



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

**Minutes of the electronic meeting of the Downtown Orillia Management Board,
Tuesday, August 17, 2021 at 6:00 p.m.**

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

Absent: Michael Fredson, Vice Chair
Carmine DeSanto
Darcy MacDonell

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

Open Session

Chair – Michael Knight

Call to Order

The meeting was called to order at 6:05 p.m.

Approval of Agenda

Moved by Gilbert, seconded by Wallace:

THAT the agenda for the Downtown Orillia Management Board meeting held on August 17, 2021 be approved as distributed.

Carried.

Disclosure of Interest

1. None declared.

Deputations

1. There were no deputations.

Minutes

1. July 20, 2021

Moved by Kloostra, seconded by Spencer:

THAT the minutes of the Downtown Orillia Management Board meeting held on July 20, 2021 be adopted, having been printed and distributed.

Carried.

Closed Session

Motion to move into Closed Session

Moved by Spencer, seconded by Gilbert:

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 Board Room to deal with a matter pursuant to Section 239(2) (d) of the said Act (Personnel Matter).

Carried.

Motion to Rise to Open Session

Moved by Spencer, seconded by Gilbert:

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

Carried.

Open Session

Motions Arising from Closed Session Discussions

1. Staff Contracts - (*Personnel*)

Moved by Kloostra, seconded by Gilbert:

THAT as recommended in the confidential report dated August 17, 2021, regarding staff contracts, the Downtown Orillia Management Board increase DMB Maintenance Lead Rick Elliott's salary by 3% in line with the approved 2021 DMB Budget retroactive to March 31, 2021."

Carried.

#2

Moved by Spencer, seconded by Gilbert:

THAT as recommended in the confidential report dated August 17, 2021, regarding staff contracts, the Downtown Orillia Management Board increase Part-time Maintenance employee Rick Lenartowicz's hourly rate by 3% in line with the approved 2021 DMB Budget retroactive to March 31, 2021."

Carried.

#3

Moved by Howorth, seconded by Wallace:

THAT as recommended in the confidential report dated August 17, 2021, regarding staff contracts, the Downtown Orillia Management Board increase Events and Marketing Coordinator Samantha Yandt's salary by 3% in line with the approved 2021 DMB Budget, retroactive March 31, 2021."

Carried.

#4

Moved by Howorth, seconded by Wallace:

THAT as recommended in the confidential report dated August 17, 2021, regarding staff contracts, the Downtown Orillia Management Board increase Manager Lisa Thomson-Roop's salary by 3% in line with the approved 2021 DMB Budget, retroactive March 31, 2021."

Carried.

#5

Moved by Wallace, seconded by Spencer:

THAT as recommended in the confidential report dated August 17, 2021, regarding staff contracts, the DMB Manager be directed prepare a report exploring health benefit packages and health expense account options.

Carried.

Correspondence - Information Items

1. City of Orillia Media Release – re FRAM Building Group selected as preferred proponent for Waterfront Redevelopment.

Moved by Spencer, seconded by Kloostra:

THAT the Correspondence - Information Item listed on the agenda for the Downtown Orillia Management Board meeting held on August 17, 2021 be received as information.

Carried.

Correspondence - Action Items

1. Development Services and Engineering Department – re Parking Tokens Report DSE-21-21.

Moved by Spencer, seconded by Gilbert:

THAT the Development Services and Engineering Report number DSE-21-21 Re Parking Tokens be received;

AND THAT the Downtown Orillia Management Board support the recommended motion.

Carried.

Reports

1. DMB Manager – re Financial Report.

Moved by Wallace, seconded by Spencer:

THAT the Financial Report dated August 17, 2021, for the period of July 20, 2021, to August 17, 2021 be received;

AND THAT staff be authorized to proceed with payments in the amount of \$16,051.49 from the 2021 DMB Budget.

Carried.

2. DMB Event & Marketing Coordinator – re Event & Marketing Update.

Moved by Wallace, seconded by Howorth:

THAT the Downtown Orillia Management Board receive the August 2021 Marketing Update;

AND THAT the Downtown Orillia Management Board proceed with authorizing \$600 worth of Downtown Dollar prizes for the Shop Downtown and Win contest and \$100 in social media advertising from the 2021 Car Show budget;

AND THAT the Downtown Orillia Management Board authorize staff to proceed with discussions with the Orillia District Chamber of Commerce regarding combining the Candlelight Parade with the Santa Claus Parade.

Carried.

3. DMB Manager – re 2022 Budget

a) 2022 BDD Workplan and Project Partnership request.

Moved by Howorth, seconded by Spencer:

THAT the Draft 2022 Business Development Work Plan and Project Partnership Request be received;

Carried.

b) Holder Replacement

Moved by Gilbert seconded by Wallace:

THAT the Downtown Orillia Management Board begin contributing an additional \$2000 to the Reserves each year from 2022-2030 in anticipation of a future commitment to pay for a portion of a machine to replace the Holder.

Carried.

c) 2022 DMB Budget Approval

Moved by Wallace, seconded by Spencer:

THAT the Downtown Orillia Management Board approve Option 1 of the 2022 DMB Budget with a 2 per cent levy increase as presented for approval at the 2021 BIA Annual General Meeting.

Carried.

4. DMB Manager– re 2021 Transfer to Reserves.

Moved by Wallace, seconded by Spencer:

THAT the Downtown Orillia Management Board transfer an additional \$5000.00 to the reserves in 2021 in addition to the \$2500.00 approved in the 2021 budget.

Total Transfer: \$7,500.00.

Carried.

5. DMB Manager – re 2021 AGM Date.

Moved by Howorth, seconded by Kloostra:

THAT the Downtown Orillia Management Board hosts its Annual General Meeting on Tuesday October 19, 2021;

AND THAT if COVID-19 restriction allow, the AGM be held in person.

Carried.

6. DMB Manager – re – ERTF Activities Report.

Moved by Spencer, seconded by Howorth:

THAT the ERTF report be received;

Carried.

Date of Next Meeting

September 21, 2021, at 6:00 p.m. at the Downtown Orillia Management Board Office Boardroom.

Adjournment

Moved by Spencer, seconded by Kloostra:

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 7:20 p.m.

Chair.