



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

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

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

**DATE:** December 10, 2025

**PRESENT:** Tiana Moe, Laura Downey, Morgan Xiola, Marianne Ward, Stephen Khalla, Nathan Kolomaya, Councillor Doug Brunton, Councillor Adam Veri

**STAFF:** Les Anderson

**GUESTS:** None

**REGRETS:** Clarence Burke

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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 12:06 pm.

**2. Approval of the Agenda**

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

**MOTION**

**Moved by:** Marianne Ward

**Seconded by:** Laura Downey

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

**Motion Carried**

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

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

#### **4. Acceptance of the Board of Management Meeting Minutes of November 12, 2025**

##### **MOTION**

**Moved by:** Marianne Ward

**Seconded by:** Laura Downey

That the minutes of the Board of Management meeting held on November 12, 2025, be approved.

**Motion Carried**

#### **5. Business Arising From the Minutes**

Items will be discussed under other business.

Councillor Adam Veri entered the meeting at 12:09 pm.

#### **6. Correspondence**

There was no correspondence.

#### **7. Committee Reports**

##### **7a. Executive Committee**

The Executive Committee did not meet.

##### **7b. Beautification Committee**

Marianne Ward reported that the committee met on December 2, 2025, and discussed the rope lighting and what was required to complete the project. They also discussed the winter planting for the street level planters. The committee is going to invite Dave Hockley, Hockley Landscaping, to a meeting to discuss the three season plantings and what the BIA would like to see in the planters. That is tentatively scheduled for January 6, 2026, at 11:30 am. The committee also discussed the new recycling program for businesses and the "Clean Sweep" campaign for the downtown.

Nathan Kolomaya entered the meeting at 12:14 pm.

##### **MOTION**

**Moved by:** Councillor Doug Brunton

**Seconded by:** Nathan Kolomaya

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

**Motion Carried**

**7c. Communications / Events Committee**

Laura Downey reported that the Communications/Events Committee met on December 5, 2025, and had updates on the website and the Shop2Win Canada Wide BIA Contest. The committee also discussed the "Clean Sweep Campaign" for the downtown and how the monthly winner will be selected. The committee reviewed the BIA's paid advertising and as a result we added the new 101.3 Tillsonburg radio station to our advertising. This will be included within our approved radio advertising budget. The Simcoe BIA will be participating in the Home & Lifestyle show taking place February 27, 28, and March 1, 2026. Les will send the information out to the businesses to see if they are interested in participating again this year.

**MOTION**

**Moved by:** Councillor Adam Veri

**Seconded by:** Marianne Ward

That the Communications / Events Committee report for the month of December 2025 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 October and November 2025. He explained some of the expenditures and responded to questions.

**8b.** The Board was also provided with the 2025 Budget and Projections to Year End as of November 30, 2025. A surplus of \$7,905.00 is currently projected to year end.

**8c.** The Board was provided with a report on the use of the reserve funds. 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:** Nathan Kolomaya

**Seconded by:** Councillor Doug Brunton

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

## **Motion Carried**

### **9. Other Business / Round Table**

#### **9a. 2024 Audited Financial Statements – Review and Acceptance of the Statements**

Les explained that the 2024 audited financial statements are still not completed. He had hoped to have at least some draft statements for the board to review but they were not received prior to the meeting. Les will continue to work with the auditors to get the audit completed.

#### **9b. Recycling for the Businesses in the BIA Area**

Les brought the board up to date with what some of the other BIA's are doing with the recycling for their small businesses. Some areas, such as Paris, began their program on January 1, 2025, and the recycling is still being picked up by the municipal contractor. In a couple of other areas, the municipality is providing large disposal bins in strategic locations to allow the businesses to take their recycling there.

In the Simcoe BIA area, there is some confusion between the residential pickup and what the businesses have to do. Some businesses will take their recycling home with them while others may decide to put it in the garbage.

