



## **DOWNTOWN ORILLIA MANAGEMENT BOARD**

**Regular Meeting**

**Tuesday, May 21, 2019 - 6:00 p.m.**

**DMB Boardroom, Downtown Orillia Office**

**33 Mississaga Street West**

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

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### **MINUTES**

**Present:** Michael Knight  
Susan Willsey  
Ron Spencer  
Nancy Nevala  
Councillor Robert Kloostra

**Absent:** Michael Fredson  
Al Wallace  
Daniel Saberi  
Tyler Knight

**Also Present:** Courtney Thompson, Staff  
Lisa Thomson-Roop, Staff

### **Open Session**

**Chair – Michael Knight.**

**Call to Order** - 6:20pm

**Approval of Agenda - approved**

### **Disclosure of Interest**

1. Chair Michael Knight – re Financial Report– Co-op Parking

Nature of Interest – M. Knight is co-owner of the business Co-op Parking which is listed to be paid in the report

M. Knight left the Chair position during discussion and voting on this matter.

### **Deputations**

None.

## **Minutes**

1. April 23, 2019.

Moved: R. Kloostra

Seconded: R. Spencer

“THAT the Downtown Orillia Management Board adopt the April 23, 2019 meeting minutes as presented.”

Carried.

## **Closed Session**

### **Motion to move into Closed Session**

Moved: R. Kloostra

Seconded: S. Willsey

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 a matter pursuant to Section 239(2) (d) of the said Act (Personnel Matter).

Carried.

### **Closed Session Items**

1. Staff Contracts - *(Confidential materials will be distributed at the meeting).*

### **Motion to Rise to Open Session**

Moved: R. Kloostra

Seconded: S. Willsey

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

Carried.

## **Open Session**

### **Motions Arising from Closed Session Discussions**

Moved: R. Spencer

Seconded: S. Willsey

“THAT the Downtown Orillia Management Board increase DMB Maintenance Lead Rick Elliott salary by 3 % in line with the approved 2019 DMB Budget retroactive to March 31, 2019.”

Carried.

Moved: R. Spencer

Seconded: S. Willsey

“THAT the Downtown Orillia Management Board increase Part-time Maintenance employee Rick Lenartowicz by 3 % retroactive to March 31, 2019

Carried.

Moved: R. Kloostra

Seconded: S. Willsey

“THAT the Downtown Orillia Management increase Events and Marketing Director Courtney Thompson salary by 3 %, retroactive March 31, 2019.”

Carried.

Moved: R. Kloostra

Seconded: S. Willsey

“THAT the Downtown Orillia Management Board increase Manager Lisa Thomson-Roop salary by 3% in line with the approved 2019 Budget retroactive March 31, 2019.”

Carried.

### **Correspondence - Information Items**

1. City of Orillia, Notice of Public Meeting - re Draft Plan of Subdivision 144 Elgin Street.
2. Deputy Clerk - re Road Closure Approval – Downtown Festivals
  - a) Mariposa Downtown Stage
  - b) Summer Block Party
3. Clerk’s Department – re 2019 Downtown Orillia Management Board Levy.
4. Treasury Department – re DMB Budget Report – April 2019.

Moved: R. Kloostra

Seconded: S. Willsey

“THAT the Correspondence- Information Items on the agenda for the Downtown Orillia Management Board meeting held on May 21, 2019 be received as information.”

Carried.

### **Correspondence - Action Items**

1. Barbara Leith – re Accessible Parking.

Moved: R. Kloostra

Seconded: S. Willsey

“THAT the Downtown Orillia Management Board receive the letter dated April 2019, from Ms. Leith as information.”

Carried.

2. Branch 34 Royal Canadian Legion – re Scottish Festival Sponsorship Request.

Moved: R. Kloostra

Seconded: S. Willsey

“THAT the Downtown Orillia Management Board sponsor the 2019 Orillia Scottish Festival in the amount of \$180.00 as approved in the 2019 Marketing and Advertising Plan.”

Carried.

3. Manager of Legislative Services – re Patio Application – 9 Matchedash Street.  
*Defer until we are provided proper drawings.*
4. Councillor Cipolla - re Parking Complaint from Customer – Email.

Moved: R. Kloostra

Seconded: S. Willsey

THAT the Downtown Orillia Management Board receive the email from Ms. Lockhart dated May 16, 2019 as information;

AND THAT the board forward the email to the City of Orillia’s newly established Parking Advisory Committee;

AND THAT staff send a written response with the following comments to Ms. Lockhart:

- Parking is the responsibility of the City of Orillia.
- Parking App.
- Ticket Withdraw Program
- Sending to PAC.

Carried.

## **Reports**

1. Financial Report.

M. Knight left the Chair.

R. Spencer assumed the Chair.

M. Knight did not participate.

Moved: R. Kloostra

Seconded: S. Willsey

THAT the Downtown Orillia Management Board pay the financials presented in the May 21, 2019 Financial Report in the amount of \$6,248.09.”

*Direction: Explore an account with Mayes Martin for truck gas. Truck wrap should be taken out of marketing account.*

R. Spencer left the Chair

M. Knight re-assumed the Chair

2. Events Report.

3. Parking Advisory Committee Mandate.

Moved: R. Spencer

Seconded: N. Nevala

“THAT the Downtown Orillia Management Board recommend to Council to adopt the following change to Parking Advisory Committee’s composition to reflect the recommendations of the Parking Working Group’s recommendation in its report MC-18-12:

*The Parking Advisory Committee be comprised of one member of Council, three members of the Downtown Orillia Management Board or the Downtown Business Improvement Area (BIA) with emphasis placed on achieving representation from different downtown blocks, and one member of the public with appropriate City staff support - from the composition outlined in the motion adopted by Council at its March 4, 2019 meeting as it relates to BIA and DOMB members stating one member of the Downtown Orillia Management Board and two members who are within the BIA and eligible to be appointed the DOMB however are not currently a member of the DOMB.”*

Carried.

Moved: R. Spencer

Seconded: S. Willsey

“THAT the Downtown Orillia Management Board recommend to Council that the following changes be made to the draft Chapter 111 Parking Advisory Committee Constitution Bylaw contained in Report DSE-19-11 dated February 19, 2019 to reflect the recommendations of the Parking Working Group’s recommendation in its Report MC-18-12:

Under Article 3 111.3.1. Terms of Reference – a.) Remove “*however not including parking enforcement*” to instead state a) To act as an advisory body to Council on matters dealing with revenue generating parking.

Remove 111.3.2. Committee – Terms of Reference – specific exclusions:

*“Notwithstanding 111.3.1 all matters related to of the enforcement of the City of Orillia Traffic and Parking By-law shall remain the exclusive purview of the Legislative Services Division of the Clerk’s Department”.*

Carried.



Moved: R. Kloostra      Seconded: S. Willsey

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

- Events Report
- Farmers’ Market Management Committee
- Transit Advisory Committee
- Orillia District Chamber of Commerce”

Carried.

**Date of Next Meeting**

Tuesday, June 18, 2019.

**Adjournment** – 7:29pm

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M. Knight, Chair