

DOWNTOWN ORILLIA MANAGEMENT BOARD

Regular Board Meeting

May 16, 2023 – 5:30 p.m.

DMB Boardroom, Downtown Orillia Office

23 Mississauga Street West

(Accessible Entrance is Located at the Front Entrance off Mississauga Street)

A G E N D A

Page

Open Session

Chair – Michael Fredson

Call to Order

Approval of Agenda

Disclosure of Interest

Deputations

None.

Minutes

1. April 18, 2023 – Regular Board Meeting.

Closed Session

There are no Closed Session items for this meeting.

Correspondence - Information Items

1. Corporate Services Department, Clerks Division – re Request for street closure regarding the Fiction Fest event, Sept 9, 2023
2. Corporate Services Department, Clerks Division – re Request for street closure regarding the See You on the Patio event, June 30, 2023 – September 2, 2023.
3. Corporate Services Department, Clerks Division – re Request for street closure regarding the Candlelight Parade and Tree Lighting event, November 17, 2023
4. Corporate Services Department, Clerks Division – re Request for street closure regarding the Mariposa Folk Festival event, July 7, 2023 – July 8, 2023.
5. Corporate Services Department, Clerks Division – re Request for street closure regarding the Merchants and Makers Market event, July 22, 2023
6. Corporate Services Department, Clerks Division – re Request for street closure

regarding the Classic Car Show event, August 19, 2023.

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

Correspondence - Action Items

1. Corporate Services Department, Clerks Division – re Enquiry – On-Street Metered Parking Spaces in the Downtown Core.

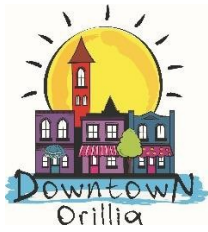
Reports

1. DMB Manager – re Financial Report.
2. DMB Manager – re Falconer Report.
3. Events and Marketing Specialist – re Events and Marketing.
4. Director, Doug Cooper – re Parking Advisory Committee.
5. DMB Manager – re OPP Youth Week.
6. Director, Megan Murray – re Downtown Tomorrow Plan Design Charrette.

Date of Next Meeting

Tuesday June 20, 2023, at 5:30 pm at the Downtown Orillia Management Board Office Boardroom.

Adjournment



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

Minutes of the Regular Meeting of the Downtown Orillia Management Board, April 18, 2023 at 5:30 p.m.

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

Absent: Kaylea McCarron, Director
Stevie Baker, Director
Jeff Gilbert, Vice Chair

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 5:35 pm

Approval of Agenda

Moved by Campbell, seconded by Cooper:

THAT the agenda for the Downtown Orillia Management Board meeting held on April 18, 2023, be approved as distributed.

Carried.

Disclosure of Interest

None.

Deputations

1. Ellen Wolper, Paper Kapers – re Communication and Advertising.

Moved by Cooper seconded by Murray:

THAT the Downtown Orillia Management Board receive the deputation from Ellen Wolper – re Communication, Parking, and Advertising.

Carried.

Minutes

1. March 21, 2023 – Board Meeting Minutes.

Moved by Campbell seconded by Cooper:

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

Carried.

Closed Session

There are no closed session items.

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.

Correspondence - Information Items

1. Corporate Services Department, Clerks Division – re Request for street closure regarding the Vintage Market event, May 27, 2023

Moved by Cooper, seconded by McDonell:

THAT the correspondence information item from the Corporate Services Department, Clerks Division – re Request for street closure regarding the Vintage Market event, May 27, 2023, be received as information.

Carried.

2. Corporate Services Department, Clerks Division – re Request for street closure regarding the Celebrate You event, June 17, 2023.

Moved by Cooper, seconded by Campbell:

THAT the correspondence information item from the Corporate Services Department, Clerks Division – re Request for street closure regarding the Celebrate You event, June 17, 2023, be received as information.

Carried.

3. Corporate Services Department, Clerks Division – re Request for street

closure regarding the Sweet Summer event, June 24, 2023.

Moved by MacDonell, seconded by Cooper:

THAT the correspondence information item from the Corporate Services Department, Clerks Division – re Request for street closure regarding the Sweet Summer event, June 24, 2023, be received as information.

Carried.

Correspondence - Action Items

None.

Reports

1. DMB Manager – re Financial Report.

Moved by French, seconded by Cooper:

THAT the financial report dated April 18, 2023, for the period of March 21, 2023 to April 7, 2023, be received;

AND THAT staff be authorized to proceed with payments in the amount of \$2038.72 from the 2023 DMB Budget.

Carried.

2. DMB Manager – re Seagulls and Wildlife Services

Moved by Cooper, seconded by Murray:

THAT the Seagulls and Wildlife Services report be received;

AND THAT the Downtown Orillia Management Board allocate an additional \$5700.00 to GL 9-98-98-002-00982-71000 DOMB ADM DOMB WLDF CONTRACTS which currently has a 2023 budget of \$4300.00;

AND THAT the funding will be transferred from the Reserve carry over from 2022;

AND THAT staff proceed with Royal Canadian Falconry with a budget of \$10,000.00.

AND THAT staff proceed to work with Legislative Services for the enforcement of roof maintenance throughout the downtown.

Carried.

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

Moved by Cooper, seconded by Murray:

THAT the 2023 Downtown Orillia Events and Marketing Engagement report be received;

AND THAT staff be directed to proceed with soft launching the new downtown logo after the DOBIA name is reviewed by Council on May 1st, 2023;

AND THAT staff be directed to make the following modifications, if required, to the new Orillia BIA logo:

- B be outlines with no fill
- Outline of wave is blue, fill white (skiing)

Carried.

