DOWNTOWN ORILLIA MANAGEMENT BOARD

Regular Meeting
Tuesday, September 17, 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)

AGENDA

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Open Session

Chair – Michael Knight.

Call to Order

Approval of Agenda

Disclosure of Interest

Deputations

3 1. Wesley Cyr, Manager of Engineering and Transportation, City of Orillia - re Municipal Parking Lot Maintenance.

Minutes

4-8 1. August 20, 2019.

Closed Session

There are no Closed Session Items.

Correspondence - Information Items

5-6 1. Clerk's Department – re Road Closure Candlelight Parade and Christmas Free Parking Approval.

7-8 2. Office of the Mayor – re c.c. Accessible Parking Response.

9-11 3. Development Services and Engineering Department, City of Orillia – re Front/Mississaga Streets Intersection Replacement of Bell Maintenance Hole.

12 4. City of Orillia Mayor Clarke – re Opioids and Other Drugs in Our Community Educational Forum – Invitation.

13 5. Megan Williams, Deputy Clerk – re Accessibility Awareness Seminar

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Correspondence - Action Items

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

Reports

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

17 2. Event & Marketing Director, Courtney Thompson – re Events Report.

17-18 3. DMB Manager, Lisa Thomson-Roop – re D. Saberi - Resignation from Board.

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

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

20 6. DMB Manager, Lisa Thomson-Roop – re Beautification, Maintenance and Seasonal Décor Committee.

20 7. Event & Marketing Director, Courtney Thompson – re Farmers' Market Management Committee.

21 8. DMB Manager– re Transit Advisory Committee – DMB Representative.

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

Deputation Motions

Date of Next Meeting

Tuesday October 15, 2019.

Adjournment

Lisa Thomson-Roop

From: Wesley Cyr <WCyr@orillia.ca>
Sent: September 12, 2019 11:03 AM
To: Lisa Thomson-Roop
Subject: Board Meeting

Hi Lisa,

As discussed, I can attend the board meeting on Tuesday September 17th at 6:00pm to review any outstanding complaints relating to the downtown parking lots. If you would like me to attend regularly until the PAC is established, I can accommodate this.

Thanks,

ORILLIA

Wesley Cyr | Manager of Engineering and Transportation
Development Services and Engineering
T: 705-325-2211 **C:** 705-826-2347
orillia.ca

This message is intended for the individual to whom it is addressed and may contain information that is confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If you are not the intended recipient, please do not forward, copy or disclose this message to anyone and delete all copies and attachments received. If you have received this communication in error, please notify the sender immediately.

DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

Minutes of the Meeting of the Downtown Orillia Management Board, Tuesday, August 20, 2019 at 6:00 p.m. in the Boardroom of the Downtown Orillia Office, 33 Mississaga Street West, Orillia

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Present: Michael Knight, Chair
Ron Spencer, Vice-Chair
Susan Willsey, Treasurer
Michael Fredson
Tyler Knight

Absent: Nancy Nevala
Daniel Saberi
Councillor Rob Kloostra
Al Wallace

Also Present: Lisa Thomson-Roop, Manager
Courtney Thompson, Events & Marketing Director
John Sloan, Client Services Officer, Orillia CDC - Deputation

Call to Order

The meeting was called to order at 6:12 p.m.

Approval of Agenda

Moved by Spencer, seconded by Fredson:

THAT the agenda for the Downtown Orillia Management Board meeting held on August 20, 2019 be approved as distributed.
Carried.

Disclosure of Interest

1. Michael Knight – re: Reports – Item 1.b. August Financials

   Nature of Interest – Member M. Knight is related to the owner of Watt's Trophies. A company listed to be paid in the report.

   Member M. Knight left the table during discussion and voting on this matter.

DRAFT

Deputations

1. John Sloan – Client Services Officer, Orillia And Area Community Development Corporation was present to present to discuss his role with the organization and determine needs of Downtown Orillia businesses.

Minutes

1. June 18, 2019.

   Moved by Fredson, seconded by Spencer:

   THAT the minutes of the Downtown Orillia Management Board meeting held on June 18, 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 – Hako Replacement 2020 Budget Request
2. Clerk's Department – re Road Closure Approvals
   a) Downtown Farm to Table
   b) Classic Car Show
   c) Starry Night Art and Gallery Tour
3. Ainley & Associates – re City of Orillia Centennial Drive Area Improvements
4. Treasury Department – re DMB Budget Report
   a) June 2019
   b) July 2019
5. Mariposa Folk Festival – re Sponsorship Thank you

   Moved by Willsey, seconded by Spencer:

   THAT the Correspondence- Information Items on the agenda for the Downtown Orillia Management Board meeting held on August 20, 2019 be received as information.
   Carried.

