Downtown Simcoe Business Improvement Area
Board of Management Meeting
Date: Tuesday July 14, 2026 **Time:** 8:00 AM
Location: Simcoe BIA Office, 26 Peel St., Simcoe

DATE: July 14, 2026

PRESENT: Tiana Moe, Marianne Ward, Stephen Khalla, Jason Doyle, Councillor Doug Brunton, Councillor Alan Duthie, Councillor Adam Veri

STAFF: Les Anderson

GUESTS: None

REGRETS: Nathan Kolomaya, Morgan Xiola

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1. **Welcome and Meeting Called to Order**

   Tiana Moe, Chair, welcomed everyone to the meeting and called the meeting to order at 8:04 AM.

2. **Approval of the Agenda**

   The agenda was reviewed and there were no changes to the agenda.

   MOTION

   Moved by: Jason Doyle
   Seconded by: Stephen Khalla

   That the agenda for the Simcoe BIA Board of Management meeting of July 14, 2026, be approved.

   Motion Carried

3. **Declarations of Pecuniary Interest / Conflict of Interest**

   Councillor Alan Duthie declared a conflict of interest on agenda item 9c, By-Law Appeals Hearing Notice re the Digital Sign on Norfolk Street South. Councillor Duthie is the Chair of the By-Law Appeals Committee.

4. **Acceptance of the Board of Management Meeting Minutes of May 12 and June 9, 2026**

MOTION

Moved by: Councillor Adam Veri
Seconded by: Councillor Alan Duthie

That the minutes of the Board of Management meetings held on May 12 and June 9, 2026, be approved.

Motion Carried

5. **Business Arising From the Minutes**

Items will be discussed under other business.

6. **Correspondence**

a) Letter from Carla Ventin regarding her objection to repeal the Heritage Designation at 45 Peel St., Simcoe

MOTION

Moved by: Jason Doyle
Seconded by: Councillor Adam Veri

That the correspondence be received as information.

Motion Carried

7. **Committee Reports**

7a. Executive Committee

The Executive Committee did not meet.

7b. Committee of the Whole

The minutes of the Committee of the Whole meeting held on June 23, 2026, were reviewed.

MOTION

Moved by: Stephen Khalla
Seconded by: Councillor Adam Veri

That the minutes of the Committee of the Whole meeting held on June 23, 2026, be received as information.

Motion Carried

8. Financial Report

8a. Les provided the Board with a copy of the cheque registers for the months of May and June, 2026. He explained some of the expenditures and responded to questions.

8b. The Board was also provided with the 2026 Budget and Projections to Year End as of June 30, 2026.

8c. The Board was provided with the report on the projects that are being funded from the reserve funds in 2026.

Discussion took place regarding the weekly garbage pick up provided by J.O. Junk Removal Services and the use of the garbage bin. Councillor Doug Brunton would like to know the weight of the garbage that has been picked up. Les will endeavour to get the weights of the garbage from Norfolk Disposal.

Discussion also took place regarding the current recycling practices for the businesses in the BIA area.

Both of these items will be placed on the Committee of the Whole agenda for July 28, 2026.

MOTION

Moved by: Jason Doyle
Seconded by: Stephen Khalla

That the financial report for the month of June, 2026, be received as information.

Motion Carried

9. Other Business / Round Table

9a. Discussion About the Two Vacant Positions on the Executive Committee – Vice Chair and Treasurer

The board discussed the need to fill the vacant positions of Vice Chair and Treasurer. If the positions are filled, like all board positions, they will come to an end when the Simcoe BIA has their election process. Tiana requested that the board members give some thought to filling the positions and if any board members are interested in one of

the vacant positions please let Tiana or Les know. This item will be placed on the next Committee of the Whole meeting for further discussion.

9b. Downtown Simcoe BIA Development Program

Les mentioned that he met with Norfolk County staff to discuss this program. There was a request to change the name of the program and the board did that in May 2026. There was concern about duplication or competition with the County's CIP program, however the policy was very clear on the administration and qualifications for a grant under the Simcoe BIA program.

Al Meneses, Norfolk County CAO, suggested that the Simcoe BIA make this program part of their 2027 budget presentation instead of requesting a budget amendment in 2026. Given the municipal election taking place, the current council will have limited decision making. The new council can deal with the budget request.

9c. By-Law Appeals Hearing Notice re Digital (Animated) Sign on Norfolk Street South

At the meeting with County staff, Al Meneses commented that there is no support for this project at the staff level so it is very unlikely that the By-law Appeals Committee will approve the sign.

No further work will be done on this particular project. The project will be presented to the new Council as part of the budget discussions on December 10, 2026.

9d. Memorandum of Understanding Between the Simcoe BIA and Norfolk County – Update

At the meeting with County staff, Al Meneses cautioned the Simcoe BIA in having a memorandum since it may result in less flexibility for Norfolk County staff to assist the BIA or providing support on a project. He suggested that if the Simcoe BIA wishes to move forward with a Memorandum of Understanding, we should wait until the new council is in place.

9e. Daryl Granger's Film "A Night On The Town" and the Simcoe BIA's Participation

The Board discussed the film being produced by Daryl Granger called "A Night On The Town". The film will be developed over the summer and early fall. It will be shown at the Strand Theatre and will be available on line. The Simcoe BIA can also use it for their promotional purposes. Les spoke to Daryl's request for sponsorship funding for the film.

MOTION

Moved by: Councillor Adam Veri
Seconded by: Jason Doyle

That the Simcoe BIA provide sponsorship funds in the amount of $1,500.00 to Daryl Granger for his film “A Night On The Town”, and further that, the Simcoe BIA Board Chair or board designate be an active participant in the film.

Motion Carried

9f. Norfolk Historical Society Veterans Banner Committee – Invitation to Participate

Les mentioned that he had received an email from the Norfolk Historical Society regarding their plans to form a Veterans Banner Committee to look at individual banners for veterans to be displayed on the street posts. They have invited the Simcoe BIA to participate if they wish to. This item will be placed on the Committee of the Whole meeting agenda for July 28, 2026.

9g. Closed Session to Discuss (b) Personal Matters About An Identifiable Individual, Including Municipal or Local Board Employees

MOTION

Moved by: Councillor Adam Veri
Seconded by: Jason Doyle

That the Simcoe BIA Board of Management convene in closed session at 9:00 AM, as the subject pertains to (b) personal matters about an identifiable individual, including municipal or local board employees.

Motion Carried

MOTION

Moved by: Councillor Doug Brunton
Seconded by: Councillor Alan Duthie

That the Simcoe BIA Board of Management reconvene in open session at 9:14 AM.

Motion Carried

Direction was provided to staff in the closed session.

10. Next Meeting Dates

The next meeting dates listed on the agenda were reviewed.

Councillors Doug Brunton, Alan Duthie and Adam Veri left the meeting at 9:15 AM following the closed session. As a result, there was no longer quorum for the meeting. No motions or decisions were required.

11. Meeting Adjourned

Moved by:
Seconded by:

The Simcoe BIA Board of Management meeting of July 14, 2026, adjourned at 9:30 AM.

Motion Carried