4. DMB Manager – re Heritage Sign Bylaws

Moved by MacDonell, seconded by Cooper.

THAT the Downtown Orillia Management Board review the Heritage Sign ByLaws;

AND THAT staff be directed to circulate a survey regarding the DSPA bylaws with the following questions:

- I. Have you opened a business or upgraded your sign in the DSPA (Downtown Sign Permit Area) in the last five years?
- II. Was the Sign Application process confusing?
- III. How long did the Sign process take to complete? (from application submission to Permit approval)
- IV. Did you know where to find the information (i.e. sign application, department contact information etc.)
- V. Did the cost of your sign increase because of the Signage Bylaw requirements?

Carried.

5. Director, Doug Cooper – re Parking Advisory Committee

Moved by MacDonell, seconded by Murray:

THAT the Parking Advisory Committee Update be received.

Carried.

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

Moved by MacDonell, seconded by French:

THAT the Transit Advisory Committee Update be received.

Carried.

Adjournment

Moved by Cooper, seconded by MacDonell.

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 7:14 p.m.

M. Fredson
Chair.



Corporate Services Department
Clerk's Division

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: 705-558-9548
EMAIL: kpreston@orillia.ca

April 18, 2023

Samantha Yandt, Marketing and Event Specialist
Downtown Orillia Management Board

Sent via email to: samantha@downtownorillia.ca

Dear Ms. Yandt:

Re: Request for street closures regarding the See You on the Patio event on Friday and Saturday evenings from June 30 to September 2, 2023

This is to advise you that your letter dated March 27, 2023 respecting the above was presented to a meeting of Council held on April 17, 2023.

At that time, Council adopted the following resolution:

“THAT, further to the request of the Downtown Orillia Management Board in a letter dated March 27, 2023 regarding the See You on the Patio event, the following streets and parking lots be closed to vehicular traffic from 6:00 PM to 11:00 PM on Friday and Saturday evenings from June 30 to September 2, 2023, as follows:

- Mississaga Street West from Andrew Street to West Street
- Mississaga Street East from Peter Street to Matchedash Street
- Peter Street South from Mississaga Street to Colborne Street
- Municipal Parking Lot #5

AND THAT on July 7, July 21, and August 18, 2023, the street closures be as follows, subject to participation from the Orillia Farmers' Market:

- Mississaga Street from Matchedash Street to Andrew Street
- Peter Street South from Mississaga Street to Colborne Street

AND THAT no damage shall be caused to municipal property;

AND THAT the closure of the subject street sections and Municipal Parking Lot #5 will result in an estimated cost to the parking reserve of \$0.00 in forgone revenue since the event is being held outside of the applicable hours;

AND THAT the event must adhere to the following conditions:

- 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*
- Access to fire hydrants and Fire Department connections (sprinkler and/or standpipe) must be maintained, and*
- The barriers be removed on the Friday and Saturday evenings, and*
- The whole intersections remain clear to allow for turning of emergency vehicles, and*
- An emergency action plan, approved by the Fire Department, will be prepared and implemented;*

AND THAT the Downtown Transit Terminal be temporarily relocated from Mississaga Street to West Street during these street closures.”

Regards,



Kristine Preston, CMO, Dipl.M.A.
Deputy Clerk

KP:jf

Attachment: Letter from DOMB re See you on the Patio Road Closure Request

Copy to: Michael Clark, Fire Chief
Ian Sugden, General Manager of Development Services and Engineering
Wesley Cyr, Manager of Engineering and Transportation
Jeff Hunter, Manager of Construction and Transit
Lisa Dobson, Transportation Technologist
Melissa Gordon, Development Services and Engineering Department
Jason Flemming, Supervisor of Roads, Source and Storm
Kyle Mitchell, Manager of Source Protection and Operations
Karen Strain, Environmental Services and Operations
Samantha Quail, Environmental Services and Operations
Shawn Crawford, Manager of Legislative Services
Lynn Telford, Manager of Treasury Services
Ashley Stafford, Executive Assistant to Corporate Services
Wendy Fairbairn, General Manager, Opera House
Bessie Sullivan, CEO, Library
Leesa Schoenmaker, Administrative Assistant, County of Simcoe
Kelly Maynard, Parkview Transit
Sylvie D'Amico, Casino Rama
Inspector Coyer Yateman, Detachment Commander, Orillia O.P.P.



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Clerk's Division

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: 705-558-9548
EMAIL: kpreston@orillia.ca

May 2, 2023

Samantha Yandt, Marketing and Event Specialist
Downtown Orillia Management Board

Sent via email to: samantha@downtownorillia.ca

Dear Ms. Yandt:

Re: Request for street closures regarding the Fiction Fest event, September 9, 2023

This is to advise you that your letter dated March 27, 2023 respecting the above was presented to a meeting of Council held on May 1, 2023.