DRAFT

Correspondence - Action Items

1. Orillia Youth Centre – Roots North Music Festival – re Roots North Revisited 4th Annual Fundraising Concert – Sponsorship Request

   Moved by Willsey, seconded by Spencer:

   THAT the Downtown Orillia Management Board sponsor the Orillia Youth Centre's Roots North Revisited event in amount of four $50 Downtown Dollar Certificates for a total of 200 Dollars;

   AND THAT the sponsorship be paid for from the Community Events Sponsorship Account.
   Carried.

Reports

1. Financial Report for the period June 19, 2019 to August 20, 2019.

   a) July 2019 Financial Report
   Moved by Fredson, seconded by Spencer:

   THAT the Downtown Orillia Management Board pay the financials presented in the July 2019 Financial Report in the amount of $13,606.25."
   Carried.

   M. Knight left the Chair.
   Spencer assumed the Chair.

   b) August 2019
   Moved by T. Knight, and seconded by Willsey:

   THAT the Downtown Orillia Management Board pay the financials presented in the August 20, 2019 Addendum Financial Report in the amount of $21,378.78."
   Carried.

   Spencer left the Chair.
   M. Knight re-assumed the Chair.
   Carried.

2. Events Report.

3. Hako Replacement.

   Moved by Willsey, seconded by Spencer:

   THAT the Downtown Orillia Management Board request meeting with City Staff, Mayor and Council members to address the replacement of the Hako Sidewalk Cleaning machine as soon as possible that was destroyed in a fire on July 26, 2019."

DRAFT

Carried.

4. 2020 DMB Budget.

Moved by Willsey, Seconded by T. Knight:

"THAT the Downtown Orillia Management Board approve Option 1 2020 Budget as presented for approval at the 2019 BIA Annual General Meeting."
Carried.

5. 2019 Foot Traffic and Street Atmosphere

Moved by Willsey, seconded by Spencer:

THAT the Downtown Orillia Management Board receive the 2019 Foot Traffic and Street Atmosphere report;

AND THAT staff be directed to arrange a meeting with representatives from the OPP and Council.
Carried.

6. 2019 Annual General Meeting

Moved by Fredson, seconded by Spencer:

THAT the Downtown Orillia Management host its Annual General Meeting on October 29, 2019.
Carried.

7. Sign By-law

Moved by T. Knight, seconded by Spencer:

"THAT the Downtown Orillia Management Board direct staff to set-up a meeting with By-law staff to discuss enforcement and By-law communication.
Carried.

8. Parking Advisory Committee

Moved by Willsey, seconded by T. Knight:

THAT the Downtown Orillia Management Board direct staff and the following members of the board: Chair Michael Knight, Michael Fredson, Treasurer Susan Willsey, Vice Chair Ron Spencer to follow up with the Mayor's office on the status of the Parking Advisory Committee and the current lack of maintenance service in the Municipal Parking Lots.
Carried.

DRAFT

9. Beautification, Maintenance and Seasonal Décor Committee

10. Event & Marketing Director, Courtney Thompson – re Farmers' Market Management Committee

7. Daniel Saberi – re Transit Advisory Committee.

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

Moved by Willsey, seconded by Spencer:

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

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

Carried.

Deputation Motions

Moved by Willsey, seconded by Spencer:

"THAT the Downtown Orillia Management Board receive the deputation by John Sloan, Client Services Officer at the Community Development Corporation as information."
Carried.

Date of Next Meeting

Tuesday, September 17, 2019 at 6:00 p.m. in the Boardroom of the Downtown Orillia Office, 33 Mississaga Street West.

Adjournment

Moved by T. Knight, seconded by Spencer:
THAT the meeting be adjourned.
Carried.

Meeting adjourned - 7:42 p.m.

_____

M. Knight,
Chair.

DRAFT

ORILLIA

Clerk's Department

T: 705-325-1311
F: 705-325-5178
clerks@orillia.ca
orillia.ca
50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

DIRECT LINE: 705-325-5408
EMAIL: mwilliams@orillia.ca

August 16, 2019

Lisa Thomson-Roop, Manager
Downtown Orillia Management Board

Sent via email to: lisa@downtownorillia.ca

Dear Ms. Thomson-Roop:

Re: Requesting street and parking lot closures and free parking for the Children's Candlelight Parade, Christmas Tree Lighting, Black Friday Promotion and the holiday shopping season from November 15, 2019 to January 5, 2020

This is to advise you that your letter dated March 26, 2019 respecting the above was presented to a meeting of Council held on August 15, 2019.