Norfolk County will continue to pick up the recyclables from the buildings that they own.

With Norfolk County paying the contractor by the pound, the board was concerned that the cost of the garbage collection will increase if recyclables are put in with the regular garbage.

#### **9c. Reserve Funds and Some Suggestions for the Use of the Funds**

Les provided the board with some background information regarding our reserve funds. It also outlined the procedure for the board to follow to access the funds for projects, etc.

The information also included two items that the board may want to consider for 2026. One was the development of a Simcoe BIA Façade Program. This program would supplement what a business owner/property owner might receive from Norfolk County under their program. The second item was the consideration of hiring a Downtown Revitalization Coordinator on a part time one year contract. With the changes that are slated over the next twelve to eighteen months, the contract would provide additional resources dedicated to the downtown core. Some BIA's have already done this while others are considering a similar approach.

#### **9d. 24 Norfolk St. North, Simcoe**

Les mentioned that he has had telephone conversations and emails from the current owners of the Leon's building. He has also met with the family to discuss their position on the changes that may take place in the future. Les provided some information from the general public as to possible uses of the building. The owners are open to discussions about the future use(s) of the building.

The owners stated that they want the Simcoe BIA (Les) to continue to be involved in the discussions and for Les to work collaboratively with John Regan and the Economic Development staff.

Les also mentioned that the Capitol Arts Market will be closing their doors on December 31, 2025. This is unfortunate as they have been a long time business in our downtown core. He also stated that the hope was that the arts community could be further developed in Simcoe in an effort to not only showcase our talent but to also attract visitors to the downtown area.

#### **9e. Sponsorship for Panorama**

Les told the board that the Simcoe BIA contributes an annual amount to the Simcoe Panorama of \$500.00 for a donation/sponsorship. The funds are included in our 2025 operating budget. We have not received the paperwork from Panorama as of yet, and he was requesting permission to pay Panorama the funds once the request has been received.

#### **MOTION**

**Moved by:** Nathan Kolomaya

**Seconded by:** Marianne Ward

That the Downtown Simcoe BIA provide a donation/sponsorship to the Simcoe Panorama in the amount of \$500.00.

#### **Motion Carried**

#### **9f. Simcoe BIA Planning Day – Wednesday January 14, 2026**

The board's annual planning day has been confirmed for Wednesday January 14, 2026 beginning at 11:30 am and running to approximately 1:30 pm. It will be held in the large meeting room at Riversyde 83 and lunch will be provided.

#### **9g. Schedule of Board Meetings in 2026**

The schedule of dates for the Board of Management meetings in 2026 was distributed with the agenda package.

## **9h. Christmas Office Closure**

Les reminded the board that the Christmas office closure will take place from Monday December 22, 2025, to Friday January 2, 2026. Les will check for emails and telephone messages during that time period.

## **9i. The Proposed Amalgamation of the Provincial Conservation Authorities**

Councillor Doug Brunton informed the board that the province is looking at consolidating the thirty-six conservation authorities into seven regional conservation authorities. He expressed his concern about how our conservation authority will fare in an amalgamation like this. He is participating in the discussions with the province and the other areas.

## **9j. Public Utilities**

Councillor Doug Brunton mentioned that while the conservation authorities are currently taking priority, the next area the province may consider changing is our PUC's. This would involve amalgamating a number of small PUC's into one regional PUC. More information will follow.

## **9k. Amalgamating the Two BIA Committees Into One Committee**

The idea of amalgamating our two committees into one committee was briefly discussed. This will be discussed further at a future meeting.

## **10. Next Meeting Dates**

The meeting dates listed on the agenda were reviewed.

## **11. Meeting Adjourned**

**Moved by:** Nathan Kolomaya

**Seconded by:** Councillor Doug Brunton

That the Simcoe BIA Board of Management meeting of December 10, 2025, be adjourned at 1:30 pm.

**Motion Carried**