At that time, Council adopted the following resolution:

“THAT, further to the request of the Downtown Orillia Management Board in a letter dated March 27, 2023 regarding the Fiction Fest event, the following streets be closed to vehicular traffic from 10:00 AM to 4:00 PM on Saturday, September 9, 2023, as follows:

- Mississauga Street West from Albert Street to Andrew Street
- Mississauga Street West from Andrew Street to West Street

AND THAT no modifications or damages shall be caused to municipal property;

AND THAT the closure of the subject street sections will result in an estimated cost to the parking reserve of \$147.00 in forgone revenue;

AND THAT the event must adhere to the following conditions:

- 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

Samantha Yandt

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May 2, 2023

- *The whole intersections remain clear to allow for turning of emergency vehicles, and*
- *An emergency action plan, approved by the Fire Department, will be prepared and implemented;*

AND THAT the Downtown Transit Terminal be temporarily relocated from Mississaga Street to West Street during the street closures."

Regards,



Kristine Preston, CMO, Dipl.M.A.
Deputy Clerk

KP:jf

Attachment: Letter from DOMB re Fiction Fest Road Closure Request

Copy to:

- Michael Clark, Fire Chief
- Ian Sugden, General Manager of Development Services and Engineering
- Wesley Cyr, Manager of Engineering and Transportation
- Jeff Hunter, Manager of Construction and Transit
- Lisa Dobson, Transportation Technologist
- Melissa Gordon, Administrative Support - Transit
- Jason Flemming, Supervisor of Roads, Source and Storm
- Kyle Mitchell, Manager of Source Protection and Operations
- Karen Strain, Environmental Services and Operations
- Samantha Quail, Environmental Services and Operations
- Shawn Crawford, Manager of Legislative Services
- Lynn Telford, Manager of Procurement, Insurance, and Development Finance
- Ashley Stafford, Executive Assistant to Corporate Services
- Wendy Fairbairn, General Manager, Opera House
- Bessie Sullivan, CEO, Library
- Leesa Schoenmaker, Administrative Assistant, County of Simcoe
- Kelly Maynard, Parkview Transit
- Sylvie D'Amico, Casino Rama
- Inspector Coyer Yateman, Detachment Commander, Orillia O.P.P.



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April 18, 2023

Samantha Yandt, Marketing and Event Specialist
Downtown Orillia Management Board

Sent via email to: samantha@downtownorillia.ca

Dear Ms. Yandt:

**Re: Request for street closure regarding the Mariposa Folk Festival – Mariposa
Downtown Stage event, July 7 and 8, 2023**

This is to advise you that your letter dated March 27, 2023 respecting the above was presented to a meeting of Council held on April 17, 2023.

At that time, Council adopted the following resolution:

“THAT, further to the request of the Downtown Orillia Management Board in a letter dated March 27, 2023 regarding the Mariposa Folk Festival - Mariposa Downtown Stage event, the following streets be closed to vehicular traffic from 7:00 AM on Friday, July 7, 2023 to 6:00 PM on Saturday, July 8, 2023 as follows:

- Mississaga Street East from Peter Street to the west side of Municipal Parking Lot #5

AND THAT the event stage be permitted to stay overnight on Friday, July 7, 2023 in parking spaces on Mississaga Street East surrounded by barricades;

AND THAT no damage shall be caused to municipal property;

AND THAT the closure of the subject streets will result in an estimated cost to the parking reserve of \$213 in forgone revenue;

AND THAT the event must adhere to the following conditions:

Samantha Yandt

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April 18, 2023

- *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*
- *The whole intersections remain clear to allow for turning of emergency vehicles, and*
- *An emergency action plan, approved by the Fire Department, will be prepared and implemented."*

Regards,



Kristine Preston, CMO, Dipl.M.A.
Deputy Clerk

KP:jf

Attachment: Letter from DOMB re Mariposa Folk Festival Road Closure Request

Copy to: Michael Clark, Fire Chief
Ian Sugden, General Manager of Development Services and Engineering
Wesley Cyr, Manager of Engineering and Transportation
Jeff Hunter, Manager of Construction and Transit
Lisa Dobson, Transportation Technologist
Melissa Gordon, Development Services and Engineering Department
Jason Flemming, Supervisor of Roads, Source and Storm
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April 18, 2023

Samantha Yandt, Marketing and Event Specialist
Downtown Orillia Management Board

Sent via email to: samantha@downtownorillia.ca

Dear Ms. Yandt:

Re: Request for street closures regarding the Merchants and Makers Market event, July 22, 2023

This is to advise you that your letter dated March 27, 2023 respecting the above was presented to a meeting of Council held on April 17, 2023.

At that time, Council adopted the following resolution:

"THAT, further to the request of the Downtown Orillia Management Board in a letter dated March 27, 2023 regarding the Merchants and Makers Market event, the following streets be closed to vehicular traffic from 8:00 AM to 4:00 PM on Saturday, July 22, 2023, as follows:

- Mississaga Street from Albert Street to Andrew Street
- Mississaga Street from Andrew Street to West Street
- Mississaga Street from West Street to Peter Street
- Mississaga Street from Peter Street to Matchedash Street
- Mississaga Street from Matchedash Street to Front Street
- Peter Street South from Mississaga Street to Colborne Street

AND THAT no damage shall be caused to municipal property;

AND THAT the closure of the subject street sections will result in an estimated cost to the parking reserve of \$1,150 in forgone revenue;

AND THAT the event must adhere to the following conditions:

Samantha Yandt

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April 18, 2023

- *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*
- *The whole intersections remain clear to allow for turning of emergency vehicles, and*
- *An emergency action plan, approved by the Fire Department, will be prepared and implemented;*

AND THAT the Downtown Transit Terminal be temporarily relocated from Mississaga Street to West Street during the street closures.”

Regards,



Kristine Preston, CMO, Dipl.M.A.
Deputy Clerk

KP:jf

Attachment: Letter from DOMB re Merchants and Makers Market Road Closure Request

Copy to:

- Michael Clark, Fire Chief
- Ian Sugden, General Manager of Development Services and Engineering
- Wesley Cyr, Manager of Engineering and Transportation
- Jeff Hunter, Manager of Construction and Transit
- Lisa Dobson, Transportation Technologist
- Melissa Gordon, Development Services and Engineering Department
- Jason Flemming, Supervisor of Roads, Source and Storm
- Kyle Mitchell, Manager of Source Protection and Operations
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EMAIL: kpreston@orillia.ca

April 18, 2023

Samantha Yandt, Marketing and Event Specialist
Downtown Orillia Management Board

Sent via email to: samantha@downtownorillia.ca

Dear Ms. Yandt:

**Re: Requesting street and parking lot closures regarding the 23rd Annual
Classic Car Show, August 19, 2023**

This is to advise you that your letter dated March 27, 2023 respecting the above was presented to a meeting of Council held on April 17, 2023.

At that time, Council adopted the following resolution:

"THAT, further to the request of the Downtown Orillia Management Board in a letter dated March 27, 2023 regarding the 23rd Annual Classic Car Show event, the following streets and parking lots be closed to vehicular traffic from 12:00 AM to 6:30 PM on Saturday, August 19, 2023 as follows:

- Mississaga Street from Front Street to Albert Street*
- Peter Street from Colborne Street to Coldwater Road*
- Andrew Street from Municipal Parking Lot #6 to Municipal Parking Lot #7*
- Matchedash Street from Colborne Street to the north side of the Mississaga Street intersection*
- Municipal Parking Lot #5*
- Orillia Waterfront Centre parking lot on the west side of the Orillia Waterfront Centre (if needed for overflow);*

AND THAT no damage shall be caused to municipal property;

AND THAT the closure of the subject street sections and Municipal Parking Lots will result in an estimated cost to the parking reserve of \$2,046 in forgone revenue;

AND THAT the event be designated as a "Community Festival" event;

AND THAT the event must adhere to the following conditions:

- The cross streets, except Peter Street and Andrew Street as noted above, will remain open, and*
- 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*
- The whole intersections remain clear to allow for turning of emergency vehicles, and*
- All Classic Car Show registrants are required to have a responsible person with a valid driver's licence and the keys present at all times with the vehicle, and*
- An emergency action plan, approved by the Fire Department, will be prepared and implemented;*

AND THAT the Downtown Transit Terminal be temporarily relocated from Mississaga Street to West Street during the street closures."

Regards,

Kristine Preston, CMO, Dipl.M.A.
Deputy Clerk

KP:jf

Attachment: Letter from DOMB re 23rd Annual Classic Car Show Road Closure Request

Copy to: Michael Clark, Fire Chief
Ian Sugden, General Manager of Development Services and Engineering
Wesley Cyr, Manager of Engineering and Transportation
Jeff Hunter, Manager of Construction and Transit
Lisa Dobson, Transportation Technologist
Melissa Gordon, Development Services and Engineering Department
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DIRECT LINE: 705-558-9548
EMAIL: kpreston@orillia.ca

May 2, 2023

Samantha Yandt, Marketing and Event Specialist
Downtown Orillia Management Board

Sent via email to: samantha@downtownorillia.ca

Dear Ms. Yandt:

Re: Request for street closures regarding the Children's Candlelight Parade and Tree Lighting event, November 17, 2023

This is to advise you that your letter dated March 27, 2023 respecting the above was presented to a meeting of Council held on May 1, 2023.

At that time, Council adopted the following resolution:

"THAT, further to the request of the Downtown Orillia Management Board in a letter dated March 27, 2023 regarding the Children's Candlelight Parade and Tree Lighting event, the following streets be closed to vehicular traffic from 6:00 PM to 9:00 PM on Friday, November 17, 2023, as follows:

- Mississauga Street West from Andrew Street to West Street

AND THAT the following streets be closed to vehicular traffic at 6:00 PM on Friday, November 17, 2023 and re-open immediately after the parade has passed through to the next street block:

- Mississauga Street from Front Street to Andrew Street

AND THAT no modifications or damages shall be caused to municipal property;

AND THAT the closure of the subject street sections will result in an estimated cost to the parking reserve of \$0.00 in forgone revenue since on-street and off-street parking is free downtown after 5:30 PM;

AND THAT the event must adhere to the following conditions:

- The cross streets remain open*
- 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*
- The whole intersections remain clear to allow for turning of emergency vehicles, and*
- An emergency action plan, approved by the Fire Department, will be prepared and implemented;*

AND THAT the Downtown Transit Terminal be temporarily relocated from Mississaga Street to West Street during the street closures.”

Regards,



Kristine Preston, CMO, Dipl.M.A.
Deputy Clerk

KP:jf

Attachment: Letter from DOMB re Children's Candlelight Parade and Tree Lighting event Road Closure Request

Copy to: Michael Clark, Fire Chief
Ian Sugden, General Manager of Development Services and Engineering
Wesley Cyr, Manager of Engineering and Transportation
Jeff Hunter, Manager of Construction and Transit
Lisa Dobson, Transportation Technologist
Melissa Gordon, Administrative Support - Transit
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Sylvie D'Amico, Casino Rama
Inspector Coyer Yateman, Detachment Commander, Orillia O.P.P.