At that time, Council adopted the following resolution:

> *"THAT, further to the request of the Downtown Orillia Management Board in a letter dated March 26, 2019 regarding the Children's Candlelight Parade, Christmas Tree Lighting and the holiday shopping season, the following streets be closed to vehicular traffic from 6:00 p.m. to 9:00 p.m. on Friday, November 15, 2019:*
>
> *- Mississaga Street from Andrew Street to Front Street*
> *- Centennial Drive from Front Street to the Orillia Waterfront Centre*
>
> *AND THAT the event must adhere to the following conditions:*
>
> *i) the cross streets remain open, and*
> *ii) a six metre right-of-way fire route down the centre of the closed streets be maintained at all times to comply with fire and safety regulations, and*
> *iii) the whole intersections remain clear to allow for turning of emergency vehicles;*
>
> *AND THAT free parking be available in all downtown municipal parking lots for the holiday shopping season from November 15, 2019 to January 5, 2020 with an estimated cost to the parking reserve of $191,675 in forgone revenue;*

...2

AND THAT free on-street parking be available for the Black Friday promotion on November 29, 2019 with an estimated cost to the parking reserve of $1,924 in forgone revenue."

Regards,

Megan Williams
Deputy Clerk

MW:jf

Copy to: Ian Sugden, Director of Development Services and Engineering
Brent Thomas, Acting Fire Chief
John Braid, Supervisor or Roads and Storm
Shawn Crawford, Manager of Legislative Services
Wes Cyr, Manager of Engineering and Transportation
Lisa Dobson, Transportation Technologist
Samantha Duff, Administrative Support, Environmental Services and Operations
Peter Ercolini, Superintendent of Roads and Fleet
Jeff Hunter, Manager of Construction/Transit
Leigh Kenderdine, Administrative Supervisor, Clerk's Department
Jordache Lovwa, Administrative Support – Engineering and Transportation
Kyle Mitchell, Manager of Source Protection and Operations
Karen Strain, Administrative Support, Environmental Services and Operations
Lynn Telford, Manager, Treasury Services
Inspector Veronica Eaton, Detachment Commander, Orillia O.P.P.
J.C. Gilbert, County of Simcoe Paramedic Services
Leesa Schoenmaker, Administrative Assistant, County of Simcoe
Kelly Maynard, Parkview Transit
Ralph O'Connor, Casino Rama
Wendy Fairbairn, General Manager, Opera House
Suzanne Campbell, CEO, Library

Office of the Mayor

T: 705-325-2447
F: 705-325-5178
mayor@orillia.ca
orillia.ca
50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

August 19, 2019

Ann Budge

Sent via email to: budge.ann.no.e@bell.net

Dear Ms. Budge:

Re: Accessible Parking

Thank you for your letter dated May 1, 2019, regarding your request for free accessible parking within Downtown Orillia.

Currently, the City of Orillia allows those who hold accessible parking passes issued by the Ontario Ministry of Transportation (MTO) to park within the designated accessible parking spaces for no cost.

I understand you have already spoken with staff regarding your request, and were provided a copy of the reports that we completed in late 2017 and early 2018 as a response to a similar request. Given that the request to provide free parking for MTO issued accessible parking permit holders has been reviewed and addressed by Council in the past two years unfortunately, the City will not be re-opening the request at this time.

One item that Council discussed was our relatively new parking app. Although, you still pay for parking, this allows anyone, and certainly those with accessibility issues the ability to park anywhere and pay for the parking session from their phone. However, you would not have to walk to a meter or a machine to pay. As I mentioned, better for those with accessibility issues. Partly for this reason, Council decided to leave parking regulations status quo allowing the City time to confirm if this was of benefit.

I believe this issue will come back before Council in the future and at that time, I will indeed discuss the idea of alternate sized parking spaces.

ORILLIA

I know this isn't the response you were hoping for however, I hope this sheds a little light on the situation.

Sincerely,

Steve Clarke,
Mayor.

SC:as

Copy to: Members of Council
Ian Sugden, Director of Development Services and Engineering
Lisa Thomson-Roop, Manager, Downtown Management Board

ORILLIA

Development Services and
Engineering Department
Engineering Division

T: 705-325-2271
F: 705-329-2670
engineering@orillia.ca
orillia.ca
50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

August 23, 2019

Lisa Thompson-Roop
Downtown Orillia Management Board
33 Mississaga Street West
Orillia, ON
L3V 3A5

Sent via email to: lisa@downtownorillia.ca

Dear Ms. Thompson-Roop:

Re: Front Street/Mississaga Street Intersection Replacement of Bell Maintenance Hole
File: L04-19-04 (14/Bell MH Mississaga St)

This letter is being written to advise the Downtown Orillia Management Board of an upcoming Bell Maintenance Hole (MH) replacement project.

Construction on the first phase of the Front Street project from Queen Street East to Colborne Street East is underway. The second phase of the Front Street project includes reconstruction of the Front Street/Neywash Street corridor from Colborne Street East to Laclie Street. Subject to approval in the 2020 Capital Budget, it is anticipated that construction on the second phase will commence in the spring of 2020.

