

**DOWNTOWN ORILLIA MANAGEMENT BOARD  
SPECIAL MEETING  
MINUTES**

Thursday June 14, 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, Mary VanSinclair, Dianne Cipolla, Al Wallace, Councillor Pat Hehn, Ron Spencer, Susan Willsey, Allan Francoz

Regrets: None.

Also Present: Lisa Thomson-Roop (Staff)

**1. Open Session**

**2. Chair** – Michael Knight

**3. Call to Order – 6:00 pm**

**4. Approval of Agenda – Carried.**

**5. Disclosure of Interest**

11. a. Financial Report - Michael Knight declared a conflict as he is a co-owner of one of the businesses listed in the report.

**6. Deputations**

**7. Minutes**

May 15, 2018 – Carried.

**8. Closed Session**

There are no Closed Session Items.

**9. Correspondence – Information Items**

- a. Office of the Mayor- 2018 Tag Days for Teens on Edge
- b. Roots North Music – Sponsorship Thank you
- c. Office of the City Clerk – Appointment to the Transit Committee
- d. Office of the City Clerk – Mariposa Folk Festival Road Closure Approval
- e. Office the City Clerk –Summer Block Party Road Closure Approval
- f. Office of the Mayor- 2018 Tag Days for Orillia Prostate Cancer Awareness
- g. Office of the Mayor – 2018 Tag Days for Orillia SPCA
- h. Office of the Mayor – 2018 Tag Days for North Centre Predators Hockey
- i. Office of the City Clerk – Farm to Table Road Closure Approval
- j. Office of the City Clerk – Car Show Road Closure Approval
- k. Office of the City Clerk – Summer Block Party - Additional Road Closure Approval
- l. Office of the City Clerk – Starry Night Road Closure Approval

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- m. Office of the City Clerk – Free Downtown Parking – Report  
*Direction: Follow up with Clerk's Dept. Ask why are there changes to the by-law included in the report as it's understanding there will be a proportional decrease in tickets issued rather than change.*
- n. Canada Summer Jobs – Grant Application Assessment  
*Receive as Information.*

**10. Correspondence – Action Items**

- a. Branch 34 Royal Canadian Legion – Remembrance Day Banners – Installation In-kind Sponsorship Request

**Motion 1**

**Moved: Ron Spencer**

**Seconded: Al Wallace**

**THAT the Downtown Orillia Management Board support the request from the Royal Canadian Legion Branch 34 and The Army Navy Airforce Unit 400 to display 32 Remembrance Day Banners on Mississauga Street the week leading up to Remembrance Day 2018;**

**AND THAT the Downtown waive the installation fee of \$480.00 (\$15 per banner) and the advertising fee of \$75 (\$5 per month, per banner) 2018 provided Downtown Orillia is recognized as a sponsor of the display.”**  
**Carried.**

- b. Closet Jems – Complaint –re Streets Alive! Art Installation in front of the business  
*Direction: Send letter to Streets Alive! requesting the art installation be moved. Send letter to Closet Jems apologizing that launch occurred in front of her business but note the launch was not supposed to occur in that location and the board/office was unaware of the change by Streets Alive! Note the sailboat will be moved.*
- c. Councillor Pat Hehn – Mental Health Workshop and VCARS – Keeping yourself safe.  
*Direction: Councillor Hehn has offered to help facilitate the organization of the workshop in late July or early August, early in the week at 6pm.*

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*Ensure notice goes out to merchants that their staff is encouraged to attend.*

- d. Jeff Duggan, Senior Planner – Downtown Orillia Streetscape Improvement Plan RFP

**Motion 2**

**Moved: Al Wallace**

**Seconded: Dianne Cipolla**

**THAT the Downtown Orillia Management Board appoint the following board member Ron Spencer and staff member Lisa Thomson-Roop to review the RFP's for the Downtown Orillia Streetscape Improvement Plan. Carried.**

**11. Reports**

- a. Financial Report

*Michael Knight declared a conflict of interest as he is an owner of Co-op Parking. Vice Chair Ron Spencer assumed duties of the chair.*

**Motion 3**

**Moved: Susan Willsey**

**Seconded: Allan Francoz**

**“THAT the Downtown Orillia Management Board pay the financials presented in the June 14, 2018 Financial Report in the amount of \$6186.70.”**

**Carried.**

*Discount Rental Truck: Direction: Send letter to Mayor's office requesting help in the interim to address bagged garbage on the street on busy weekends.*

- b. Events Committee

*Michael Knight resumed duties of the Chair.*

- *Sidewalk Sale should be in the title of event.*
- *Discuss further at the July meeting.*

*Receive as information.*

- c. Parking Working Group

*Receive as information.*

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- d. Beautification, Maintenance and Seasonal Décor Committee  
*Hako – continues to break down.  
Possibly make it budget item in 2019.*
  
- e. Transit Advisory Committee  
*Receive as information.  
Rep. should suggest moving the terminal out of the downtown as soon as possible.*
  
- f. Farmers' Market Management Committee  
*Receive as information.*
  
- g. Chamber of Commerce Update  
*Manager would like to meet with the Chair and staff to discuss future plans and partnership opportunities.  
Receive as information.*

**12. Deputation Motions**

**13. Date of Next Meeting** –July 17, 2018 – *Please note it may need to move up a week.*

**14. Adjournment – 7:20pm**