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

May 9, 2023

Todd Greenwood
Senior Youth Worker
Orillia Youth Centre

Sent via email to: TGreenwood@orillia.ca

Dear Mr. Greenwood:

Re: 2023 Tag Days

This is to acknowledge receipt of your correspondence with respect to the above request.

It is understood that Tag Days are an important part of your fundraising efforts. As such, subject to the approval and policies of the property/business owners where the tagging is to take place, I am pleased to confirm that Teens on Edge is authorized to hold Tag Days on Friday, September 29, 2023, and Saturday, September 30, 2023.

If you have further questions, please do not hesitate to contact me at rbulmer@orillia.ca.

Kindest regards,

Rory Bulmer
Executive Assistant to Mayor and Council

:rb

Attach.: Tag Days Policy 1.10.3.1.

Copy to: Downtown Orillia Management Board
Orillia Detachment - O.P.P.



CITY OF ORILLIA POLICY MANUAL

Part	1	General Government	1.10.3.1.
Section	10	Regulatory	
Sub-Section	3	Tag Days, Flags, Proclamations	
Policy	1	Tag Days	

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1. The Tag Day Policy shall be administered by the Clerk's Division. All actions and decisions of the Clerk's Division may be appealed to Council.
2. Tag Days shall be allowed every weekend.
3. Organizations will not be assigned more than one Tag Day weekend in any calendar year with the exception of the Salvation Army...and the Muskoka North Simcoe Unit of the Canadian Cancer Society (maximum of 2).
4. Tag Days shall be assigned on a first come first serve basis for the current year.
5. Applicants shall forward their request to the Mayor's office no later than 2 weeks prior to the event.
6. Applications shall not be considered prior to December 31 for Tag Days for the following year.
7. Subject to Clause (8) herein, Tag Days will be assigned as requested. If more than one organization has requested the same date and a compromise cannot be negotiated between the applicants, the dates shall be assigned to the organization that first requested the date.
8. Assigned Tag Days shall be deemed to include the Friday and Saturday.
9. Subject to receipt of a letter of application for tag days, the following tag days will be reserved for the following organizations each year:
 - i) **Cancer Society:**
The first Friday and Saturday of April each year be reserved as the regular tag day for the Canadian Cancer Society, unless Easter falls on that weekend in which case the tag day will be assigned to the weekend following.
 - ii) **Orillia & District Literacy Council Inc.:**
The first Friday and Saturday of May each year.
 - iii) **Multiple Sclerosis Society:**
The second Friday and Saturday in May (Mother's Day weekend).
 - iv) **Information Orillia**
The third Friday and Saturday in June.

CITY OF ORILLIA POLICY MANUAL

Part	1	General Government	1.10.3.1.
Section	10	Regulatory	
Sub-Section	3	Tag Days, Flags, Proclamations	
Policy	1	Tag Days	

Page 2 of 2

- v) **Orillia Branch of the Ontario Society for the Prevention of Cruelty to Animals:**
The second Friday and Saturday of August
- vi) **Scottish Festival Committee of Branch 34 of the Royal Canadian Legion:**
The Friday and Saturday before the Scottish Festival in July (weekend immediately following Canada Day).
- vii) **99th Lynx Squadron, Royal Canadian Air Cadets:**
The third Friday and Saturday in October.
- viii) **Scouts Canada:**
The second Friday and Saturday in October (Thanksgiving Weekend).
- ix) **Poppy Committee of Branch 34 of the Royal Canadian Legion:**
The Friday and Saturday of the weekend preceding Remembrance Day (November 11).
- x) **Salvation Army:**
The month of December for the Salvation Army Christmas Kettles.

THAT...the **Navy League of Canada, NLCC 199 Orillia** be authorized to tag more than one tag day weekend to a maximum of two, in any calendar year.

(R. 2009-252 09.10.05)
 (R. 2009-331 09.11.30)
 (R. 2010-93 10.03.29)
 (R. 2011-28 11.01.31)
 (R. 2013-279 13.09.16)
 (R. 2015-38 15.02.09)
 (R. 2016-31 16.02.08)
 (R. 2016-73 16.04.25)
 (R. 2018-159 18.08.16)
 (R. 2019-94 19.05.06)
 (R. 2021-97 21.07.19)



Corporate Services Department
Clerk's Division

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: 705-558-9548
EMAIL: kpreston@orillia.ca

May 2, 2023

Dina Tzirakos-Hawker, BIA Manager
Downtown Orillia Management Board

Sent via email to: dina@downtownorillia.ca

Dear Ms. Tzirakos-Hawker:

Re: Enquiry – On-Street Metered Parking Spaces in the Downtown Core

This is to advise you that the following resolution was adopted by Council at its meeting held on May 1, 2023:

“THAT staff, in consultation with the Parking Advisory Committee and the Downtown Orillia Management Board, be directed to prepare a report with respect to the following:

The feasibility, potential costs, and options for increasing the number of on-street metered parking spaces in the downtown core.”

Staff from the Development Services and Engineering Department will be in contact to prepare a report as noted above. Further information regarding this enquiry can be obtained by contacting Councillor Lauer.

Regards,

Kristine Preston, CMO, Dipl.M.A.
Deputy Clerk

KP:jf

Copy to: Ian Sugden, General Manager of Development Services and Engineering
Shawn Crawford, Director of By-law, Building, Parking and Transit
Lisa Dobson, Transportation Technologist
Parking Advisory Committee (Robin Cadeau)

Reports

1. DMB Manager, Dina Hawker - Financial Report

Recommendation

“THAT the Financial Report dated May 16, 2023, for the period of April 7, 2023, to May 12, 2023, be received;

AND THAT staff be authorized to proceed with payments in the amount of \$7,115.73 from the 2023 DMB Budget.