There is an existing Bell MH in the Front Street/Mississaga Street East intersection. Bell has identified that the MH is structurally inadequate to accommodate heavy construction equipment that will be required to work over it for the Phase 2 project and that the MH has to be replaced. Bell has indicated that they will be commencing the MH replacement project in early to mid-October 2019 and that it will take up to six weeks to complete.

The MH is located in the northwest quadrant of the intersection as shown on Plan 1 attached. The new MH will be approximately 3.2 m long, 2.0 m wide and 2.5 m deep. The existing Bell concrete encased duct structures in the immediate vicinity of the MH will also be replaced as shown on Plan 1. To accommodate replacement of the MH and duct structures, the following traffic restrictions will be required for the duration of the MH replacement project:

- Vehicles at the Front Street/Mississaga Street East intersection will not be permitted to travel westbound onto Mississaga Street East. Detour routes using Coldwater Street, Colborne Street and Peter Street will be signed; (Note: eastbound vehicles on Mississaga Street East approaching the Front Street intersection will still be able to access the intersection).

ORILLIA

Development Services and
Engineering Department
Engineering Division

T: 705-325-2271
F: 705-329-2670
engineering@orillia.ca
orillia.ca
50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

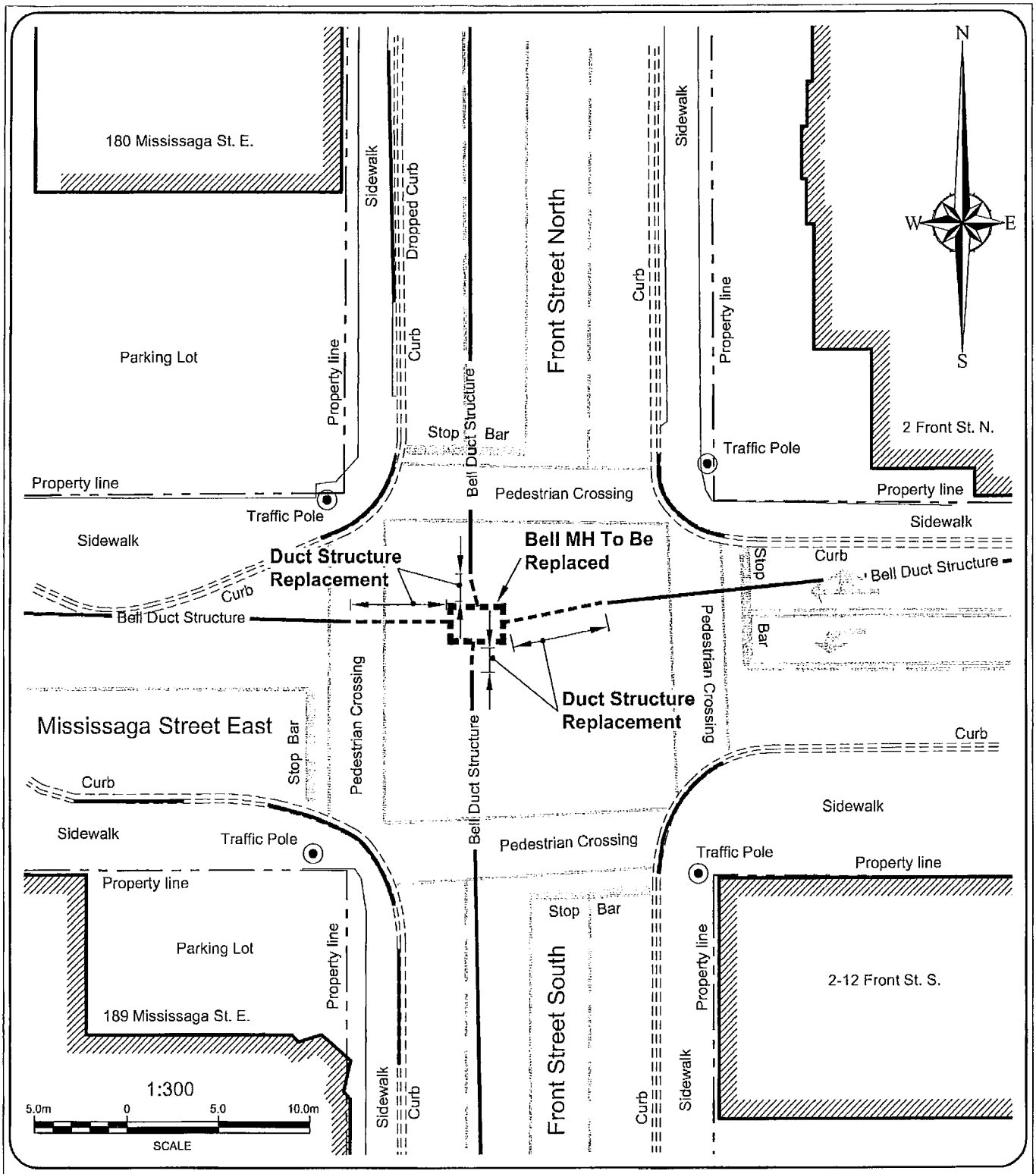
- Traffic on Front Street itself in the intersection will be reduced to one lane in each direction.

