Downtown Simcoe Business Improvement Area
Board of Management Meeting
Date: Tuesday September 8, 2026 **Time:** 8:00 AM
Location: Simcoe BIA Office, 26 Peel St., Simcoe

DATE: September 8, 2026

PRESENT: Tiana Moe, Marianne Ward, Jason Doyle, Stephen Khalla, Councillor Adam Veri

STAFF: Les Anderson

GUESTS: None

REGRETS: Morgan Xiola, Nathan Kolomaya, Councillor Doug Brunton, Councillor Alan Duthie

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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 8:07 AM.

2. **Approval of the Agenda**

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

   MOTION

   Moved by: Councillor Adam Veri
   Seconded by: Stephen Khalla

   That the agenda for the Simcoe BIA Board of Management meeting of September 8, 2026, 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 July 14, and August 8, 2026**

MOTION

Moved by: Marianne Ward
Seconded by: Councillor Adam Veri

That the minutes of the Board of Management meeting held on July 14, 2026, and August 8, 2026, be approved.

Motion Carried

5. **Business Arising From the Minutes**

Items will be discussed under other business.

6. **Correspondence**

a) Letter From Kevin Kitchen, Manager, Accounting, Norfolk County
Re: Audit Fees for 2027-2030

MOTION:

Moved by: Jason Doyle
Seconded by: Marianne Ward

That the correspondence be received as information.

Motion Carried

7. **Committee Reports**

7a. Executive Committee

The Executive Committee did not meet.

7b. Committee of the Whole

That the minutes of the Committee of the Whole meetings on July 28, 2026, and August 25, 2026, were reviewed.

MOTION

Moved by: Councillor Adam Veri
Seconded by: Jason Doyle

That the minutes of the Committee of the Whole meeting held on July 28, 2026, and August 25, 2026, be received as information.

Motion Carried

8. Financial Report

8a. The Board was provided with a copy of the cheque register for the month of August 2026. Les explained some of the expenditures and responded to questions.

8b. The Board was also provided with the 2026 Budget and Projections to Year End as of August 31, 2026.

8c. The Board was provided with the report on the projects that are being funded from the reserve funds in 2026.

MOTION

Moved by: Jason Doyle
Seconded by: Marianne Ward

That the financial report for the month of August, 2026, be received as information.

Motion Carried

9. Other Business / Round Table

9a. Recommendation to Fill the Vice Chair's Position

MOTION

Moved by: Councillor Adam Veri
Seconded by: Tiana Moe

That director Jason Doyle be recommended to Norfolk County Council to fill the vacant position of Vice Chair for the Simcoe BIA Board of Management.

Motion Carried

9b. Request From "Norfolk Has Talent" for Sponsorship for Their Event on October 24, 2026

MOTION

Moved by: Jason Doyle
Seconded by: Stephen Khalla

That the “Norfolk Has Talent” event taking place on October 24, 2026, be approved for a $250.00 sponsorship.

Motion Carried

9c. Approval of Millard’s Revised Invoice for the 2024 Audit

The revised invoice from Millard’s for the 2024 audit was reviewed. It was noted that the amount was reduced by 50% plus HST.

MOTION

Moved by: Marianne Ward
Seconded by: Jason Doyle

That the revised invoice from Millard’s for the 2024 audit in the amount of $3,700.00 plus HST be approved for payment.

Motion Carried

9d. Update on the 2025 Audit

Les provided an update on the 2025 audit.

9e. Change in Contractor for the Weekly Garbage Collection Paid For By Simcoe BIA

The board discussed the different aspects of changing the contractor for the weekly garbage pickup including the timing of the change, the fairness to the existing contractor, and whether or not we should start the new contract January 1, 2026. The board received the information and will continue to discuss this at future meetings.

9f. Date for the Downtown Simcoe BIA’s Annual Meeting

The board discussed the possible dates for the 2026 annual meeting and selected Tuesday November 3, 2026, for the meeting date. The time and location is to be determined.

10. Next Meeting Dates

The next meeting dates listed on the agenda were reviewed.

11. Meeting Adjourned

The Simcoe BIA Board of Management meeting of September 8, 2026, be adjourned at 8:40 AM.

MOTION

Moved by:
Seconded by:

That the Simcoe BIA Board of Management meeting of September 8, 2026, be adjourned at 9:07 AM.

Motion Carried