Invoice From	Amount	Minus HST Discount	Purchase Description	Date	Account	Invoice #	P/O Number
Facebook/Instagram	\$ 79.10	\$ 71.23	Instagram Event Ads	2023-04-16	GEN ADV PROMOTION		M/C
Mariposa Folk Foundation	\$5,500.00	\$ 4,952.92	Mariposa Folk Festival Sponsorship, Advertising	2023-04-20	DOMB MFF ADV PROMOTION	2335	84898
Orillia ProNet	\$ 39.55	\$ 35.62	Website Hosting	2023-04-27	GEN LICENSE AND REG		M/C
Instagram	\$ 12.43	\$ 11.19	Instagram Event Ads	2023-05-01	GEN ADV PROMOTION		M/C
Amazon.ca	\$ 17.61	\$ 15.86	Garbage Bags	2023-05-02	GEN OFFICE SUPPLIES		M/C
Costco Gas	\$ 85.00	\$ 76.55	Truck Gas	2023-05-03	GEN MTCE SERV VEHICL		M/C
Microsoft	\$ 28.82	\$ 25.95	Microsoft Exchange Subscription	2023-05-03	GEN LICENSE AND REG		M/C
Microsoft	\$ 36.16	\$ 32.56	Microsoft Exchange Subscription	2023-05-04	GEN LICENSE AND REG		M/C
Adobe Lightroom	\$ 14.68	\$ 13.22	Photo Editing Software	2023-05-10	GEN ADV PROMOTION		M/C
HeyOrca	\$ 874.68	\$ 787.68	Social Media Subscription Software (1 Year)	2023-04-27	GEN ADV PROMOTION		M/C
Canadian Tire Gas Bar	\$ 80.00	\$ 72.04	Truck Gas	2023-04-20	GEN MTCE SERV VEHICL		M/C
Wells Fargo	\$ 347.70	\$ 313.11	Printer Lease	2023-05-02	GEN OFFICE SUPPLIES		848900
TOTAL	\$7,115.73	\$ 6,407.94					

2. DMB Manager – re Seagulls and Wildlife Services.

Recommendation

“THAT the Falconer report be received.”

Comments:

- A total 420 eggs off of one building on Mississaga street between Peter and Matchedash street.
- Additional 179 eggs were discarded from Mississaga between Peter and West street.
- These efforts to date have resulted in the collection of 649 eggs, this method will continue to assist in substantially decreasing the number of seagulls nesting on

our buildings downtown while complying with ministry standards in place for Seagulls.

- Attached is an amended application to extend the area of coverage down to the waterfront. Bylaw and Communications have received these applications as well to ensure all departments are up to date with our efforts should we require their assistance, or if they receive questions from the public.
- An additional amendment will be filed with the ministry to permit the destruction/relocation of more eggs, the ministry initially gave us a limit of 800



Damage or Danger Permit

Permits are issued under the *Migratory Birds Convention Act, 1994* (S.C. 1994, c.22) pursuant to paragraph 12(1)(b) and sections 63-71 & 73 of the *Migratory Birds Regulations, 2022*.

Permit number:

DA-OR-2023-6393 Amended 1

Valid From: (yyyy/mm/dd)

2023/05/09

Expiry date: (yyyy/mm/dd)

2023/12/31

Report due by: (yyyy/mm/dd)

2024/01/15

Permit holder(full name, or name of organization):

Dina Tzirakos-Hawker
Downtown Orillia Management Board

Mailing address:

23 Mississauga St. W
Orillia Ontario
L3V 3A5 Canada

Telephone number:

705-325-3261

Email address:

dina@downtownorillia.ca

Activities authorized under this permit:

Activities	Species	Applicable location(s)
Destruction of eggs	Herring Gull (<i>Larus argentatus</i>), Ring-billed Gull (<i>Larus delawarensis</i>)	1
Destruction of nests	Herring Gull (<i>Larus argentatus</i>), Ring-billed Gull (<i>Larus delawarensis</i>)	1
Kill to support scaring	Herring Gull (<i>Larus argentatus</i>), Ring-billed Gull (<i>Larus delawarensis</i>)	1
Scare using an aircraft or firearm	Herring Gull (<i>Larus argentatus</i>), Ring-billed Gull (<i>Larus delawarensis</i>)	1

Location(s):

1. Orillia, Ontario (Properties owned/managed by the Downtown Orillia Management Board listed in the attached appendix)

General Terms and Conditions:

