded: Al Wallace**

"THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$3185.49 to Mary and Lorne VanSinclair of Carousel Collectables located at 27 Mississaga Street West . This is the 40% of the \$7963.72 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."

Carried.

b. 2017 Orillia Winter Carnival

Motion 7

**Moved: Michael Knight
Seconded: Al Wallace**

"THAT the Downtown Orillia Management Board work with the Orillia Winter Carnival Committee and City of Orillia to host the 2017 event in Downtown Orillia;

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AND THAT the DMB co-ordinate all the logistics associated with the giant snow slide;

AND THAT the DMB request the closure of Lot 5, Permit lot 11 and part of Matchedash South beginning the evening of Friday February 10th and all day Saturday February 11th on behalf of the carnival in addition to Mississaga from Peter to Front from Thursday February 9th evening to Sunday February 12th, 2017 to accommodate the slide build and tear down;

AND THAT up to \$1000 be allocated from the 2017 Winter Promo budget to cover any costs associated with the slide;

AND THAT any potential food vendors/trucks be restricted to Matchedash Street between Mississaga and Colborne.”

Carried.

c. Financial Report

Motion 8

Moved: Al Wallace

Seconded: Michael Knight

“THAT the Downtown Orillia Management Board pay the financials presented in the December 6, 2016 Financial Report in the amount of \$ 5,876.20.”

Carried.

12. Deputation Motions

13. Date of Next Meeting – January 17, 2016

14. Adjournment - 5:45pm