



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

**Minutes of the Special Meeting of the Downtown Orillia Management Board,
October 22, 2019 at 6:00 p.m. in the Boardroom of the Downtown Orillia Office, 33
Mississauga Street West, Orillia**

Present: Michael Knight, Chair
Ron Spencer, Vice-Chair
Susan Willsey, Treasurer
Tyler Knight
Councillor Rob Kloostra

Absent: Nancy Nevala
Al Wallace
Michael Fredson

Also

Present: Lisa Thomson-Roop, Manager
Courtney Thompson, Events & Marketing Director

Call to Order

The meeting was called to order at 6:14 p.m.

Approval of Agenda

Moved by Kloostra, seconded by Knight:

THAT the agenda for the Downtown Orillia Management Board meeting held on
October 22, 2019 be approved as distributed.

Carried.

Disclosure of Interest

1. None declared.

Deputations

There were no deputations.

Minutes

1. September 17, 2019.

Moved by Spencer, seconded by Kloostra:

THAT the minutes of the Downtown Orillia Management Board meeting held on September 17, 2019 be adopted, having been printed and distributed.

Carried.

Closed Session

Motion to move into Closed Session

Moved by Kloostra, seconded by 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 Boardroom to deal with matters pursuant to Section 239(2) (b) of the said Act (Personal Matters).

Carried.

Closed Session Items

1. Parking Advisory Committee – Recommendation to Council for Nomination(s). *(Personal)*
2. Events and Marketing Coordinator – New Hire. *(Personal)*

Motion to Rise to Open Session

Moved by Kloostra, seconded by Willsey:

THAT the Downtown Orillia Management rise and report to Open Session

Carried.

Open Session

Motions Arising from Closed Session Discussions

Moved by Kloostra, seconded by Willsey:

THAT the Downtown Orillia Management Board (DMB) receive the Parking Advisory Committee Closed Session Report;

AND THAT the DMB recommend the following Business Improvement Area members be appointed by Council to the Parking Advisory Committee:

1. Allan Francoz
2. Michael Knight

Carried.

Moved by T Knight, seconded by Spencer:

THAT the Downtown Orillia Management Board (DMB) receive the Events Marketing Coordinator – New Hire Closed Session Report;

AND THAT the DMB hire Samantha Yandt as per the terms contained in the report.

Carried.

Correspondence - Information Items

1. Deputy Clerk – re Parking Advisory Committee.
2. Treasury Department – re DMB Budget Report – August 2019.
3. Deputy Clerk – re Board Vacancy.
4. Kevin Gangloff, Orillia Youth Centre Director – Roots North Revisited Fundraiser – Thank you.
5. Development Services and Engineering Department – re Notice of Public Meeting, Zoning By-law Amendment Housekeeping.

Moved by Kloostra, seconded by Willsey:

THAT the Correspondence - Information Item listed on the agenda for the Downtown Orillia Management Board meeting held on October 22, 2019 be received as information.

Carried.

Correspondence - Action Items

1. Branch 34 Royal Canadian Legion – re – Remembrance Day Wreath – Poppy Fund.

Moved by T. Knight, seconded by Spencer:

THAT the Downtown Orillia Management Board sponsor a large Remembrance Day wreath on behalf of the Downtown merchants to honour veterans at this year's ceremony;

AND THAT staff be authorized to proceed with payments in the amount of \$65.00.

Carried.

2. Courtney Thompson, Events and Marketing Director – re Resignation Letter.

Moved by Kloostra, seconded by Willsey:

THAT the resignation of Courtney Thompson as the Events & Marketing Director be accepted with regret and that the Downtown Orillia Management Board thank her for her valuable contribution to the BIA.

Carried.

Reports

1. DMB Manager, Lisa Thomson-Roop – re Financial Report.

a) Financial Report - October 15, 2019

Moved by Kloostra, seconded by Willsey:

THAT the Financial Report dated October 22, 2019 for the period September 18, 2019 to October 22, 2019 be received;

AND THAT staff be authorized to proceed with payments in the amount of \$8,146.41.

