



**Downtown Simcoe Business Improvement Area (BIA)  
Board of Management Meeting**

**DATE:** Wed. March 20, 2024 **TIME:** 12:00 PM

**LOCATION:** JK's Restaurant, 9 Norfolk Street South, Simcoe

**AGENDA**

1. **12:00 PM** Welcome / Review of Agenda / Declaration of Pecuniary Interest (5 min)
2. **12:05 PM** Acceptance of Board Meeting Minutes – February 14, 2024 (5 min)
3. **12:10 PM** Business Arising From The Minutes (5 min)
4. **12:15 PM** Correspondence – none (5 min)
5. **12:20 PM** Committee Reports for Board Discussion (30 min)
  - a) Communications / Special Events – Motion for Discussion  
That the existing Marketing and Digital Services contract with Shop Our Town, approved by the Simcoe BIA Board of Management and Norfolk County Council, be extended to June 30, 2024.
  - b) Executive Committee – