



**Downtown Orillia Management Board
Special Board Meeting
Minutes**

Tuesday, April 23, 2019
6:00 P.M.
DMB Boardroom
33 Mississauga St. W.

Present

Michael Knight, Chair
Ron Spencer
Al Wallace
Susan Willsey
Daniel Saberi
Michael Fredson
Nancy Nevala
Councillor Rob Kloostra

Regrets

Tyler Knight

Also Present

Courtney Thompson, Staff
Lisa Thomson- Roop Staff
Helen Perry – St. James' Anglican Church - Deputation

Call to Order

The meeting was called to order at 6:00pm

Approval of Agenda

Moved: A. Wallace Seconded: R Kloostra

“THAT the agenda for the Downtown Orillia Management Board meeting held on April 23, 2019 be approved as distributed.”

Carried.

Disclosure of Interest

Deputations

1. Helen Perry - St James' Anglican Church – Orillia Christmas Market 2019
Hosting Orillia Christmas Market at the Church November 23, 24, 25, 2019. Requesting the DMB collaborate/cross market such as staying open later, Orillia Christmas Market specials to draw families Downtown. St. James' will serve as a music/concert venue as well as have booths selling products such as knit and homemade baked



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goods. Open around noon on Friday with concerts scheduled in the evenings at 7pm each night.

Minutes

1. March 19, 2019
Moved: R. Kloostra Seconded: M. Fredson

“THAT the minutes from the Downtown Orillia Management Board Meeting held on March 19, 2019 be adopted, having been printed and circulated.”

Carried.

Closed Session

There are no Closed Session items

Correspondence – Information Items

1. Treasury Department. – DMB Budget Report
 - a) January 2019
 - b) February 2019
 - c) March 2019
2. Clerk’s Department – Farmers’ Market Management Committee – Board representative appointment
3. Clerk’s Department – Street Closure Approvals
 - a) Into the Green and Blues Street Festival
 - b) Streets Alive! Launch
4. City of Orillia- Notice of Complete Application - Draft Plan of Subdivision, Draft Plan of Common Elements Condominium and Zoning By-law Amendment submitted by Orillia (144 Elgin St) Ventures Inc.

Moved: R Kloostra Seconded: A .Wallace



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“THAT the Correspondence- Information Items on the agenda for the Downtown Orillia Management Board meeting held on March 19, 2019 be received as information.”

Carried.

Correspondence – Action Items

1. Clerk’s Department – Request for DMB Board Representation on Parking Advisory Committee

Moved: A. Wallace Seconded: S. Willsey

“THAT the Downtown Orillia Management Board recommend to Council to appoint Director Michael Fredson to serve at the DMB representative on the Parking Advisory Committee for the term ending on November 14, 2022;

AND THAT the DMB authorize staff to circulate the information regarding the new Committee along with a copy of an application to City Boards and Committee to all eligible members of the BIA.”

Carried.

Reports

1. Financial Report
Moved: R. Spencer Seconded: M Fredson

“THAT the Downtown Orillia Management Board pay the financials presented in the April 23, 2019 Financial Report in the amount of \$21,632.46.”

Carried.

2. Events Report
3. Marketing & Advertising Plan Update
4. Removal of Snow and Ice – BIA – Chapter 660 of the City of Orillia Municipal Code – Draft – For Comment

Moved: R. Klootra Seconded: N. Nevala



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“THAT the Downtown Orillia Management Board receive the report dated March 20, 2019 from the Clerk’s Department and the Environmental Services and Operations Department regarding the removal of snow and ice in the Business Improvement Area;

AND THAT Downtown Orillia Management Board endorse Option 1 as contained within the report.”

Carried.

5. Beautification, Maintenance and Seasonal Décor Committee
6. Farmers’ Market Management Committee
7. Transit Advisory Committee
 - *First meeting earlier today.*
 - *Current priority is to determine new permanent location for bus terminal.*
8. Orillia District Chamber of Commerce
 - *Perch Festival is underway*
 - *Now in the new location at West and Highway 12*
 - *Membership – focus on engagement at the moment to understand what services the members would like the chamber to focus on and provide.*
 - *Encouraging everyone to take survey sent to all members via email.*

Moved: A. Wallace

Seconded: N. Nevala

“THAT the Downtown Orillia Management Board receive the following reports as information:

- Events Report
- Marketing & Advertising Plan Update



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- Beautification, Maintenance and Seasonal Décor Committee
- Farmers' Market Management Committee
- Transit Advisory Committee
- Orillia District Chamber of Commerce

Carried.

Deputation Motions

Moved: R. Kloostra

Seconded: R. Spencer

"THAT the Downtown Orillia Management Board collaborate with St. James' Anglican Church on an Orillia Christmas Market to be held on November 22,23,24, 2019."

Carried.

Direction: Events and Marketing Director will meet with group to discuss cross marketing opportunities.

Date of Next Meeting

Tuesday May 21, 2019 in the Downtown Orillia Management Board Office Boardroom.

Adjournment

Moved: A. Wallace

Seconded: R. Kloostra

"THAT the meeting be adjourned."

Carried.

Meeting adjourned: 6:52pm