



## **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.**

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**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.

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Chair.