



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

Minutes of the Meeting of the Downtown Orillia Management Board, Tuesday, September 17, 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
Nancy Nevala
Councillor Rob Kloostra
Al Wallace

Absent: Daniel Saberi
Tyler Knight
Michael Fredson

Also Present: Lisa Thomson-Roop, Manager
Courtney Thompson, Events & Marketing Director
Wesley Cyr, Manager of Engineering and Transportation -
Deputation

Call to Order

The meeting was called to order at 6:00 p.m.

Approval of Agenda

Moved by Wallace, seconded by Kloostra:

THAT the agenda for the Downtown Orillia Management Board meeting held on September 17, 2019 be approved as distributed.

Carried.

Disclosure of Interest

1. Michael Knight – re: Reports – Item 1. September Financials.
Nature of Interest – Member M. Knight is the co-owner of Co-op Parking, a company listed to be paid in the report.
Member M. Knight left the table during discussion and voting on this matter.

Deputations

1. Wesley Cyr, Manager of Engineering and Transportation, City of Orillia was present to discuss Municipal Parking Lot Maintenance and any outstanding concerns.
 - Willing to attend DMB meetings in the future to ensure the lines of communication are open;
 - Contact him with any concerns;
 - Debit may be incorporated in 2021 when meters could be replaced with pay and display machines.

Minutes

1. August 20, 2019.

Moved by Kloostra , seconded by Willsey:

THAT the minutes of the Downtown Orillia Management Board meeting held on August 20, 2019 be adopted, having been printed and distributed.

Carried.

Closed Session

There were no closed session items for this meeting.

Correspondence - Information Items

1. Clerk's Department – re Road Closure Candlelight Parade and Christmas Free Parking Approval.
2. Office of the Mayor – re c.c. Accessible Parking Response.
3. Development Services and Engineering Department, City of Orillia – re Front/Mississauga Streets Intersection Replacement of Bell Maintenance Hole.
6 weeks
4. City of Orillia Mayor Clarke – re Opioids and Other Drugs in Our Community Educational Forum – Invitation.
5. Megan Williams, Deputy Clerk – re Accessibility Awareness Seminar.

Moved by Wallace, seconded by Willsey:

THAT the Correspondence - Information Item listed on the agenda for the Downtown Orillia Management Board meeting held on September 17, 2019 be received as information with the exception of Item 3 which shall be dealt with separately.

Carried.

Moved by Spencer, seconded by Wallace:

THAT the correspondence dated August 23, 2019 from Development Services regarding Front Street/Mississauga Bell Manhole Maintenance be received;

AND THAT the DOMB Councillor Kloostra investigate further in regards to timelines.

Carried.

Correspondence - Action Items

1. OBIAA – re Digital Main Street Grants - Digital Service Squad.

Moved by Kloostra, seconded by Willsey:

THAT the Downtown Orillia Management Board receive the correspondence from OBIAA re Digital Main Street Grants – Digital Service Squad;

AND THAT staff be directed to explore and apply for the grant if feasible.

Carried.

Direction: Use local contractor if possible.

Reports

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

Moved by Wallace, seconded by Nevela:

THAT the Financial Report dated September 17, 2019 for the period August 21, 2019 to September 17, 2019 be received with the exception of the Co-op Parking Invoice dated September 13, 2019 which shall be dealt with separately;

AND THAT staff be authorized to proceed with payments in the amount of \$10,257.60.

Carried.

Michael Knight left the Chair.

Ron Spencer assumed the Chair.

Moved by Wallace, seconded by Willsey:

THAT the Co-op Parking Invoice for 3 months of staff parking spaces listed in Financial Report dated September 17, 2019 for the period August 21, 2019 to September 17, 2019 be received;

AND THAT staff be authorized to proceed with payment in the amount of \$240.00.

Carried.

Ron Spencer left the Chair.

Michael Knight re-assumed the Chair.

2. Event & Marketing Director, Courtney Thompson – re Events Report. Farm to Table Event.
 - 27 per cent of attendees from GTA;
 - Generated \$2500 to be used for future events and purchasing equipment such as runners and lighting.

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

Moved by Wallace, seconded by Spencer:

THAT the Downtown Orillia Management Board receive the resignation of Daniel Saberi and be forwarded to Orillia City Council for information.

Carried.

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

Moved by Kloostra, seconded by Willsey:

THAT the Update Report dated September 17, 2019 from Chair Michael Knight regarding the Meeting with Mayor Clarke and the status of the following items be received as information:

- Sidewalk plow and cleaner,
- May 29, 2019 Letter to Mayor & Council - Parking Advisory Mandate and composition,
- Lack Maintenance Downtown,
- Police Presence and
- Maintenance in Municipal Downtown Parking Lots

Carried.

Direction: DMB should asking annually for foot patrol and maintenance to ensure it continues.

Al Wallace left at 6:47pm

5. DMB Manager, Lisa Thomson-Roop – re 2019 Annual General Meeting – Proposed Agenda Items.

Moved by Kloostra, seconded by Spencer:

THAT the 2019 Annual General Meeting – Proposed Agenda Items Report be received;

AND THAT staff be directed to include the following items on the Annual General Meeting scheduled for October 29, 2019 agenda for discussion:

- 2020 Budget (Required)
- 2019 Year in Review
 - Event
 - New Businesses/Expansions
 - Police Presence Downtown
 - Maintenance – Sidewalk & Lots
 - Hako Replacement
- Board Policy 4.15.1 Board Vacancies – Filling a Vacancy in the First Three years of the Term – Policy Amendment to allow board members the option of appointing a new member from those who apply for a position on the board rather than being obligated to conduct an election as a cost saving measure.

Carried.

6. DMB Manager, Lisa Thomson-Roop – re Beautification, Maintenance and Seasonal Décor Committee.
7. Event & Marketing Director, Courtney Thompson – re Farmers' Market Management Committee.
8. DMB Manager– re Transit Advisory Committee – DMB Representative.

Defer until after the new director as been appointed to the DMB.

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

Moved by Kloostra, seconded by Willsey:

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

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

Carried.

Deputation Motions

Moved by Kloostra, seconded by Willsey:

THAT, further to the deputation by the City of Orillia's Manager of Engineering and Transportation, the Downtown Orillia Management Board receive the deputation as information.

Carried.

Date of Next Meeting

Tuesday, October 15, 2019 at 6:00 p.m. in the Boardroom of the Downtown Orillia Office, 33 Mississauga Street West.

Adjournment

Moved by Kloostra, seconded by Willsey:

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 7:18 p.m.

M. Knight,
Chair.