



**Downtown Simcoe Business Improvement Area
Board of Management Meeting**

Date: Wednesday October 8, 2025 **Time:** 12:00 PM

Location: Simcoe BIA Office, 26 Peel St., Simcoe

DATE: October 8, 2025

PRESENT: Tiana Moe, Laura Downey, Marianne Ward, Stephen Khalla, Councillor Doug Brunton, Councillor Adam Veri

STAFF: Les Anderson

GUESTS: None

REGRETS: Morgan Xiola, Nathan Kolomaya, Clarence Burke,

1. Welcome and Meeting Called to Order

Tiana Moe, Chair, welcomed everyone to the meeting and called the meeting to order at 12:08 pm. Since there was not a quorum present at the start of the meeting, discussions can take place but no motions will be passed unless quorum is achieved.

2. Approval of the Agenda

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

MOTION

Moved by: Stephen Khalla

Seconded by: Councillor Doug Brunton

That the agenda for the Simcoe BIA Board of Management meeting of October 8, 2025, be approved.

Motion Carried

3. Declarations of Pecuniary Interest / Conflict of Interest

There were no declarations of pecuniary interest / conflict of interest.

Stephen Khalla entered the meeting at 12:14 pm. Quorum for the Board of Management meeting was now present.

4. Acceptance of the Board of Management Meeting Minutes of September 10, 2025

MOTION

Moved by: Laura Downey

Seconded by: Stephen Khalla

That the minutes of the Board of Management meeting held on September 10, 2025, be approved.

Motion Carried

5. Business Arising From the Minutes

Items will be discussed under other business.

6. Correspondence

- a) Letter for Support From the Simcoe BIA for Norfolk County's Downtown Revitalization Funding Application-Rural Ontario Development Program

MOTION

Moved by: Marianne Ward

Seconded by: Stephen Khalla

That the correspondence from the Simcoe BIA to Norfolk County regarding a letter of support for their Rural Ontario Development Program application be received as information.

Motion Carried

7. Committee Reports

7a. Executive Committee

The Executive Committee did not meet.

Councillor Adam Veri entered the meeting at 12:33 pm.

7b. Beautification Committee

Marianne Ward reported that the fall planting for the street level planters has started. After the fair the current banners will come down and the Remembrance Day banners will be installed. The committee reviewed the letter that has been sent out to property owners reminding them of what their responsibilities are under the waste disposal by-law. Concerns about proper snow removal was discussed such as, when do the snow banks get removed, when do the corners get cleaned out, and how can we make it safer for people to get over the snow banks.

Les will get an estimate on the cost to make sure the sidewalks are clear at the intersections and the cost to do cut outs in the snow banks for people to walk through.

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Laura Downey

That the Beautification Committee report for the month of October 2025 be received as information.

Motion Carried

7c. Communications / Events Committee

Laura Downey reported that the BIA is continuing to prepare for the ShopLocal2Win contest that begins in November. The information packages for new and existing businesses was discussed. When the package is completed, it should come back to committee for review and approval. In past years, the Simcoe BIA has advertised in the local hotel guest directories. The cost for one year is \$1,017 including HST. The committee decided to not continue with the advertising. The committee reviewed their portion of the draft 2026 operating budget. Treats In The Streets takes place on October 25. First Ontario Credit Union is co-sponsoring the event by providing funds for non-candy items to be handed out. Josh provided an overview of the work on the website that has been completed to date.

MOTION

Moved by: Stephen Khalla

Seconded by: Marianne Ward

That the Communications / Events Committee report for the month of October 2025 be received as information.

Motion Carried

8. Financial Report

8a. Les circulated the cheque report for the month of September 2025. He commented on some of the disbursements and responded to questions from the board members.

8b. The Board was also provided with the 2025 Budget and Projections to Year End as of September 30, 2025.

8c. The Board was provided with a report on the use of the reserve funds. Les noted that six items have been completed. The balance of the projects will not be completed in 2025 and the balance of the funds will not be used. The Board was also provided with a report on the use of the Special Projects budget as part of our approved 2025 operating budget.

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Councillor Adam Veri

That the financial report for the month of September 2025 be received as information.

Motion Carried

9. Other Business / Round Table

9a. Update on the 2024 Audit

Les provided an update on the 2024 audit.

9b. Update on the Waste Collection by the Downtown Simcoe BIA

Les informed the Board that the contractor, J.O. Junk Removal Services, will be starting the weekly garbage collection on Friday September 12. A disposal bin has been put in place on the south side of Talbot Gardens for the contractor's use. It will be locked and he will be provided a key. Any bulky items will be taken to the transfer station.

Doug Kadey from NACL, is providing "street cleaning" twice a week.

9c. Update on the 2026 Budget Process

The Board reviewed the draft 2026 operating budget and no changes were made. The draft budget will be provided to the Norfolk County Budget Committee and Les will attend their committee meeting on October 16, 2025.

9d. Strategic Plan for the Downtown Simcoe BIA Area

Les mentioned that he had completed an application for the Rural Ontario Development Fund to assist with this project but was notified three days before the due date that the County was submitting an application as well. As a result, the BIA's application was not submitted. Les is trying to get information on the County's application, specifically what the terms of reference is, what are the projected outcomes; who will deliver on the outcomes, and what is the Downtown Simcoe BIA's role in the study.

9e. Downtown Revitalization Coordinator Position

This item was originally put on the agenda in September but since our funding application was not submitted, this item will be removed from future agendas as well as the 2026 draft operating budget.

9f. Request for Donation From the Capitol Arts Market for Their Christmas Open House Being Held On Saturday November 15, 2025

The Simcoe BIA declined the request for a donation to the Capitol Arts Market in the amount of \$250.00 to assist with their expenses for their Christmas Open House on Saturday November 15, 2025.

9g. Election of Officers

The election of officers takes place on an annual basis, normally in October and no later than the November Board meeting. The slate of officers is presented at the annual meeting for approval by the membership. Nominations can also be made from the floor at the annual meeting. The election of officers for 2025-2026 will be held at the November 12, 2025 Board meeting, with the slate of officers to be presented to the membership at the annual meeting on November 26, 2025.

9h. Annual Meeting

The Annual Meeting will be held at the Creative BRU-tique on November 26, 2025, at 7:00 pm. Notice of the meeting will be sent out by November 20, 2025.

9i. Municipal Development Corporation (MDC), Municipal Accommodation Tax (MAT), and Industrial Land Needs

Councillor Adam Veri provided an overview on the Municipal Accommodation Tax (MAT) and how both Norfolk County and the local communities can benefit from this. Funds raised through the new tax would be used to support tourism projects. The funds would be distributed 50% to Norfolk County and 50% to the communities that raised the money. Councillor Veri is hosting a meeting on October 22 at the Erie

Beach in the Harbour Hideaway Room at 7:00 pm. The general public is invited to attend the meeting.

More information is needed on the Municipal Development Corporation (MDC) to determine if it is a benefit to Norfolk County or not. Les will contact County staff for more information.

10. Next Meeting Dates

The meeting dates listed on the agenda were reviewed.

11. Meeting Adjourned

Moved by: Marianne Ward

Seconded by: Stephen Khalla

That the Simcoe BIA Board of Management meeting of October 8, 2025, be adjourned at 1:55 pm.

Motion Carried