

DOWNTOWN ORILLIA MANAGEMENT BOARD

MEETING

MINUTES

Tuesday January 16, 2018

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

Present: Ron Spencer, Susan Willsey, Michael Knight, Mary VanSinclair, Councillor Pat Hehn

Regrets: Allan Francoz, Dianne Cipolla, Al Wallace, Rick Sinotte

Also Present: Leslie Fournier, Courtney Thompson (staff), Lisa Thomson-Roop (staff)

1. Open Session

2. Chair – Election

Defer to next meeting when more members are at the next meeting.

2017 Chair Ron Spencer agreed to chair the meeting.

3. Call to Order 6:15 pm

Defer Vice Chair and Treasurer election until next meeting when more members are in attendance.

4. Approval of Agenda - Approved

5. Disclosure of Interest

6. Deputations

1. Leslie Fournier – Streets Alive 2018 Sponsorship Request

- *2018 marks Year 10 of Streets Alive!*
- *Maples had an incredible response.*
- *5-6 sculptures from each projects will go on display in 2018. They will be refreshed and refurbished and some will be completely re-done.*
- *Span from Waterfront to Albert*
- *Requesting 10 thousand in funding*
- *Will and should still draw crows.*
- *Making the bases with 10 years of Streets Alive! in Downtown Orillia on them,*
- *Important to refresh the pieces so they don't look like we put old stuff*
- *Launch for Mother's day – more walking tours. Very successful in 2017.*
- *Enhancement on the Peter Street. Use the letters ARTS on the bases, district on the bases. Up against the white building.*

7. Minutes

November 21, 2017 - carried

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December 8, 2017 – carried.

8. Closed Session

There are no Closed Session Items.

9. Correspondence – Information Items

a. Office of the City Clerk – 2018 Budget Committee

b. Office of the Mayor – 2018 Tag Days x 4

Receive as information.

10. Correspondence – Action Items

a. Office of the City Clerk – Committee Meeting Dates and Chair for 2018 –

Motion 1

Moved: Susan Willsey

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board hold its 2018 regular monthly board meeting on the 3rd Tuesday at 6pm of each month.”

Carried.

b. Office of the City Clerk – Request for DMB Rep. for Farmers’ Market Management Committee

Defer to next meeting to next meeting when more members are present.

c. Jane Bonsteel – Front Street Reconstruction Comment

d. Ruth Watt – Front Street Reconstruction Comment

e. Sheila Davis – Front Street Reconstruction Comment

f. Prudence Smith – Front Street Reconstruction Comment

g. Annie McCourt – Front Street Reconstruction Comment

h. Gill Tillman – Front Street Reconstruction Comment

Receive as information (c-h). Thank them for the email.

Discussion: 4 lanes vs 3 lanes. Re: Addendum.

i. Active Transportation Committee – Pedestrian Charter Orillia – Invitation

Ron Spencer will attend.

j. Home Hardware, Len Gauthier – Festival of Lights

Direction: Follow up and suggest he contact the Chamber and determine if he has an appetite for a more Downtown focused display.

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k. 2018 BIA National Conference

Motion 2

Moved: Susan Willsey

Seconded: Mary VanSinclair

“THAT the DMB send Courtney Thompson, Lisa Thomson-Roop, Susan Willsey and Ron Spencer to the 2018 National BIA Conference on April 15 to 18thth in Collingwood ON;

AND THAT up to \$2500 be allocated to cover registration, hotel, food and travel and food from the Conferences and travel& expenses accounts.”

Carried.

Staff will attend April 15-17, Directors will attend Monday April 16.

11. Reports

a. Financial Report

Motion 3

Moved: Susan Willsey

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board pay the financials presented in the January 16, 2018 Financial Report in the amount of \$14,851.36.”

Carried

b. Events Committee

Receive as information.

c. 2018 Marketing & Advertising Plan

Receive as information.

Direction; Board members are to provide recommendations to Courtney as to what options presented they would like to see included. Rank the suggested options to most and least important. Plan will be presented for adoption at February meeting with board recommended options.

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d. Parking Working Group

Motion 4

Moved: Michael Knight

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board recommend to Council that Ron Spencer of the Downtown Orillia Management Board be appointed to the Parking Working Group to replace Director Micheal Knight.”

Carried.

e. DMB Truck

Motion: 5

Moved: Susan Willsey

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board accept the used 2008 Dodge pick-up from the City of Orillia to be used for maintenance tasks, décor and special events downtown;

AND THAT \$3800.00, plus the cost of a parking space if required, be allocated in 2018 to cover the cost of the truck maintenance, fuel, insurance, certification, change of ownership and registration;

AND THAT the DMB approve the resulting \$1400.00 of the Vehicle Expense Budget and the \$1000 budget overrun of the Insurance accounts;

AND THAT staff be directed to find savings in other 2018 budgets to cover the \$2400.00 cost of the truck that was not budgeted for in 2018.”

Carried.

Direction: Maintenance Committee to meet and develop Truck use policy. Report back for approval at February meeting.

f. Office Lease Agreement

Direction: request same lease agreement as currently in place. Report back at February meeting.

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- g. Snow Removal
Receive as information.
- h. Signage Update
Receive as information.
- i. Downtown Business Attraction and Retail Mix - Update
Receive as information.
- j. Beautification, Maintenance and Seasonal Décor Committee
Receive as Information.
- k. Transit Advisory Committee
Direction: Send letter to Council, Transit and Parking Working Group in regards to loss of parking spaces on West Street North. Send email to Transit Committee requesting smoking at bus stops be added to the agenda for discussion. DMB Transit representative will address at meeting.
- l. Farmers' Market Management Committee
Receive as information.
- m. Chamber of Commerce Update
Representative not in attendance. Receive as information.

12. Deputation Motions

Motion 6

Moved: Susan Willsey

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board sponsor the 2018 Streets Alive! in the amount of \$ 7000.00 provided the following conditions are met:

- **The scale of the project is completed as presented (50 Sculptures stretching the entire BIA from the waterfront to Albert Street**
- **The DMB approves the placement locations of the sculptures before issuing payment**

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- **The kick-off event road closure is held on Peter Street South only;**

**AND THAT the \$7000.00 Sponsorship be debited from the 2018 Seasonal Promotions Accounts;
Carried.**

13. Date of Next Meeting – February 20, 2018.

14. Adjournment 9:00pm