If there are any questions regarding the above, please feel free to contact the undersigned.

Sincerely,

Stan Martinello, P.Eng.,
Project Engineer I

Cc: Mayor Steve Clarke
Councillor Ralph Cipolla
Ashley Stafford, Executive Assistant to the Mayor and Council
Ian Sugden, MCIP, RPP, Director of Development Services and Engineering
Wesley Cyr, Manager of Engineering and Transportation
Andy Pappas, Bell Canada



DESIGN BY:	ORILLIA THE CORPORATION OF THE CITY of ORILLIA Development Services and Engineering Department	TITLE Front Street at Mississaga Street East Bell Maintenance Hole Replacement	FILE:
DRAWN BY: WH			SHEET: / PLAN No: 1
CHECKED BY: SM			
APPROVED BY:			
DATE: AUG. 23, 2019			ACAD FILE: SKSMFRB1.DWG
PLOTTED: AUG. 23, 2019			

H:\ENGINEER\M - Mapping\Drawings - projects by street a-h\front_st\PHASE 2 2020\BELL MH Relocation\SKSMFRB1.dwg
Aug 23, 2019 - 12:03pm

Lisa Thomson-Roop

om: Ashley Stafford <AStafford@orillia.ca>
Sent: September 11, 2019 3:38 PM
To: Ashley Stafford
Subject: Save the date - Opioids and Other Drugs in Our Community Forum - October 22, 2019

The below email is being sent on behalf of Mayor Clarke.

Good afternoon,

The City of Orillia in collaboration with the Simcoe Muskoka Opioid Strategy and Orillia Drug Strategy Task Force will co-host an educational forum entitled: Opioids and Other Drugs in Our Community.

The information forum will be held on **October 22, 2019 from 9:30 a.m. – 12:30 p.m. in the Council Chamber, Orillia City Centre** (50 Andrew Street South).

This event is open to health and social service providers, educators, students, enforcement personnel and anyone in the community interested in learning more about the impact of opioids and other drugs in our community.

There will be a panel presentation from the Ontario Provincial Police, Canadian Mental Health Association, a local pharmacist and the Simcoe Muskoka District Health Unit to provide information s well as answer questions that attendees may have. The event is free of charge. Light refreshments will be provided.

More information, including how to register, will be available soon. Space is limited so you may wish to block your calendar now.

Hope to see you there!

Steve C.

ORILLIA

Steve Clarke | Mayor
City of Orillia
T: 705-325-2447
orillia.ca

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ORILLIA

MEDIA ADVISORY

Orillia to host accessibility awareness and education seminar on Sept. 25

For immediate release (Sept. 11, 2019) – The Orillia Accessibility Advisory Committee (AAC) invites members of the public to attend an accessibility awareness and education seminar on Sept. 25 at the Orillia Opera House.

Alfred Spencer, Director of the Outreach and Strategic Initiatives Branch with the Accessibility Directorate of Ontario, will be present to discuss the identification and removal of barriers in communities, including accessibility for businesses.

What:	**Accessibility Awareness and Education Seminar**
When:	**Wednesday, Sept. 25, 2019** 5 to 7 p.m.
Where:	**Orillia Opera House** **Green Room Lounge** 20 Mississaga St. W., Orillia, ON L3V 3A6

"This is an excellent opportunity for members of the public and local businesses to come out and learn more about the importance of accessibility in our community," said Lilly Cadeau, Chair of the AAC.

Those interested in attending should RSVP to Leigh Kenderdine by Friday, Sept. 20, 2019 at lkenderdine@orillia.ca or at 705-325-2310. The event is free of charge and light refreshments will be provided.

The City of Orillia is a city of 31,000 people in the heart of Ontario's Lake Country on the shores of Lake Couchiching and Lake Simcoe. Visit our website at **orillia.ca.**

-30-

Megan Williams
Deputy Clerk
705-325-5408
mwilliams@orillia.ca

Jennifer Ruff
Manager of Communications
705-325-8929
705-238-9209 (cell)
jruff@orillia.ca

DIGITAL MAIN ST.™

Digital Service Squad Grant Program FAQs

What is a Digital Service Squad and what do they do?
As part of the Digital Main Street Grant program, funded by the Province of Ontario in partnership with the Ontario BIA Association (OBIAA), Digital Service Squads are digital technology specialists in an area or region of Ontario who will deliver one-on-one assistance to small main street businesses.

