

**DOWNTOWN ORILLIA MANAGEMENT BOARD  
MEETING  
MINUTES**

Tuesday May 15, 2018

6:00PM

in the DMB Board Room

33 Mississauga St. W.

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

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Present: Michael Knight, Allan Francoz, Dianne Cipolla, Ron Spencer, Councillor Pat Hehn, Mary VanSinclair, Susan Willsey,

Regrets: Al Wallace

Also Present: Dan Landry, Richard Bertolo, Dan Kehoe, Courtney Thompson, Lisa Thomson-Roop

**1. Open Session**

**2. Chair – Michael Knight**

**3. Call to Order – 5:58pm**

**4. Approval of Agenda - Approved**

**5. Disclosure of Interest**

None Declared.

**6. Deputations**

- a. Smart Cities Partnership – Dan Landry, Manager of BR&E and Industrial Development, Economic Development Office, City of Orillia, Richard Bertolo, Director of Business Development, Manager of I.T. City of Orillia.

**7. Minutes**

April 12, 2018 - Carried

May 7, 2018 - Carried

**8. Closed Session**

- a. Motion to move into Closed Session

**Motion 1**

**Moved: Ron Spencer**

**Second: Dianne Cipolla**

**“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), (d) and (f) of the said Act (Personal, Personnel and Legal Matters).”  
Carried.**

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b. Closed Session Items

1. Downtown Orillia Management Board Office Lease Space. (*Legal*)
2. Staff Contracts. (*Personnel*)
3. Resignation of Board Member. (*Personal*)

c. Motion to rise and report to Open Session

**Motion 2**

**Moved: Mary VanSinclair**

**Seconded: Ron Spencer**

**“THAT the Downtown Orillia Management Board rise and report to Open Session.”**

**Carried.**

**9. Open Session**

**10. Motions arising from Closed Session Discussions**

1. Downtown Orillia Management Board Office Lease

**Motion 3**

**Moved: Ron Spencer**

**Seconded: Mary VanSinclair**

**“THAT the Downtown Orillia Management Board renew the lease of the DMB office space at 33 Mississauga Street West for 3 year term with the following terms:**

**2018 – \$800 per month**

**2019 – \$850 per month**

**2020 - \$900 per month**

**with an option of another 3 years price to be negotiated;**

**AND THAT all other terms of the 2015-2017 lease remain the same.**

**Carried.**

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2. Staff Contracts. *(Personnel)*

**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 2018 DMB Budget retroactive to March 31, 2018.”**

**Carried.**

**Motion 5**

**Moved: Mary VanSinclair**

**Seconded: Ron Spencer**

**“THAT the Downtown Orillia Management increase Events and Marketing Director Courtney Thompson salary by 4% in 2018, retroactive March 31, 2018.”**

**Carried.**

**Motion 6**

**Moved: Allan Francoz**

**Seconded: Susan Willsey**

**“THAT the Downtown Orillia Management Board increase Manager Lisa Thomson-Roop salary by 3% in line with the approved 2018 Budget retroactive March 31, 2018.”**

**Carried.**

3. Resignation of Board Member. *(Personal)*

**Motion 7**

**Moved: Allan Francoz**

**Seconded: Susan Willsey**

**“THAT the Downtown Orillia Management Board receive the May 15, 2018 Report – Resignation of Board member;**

**AND THAT the confidential direction to staff and Chair be adopted.”**

**Carried.**

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**11. Correspondence – Information Items**

- a. Treasury Department- DMB Budget Report– Jan- March 31, 2018
- b. Office of the City Clerk – Into the Green & Blue Street Festival Street Closure
- c. Ministry of Tourism, Culture & Sport – Summer Experience Program – Grant Approval
- d. Ainley Group – Centennial Drive Area Improvements – Notice of Public Information Centre 2
- e. Committee of Adjustment – Notice of Public Hearing – 241 West Street North
- f. Committee of Adjustment- Notice of Public Hearing – 120 Mary Street
- g. Treasury Department – DMB Budget Report – Ending April 30, 2018  
*Receive as information.*

**12. Correspondence – Action Items**

- a. Orillia Power – Request for ½ Price Downtown Dollars

**Motion 8**

**Moved: Dianne Cipolla**

**Seconded: Susan Willsey**

**“THAT the Downtown Orillia Management Board offer 50 ½ price \$10.00 Downtown Dollars to Orillia Power at a cost of \$250.00 to be debited from the Community Event Sponsorship account.”**

**Carried.**

- b. Dapper Depot – Snow Removal  
Direction: *Send response outlining who is responsible for what aspects of snow clearing in Downtown Orillia.*  
*Invite Legislative Services Manager Shawn Crawford back to discuss the snow removal By-law time.*
- c. DSE-18-20 – Free Downtown Parking - Jeremy Dutka, P.Eng, Project Engineer II, Development Services and Engineering City of Orillia – For Comment

**Motion 9**

**Moved: Allan Francoz**

**Seconded: Ron Spencer**

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**“THAT the Downtown Orillia Management Board support the recommended motion of report DSE-18-20 Free Downtown Parking: THAT report No. DSE-18-20 be received as information.”**

**Carried.**

**13. Reports**

a. Financial Report

**Motion 10**

**Moved: Mary VanSinclair**

**Seconded: Ron Spencer**

**“THAT the Downtown Orillia Management Board pay the financials presented in the May 15, 2018 Financial Report in the amount of \$4790.51.”**

**Carried.**

b. Events Committee

Receive as information.

c. Parking Working Group

*Working on a final report of recommendation to Council. Will be drafted at the next meeting.*

*Receive as information.*

d. Beautification, Maintenance and Seasonal Décor Committee

Sidewalk Patio Applications

**Motion 11**

**Moved: Susan Willsey**

**Seconded: Dianne Cipolla**

**“THAT the Downtown Orillia Management Board support the 2018 sidewalk patio application submitted by Brewery Bay Food Co. located at 117 Mississauga Street East.”**

**Carried.**

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**Motion 12**

**Moved: Ron Spencer**

**Seconded: Mary VanSinclair**

**“THAT the Downtown Orillia Management Board support the 2018 sidewalk patio application submitted by Sanafir, formally Moe’s Tap and Wings and Eight Hundred Degrees, located at 99 Mississaga Street East.”  
Carried.**

**Motion 13**

**Moved: Mary VanSinclair**

**Seconded: Ron Spencer**

**“THAT the Downtown Orillia Management Board support the 2018 sidewalk patio application submitted by Shine Juice Bar & Cafe, located at 144 Mississaga Street East.”  
Carried.**

Sidewalk Use Policy

**Motion 14**

**Moved: Dianne Cipolla**

**Seconded: Susan Willsey**

**“THAT the following Board members review the sidewalk use policy and make recommendation to the Board of desired changes to the policy and procedures:**

**Ron Spencer**

**Michael Knight**

**Mary VanSinclair**

**Carried.**

- e. Transit Advisory Committee  
*Receive as information.*
- f. Farmers’ Market Management Committee  
*Receive as information.*
- g. Chamber of Commerce Update  
*Receive as information.*

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**14. Deputation Motions**

**Motion 15**

**Moved: Susan Willsey**

**Seconded: Dianne Cipolla**

**“THAT the Downton Orillia Management Board support the City of Orillia and Bell Canada Smart Cities initiative to launch free Wi-Fi pilot;**

**AND THAT the 2nd Kiosk be located in the BIA by the Opera House.**

**Carried.**

**15. Date of Next Meeting –June 19, 2018**

**16. Adjournment 7:54 pm**