

**DOWNTOWN ORILLIA MANAGEMENT BOARD
REGULAR MEETING MINUTES**

Tuesday October 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: Michael Knight, Susan Willsey, Ron Spencer, Al Wallace, Mary VanSinclair,
Councillor Pat Hehn

Regrets: Allan Francoz, Dianne Cipolla,

Also Present: Lisa Thomson-Roop (staff)

1. Open Session

2. Chair – Michael Knight

3. Call to Order - 6:01pm

4. Approval of Agenda – Carried.

5. Disclosure of Interest

13. c. – Office Security Cameras – Al Wallace declared a conflict as he is the owner of one of the businesses providing quotes.

6. Deputations

7. Minutes

September 11, 2018 – Carried.

Streets Alive! Motion – member advised the board may want to reconsider. Chair advised if member wished to discuss again, the member will have to request a notice to reconsider at the next meeting.

8. Closed Session

No update. –The board did not require going into Closed Session.

a. Motion to move into Closed Session

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) (b), of the said Act (Personal Matters).

b. Closed Session Items

1. Update Resignation of Board Member. *(Personal)*

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- c. Motion to rise and report to Open Session

9. Open Session

10. Motions arising from Closed Session Discussions

11. Correspondence – Information Items

- a. Treasury Dept. – DMB Budget Report to August 31, 2018
- b. Office of the City Clerk – Parking Working Group – Final Report – Notice of Adoption
- c. City of Orillia – Municipal Parking Lot 7 Resurfacing – Notice – *Discussion concerning short notice for the businesses affected. Need mechanism to ensure the DMB can let the businesses know in a timelier manner. Ideally new Parking Advisory, if established by Council, will address this.*
Receive as information.

12. Correspondence – Action Items

- a. Ainley Group – Front Street and Neywash Reconstruction Environmental Assessment – Notice of Completion – *Receive as information.*
- b. OBIAA – Professional Development Day 2018 – Emergency Preparedness for BIA's – *Receive as information.*
- c. Manager of Culture – City of Orillia – Festival of Lights – *Send Staff to meeting– No commitment from the board at this time. Willing hear to more to determine what if any role the DMB may play.*
- d. Trent Severn Waterway 2019 Guide – Advertising Opportunity
Receive as Information.

13. Reports

- a. Financial Report

Motion 1

Moved: Ron Spencer

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board pay the financials presented in the October 16, 2018 Financial Report in the amount of \$12,566.05.”

Carried.

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b. Events Report

Receive as information.

c. Office Security Cameras

Al Wallace left for this item as he owns one of the businesses providing a quote for a new security camera system.

Motion 2

Moved: Ron Spencer

Seconded: Mary VanSinclair

“THAT the Downtown Orillia Management Board purchase a Security Camera System for the office from Downtown Computers at cost of \$2,876.10;

AND THAT the cost of the Cameras be debited from the Office Maintenance, Equipment Purchases and Materials and Supplies accounts.”

Carried.

d. Code of Conduct Policy – BIA Members and Board of Directors Draft

Motion 3

Moved: Susan Willsey

Seconded: Al Wallace

“THAT the Downtown Orillia Management Board present the BIA membership Policy 10.3 Code of Conduct- BIA Members – Complaint Procedure as presented/with the following changes at the Annual General Meeting for consideration.”

Carried.

Motion 4

Al Wallace

Susan Willsey

“THAT the Downtown Orillia Management Board adopt Policy 10.4 Code of Conduct - Board of Directors as presented.”

Carried.

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- e. Medical Clinic – Retail Mix
Receive as information.
- f. Downtown Streetscape Improvement Plan
Receive as information
- g. Downtown Parking
Receive as information.
- h. Beautification, Maintenance and Seasonal Décor Committee
Receive information.
- i. DOMB Election
Receive as information.
- j. Transit Advisory Committee
- k. Farmers' Market Management Committee
- l. Chamber of Commerce Update
Pirate Party Passport do something at the Christmas in June. Reindeer Romp/Snowman Stomp.
Receive as information.

14. Deputation Motions

15. Date of Next Meeting –November 20, 2018

16. Adjournment -7:35pm