



DOWNTOWN ORILLIA BUSINESS IMPROVEMENT AREA

MINUTES

Minutes of the Regular Meeting of the Downtown Orillia Business Improvement Area
Tuesday October 15, 2024

Present: Michael Fredson, In the Chair
Councillor David Campbell
Megan Murray, Secretary
Darcy Macdonell, Treasurer
Jenna French, Director
Ruth Howorth, Director
Jennie May Banks, Director

Absent: Jeff Gilbert, Vice Chair
Doug Cooper, Director

Also Present: Deron Johnston, Executive Director

Tarah Harper, Administrative Coordinator

Open Session

Chair- Michael Fredson

Call To order

The meeting was called to order at 5:10PM.

Approval of Agenda

Moved by Ruth Howorth, seconded by Jennie May Banks.

THAT the Downtown Orillia Business Improvement Area board approve the agenda for the October 15, 2024, meeting as distributed.

Carried

Disclosure of Interest

None declared.

Closed Session Items

Moved by Jeff Gilbert, seconded by Darcy MacDonell.

"THAT, pursuant to Section 239(4) of the Municipal Act, 2001, S.O. 2001, c.25, notice is hereby given that this Committee intends to hold a closed session meeting today in the Boardroom of the Downtown Orillia BIA offices, to deal with matters pursuant to Section 239(2), Personnel, of the said Act (personnel matters)."

Carried.

Closed Session Items

1. Wage Increase

Motion to Rise to Open Session

Moved by Darcy MacDonell, seconded by Ruth Howorth

THAT the board rise to Open Session

Carried.

Meeting entered Closed Session at 5:11PM

Meeting re-entered Open Session at 5:13PM

Open Session

Closed Session Motions

Wages for Weekend Maintenance staff should be increased based on the recent Provincial minimum wage increase.

"THAT, the wage of weekend maintenance staff be increased due to minimum wage increase as discussed in closed session."

Carried.

Reports

1. Deron Johnston, DOBIA Executive Director, re – Office Report
Moved by David Campbell, seconded by Ruth Howorth

BIA staff and Chair met with parking working group to discuss dissolution of group. The Group was confused as to mandate, function and when to meet. The Board would like to hear what the working group would have planned for the upcoming year to meet its mandate. Deron and Michael met with city staff regarding updating the downtown sign bylaw with the desire of both the Board and membership to remove BIA from approval and oversight of downtown signage.

Motion to Move into Closed Session – Regarding an Identifiable Individual

Moved by David Campbell, seconded by Jennie May Banks

"THAT, pursuant to Section 239(2)(b) of the Municipal Act, 2001, S.O. 2001, c.25, notice is hereby given that this Committee intends to hold a closed session meeting today in the Boardroom of the Downtown Orillia BIA offices, to deal with matters pursuant to Section 239(2), Personnel, of the said Act (Personal matters about an identifiable individual)."

Carried.

Motion to Rise to Open Session

Moved by Darcy MacDonell, seconded by Jenna French

THAT the board rise to Open Session

Carried.

Meeting entered Closed Session at 5:33PM

Meeting re-entered Open Session at 5:41PM

"THAT, the Office report be received as information."

Carried.

2. Deron Johnston, Executive Director of DOBIA, re – Christmas Decor

Moved by Ruth Howorth, seconded by Jennie May Banks

Winter banners and Winter basket have been ordered. Christmas tree has been transplanted at opera house. City will pay for lights for the tree.

"THAT, the Christmas Décor be received."

Carried

3. Deron Johnston, DOBIA Executive Director, re – Staff Benefits

Moved by Jenna French, seconded by Ruth Howorth

As provided for in the 2024 budget benefits have been found for staff. The cost is a \$13,146.00 annual premium for three employees for the year. Research was done to add flexibility for employees. Benefits will be with Chamber provider.

"THAT, the report on staff benefits be received.

AND THAT staff be directed to enroll in the recommended benefits package as quoted."

Carried.

4. Michael Fredson, Chair, re – Financial Report

Moved by Ruth Howorth, seconded by Megan Murray

"THAT, the 2024 to date financial report be received with the understanding that a detailed October financial report will be presented in the November 2024 meeting."

Carried.

5. Deron Johnston, DOBIA Executive Director re – Acquiring Tablet for Office use

Moved by Jennie May Banks, seconded by Darcy MacDonell

A tablet should be purchased in order for Staff to visit membership to ensure information going into the CRM Program is correct. A tablet that has all the functionality needed will cost \$746.89.

"THAT, the report regarding acquiring an office tablet be received.

AND a budget of \$746.89 be provided to acquire a tablet.”

Carried.

6. Deron Johnston, DOBIA Executive Director re – Security Camera, Installation and Expense.
Moved by David Campbell, seconded by Darcy MacDonell

Due to recent security concerns, it is recommended that the office have a security camera installed. Additionally it is recommend to buy Ring-style cameras and not use service providers which are much more expensive.

"THAT, the report on Security Camera, Installation and Expense be received.

AND THAT, the Board approves the purchase and installation of security camera for the office costing no more than \$250.

AND THAT a monthly subscription cost of up to \$20 be approved.”

Carried.

7. Megan Murray, Secretary re – Workplace Anti-Harassment Anti-Violence Policy
Moved by Darcy MacDonell, seconded by Jennie May Banks.

Created from the original policy, rewritten with the input from the Director of Human Resources at the City of Orillia the policy outlines what constitutes Harassment and Violence in the Workplace and the action that should be taken.

"THAT, the Workplace Anti-Harassment and Violence policy be adopted and presented at the 2024 AGM.”

Carried.

8. Deron Johnston, DOBIA Executive Director, re – Snow plow update
Moved by Jenna French, seconded by Jennie May Banks

Met with Kubota North to discuss the customization of a snow plow. Additionally, discussed maintenance and storage of the plow with the City of Orillia.

"THAT, the update on the snow plow be received.”

Carried.

Date of Next Meeting

Tuesday, November 19, 2024, at 5:00PM in the DOBIA Boardroom, DOBIA Office.

Adjournment

Moved by Ruth Howorth, seconded by Jenna French

“THAT the meeting be adjourned.”

Carried

Meeting adjourned at: 6:05PM

Michael Fredson,
Chair