The squads will provide assessments, consulting and advice to small main street businesses on how they can adopt digital technologies to help them promote, sell and manage their businesses more effectively.

What is the grant for?
Setting up a Digital Service Squad takes time and money. The Province of Ontario has grants available to help cover the costs to develop, train and implement Squads. Each one-time grant is $10,000 and is available through an application process.

Who is eligible for the Digital Service Squad Grant (DSSG)?
A DSSG grant is open to businesses that meet one of the following requirements:

- Is a local BIA located in Ontario and/or,
- Is a Municipality, Chamber of Commerce or Small Business Enterprise Centre in an area where there are no BIAs present and is located in Ontario and/or,
- Is an area with multiple BIAs that partner with the Municipality, Chamber of Commerce, or Small Enterprise Centre to create a Centralized Project Partnership (CPP).

What is available through the grant?
- Each BIA is eligible to apply for a single grant of up to $10,000.
- Each area where there is no BIA present, but the local municipality or community group is setting up the Squad is eligible to apply for a single grant of up to $10,000.
- Each area that creates a CPP is eligible to apply for grants based on the number of BIAs within the area x $10,000.
- Flexibility exists for outlier areas that are not accurately represented by the criteria.

What can the grant be spent on?
The eligible costs that can be offset by the grant are equipment costs, staff costs, and print marketing material.

More specifically:
- Equipment limited to $1,200
  - PC or equivalent to a maximum of $350
  - 360-degree camera kit (approx. $600)
    - 360 Degree Camera – up to $500
    - Battery Pack – up to $50
    - Tripod or equivalent – up to $40

DIGITAL MAIN ST.

Digital Service Squad Grant Program FAQs

  - Mobile Hot Spot or equivalent up to a maximum of $200 (monthly service costs not included)
- Print marketing limited to $300 (postcards/flyers promoting the service locally)
- Total eligible costs outside of salary/wages of $1,500
- Salary/wages and travel $8,500 (mileage maximum based on Canada Revenue Agency rates).

What are non-eligible expenses?
Ineligible costs include unnecessary or excessive equipment, personal salaries, repayment of other loans, past debts, software, and repair of existing equipment.

*Note the grant cannot be used to pay a current member of your team to be on the Digital Service Squad.

How do we apply?
Applications for DSSG began on October 15, 2018 and will continue to be accepted until March 31, 2020. For entities applying for a grant, the process is as follows:

1. Describe the applicant and detail any partnership formed for the purposes of this grant application. Include copies of partnership agreements or Memorandum of Understanding's if applicable.
2. Provide detailed information regarding the intent, plan and players:
   a. Describe the organizational structure and who will be responsible for the administration of the grant funds.
   b. Describe the applicant's geographic area including (if applicable) the number of BIAs and the number of main street businesses to be served.
   c. Describe the applicant's process of acquisition of goods and services for the purposes of satisfying the grant project goals.
   d. Describe the project action plan to include timelines for hiring staff, purchasing equipment, and executing deliverables.
   e. Include a detailed budget.

Review and Granting:
1. OBIAA will review the application and once approved, the applying entity will receive the grant agreement to be executed by both the entity and the OBIAA.
2. Upon receipt of the signed grant agreement, OBIAA will release the grant funds to begin implementing the Digital Service Squad in their city.

How can I learn more?
Visit digitalmainstreet.ca/Ontario for more information on timing and instructions for applying for Digital Service Squad Grants.

Ontario OBIAA™ tabia

eports

1. Financial Report – September 17, 2019

Recommendation

"THAT the 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 payments in the amount of $9692.60."

