



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

Date: Wednesday September 10, 2025 **Time:** 12:00 PM

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

DATE: September 10, 2025

PRESENT: Tiana Moe, Laura Downey, Marianne Ward, Stephen Khalla, Nathan Kolomaya, Councillor Doug Brunton

STAFF: Les Anderson

GUESTS: None

REGRETS: Morgan Xiola, Clarence Burke, Councillor Adam Veri

1. Welcome and Meeting Called to Order

Tiana Moe, Chair, welcomed everyone to the meeting and called the meeting to order at 12:11 pm.

2. Approval of the Agenda

The agenda was reviewed and there were three additions to the agenda. The first item is a request for comments by the Norfolk County Planning Department regarding application OPNPL2025228 and ZNPL2025226, 295 Queensway West, Simcoe. The second item is a request from Community Living Access for sponsorship in their 2026 lottery cash calendar. The third item is regarding a letter to be sent, with the assistance of Norfolk County, to the landlords within the Simcoe BIA area regarding waste disposal. This item will be part of the discussion under agenda item 9b.

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Nathan Kolomaya

That the agenda for the Simcoe BIA Board of Management meeting of September 10, 2025, be approved as amended.

Motion Carried

3. Declarations of Pecuniary Interest / Conflict of Interest

Board member Stephen Khalla declared a conflict of interest on item 8, the Financial Report. In the cheque register for the month of August, his business, the Inspired Turtle, received payment for the tote bags that were purchased by the Simcoe BIA. He will not be participating in the voting for the Financial Report.

4. Acceptance of the Board of Management Meeting Minutes of August 13, 2025

MOTION

Moved by: Laura Downey

Seconded by: Councillor Doug Brunton

That the minutes of the Board of Management meeting held on August 13, 2025, be approved.

Motion Carried

5. Business Arising From the Minutes

Items will be discussed under other business.

6. Correspondence

- a) Email From Chris Everets, Norfolk County, re Process For the Budget Committee Meeting October 16, 2025

MOTION

Moved by: Marianne Ward

Seconded by: Nathan Kolomaya

That the correspondence received from Chris Everets, Norfolk County, be received as information.

Motion Carried

7. Committee Reports

7a. Executive Committee

Tiana Moe provided an update on the Coordinator's contract for the period of February 1, 2025 to January 31, 2026.

MOTION

Moved by: Nathan Kolomaya
Seconded by: Stephen Khalla

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

Motion Carried

7b. Beautification Committee

Marianne Ward provided an update on the lights for the street light posts. Marianne also provided an update on the storefront decorating contest for the Norfolk Applefest. We are partnering with the Norfolk County Agricultural Society again this year. The committee discussed the extra garbage pickup. The pickup will be on Fridays and will begin on Friday September 12, 2025. The new planters for Colborne St. have been delivered and will be put in place for the fall planting.

MOTION

Moved by: Nathan Kolomaya
Seconded by: Stephen Khalla

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

Motion Carried

7c. Communications / Events Committee

Laura Downey reported that the work on the website is well underway. The ShopLocal2Win promotion is in the development stages and Les will be attending a meeting on September 22, 2025, to get an update. Rogers has added their name as a corporate sponsor. The Communications/Events committee recommended that the BIA purchase a canopy tent for Applefest. The committee reviewed the costs for the three Downtown Friday Night events. Upcoming events include the Norfolk Applefest on Saturday September 20 and Treats In The Streets on Saturday October 25.

MOTION

Moved by: Nathan Kolomaya
Seconded by: Stephen Khalla

That the Board approve the purchase of a canopy tent for the Simcoe BIA at a cost of \$1,306.00 plus HST.

Motion Carried

MOTION

Moved by: Nathan Kolomaya
Seconded by: Marianne Ward

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

Motion Carried

8. Financial Report

Stephen Khalla declared a conflict of interest and will not be participating in the voting for the Financial Report.

8a. Les circulated the cheque report for the month of August 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 August 31, 2025.

8c. The Board was provided with a report on the use of the reserve funds. Les noted that five items have been completed. The Board was also provided with a report on the use of the Special Projects budget as part of our approved 2026 operating budget.

MOTION

Moved by: Councillor Doug Brunton
Seconded by: Marianne Ward

That the financial report for the month of August 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.

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

Councillor Doug Brunton reported that he met with Finance staff regarding having a letter distributed to property owners within the Simcoe BIA that will provide them with their responsibilities for waste disposal and recyclables. Once our letter is finalized, it will be provided to the Norfolk County Finance Department to include in the first tax notice which goes out in March 2026.

9c. Update on the 2026 Budget Process

This item refers to the correspondence received from Chris Everets, Norfolk County, regarding the process for Norfolk County's Budget Committee meeting on October 16, 2025.

9d. Downtown Simcoe BIA 2026 Operating Budget

The Board was provided with a draft 2026 Operating Budget that had the same levy amount, \$180,000, as years 2024 and 2025. It also includes the use of Reserve Funds for waste collection and other projects.

9e. Strategic Plan for the Downtown Simcoe BIA Area

Les introduced this topic and suggested that given some of the significant changes coming to our downtown, that the Board consider funding a Downtown Simcoe Revitalization Review. There is a grant available from the Rural Ontario Development Program that could be applied for, as well as utilizing some of the reserve funds in 2026. More discussion will take place at the October board meeting.

9f. 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.

9g. Annual Meeting

The Board set the date for the Annual Meeting for November 26, 2025. The meeting location will be determined.

9h. Comments Regarding the Application

Norfolk County has provided an opportunity for the Simcoe BIA to comment on application OPNPL2025228 and ZNPL2025226 regarding the zoning amendment to allow for the sale of furniture in the former Peavey Mart building located at 295 Queensway West in Simcoe. The Simcoe BIA will not be commenting on the application.

9i. Sponsorship in the Community Living 2026 Lottery Cash Calendar

Community Living Access has requested our sponsorship in their 2026 Lottery Cash Calendar. In 2024 and 2025, the Simcoe BIA was a Bronze Sponsor at a cost of \$500.

MOTION

Moved by: Nathan Kolomaya
Seconded by: Stephen Khalla

That the Downtown Simcoe BIA be a Bronze level sponsor in the Community Living Access 2026 Lottery Cash Calendar at a cost of \$500.00.

Motion Carried

10. Next Meeting Dates

The meeting dates listed on the agenda were reviewed.

11. Meeting Adjourned

Moved by:
Seconded by:

That the Simcoe BIA Board of Management meeting of September 10, 2025, be adjourned at 1:45 pm.

Motion Carried