Carried.

b) Transfer to Reserves

Moved by T. Knight, seconded by Spencer:

THAT the Downtown Orillia Management Board transfer \$2500.00 to the DMB Reserves as per the 2019 approved Downtown Orillia Budget.

Carried.

2. Events and Marketing Director, Courtney Thompson – re Events Report.

3. DMB Manager, Lisa Thomson-Roop – re D. Saberi - Resignation from Board.

Moved by Spencer, seconded by T. Knight:

THAT, further to the recent resignation of elected member Daniel Saberi, the Downtown Orillia Management Board (DMB) offer the vacant seat to the next nominee with the highest number of votes who ran in the November 2018 Business Improvement Area (BIA) election, in accordance with Board Policy 4.15.1 Board Vacancies – Filling a Vacancy in the First Three years of the Term;

AND THAT, in the event that the next nominee is not interested in the position, and further in the interest of cost savings and best use of staff time, the DMB waive Section 3. of Board Policy 4.15.1 with respect to conducting a by-election, staff be directed to notify the BIA membership of the vacancy and request interested BIA members to submit their names in writing to the DMB, with written submissions to be reviewed by the DMB in closed session at the earliest opportunity to provide an appointment recommendation to Council.

Carried.

4. Chair Michael Knight – re Meeting with Mayor Clarke – Update.

Moved by T. Knight, seconded by Spencer:

THAT the letter dated October 9, 2019 from Mayor Clarke re Various Downtown Concerns be received;

AND THAT Chair Michael Knight provide an update to the membership at the Downtown Orillia Annual General Meeting on October 29, 2019.

Carried.

5. DMB Manager, Lisa Thomson-Roop – re Downtown Streetscape Revitalization Timeline.

Moved by T. Knight, seconded by Spencer:

THAT due to the deteriorating condition of the BIA streetscape the Downtown Orillia Management Board strongly recommend to Council to move forward with the Downtown Streetscape Revitalization within the next five years.

Carried.

6. DMB Manager, Lisa Thomson-Roop – re Municipal Parking Lot Garbage Removal.

Moved by Spencer, seconded by T. Knight:

THAT the Downtown Orillia Management Board provide the service of picking up litter and removing garbage and recycling from Lot 1 for the City of Orillia at a cost of \$ 4,500.00 per year;

AND THAT every three months DMB staff be directed to evaluate the time spent completing the task to ensure the board is properly compensated for the task and update the agreement with the City of Orillia to recover any additional costs if required.

Carried.

7. DMB Manager, Lisa Thomson-Roop – re Tenant Parking.

Moved by Kloostra, seconded by Willsey:

THAT the Downtown Orillia Management Board request the Parking Advisory Committee explore options to provide overnight tenant parking permits to accommodate residential growth in the core.

Carried.

8. DMB Manager, Lisa Thomson-Roop – re Streets Alive! 2020 Sponsorship Advancement.

Moved by Kloostra, seconded by Willsey:

THAT the Downtown Orillia Management Board advance Streets Alive! Productions \$3000.00 of the committed \$7000.00 2020 sponsorship from the 2019 Fall Promotion Account provided the 2020 budget is approved by the membership at the October 29, 2019 Annual General Meeting.

Carried.

9. Events and Marketing Director, Courtney Thompson – re Farmers' Market Management Committee.

10. Vice Chair Ron Spencer – re Orillia District Chamber of Commerce.

Moved by T. Knight, seconded by Spencer:

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

- Events Report
- Farmers' Market Management Committee
- Orillia District Chamber of Commerce

Carried.

Deputation Motions

Date of Next Meeting

Tuesday, November 19, 2019 at 6:00 p.m. in the Boardroom of the Downtown Orillia Office, 33 Mississauga Street West.

Adjournment

Moved by Spencer, seconded by Kloostra:

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 7:24 p.m.

M. Knight,
Chair.