



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

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

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

DATE: November 12, 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,

1. Welcome and Meeting Called to Order

Tiana Moe, Chair, welcomed everyone to the meeting and called the meeting to order at 12:03 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: Morgan Xiola

That the agenda for the Simcoe BIA Board of Management meeting of November 12, 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 12:08 pm.

4. Acceptance of the Board of Management Meeting Minutes of October 8, 2025

MOTION

Moved by: Marianne Ward

Seconded by: Laura Downey

That the minutes of the Board of Management meeting held on October 8, 2025, be approved.

Motion Carried

Councillor Doug Brunton left the meeting at 12:23 pm and Councillor Adam Veri entered the meeting at 12:23 pm.

5. Business Arising From the Minutes

Items will be discussed under other business.

6. Correspondence

- a) Email from Constable Andrew Gamble, Norfolk County OPP, re Community Consultation

MOTION

Moved by: Nathan Kolomaya

Seconded by: Morgan Xiola

That the correspondence from Constable Andrew Gamble, Norfolk County OPP, regarding the community consultation be received as information.

Motion Carried

7. Committee Reports

7a. Executive Committee

The Executive Committee did not meet.

7b. Beautification Committee

Marianne Ward reported that the rope lights have been delivered to Zortech and they will be scheduled for installation prior to the end of November. The winter planting for our planters will be completed before the end of November. The committee discussed the new recycling program for businesses in the BIA area beginning on January 1,

2026, and expressed their concern of recycling not getting picked up and more recyclables being put into the garbage. There is a possibility of partnering with Andrew Gunn for the mural projects. Les will contact Andrew and confirm with him that the BIA would like to move forward with this. The committee reviewed the various draft budgets and the implications of each one. The idea of a graffiti wall was introduced and it will be discussed further at a future committee meeting.

MOTION

Moved by: Stephen Khalla

Seconded by: Morgan Xiola

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

Motion Carried

7c. Communications / Events Committee

Laura Downey reported that the ShopLocal2Win Canada Wide BIA Contest is underway and the first draw will be on November 10. Josh Parsons provided an update on the BIA website. Laura provided an update on the packages for new and existing businesses in the BIA area. The presentation folders and the logo stickers have arrived for the packages. The committee reviewed the various draft budgets and the implications of each one. Panorama volunteers met with Les to discuss producing a map of the park with advertisers from the downtown area. Given the very short time frame, the committee decided not to participate this year.

MOTION

Moved by: Marianne Ward

Seconded by: Stephen Khalla

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

Motion Carried

8. Financial Report

8a. Les explained that the accounting software is not operating so he was not able to print off the cheque register for the month of October 2025. He told the board that as soon as it is up and running again, he will send out a copy of the cheque register for October. He also mentioned that he has the invoices with the cheque stubs for the month of October if any board member would like to have a look at them.

8b. The Board was also provided with the 2025 Budget and Projections to Year End as of October 31, 2025.

8c. The Board was provided with a report on the use of the reserve funds. Les noted that six of the eight items have been completed. The remaining two projects will not be completed in 2025 and the balance of the funds will not be used. Les has provided Norfolk County staff with a copy of the report. 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: Morgan Xiola

Seconded by: Councillor Adam Veri

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

Motion Carried

9. Other Business / Round Table

9a. Downtown Simcoe BIA 2026 Operating Budget

The board discussed the four options for the 2026 operating budget. The majority of the discussion was about how the one day per week garbage collection would be funded. Options included funding from the reserves, increase the levy, or finding the \$20,000 within our existing budget. It was the board's feeling that this was not the time to increase the levy and that there are more than enough funds in the reserves that have been contributed by our members to the levy in previous years. The board decided to move forward with the budget that was presented to the Norfolk County Budget Committee on October 16, 2025.

MOTION

Moved by: Nathan Kolomaya

Seconded by: Adam Veri

That Draft Budget # 1 be approved, which includes \$20,000.00 from the BIA reserve funds to cover the cost for the waste collection in 2026, and

That the approved budget be presented at the Annual General Meeting on November 26, 2025, and

That the approved budget be forwarded to Norfolk County for the 2026 budget deliberations in January 2026.

Motion Carried

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

This item was discussed under 9a.

9c. Strategic Plan for the Downtown Simcoe BIA Area

Norfolk County Economic Development will not be conducting a strategic plan or revitalization study for the Simcoe BIA area as originally thought. Les suggested that we may want to have some discussion at our planning day about finding ways to do a revitalization plan. The board also discussed doing a three to five year strategic plan for the Simcoe BIA. This will be discussed further at our planning day.

9d. Canada Summer Jobs Program – Applications Due December 11, 2025

Les explained that the Canada Summer Jobs Program no longer recognizes the Downtown Simcoe BIA as a not for profit organization. We are considered a public sector employer, therefore only qualifying for 50% subsidy for the eligible costs. The cost for the BIA would be approximately \$3,000 and that is not included in our proposed 2026 operating budget. The board decided to not proceed with the grant application.

9e. Requirements for the Annual Meeting on November 26, 2025

Les presented the information to the board regarding the requirements for the annual general meeting on November 26, 2025. The board is also responsible for the selection and presentation of the Engelhardt Award. This year we will be presenting for 2024 and 2025. Les will do a draft agenda and circulate it to the Executive Committee members.

9f. Election of Officers

Les told the board that he reviewed our operating by-law and it does not require the Board of Management to have annual elections for the officer's positions. He said that we got into a pattern of electing officers at different times due to the Chair and Treasurer retiring in 2023 and the resignation of the Chair and Treasurer in 2024, which resulted in the board needing to elect a new executive. This was done in December 2024.

The next election of the executive officer positions would take place as soon as possible after the new board is appointed by the next Council.

9g. Set a Date for the Annual Planning Day

The board set the date of Wednesday January 14, 2026, beginning at 11:30 am. for the annual planning day. Les will check with Riversyde 83 to see if their meeting room is available and to provide lunch for the participants. Other community representatives will be asked to participate as well.

9h. Christmas Office Closure

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

9i. Snow Removal on Sidewalks and Overnight Parking on the Streets During the Winter Months

Tiana raised the issue of snow removal on the sidewalks and overnight parking during the winter months. It is important that the businesses keep their sidewalks clear of snow and that the overnight parking during the snow months is closely monitored to allow for the proper street snow clearing. Les mentioned that he has some success working with the Norfolk County By-Law department for the sidewalk snow clearing.

10. Next Meeting Dates

The meeting dates listed on the agenda were reviewed.

11. Meeting Adjourned

Moved by: Nathan Kolomaya

Seconded by: Stephen Kolomaya

That the Simcoe BIA Board of Management meeting of November 12, 2025, be adjourned at 1:26 pm.

Motion Carried