Invoice From	Amount	Minus HST D	Purchase Description	Da	Account	Invoic	P/O Numb
Rogers Internet	$ 111.81	$ 100.69	Internet July	2019-09-15	Phone 2019	n/a	74772
Orillia Power	$ 669.34	$ 602.76	Hydro - Street -August	2019-09-03	Street Power 2019	n/a	n/a
Orillia Power	$ 302.83	$ 272.71	Hydro Office - August	2019-09-03	Office Hydro 2019	n/a	n/a
Lake Country Office Solutions	$ 435.40	$ 392.09	Copy Count June 1 -Aug 30, 2019	2019-08-08	Office Mats & Supplies	62933	74831
Imperial Coffee & Services Inc.	$ 317.71	$ 286.11	12 Cases of Garbage Bags	2019-09-11	Mats & Supplies	254 7312	74828
Central Ontario Broadcasting	$ 1,265.60	$ 1,139.71	Rock 95, 107.5 Ads for Events	2019-08-25	Summer Promo	1190823588	74833
Effigy Design	$ 63.56	$ 57.24	Car Show Poster/Ad Graphic Design	2019-08-23	Car Show	3670	74835
Old Autos Publications Inc.	$ 650.88	$ 586.14	Car Show Ad	2019-08-27	Car Show	55873	74834
Bell Media Inc	$ 2,825.00	$ 2,544.00	Dock and Pure Country Ads	2019-08-25	Car Show	412966-4/1412232-4	74832
My Liquidation Centre	$ 2.88	$ 2.59	Bingo Dappers for Summer Blk Party	2019-07-26	Summer Blk Party	n/a	MasterCard
tro	$ 11.97	$ 11.97	Ice for Summer Blk Party	2019-07-27	Summer Blk Party	n/a	MasterCard
241 Pizza	$ 14.68	$ 13.22	Food for Volunteers Summer Blk Party	2019-07-27	Summer Blk Party	n/a	MasterCard
Rexall	$ 3.98	$ 3.98	Water for Summer Blk Party	2019-07-27	Summer Blk Party	n/a	MasterCard
The Home Depot	$ 18.03	$ 16.24	Line for Whipper Snipper	2019-07-29	Mats & Supplies	n/a	MasterCard
Staples	$ 259.92	$ 234.07	Car Show and Office Supplies	2019-07-29	Office Mats/Car Show	n/a	MasterCard
Datamax	$ 1,073.50	$ 966.72	Downtown Billboard Ad (August)	2019-08-01	Signage	n/a	MasterCard
Microsoft	$ 28.82	$ 25.95	Email Exchange Service	2019-08-02	Website	n/a	MasterCard
Facebook	$ 44.08	$ 44.08	Facebook Ads Summer Blk Party, Merchant Ads	2019-08-01	Summer Promo	n/a	MasterCard
Staples	$ 93.78	$ 84.45	11 x 17 Paper Case	2019-08-01	Mats & Supplies	n/a	MasterCard
Staples	$ 140.10	$ 126.16	To Be Returned* Office Supply Recycling Container	2019-08-01	Mats & Supplies	n/a	MasterCard
Datamax	$ 1,073.50	$ 966.72	Billboard Pymt _July	2019-08-02	Signage	n/a	MasterCard
Rexall	$ 11.28	$ 10.16	Tissue for Office	2019-08-06	Mats & Supplies	n/a	MasterCard
Canadian Tire Gas Bar	$ 60.00	$ 54.03	Gas for Truck and Whipper Snipper	2019-08-14	Vehicle Expense	n/a	MasterCard
Staples	$ 7.90	$ 7.11	Tickets for Car Show Draw	2019-08-16	Car Show	n/a	MasterCard
Walmart	$ 34.98	$ 31.50	Chalk Spray paint for Street marking Car Show	2019-08-16	Mats & Supplies	n/a	MasterCard
Rustica Pizza	$ 151.87	$ 136.76	Aug Brd Meeting Dinner	2019-08-20	Board Expense	n/a	MasterCard
Cards and Coasters	$ 10.17	$ 9.16	Sweets for Board Meeting	2019-08-20	Board Expense	n/a	MasterCard
Rexall	$ 9.03	$ 8.13	Card for Summer Student	2019-08-22	Rec. Gifts	n/a	MasterCard
		$ -					
		$ -					
TOTAL	$ 9,692.60	$ 8,734.46					

. Events Report – Courtney Thompson, Events & Marketing Director

Farm to Table

- Sold out within an hour;
- On budget – Revenue Neutral;
- Additional information will be provided at the board meeting following event on September 14, 2019.

3. Resignation from Board – Lisa Thomson-Roop, DMB Manager
Recommendation

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

AND THAT in accordance with Board Policy 4.15.1 Board Vacancies – Filling a Vacancy in the First Three years of the Term, staff provide notice to the BIA membership of the vacancy."

Background
Mr. Saberi is no longer at the Champlain Hotel and therefore is not able to serve on the board as he is no longer a BIA member.

Refer to Schedule A - Policy 4.15.1.

Schedule A - Resignation from Board Report.

4.0	**BOARD COMPOSITION**
4.15.1	**Board Vacancies - Filling a Vacancy in the First Three Years of the Term**
	Authority: Municipal Act, 2001, c.25, s.204(12)
	Subject to subsection 204(9), if a vacancy occurs for any cause, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area.
	Authority: City of Orillia Municipal Code, c.100.2.6
	Where a vacancy occurs from any cause, the Board of Management shall provide a recommendation to Council prior to Council filling the vacancy on the Board for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area.
	Policy Adoption Date:

1. Director submits resignation letter to DOMB office.
2. The DOMB will accept the resignation of the director at the next regular scheduled meeting.
3. The Board will direct staff to conduct a by-election if the vacancy occurs after the first year and before the last year of a term following the procedures listed below.
4. If another/multiple vacancy (ies) occurs within 12 months of an election or by-election the director position must be offered to the next nominee with the highest number of votes.
5. The name of the replacement Board of Management Director shall be submitted to City Council for approval.

