



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

Minutes of the Regular Meeting of the Downtown Orillia Management Board,
March 21, 2023 at 5:30 p.m.

Present: Michael Fredson, Chair
Jeff Gilbert, Vice Chair
Doug Cooper, Treasurer
Councillor David Campbell
Megan Murray, Director
Darcy Macdonell, Director
Jenna French, Director

Absent: Kaylea McCarron, Director
Stevie Baker, Director

Also Present: Dina Tzirakos-Hawker, Manager
Samantha Yandt, Events & Marketing Coordinator

Open Session

Chair – Michael Fredson

Call to Order

The meeting was called to order at 5:42 pm

Approval of Agenda

Moved by Campbell, seconded by Cooper:

THAT the agenda for the Downtown Orillia Management Board meeting held on March 21, 2023, be approved as distributed.

Carried.

Disclosure of Interest

None.

Deputations

None.

Minutes

1. February 21, 2023 – Board Meeting Minutes.

Moved by Campbell seconded by Cooper:

THAT the minutes of the Downtown Orillia Management Board meeting held on February 21, 2023, be adopted, with having been printed and distributed.

Carried.

2. March 13, 2023 – Board Meeting Minutes.

Moved by Murray, seconded by French:

THAT the minutes of the Downtown Orillia Management Board meeting held on March 13, 2023, be adopted, having been printed and distributed;

Carried.

Closed Session

Moved by Cooper, seconded by Murray

“THAT pursuant to Section 239(4) of the *Municipal Act, 2001, S.O. 2001, c25*, notice is hereby given that this Committee intends to hold a closed session meeting today in the Downtown Orillia Management Board Room of the Downtown Orillia Office to deal with a matter pursuant to Section 239(2) (d) of the said Act (Personnel Matter(s)).”

Motion to Rise to Open Session

Moved by Murray, seconded by Cooper:

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

Carried.

Open Session

Motions Arising from Closed Session Discussions

Moved by Cooper, seconded by MacDonell:

THAT as recommended in the confidential report dated March 21, 2023, regarding staff contracts, the Downtown Orillia Management Board increase DMB Maintenance Lead Rick Elliott’s salary by 3% plus benefits in line with the approved 2023 DMB Budget beginning April 1, 2023.

Carried.

Moved by MacDonell seconded by Gilbert:

THAT as recommended in the confidential report dated March 21, 2023, regarding staff contracts, the Downtown Orillia Management Board increase DMB Event & Marketing Coordinator Samantha Yandt's salary by 3% in line with the approved 2023 DMB Budget beginning April 1, 2023;

AND THAT the approved Employee Benefit Package amount to be added to the salary total for 2023;

AND THAT the DMB Event & Marketing Coordinator title be changed to Event & Marketing Specialist.

Carried.

Moved by French seconded by Gilbert

THAT as recommended in the confidential report dated March 21, 2023, regarding staff contracts, the Downtown Orillia Management Board increase DMB Manager Dina Tzirakos-Hawker's salary by 3% in line with the approved 2023 DMB Budget beginning April 1, 2023.

Carried.

Correspondence - Information Items

1. Office of the Mayor – re 2023 Tag Days.

Moved by Cooper, seconded by Campbell:

THAT the Downtown Orillia Management Board receive the from the correspondence Office of the Mayor – re 2023 Tag Days as information.

Correspondence - Action Items

None.

Reports

1. DMB Manager – re Financial Report.

Moved by Cooper, seconded by MacDonell:

THAT the Financial Report dated March 21, 2023, for the period of February 15, 2023, to March 21, 2023, be received;

AND THAT staff be authorized to proceed with payments in the amount of \$1127.09 from the 2023 DMB Budget.

Carried.

2. DMB Event & Marketing Coordinator – re 2023 Marketing Plan.

Moved by Cooper, seconded by French:

THAT the 2023 Events report be approved with the following changes;

- That an Arts District event be added to the events for August 26, 2023.
- A Christmas Night Market be added to November 17 and 18, 2023.
- Winter Markets be removed from December 1 and 8, 2023.
- Pictures with Santa event be created for December 2, 2023.

AND THAT staff be directed to notify the membership of the events schedule with the disclaimer that events are subject to change based on Council's approval of road closure requests;

AND THAT a subsequent communication will be sent to the membership following the April 3, 2023 Council meeting

Carried.

Moved by MacDonell, seconded by Cooper:

THAT the See You On The Patio Program relaunch on June 30th, 2023;

AND THAT the scheduled weekly road closures occur on three blocks – Mississaga Street W between Andrew Street and West Street, Mississaga Street E between Peter Street and Matchedash Street, and Peter Street S only on Friday and Saturday nights;

AND THAT the See You On The Patio Program close Mississaga Street from Albert Street to Front Street and Peter Street S on the Friday night(s) before Downtown Orillia events, subject to the Farmers Market participation;

AND THAT the road closures for the See You On The Patio Program begin at 6:00 p.m.

Carried.

3. Director, Doug Cooper – re Parking Advisory Committee

Moved by Campbell, seconded by MacDonell:

THAT the Parking Advisory Committee Update be received.
Carried.

4. Director, Megan Murray- re Transit Advisory Committee.

Moved by French, seconded by MacDonell:

THAT the Transit Advisory Committee Update be received.
Carried.

5. DMB Manager – re Chamber of Commerce.

Moved by Cooper, seconded by Murray:

THAT the Chamber of Commerce Update be received.
Carried.

Adjournment

Moved by Cooper, seconded by Murray.

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 8:29 p.m.

M. Fredson
Chair.