

**DOWNTOWN ORILLIA MANAGEMENT BOARD
MEETING
AGENDA**

Tuesday April 18, 2017

6:00PM

in the DMB Board Room

33 Mississaga St. W.

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

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

Regrets: Dianne Cipolla, Mary VanSinclair,

Also Present: Jasvinder Rattigan, Manager of Accounting Services, City of Orillia, Dan Landry, Manager of Business Retention & Expansion and Industrial Development, Brad Scott, Financial Analyst, Courtney Thompson, Lisa Thomson-Roop (Staff)

1. Open Session

2. Chair – Ron Spencer

3. Call to Order – 6:02pm

4. Approval of Agenda

5. Disclosure of Interest

8. Closed Session. 2. Business Signage Violations - Rick Sinotte

11. f. Economic Development – Orillia Central School Property – Request for Proposal Councillor Hehn - Central School – Husband’s business leases a space adjacent to the school, which may impact him financially.

12. a. Shawn Crawford – Sidewalk Patio Applications – Shine Juice Bar & Café, Renewal – Brewery Bay and Eight Hundred Degrees: Shine Juice Bar & Café Discussion - Allan Francoz declared as he owns a neighbouring business.

6. Deputations

a. Vacancy Rebate Program – Jasvinder Rattigan, Manager of Accounting Services, City of Orillia, Dan Landry, Manager of Business Retention & Expansion and Industrial Development, Brad Scott, Financial Analyst

Michael Knight arrived at 6:10pm

Direction: Provide comment on the survey. Distribute and promote survey to BIA members via email.

7. Minutes

March 21, 2017 – Carried.

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8. Closed Session

- a. Motion to move into Closed Session

Motion 1

Moved: Susan Willsey

Seconded: Al Wallace

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) (d) and (b) of the said Act (Personnel Matters) (Personal Matters). Carried.

- b. Closed Session Items

1. Staff Contracts

2. Business Signage Violations

Rick Sinotte declared a conflict of interest on item 2.

- c. Motion to rise and report to Open Session

Motion 2

Moved: Allan Francoz

Seconded: Susan Willsey

“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: Allan Francoz

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board increase Manager Lisa

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Thomson-Roop salary by 3% in line with the approved 2017 Budget retroactive to March 31, 2017.”

Carried.

Motion 4

Moved: Allan Francoz

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board increase Maintenance Lead Rick Elliott salary by 3%in line with the approved 2017 DMB Budget retroactive to March 31, 2017.”

Motion 5

Moved: Allan Francoz

Seconded: Susan Willsey

“THAT the Downtown Orillia Management increase Events & Marketing Lead, Courtney Thompson’s salary by 3% in line with the approved 2017 DMB budget retroactive to March 31, 2017.”

Carried.

Motion 6

Moved: Allan Francoz

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board increase Part-time Maintenance employee Thomas Pigden by 3% in line with the approved 2017 DMB Budget retroactive to March 31, 2017.”

Carried.

Motion 7

Moved: Allan Francoz

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board recommend the confidential report, 2. Business Signage Violations, be received and forwarded to City of Orillia Legislative Services/By-law for enforcement.”

Carried.

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11. Correspondence – Information Items

- a. Commemorative Awards Committee – Canada/Orillia 150 Hall of Fame Banners
- b. Committee of Adjustment – Notice of Public Hearing
- c. Office of the Mayor – Tag Day – Scottish Festival
- d. Office of the Mayor – Tag Day – Orillia SPCA
- e. Office of the City Clerk – Orillia Central School Property
- f. Economic Development – Orillia Central School Property – Request for Proposal – Pat Hehn declared conflict as her husband owns a business adjacent to the property.

Discussion.

Direction: Send letter to Mayor & Council and Parking Working Group, c.c. EDC.

Thank them for the information, reiterate importance of permit lot and request preference be given to company incorporating continued permit parking in its proposal.

Receive as information.

12. Correspondence – Action Items

- a. Shawn Crawford – Sidewalk Patio Applications – Shine Juice Bar & Café, Renewal – Brewery Bay and Eight Hundred Degrees

Allan Francoz declared for Shine as he is a neighboring business.

Motion 8

Moved: Rick Sinotte

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board support/not support the 2017 sidewalk patio application submitted by Shine Juice Bar & Cafe, located at 144 Mississaga Street East.”

Carried.

Motion 9

Moved: Rick Sinotte

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board support the 2017 sidewalk patio application submitted by Brewery Bay Food Co. located at 117 Mississaga Street East.”

Carried.

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Motion 10

Moved: Allan Francoz

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board support the 2017 sidewalk patio application submitted by Eight Hundred Degrees, formally Moe’s Tap and Wings, located at 99 Mississaga Street East.”

Carried.

b. Kenzington Burger Bar Orillia – Sidewalk Patio Request for Support

Motion 11

Moved: Susan Willsey

Seconded: Allan Francoz

“THAT the Downtown Orillia Management Board support a patio application at Kenzington Burger Bar, located at 85 Mississaga Street East provided that the applicant has adequately address all the City of Orillia’s safety concerns.”

Carried.

c. OBIAA – Online Retail tax & Duty Free Potential Changes

Direction: Send form letter to Local MP objecting.

d. Susan Votour, Planning Coordinator – Matchedash Lofts – Sidewalk Design for comment

Motion 12

Moved: Susan Willsey

Seconded: Allan Francoz

“THAT the Downtown Orillia Management Board support the proposed sidewalk design construction as presented for the Matchedash Lofts development located at 21 Matchedash Street South;

AND THAT any maintenance and upkeep/repair be the responsibility of the City of Orillia and the developer.”

Carried.

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13. Reports

- a. Financial Report

Motion 13

Moved: Susan Willsey

Seconded: Allan Francoz

**“THAT the Downtown Orillia Management Board pay the financials presented in the April 18, 2017 Financial Report in the amount of \$2595.60.”
Carried.**

- b. Events Committee
Receive as information.

- c. Signage By-law Update

Motion 14

Moved: Rick Sinotte

Seconded: Susan Willsey

**“THAT the Downtown Orillia Management Board recommend to Council to amend Chapter 832 Signs - Section 832.5.3 Signs Exempt for Sign Permit – Downtown Sign Permit Area (a) to allow for one (1) illuminated “Open” sign per window per street front.”
Carried.**

Motion 15

Moved: Susan Willsey

Seconded: Rick Sinotte

**“THAT the Downtown Orillia Management Board recommend to Council to amend Chapter 832 Signs – Section 832.14.2 (d) “sandwich board may only be displayed from May 1 to October 31 in any year” to reflect the City’s other snow clearing by-laws to allow for display from April 15th to November 15th in any year.”
Carried.**

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- d. Beautification, Maintenance and Seasonal Décor Committee
Receive as information.
- e. Transit Advisory Committee
Receive as information.
- f. Farmers' Market Management Committee
Receive as information.
- g. Chamber of Commerce Update
Golf Tourney coming up.
Will stay at current location until April 2018
Receive as information.

14. Deputation Motions

15. Date of Next Meeting – May 16, 2017

16. Adjournment – 7:59pm