1. This permit is valid only:
 - a. during the specific dates, locations, and for the specified activities as indicated on the permit;
 - b. if it is not altered in any way; and
 - c. for the migratory bird species listed on this permit.
2. This permit is not transferable to any other person(s).
3. The permit holder and/or nominee(s) must carry a copy of the signed permit at all times while conducting any activities authorized by the permit.
4. The permit holder and any nominees are bound by the terms and conditions of the permit.
5. Permitted management activities apply only to those species specified on the permit. Disturbance or management of other species present or nesting on the site is prohibited.
6. The permit holder and nominees must comply with all other applicable federal, provincial, territorial and municipal laws, bylaws and regulations.
7. The permit holder and nominee(s) cannot sell, expose for sale, and offer for sale, trade or exchange any migratory birds, eggs, nests, carcasses or skins of migratory birds or any other part thereof taken under the authority of this permit.
8. The permit holder must ensure compliance with the Species at Risk Act (SARA) prior to undertaking any actions in relation to SARA listed species.
9. The permit holder must provide a report on all activities undertaken, with the exception of permits issued solely for scaring activities where no birds are injured or killed. Failure to submit a satisfactory report may result in the delay or refusal of future permit requests.
10. Where bands or markers are found on migratory birds that were killed, these must be reported by the permit holder to the Bird Banding Office at www.reportband.gov or by contacting the issuing regional CWS office.
11. It is the responsibility of the permit holder to address concerns raised by the public regarding the activities.
12. Any permit holder or nominee(s) carrying out activities authorized by this permit must, at the request of a game officer, present a valid government-issued ID with photo, and present the permit signed by the permit holder.
13. Any employee of the permit holder carrying out activities authorized by this permit must, at the request of a game officer, present a copy of the permit signed by the permit holder, and be able to demonstrate that they are employees of the permit holder.
14. Any person or corporation – whose services have been retained by the permit holder to perform the activities authorized by the permit – must, at the request of an enforcement officer, present a copy of the permit signed by the permit holder and a letter signed by the permit holder, identifying that person or corporation and the activities which that person or corporation will perform for the permit holder. They must also be able to demonstrate that they are the person identified in the letter or a representative of the

corporation identified in the letter.

Specific Terms and Conditions:

Kill to support scaring

Kill to Scare MBR s. 65

The purpose of this activity is to kill a certain number of migratory birds to scare away other birds from the area specified on the permit. The carcasses should be left in the open on the ground to act as a deterrent to other birds.

Kill-to-support Scaring

1. The permit holder and nominee(s) may kill up to fifteen (15) individuals of Ring-billed Gulls, and up to ten (10) individuals of Herring Gulls per year, across all locations combined, for the duration the permit is valid. If birds of prey are being used to scare, only highly trained raptors may be used and every effort made to avoid killing the gulls. The primary goal is to scare and deter birds from the site.
2. The permit holder may only kill the number and species of birds as listed in Condition #1 utilizing the humane techniques outlined in the Guidelines for the Euthanasia and Humane Killing of Migratory Birds in Canada, Under Damage or Danger or Avicultural Permits document: http://www.cwhc-rccsf.ca/docs/miscellaneous/Guidelines_euthanasia_birds-2020-03-17_EN.pdf
3. Kill to scare activities authorized on this permit cannot be conducted on flightless birds or adults with flightless young.
4. It is not permissible to use decoys, duck or goose calls, or blinds or other methods of concealment.
5. The permit holder and nominee(s) are not required to hold a hunting license for this specific activity.
6. The permit does not allow the killing of migratory birds on lands other than those specified on this permit.
7. The permit holder is responsible to provide accurate record keeping of the operations and must submit a report to Environment and Climate Change Canada within 15 days of expiry of this permit.

Scare using an aircraft or firearm

Scare using a firearm or aircraft - MBR s. 65

The purpose of this activity is to scare away migratory birds that are causing damage to crops or other property by using an aircraft or firearm.

1. The permit holder and assistant(s) may not kill, or take birds while scaring them with an aircraft or firearms unless otherwise authorized on this permit.

2. Migratory birds may be scared only in the area(s) designated on the permit.
3. Migratory birds may be scared during the period specified on the permit.
4. The firearm should contain blank loads only.

Destruction of eggs

Collection, destruction and disposal of eggs – MBR Section 70. The purpose of this activity is to destroy eggs or prevent them from hatching (oiling and addling) to reduce the number of birds at a location and discourage migratory birds from nesting at that location.

1. The removal of nests is NOT permitted when pursuing the activity of oiling/addling eggs to preventing them from hatching.
2. The permit holder and/or authorized nominee(s) may collect, destroy and dispose of up to eight hundred (800) eggs of Ring-billed Gulls, and up to one hundred and fifty (150) eggs of Herring Gulls, across all locations combined, for each year that the permit is valid.
3. The permit holder is responsible to provide accurate record keeping of egg destructions operations (including the number of eggs destroyed, number of nests affected and the dates on which the activity occurred) and must submit a report of these operations to Environment and Climate Change Canada as indicated on the permit.
4. For Canada goose related activities: The permit holder and nominee(s) must comply and conduct the activities in accordance with the requirements in the Best Practices for Destroying Eggs or Preventing Hatching document available on line at <https://www.canada.ca/en/environment-climate-change/services/migratory-bird-conservation/managing-conflicts/goose-best-practices-destroying-eggs.html>

Destruction of nests

Removal and destruction of nests - MBR s. 70

1. The permit holder and nominee(s) may remove nest(s) of Ring-billed Gulls, and Herring Gulls only at the activity location(s) listed on this permit.
2. Removal and destruction of nests must occur during the time period specified on the permit.
3. The permit holder is responsible to provide accurate record keeping of nest destruction operations (including dates, numbers and species) and must submit a report to Environment and Climate Change Canada's regional Canadian Wildlife Service office as indicated on the permit.

Nominee(s):

Name

Employees of

Organization

Royal Canadian Falconry

I declare that I have read and understood all the information contained in this permit, including all of the terms and conditions. I understand that this permit may be cancelled should I, or any nominees, be found in violation of the permit conditions.

