



## DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

Minutes of the electronic meeting of the Downtown Orillia Management Board,  
October 20, 2020 at 6:00 p.m.

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**Present:** Michael Knight, Chair  
Michael Fredson, Vice Chair  
Al Wallace, Treasurer  
Ron Spencer  
Councillor Rob Kloostra  
Jeff Gilbert

**Absent:** Carmine DeSanto  
Nancy Nevala  
Paulo Guilherme

**Also Present:** Lisa Thomson-Roop, Manager  
Samantha Yandt, Events & Marketing Coordinator

### **Call to Order**

The meeting was called to order at 6:03 p.m.

### **Approval of Agenda**

Moved by Fredson, seconded by Spencer:

THAT the agenda for the Downtown Orillia Management Board meeting held on October 20, 2020 be approved as distributed.

**Carried.**

### **Disclosure of Interest**

1. Al Wallace– re: Reports – Item 1. Financials – October 20, 2020

Nature of Interest – Owner of Downtown Computers, one of the invoices listed to be paid in the report.

Director Wallace left during discussion and voting on this matter.

## **Deputations**

1. There were no deputations.

## **Minutes**

1. September 15, 2020

Moved by Kloostra, seconded by Gilbert:

THAT the minutes of the Downtown Orillia Management Board meeting held on September 15, 2020 be adopted, having been printed and distributed.

**Carried.**

2. September 22, 2020

Moved by Spencer, seconded by Wallace:

THAT the minutes of the Downtown Orillia Management Board meeting held on September 22, 2020 be adopted, having been printed and distributed.

**Carried.**

## **Closed Session**

There were no closed session items for this meeting.

## **Correspondence - Information Items**

1. City of Orillia Notice of Public Meeting – re Zoning By-Law Amendment Housekeeping Amendment NO. 6.
2. Treasury Department – re DMB Budget Report – August 2020.
3. City of Orillia Wastewater System Master Plan – re Notice of Public Information Centre.

Moved by Wallace, seconded by Fredson:

THAT the Correspondence - Information Item listed on the agenda for the Downtown Orillia Management Board meeting held on October 20, 2020 be received as information.

**Carried.**

### **Correspondence - Action Items**

1. Paulo Guilherme – Letter of Resignation.

Moved by Spencer, seconded by Fredson:

THAT the Downtown Orillia Management Board receive the resignation of Paulo Guilherme and Nancy Nevala;

AND THAT in accordance with Board Policy 4.15.1 Board Vacancies - Filling a Vacancy in the First Three years of the Term advertise the vacancy to the membership and have interested members submit an application to the Board of Management, who will select the directors, in closed session from those who have submitted their names.

**Carried.**

2. Orillia Youth Centre – Roots North Music Festival Revisited Donation Request.

Moved by Spencer, seconded by Kloostra:

THAT the Downtown Orillia Management Board sponsor the Orillia Youth Centre Roots North Music Festival Revisited fundraiser in the amount of \$250.00.

**Carried.**

3. Kyle Mitchell, Manager of Source Protection & Operations – re Holder Replacement Value.

Moved by Wallace, seconded by Fredson:

THAT the Downtown Orillia Management Board authorize the following members to begin negotiating terms with the City of Orillia: Ron Spencer, Rob Kloostra, Michael Knight;

AND THAT the members report back to the board with terms for approval.

**Carried.**

4. City of Orillia – re Free Parking in the Municipal Lots until the New Year – News Release
  - a. Oscar’s Variety, Becker Shoes, Design’s by Bobbie, Changing of the Garnet - re Parking Tickets in Municipal Lot 1.
  - b. Shawn Crawford, Legislative Services – re Parking Tickets in Municipal Lot 1 – Fine Reduction Update.

Moved by Spencer, seconded by Kloostra:

THAT the Free Parking in Municipal Lots be received;

AND THAT the Downtown Orillia Management Board recommend to the EMC to offer free parking in Lot 1 until January 1, 2021.

**Carried.**

### **Reports**

1. DMB Manager – re Financial Report.

Moved by Kloostra, seconded by Gilbert:

THAT the Financial Report dated October 20, 2020 for the period September 15, 2020 to October 20, 2020 be received with the exception of the Downtown Computers invoice dated October 9, 2020 which shall be dealt with separately;

AND THAT staff be authorized to proceed with payments in the amount of \$7,593.19 from the 2020 DMB Budget.

**Carried.**

A Wallace requested the invoice be deferred until the next meeting as the program is not running correctly.

A Wallace turned camera and microphone off during discussion.

Moved by Spencer, seconded by Gilbert:

THAT the Downtown Computers invoice for a one-year multi-user subscription to Microsoft Office 365 dated October 9, 2020 be deferred until the November 2020 meeting.

**Carried.**

A. Wallace returned to the table.

Moved by Wallace, seconded by Fredson:

THAT the Downtown Orillia Management increase the monthly credit card limit on Lisa Thomson-Roop's Credit Card from \$7,500 to \$10,000 to accommodate automatic payments and event related expenses where credit card payment is required.

**Carried.**

Moved by Wallace, seconded by Fredson:

THAT the Downtown Orillia Management Board transfer \$7,500.00 to the DMB Reserves as per the 2020 approved Downtown Orillia Budget and the August 18, 2020 motion adopting the 2021 Budget to address potential COVID-19 related shortfalls in the future following approval at the Annual General Meeting on October 22, 2020.

**Carried.**

2. DMB Event & Marketing Coordinator – re Christmas.

Moved by Gilbert, seconded by Wallace:

THAT the Christmas report be received.

**Carried.**

3. Director, Michael Fredson – re Parking Advisory Committee.

Moved by Wallace, seconded by Spencer:

THAT the Parking Advisory Committee Report be received;

**Carried.**

4. DMB Manager – re ERTF – See you on the Patio Promotion 2021.

Moved by Spencer, seconded by Fredson:

THAT the See you on the Patio Promotion Report be received.

**Carried.**

5. DMB Chair – re Crime Deterrent Initiatives Downtown.

Moved by Wallace, seconded by Fredson:

THAT the Downtown Orillia Management Board recommend the following members be appointed as representatives to the Mayor's Downtown Roundtable Group: Jeff Gilbert and Ron Spencer.

**Carried.**

Moved by Wallace, seconded by Fredson:

THAT the Crime Deterrent Initiatives Report be received;

AND THAT DMB staff and board representatives be directed to move forward with action items listed in the report from the brainstorm session on October 7, 2020.

**Carried.**

#### **Date of Next Meeting**

Tuesday November 17, 2020 at 6:00 at the Downtown Orillia Management Board Office Boardroom.

#### **Adjournment**

Moved by Spencer, seconded by Wallace:

THAT the meeting be adjourned.

**Carried.**

Meeting adjourned – 7:38 p.m.

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Chair.