

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING MINUTES**

Monday June 6, 2016

2:00PM

in the DMB Board Room

33 Mississaga St. W.

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

Present: Ron Spencer, Al Wallace, Susan Willsey, Mary VanSinclair, Councillor Pat Hehn, Rick Sinotte

Regrets: Allan Francoz, Dianne Cipolla

Also Present: Lisa Thomson-Roop

1. Open Session

2. Chair – Ron Spencer

3. Call to Order – 2:04pm

4. Approval of Agenda

5. Disclosure of Interest

11.f. Façade Improvement Panel - Al Wallace

11.a. Payables - Michael Knight

6. Deputations

7. Minutes

May 17, 2016 – Carried.

8. Closed Session

There are no Closed Session items.

9. Correspondence – Information Items

a. Treasury – DMB Budget Report – April

b. Treasury – DMB Detailed Trial Balance – April

c. Office of the City Clerk – Mariposa Folk Downtown Stage Road Closure Approval

d. Office of the City Clerk – Downtown Summer Block Party Road Closure Approval

e. Office of the City Clerk – Classic Car Show Road Closure Approval

f. Office of the City Clerk –Starry Night Road Closure Approval

g. Office of the City Clerk – Candlelight Parade Road Closure and Christmas Free Parking Road Approval

h. City of Orillia 150th Editorial team – Orillia 150th Magazine/Calendar Publication

i. Office of the Mayor – Tag Days – Orillia Girls Hockey Association

j. Office of the Mayor – Tag Days – Mariposa Gymnastics Club

k. Janet Nyhof, Deputy Clerk – Accountability for Municipal Agencies

l. Dan Landry, Manager Economic Development – Tourism Town Hall

Receive as Information.

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10. Correspondence – Action Items

a. Lakehead University – Orillia Campus 10 Year Celebrations – Sponsorship Request
Receive as Information.

b. Environmental Services Department – Supply & Maintenance Public Area
Receptacles Draft Report

Motion 1

Moved: Michael Knight

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board support the new agreement (Option 1 of Report NO.: ES-CC-16-011- Supply & Maintenance of Public Area Receptacles) between the City of Orillia and The Bench Press Ltd o/a COA for a five year term of October 1st 2016 to September 20, 2021 provided the bins are cleaned both inside and out by COA and/or the City of Orillia when needed and as outlined in the contract;

AND THAT if the bins are not cleaned as per the agreement the DMB be compensated for the cleaning at \$150.00 per occasion;

AND THAT the advertisement in the Downtown be kept local.”

Carried.

c. Downtown Tomorrow - Community Improvement Plan – Final June 2016 – For
Comment.

Motion 2

Moved: Rick Sinotte

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board support the Downtown Tomorrow Community Improvement Plan (June 2016) as the presented with the following recommendations and comments:

- **THAT a budget of \$45,000 be allocated to the Façade Improvement Program to ensure there is sufficient funds to cover former BIA Façade**

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Improvement CIP area (\$25,000) and an increase to accommodate expanded Downtown Tomorrow boundary;

- **AND THAT the Façade Improvement program be re-evaluated after a year and adjusted ensure the program is adequately funded to cover the BIA and the expanded Downtown Tomorrow Boundary;**
- **AND THAT the proposed Downtown Tomorrow CIP Application Evaluation Criteria be used during the first year as presented;**
- **AND THAT every effort be made to ensure the evaluation and approval process within the City of Orillia be responsive and conducive to business timelines;”**

Carried

11. Reports

a. Financial Report –

Michael Knight declared a conflict as he owns one of the businesses being paid.

Motion 3

Moved: Al Wallace

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board pay the financials dated June 6, 2016 in the amount of \$15,042.97 as presented.”

Carried.

b. *Events Committee*

Receive as Information.

c. Retail Mix- Update

Receive as Information.

d. Parking Business Plan – Update

Receive as Information.

e. Beautification, Maintenance and Seasonal Décor Committee

Receive as information.

f. Façade Improvement Panel

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Al Wallace declared as owns he the business located at the façade building grant application address and owns the business applying for the sign grant.

Façade

Motion 4

Moved: Michael Knight

Seconded: Rick Sinotte

“THAT the Downtown Orillia Management Board approve a Façade Grant in the amount of \$1138.40 to Mariano Tulipano of 1339102 Ontario Inc., owner of 53 Mississaga Street East. This is 40% of the \$2846.00 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.

Sign Grant

Motion 5

Moved: Michael Knight

Seconded: Rick Sinotte

"THAT the Downtown Orillia Management Board approve a Signboard Grant in the amount of \$1000.00 to Al Wallace of Downtown Computers located at 53 Mississaga Street East. This is the maximum grant available for the estimated \$3500.00 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.**
- 2. On the first anniversary of the sign's installation**
- 3. On the second anniversary of the sign's installation:**

AND THAT the sign grant only be approved on the condition of the Façade Panel's Approval.”

Carried.

- g. Transit Advisory Committee
Receive as information.

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h. Farmers' Market Management Committee
Meeting is next week.

i. Chamber of Commerce Update
Receive as information.

12. Deputation Motions

13. Date of Next Meeting – July 12, 2016

14. Adjournment – 3:04pm