Permit holder (full name)**Dina Tzirakos-Hawker****Permit holder (signature)****Date:** _____(yyyy/mm/dd)**Permit issuer (full name)****Chelsea Arden**Canadian Wildlife Service, on behalf of the
Minister of Environment and Climate Change
Canada**Permit issuer (signature)****Date:** 2023/05/09 (yyyy/mm/dd)**General Information:**

1. The holder and their nominee(s) of a damage or danger permit shall have the permit on his person at all times when attempting to take any migratory bird, nest or egg and when in possession of any migratory bird, nest or egg and shall show the permit to any game officer upon request.
2. The holder of an damage or danger permit must ensure compliance with the Species at Risk Act, S.C. 2002, c. 29 (SARA) when undertaking any actions affecting migratory bird species, or their residences or habitat, that are listed as threatened, endangered or extirpated pursuant to Schedule 1 of SARA.

Appendix 1: Approved Activity Locations for DA-OR-2023-6393

Amended 1

1. 6 West St. N Orillia, ON L3V 5B8
2. 10 Mississauga St. E Orillia, ON L3V 1V7
3. 18 Mississauga St. E Orillia, ON L3V 1V5
4. 22-23 Mississauga St. E Orillia, ON L3V 1V5
5. 34 Mississauga St. E Orillia, ON L3V 1V5
6. 38 Mississauga St. E Orillia, ON L3V 1V5
7. 44 Mississauga St. E Orillia, ON L3V 1V5
8. 46 Mississauga St. E Orillia, ON L3V 1V5
9. 48 Mississauga St. E Orillia, ON L3V 1V5
10. 52 Mississauga St. E Orillia, ON L3V 1V5
11. 54 Mississauga St. E Orillia, ON L3V 1V5
12. 56 Mississauga St. E Orillia, ON L3V 1V5
13. 58 Mississauga St. E Orillia, ON L3V 1V5
14. 60 Mississauga St. E Orillia, ON L3V 1V5
15. 62 Mississauga St. E Orillia, ON L3V 1V5
16. 66 Mississauga St. E Orillia, ON L3V 1V5
17. 68 Mississauga St. E Orillia, ON L3V 1V5
18. 70 Mississauga St. E Orillia, ON L3V 1V5
19. 74 Mississauga St. E Orillia, ON L3V 1V5
20. 82 Mississauga St. E Orillia, ON L3V 1V7
21. 90 Mississauga St. E Orillia, ON L3V 1V7
22. 96 Mississauga St. E Orillia, ON L3V 1V7
23. 98 Mississauga St. E Orillia, ON L3V 1V7
24. 106 Mississauga St. E Orillia, ON L3V 1V7
25. 108 Mississauga St. E Orillia, ON L3V 1V7
26. 114 Mississauga St. E Orillia, ON L3V 1V7
27. 126 Mississauga St. E Orillia, ON L3V 1V7
28. 132 Mississauga St. E Orillia, ON L3V 1V7
29. 138 Mississauga St. E Orillia, ON L3V 1V7
30. 140 Mississauga St. E Orillia, ON L3V 1V7
31. 144 Mississauga St. E Orillia, ON L3V 1V7
32. 150 Mississauga St. E Orillia, ON L3V 1V7
33. 160 Mississauga St. E Orillia, ON L3V 1V7
34. 162 Mississauga St. E Orillia, ON L3V 1V9
35. 178 Mississauga St. E Orillia, ON L3V 1V9
36. 180 Mississauga St. E Orillia, ON L3V 2J8
37. 188 Mississauga St. E Orillia, ON L3V 1V9

3. DMB Event & Marketing Coordinator – re 2022 Marketing Plan.

Recommendation

“THAT the 2023 Downtown Orillia Event and Marketing Engagement report be received.”

To: Downtown Orillia Management Board
From: Orillia BIA Marketing & Event Specialist
Subject: Marketing & Event Update – May 2023



Vintage Market

Location: Mississauga St E from Peter St to Front St

Vendor Count	33 Outside Vendors (to date)
Participating Downtown Businesses	18 (retail and restaurants)
Entertainment	Farrucas Duo (music) Dray Tony (music) Briar Summers (music)
Displays/Decor	OPP Vintage Cruiser Vintage Volkswagen Bus
Road Closure Materials	4 Road Closed Signs 8 Barricades 2 Performer Tents Bunting across the street

Celebrate You!

Location : Mississauga St W from Albert St to West St

Vendor Count	14 Outside Vendors (to date)
Participating Downtown Businesses	TBD
Entertainment	Dray Tony (music) Priscilla – (Story telling and live demos)
Displays/Decor	Bunting across the street Photo Wall
Road Closure Materials	4 Road Closed Signs 8 Barricades 2 Performer Tents

Sweet Summer Dessert Festival

Location: Mississauga St E from West St to Peter St

Vendor Count	19 Outside Vendors (to date)
Participating Downtown Businesses	TBD
Entertainment	Farrucas Duo (music) Dray Tony (music)
Displays/Decor	Inflatable Dessert Pieces Bunting across the Street Smoothie Vintage Trailer Dessert Competition Trophies
Road Closure Materials	2 Road Closed Signs 4 Barricades 2 Performer Tents

4. Director, Doug Cooper – Parking Advisory Committee

Recommendation

“THAT the Parking Advisory Committee Update be received.”

5. DMB Manager – OPP Youth Week

“THAT the OPP Youth Week Update be received.”

6. Director, Megan Murray – Downtown Tomorrow Plan Design Charette

“THAT the Downtown Tomorrow Plan Design Charette update be received.”