Staff and Committee Reports
September 17, 2019

. Meeting with Mayor Clarke Update – Michael Knight, Chair

Recommendation

"THAT the Meeting with Mayor Clarke Update Report dated September 17, 2019 from Chair Michal Night regarding the status of the 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 be received."

Background

- The board directed staff to arrange a meeting with Mayor Clarke about the following topics at the August 20, 2019 Board meeting: Sidewalk plow and cleaner (Hako), lack of maintenance downtown, lack of police presence, and lack of maintenance in Municipal lots, May 29, 2019 Parking Advisory Letter;
- The meeting occurred on September 11, 2019
- The following people attended the meeting: Mayor Clarke, Councillor Cipolla, Councillor Kloostra, Councillor Lauer, CEO Gayle Jackson, Manager of Engineering and Transportation Wesley Cyr, DMB Chair Michael Knight, DMB Vice Chair Ron Spencer, DMB Manager Lisa Thomson-Roop

Key Facts

- Hako
    - Insurance will replace for full value;
    - Demo will occur September 19, 2019 at 1pm;
    - Machines are in stock if the demo is successful;
    - Machine should be in our hands before snow falls.
- Maintenance Downtown and in Parking Lots
    - The gardens in Lot 2 (Behind Mariposa Market) will be completely redone within the next two weeks. All other lots will (other than 1- which has already been completed) will be fixed up and planted next year. Parks and Recreation will maintain the gardens weekly in 2020;
    - Red Cement on Sidewalks – This process in dealing with tripping hazards was to stop as of the meeting date. A suitable solution for needed sidewalk repairs until street is completely redone (5 years) will need to be found;
- Lack of Police Presence
    - Request for foot patrol was made. Mayor Clarke and CEO Gayle Jackson had already spoken with the Detachment Commander about foot patrols – they had not happened. Mayor's office will provide a date of when we can expect to see them within the next week and half;
- May 29, 2019 P.A.C. Letter
    - Mayor Clarke is investigating why the letter did not make it to his desk until early September
    - Mayor Clarke and Councillor Lauer assured us they would do their best to fix it i.e. revisit the motion to reflect the Parking Working Group's recommendations of the composition (DMB members able to serve as a BIA rep.) and the ability to comment on By-law Enforcement as soon as possible.

2019 Annual General Meeting – Proposed Agenda Items

"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: "

Key Facts

- Proposed agenda topics
  - 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. Recommendation is to allow board members the option of not running an election and appointing a new member from those who put their name forward when position is advertised. Rational: elections are expensive and time consuming.

6. Beautification, Maintenance and Seasonal Décor, Lisa Thomson-Roop, DMB Manager

- Christmas baskets ordered;
- Rick is checking all the lights to determine what needs to be replaced and added;
- Orillia Hall of Fame Banners have been installed – will come down when Remembrance Day banners go up (66) at the end of October. Orillia Winter Games Banners will go up after Remembrance Day. (15);
- Bench by LCBO has been removed due to numerous complaints of loitering;
- Committee will need to meet to discuss alternatives to suggest to the City for brick replacement and tripping hazards until the street is redone;
- Sidewalk Plow/Cleaner Demo will occur on September 19, 2019 at 1pm in the Operations Yard;
- Maintenance staff will begin putting up seagull deterrents on roofs in anticipation of spring 2020.

7. Farmers' Market Management Committee, Courtney Thompson, Events & Marketing Director

- Certified kitchens in Orillia for vendors to prepare food in advance of market;
- Farmers' Market insurance;
- Budget shortfall and how to offset/avoid it for 2020;
- Creating marketing Strat. plan for 2020;
- Discussed and brainstormed new ideas to help FM in the future.

Transit Advisory Committee, Lisa Thomson-Roop, DMB Manager

Recommendation

"THAT the Downtown Orillia Management Board recommend to Council DMB Director_____ be appointed as the board representative of the Transit Advisory Committee to replace Director Daniel Saberi who has resigned."

Background/Key Facts

- Director Daniel Saberi has resigned from the Board;
- Role:
    - Act as a liaison between Transit and DMB;
    - To act as an advisory body to Council on all matters dealing with public transit;
    - To make recommendations/comments on matters relating to bus service, route modification/extension/deletion, bus shelter location, bus service hours, fare structure, and trial bus service;
    - To meet with community groups or persons as deemed necessary to assist in the completion of reports or recommendations;
    - To consider and make recommendations to Council as to the direction of special projects;
    - To research and report on specific matters referred to the Committee by Council;
- Meeting Schedule: Third Tuesday of the month at 1:00 p.m. as required. (often bi-monthly).

8. Orillia District Chamber of Commerce, Ron Spencer, Vice Chair

- Brief update on the last meeting activities and current projects;
- Working on Strategic Plan;
- Pirate Party successful.