



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

**Minutes of the electronic meeting of the Downtown Orillia Management Board,
November 17, 2020 at 6:00 p.m.**

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

Absent: Michael Fredson, Vice Chair
Carmine DeSanto

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

Call to Order

The meeting was called to order at 6:09 p.m.

Approval of Agenda

Moved by Kloostra, seconded by Spencer:

THAT the agenda for the Downtown Orillia Management Board meeting held on November 17, 2020 be approved as distributed.

Carried.

Disclosure of Interest

1. Michael Knight– re: Reports – Item 1. Financials – November 17, 2020
Nature of Interest – Chair is the owner of Co-op Parking, one of the invoices listed to be paid in the report.
M.Knight left the table during discussion and voting on this matter.

Deputations

1. There were no deputations.

Minutes

1. October 20, 2020

Moved by Kloostra, seconded by Wallace:

THAT the minutes of the Downtown Orillia Management Board meeting held on October 20, 2020 be adopted, having been printed and distributed.

Carried.

Closed Session

Motion to move into Closed Session

Moved by Kloostra, seconded by Spencer:

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 to deal with matters pursuant to Section 239(2) (b), and (c) of the said Act (Personal and Land Matters).

Carried.

Motion to Rise to Open Session

Moved by Wallace, seconded by Spencer:

THAT the Downtown Orillia Management Board rise and report to Open Session.

Carried.

Open Session

Motions Arising from Closed Session Discussions

1. Board Vacancies Recommended Appointments. *(Personal)*

Moved by Spencer, seconded by Wallace:

THAT the Downtown Orillia Management Board (DMB) receive the Board Vacancies Recommended Appointments Closed Session Report;

AND THAT the DMB recommend the following Business Improvement Area members be appointed by Council to the Downtown Orillia Management Board for the term ending November 14, 2022 to replace Paulo Guilherme and Nancy Nevala:

1. Ruth Howorth, The Champlain Waterfront Hotel & Fionn McCools
2. Darcy MacDonell, The Common Stove

Carried.

2. Office Space Lease. *(Land)*

Moved by Wallace, seconded by Gilbert:

THAT as recommended in the confidential report dated November 17, 2020 regarding Downtown Orillia Office Space, the Downtown Orillia Management Board enter into a 5 year membership lease agreement for 2nd floor office space at 23 Mississauga Street West from February 1, 2021 to January 31, 2026 in the amount of \$1,025.00 plus HST per month (utilities and internet included) with an annual increase equal to the Canada Average Canadian Price Index, and an option for a further 5 year renewal.

Carried.

Moved by Wallace, seconded by Gilbert:

THAT a budget not to exceed \$2,500.00 plus HST be established to cover the cost of moving, phone and copier installation and new furniture.

Carried.

Correspondence - Information Items

1. Corporate Services/Legal Department Clerk's Division – re Board Transit Advisory Committee Appointment.
2. Development Services and Engineering Department Engineering Division – re Street Resurfacing Notice.

3. Orillia Police Services Board – re 2020-2022 OPP – Orillia Detachment Action Plan – Public Meeting and Action Plan Survey.
4. City of Orillia – re Notice of Public Meeting, Municipally-Initiated Official Plan and Zoning By-Law Amendment.

Moved by Spencer, seconded by Wallace:

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

AND THAT staff be directed to fill out the Public Meeting & Action Plan Survey, distribute to board members for comment and submit to the Police Services Board as per direction.

Carried.

Correspondence - Action Items

1. Tiffin's Creative Centre – re Snow Fence in Laneway between 22 and 30 Peter Street South. c.c. DOMB Office.

Moved by Wallace, seconded by Spencer:

THAT the Correspondence from Tiffin's Creative Centre – re Snow Fence in Laneway between 22 and 30 Peter Street South be received.

AND THAT staff be directed to write a letter of support of Tiffin's Creative Centre to ensure pedestrian access is maintained in the laneway throughout the winter.

Carried.

2. Linda Tiffin – re You Have our Heart Project Classical 102.9 Ad Purchase Request.

Moved by Spencer, seconded by Gilbert:

THAT the Correspondence from Linda Tiffin – re You Have our Heart Project Classical 102.9 Ad purchase be received.

Carried.

Reports

1. DMB Manager – re Financial Report.

Moved by Wallace, seconded by Gilbert:

THAT the Financial Report dated November 17, 2020 for the period October 20, 2020 to November 17, 2020 be received with the exception of the Co-Op Parking invoice dated October 20, 2020 which shall be dealt with separately;

AND THAT staff be authorized to proceed with payments in the amount of \$19,631.41 from the 2020 DMB Budget.

Carried.

M. Knight left the table by turning camera and microphone off.
Spencer assumed the Chair.

Moved by Kloostra, seconded by Wallace:

THAT the Co-Op Parking invoice for staff parking spaces for 3 months dated October 20, 2020 for the period October 20, 2020 to November 17, 2020 be received.

AND THAT staff be authorized to proceed with payment in the amount of \$240.00 from the 2020 DMB Budget.

Carried.

M. Knight returned to the Chair.

2. DMB Event & Marketing Coordinator – re Christmas.

Moved by Gilbert, seconded by Wallace:

THAT the Christmas report be received.

Carried.

3. DMB Manager – re Economic Recovery Task Force.

Moved by Wallace, seconded by Kloostra:

THAT the Economic Recovery Task Force report be received.

Carried.

4. Directors Ron Spencer & Jeff Gilbert – re Mayor’s Downtown Roundtable Group – Crime Deterrent.

Moved by Gilbert, seconded by Wallace:

THAT the Crime Deterrent Initiatives Report be received.

Carried.

5. Director Michael Fredson – re Parking Advisory Committee.

Michael Knight, also a member of the Parking Advisory Committee, answered questions about the report as M. Fredson was not in attendance.

Moved by Spencer, seconded by Gilbert:

THAT the Parking Advisory Report be received.

Carried.

6. DMB Manager – re Transit Advisory Committee.

Moved by Wallace, seconded by Gilbert:

THAT the Transit Advisory Report be received.

Carried.

Date of Next Meeting

Tuesday January 19, 2021 at 6:00 at the Downtown Orillia Management Board Office Boardroom.

Adjournment

Moved by Spencer, seconded by Kloostra

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 7:47 p.m.

Chair.