



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

Date: Wednesday March 12, 2025 **Time:** 12:00 PM

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

DATE: March 12, 2025

PRESENT: Tiana Moe, Morgan Xiola, Marianne Ward, Stephen Khalla, Nathan Kolomaya, Councillor Doug Bruntoni

STAFF: Les Anderson, Josh Parsons

GUESTS: None

REGRETS: Laura Downey, 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 12:02 pm.

2. Approval of the Agenda

The agenda was reviewed and it was noted that the date on the February 12, 2025, minutes read December 11, 2024. The minutes were corrected.

MOTION

Moved by: Nathan Kolomaya

Seconded by: Morgan Xiola

That the agenda for the Simcoe BIA Board of Management meeting of March 12, 2025, be approved as amended.

Motion Carried

3. Declarations of Pecuniary Interest / Conflict of Interest

There were no declarations of pecuniary interest and/or conflicts of interest.

4. Acceptance of the Board of Management Meeting Minutes of February 12, 2025 5

MOTION

Moved by: Stephen Khalla

Seconded by: Morgan Xiola

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

Motion Carried

5. Business Arising From the Minutes

Items will be discussed under other business.

6. Correspondence

a) Letter from Community Living Access re: Sponsorship in Their 2025 Calendar

MOTION

Moved by: Morgan Xiola

Seconded by: Marianne Ward

That the correspondence be received as information.

Motion Carried

7. Committee Reports

Executive Committee

The Executive Committee did not meet so there was no report.

Beautification Committee

Marianne Ward reported on the progress being made with the purchase of the new planters for Norfolk St. and the relocation of the existing planters. The committee also discussed the planting of the planters for 2024. The committee has been discussing additional year round lighting for the street light posts. Information and quotations are being requested from Canadian Tire and Zortech.

MOTION

Moved by: Morgan Xiola

Seconded by: Nathan Kolomaya

That staff be directed to purchase fourteen (14) new planters from Ed's Concrete Products in Norwich, Ontario, at an estimated cost of eight thousand one hundred and fifteen dollars (\$8,115) including delivery and HST.

Motion Carried

MOTION

Moved by: Nathan Kolomaya

Seconded by: Morgan Xiola

That since 2025 will be a transition year for the planters in the downtown core, the Board of Management approves a single source provider for the planting and watering of the planters,

And further that, the Simcoe BIA retain the services of Hockley Landscaping to complete the required number of plantings and watering as required by the Simcoe BIA in 2025,

And further that, the Simcoe BIA complete a Request For Quotations (RFQ) for the year 2026.

Motion Carried

MOTION

Moved by: Stephen Khalla

Seconded by: Nathan Kolomaya

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

Motion Carried

Communications / Events Committee

Morgan Xiola reported that the committee has authorized advertising in the Insider's Guide and the On The Farm Magazine. Both ads will be the same size as they were in 2024. The street wide banner for Norfolk St. North will be replaced and installed in time for the May long weekend. The committee will be ordering some promotional

bags and Les will prepare an RFQ to send out to suppliers for quotations. There was a general discussion about the 2025 events, with some follow up action to take place.

MOTION

Moved by: Stephen Kolomaya

Seconded by: Marianne Ward

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

Motion Carried

8. Financial Report

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

The Board was also provided with the 2025 Budget and Projections to Year End as of February 28, 2025.

MOTION

Moved by: Morgan Xiola

Seconded by: Councillor Doug Brunton

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

Motion Carried

9. Other Business / Round Table

9a. Update On The Canada Summer Jobs Program Grant – “Street Ambassador”

Our application is currently being reviewed by the Canada Summer Jobs Program. They have not indicated when a decision will be made on the application.

9b. Update On The 2023 Audit

The 2023 audit is being completed. Les will follow up with Millard's to get an anticipated completion date.

9c. Update On The 2024 Audit

Once the 2023 audit is completed, the 2024 audit will begin.

9d. Draft Policy for Providing a Grant for Security Cameras

The board briefly discussed the draft policy to provide grants to property and business owners to assist with the installation of a security system/cameras. This will be brought back to the April board meeting for discussion.

9e. Recommendation to Purchase a Storage Container

The board reviewed the information provided by Les regarding the purchase of a storage container for the Simcoe BIA. Councillor Brunton has talked to Norfolk County staff and the storage unit can be placed at the works yard at Highway 24 south. With the purchase, the Simcoe BIA would no longer require the storage units at ShurLok Storage.

Les was instructed to get additional information including the cost of a 40 foot container.

9f. Clarence Burke

Board of Management director Clarence Burke has been ill and is currently in hospital. The board agreed to provide Clarence with a medical leave from the board.

9g. Meeting Day and Time for the Communications / Events Committee

After some discussion, it was decided that the Communications/Events Committee would meet following the board meeting on April 9, 2025, at approximately 1:30 pm.

10. Next Meeting Dates

The meeting dates listed on the agenda were reviewed and it was noted that the Communications/Events Committee will meet on April 9, 2025, following the board meeting.

11. Meeting Adjourned

Moved by: Morgan Xiola

Seconded by: Stephen Khalla

That the Simcoe BIA Board of Management meeting of March 12, 2025, be adjourned at 1:10 pm.

Motion Carried