



DOWNTOWN ORILLIA MANAGEMENT BOARD MINUTES

**Minutes of the electronic meeting of the Downtown Orillia Management Board,
May 18, 2021 at 6:00 p.m.**

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

Absent: Carmine DeSanto
Darcy MacDonell

Also Present: Lisa Thomson-Roop, Manager

Open Session

Chair – Michael Knight

Call to Order

The meeting was called to order at 6:03 p.m.

Approval of Agenda

Moved by Spencer, seconded by Gilbert:

THAT the agenda for the Downtown Orillia Management Board meeting held on May 18, 2021 be approved as distributed.

Carried.

Disclosure of Interest

1. None Declared.

Deputations

1. There were no deputations.

Minutes

1. April 20, 2021

Moved by Wallace, seconded by Kloostra:

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

Carried.

Closed Session

There were no closed session items for this meeting.

Correspondence - Information Items

1. Treasury Department – re Monthly Budget Report
 - a) December 31, 2020.
 - b) Jan 1- March 31, 2021.
2. Development Services and Engineering Department- re Permit Parking Request Lot 3.
 - a) Permit Parking Lot 3 Draft Report DSE-21-10.
 - b) Report DSE-21-10 - DMB Comments.
3. Business Development, Culture and Tourism Department – re Municipal Parking Lot Signage – Council Information Package – May 14, 2021.

Moved by Fredson, seconded by Kloostra:

THAT the Correspondence - Information Item listed on the agenda for the Downtown Orillia Management Board meeting held on May 18, 2021 be received as information.

Carried.

Correspondence - Action Items

1. DMB Manager – re Memo – Community Mobilization Unit/Foot Patrol Evaluation Meeting.

Moved by Spencer, seconded by Fredson:

THAT the Community Mobilization Unit/Foot Patrol Evaluation Meeting Memo be received;

AND THAT the Downtown Orillia Management Board direct staff to arrange a meeting between the DMB representatives and Mayor Clarke and Orillia OPP on June 10, 2021.

Carried.

2. Pocket Skate & Vintage – re Sidewalk Permit Application.

Moved by Wallace, seconded by Gilbert:

THAT the Downtown Orillia Management Board not approve the sidewalk Permit application from Pocket Skate & Vintage due to COVID-19 Health and Safety restrictions.

Carried.

Reports

1. DMB Manager – re Financial Report.

Moved by Wallace, seconded by Gilbert:

THAT the Financial Report dated May 18, 2021 for the period April 20, 2021 to May 18, 2021 be received;

AND THAT staff be authorized to proceed with payments in the amount of \$8,739.30 from the 2021 DMB Budget.

Carried.

2. DMB Event & Marketing Coordinator – re 2021 Event & Marketing Update.

Moved by Fredson, seconded by Wallace:

THAT The Downtown Orillia Management Board receive the May 2021 Event & Marketing Update as information.

Carried.

3. DMB Manager – re Current DMB Initiatives and Activities Status Report.

Moved by Kloostra, seconded by Spencer:

THAT the DMB Initiatives and Activities Status report be received.

Carried.

4. DMB Manager & Event and Marketing Coordinator – re Gift Cards

Moved by Kloostra, seconded by Howorth:

THAT the Gift Card Program Report be received;

AND THAT staff be directed to report back with detailed breakdown of costs of setting up a bank account, POS system in the office and setting up an e-commerce site to sell the current downtown dollar gift certificates.

Carried.

5. Director Michael Fredson – Parking Advisory
Next meeting May 20, 2021.

6. DMB Manager – re – ERTF Activities Report

Moved by Spencer, seconded by Wallace:

THAT the ERTF report be received;

Carried.

8. Director, Ruth Howorth – re Orillia and District Chamber of Commerce.

Moved by Kloostra, seconded by Gilbert:

THAT the Orillia and Area District Chamber of Commerce Report be received;
Carried.

Date of Next Meeting

June 15, 2021 at 6:00 p.m. at the Downtown Orillia Management Board Office Boardroom.

Adjournment

Moved by Wallace, seconded by Spencer:

THAT the meeting be adjourned.

Carried.

Meeting adjourned – 7:08 p.m.

Chair.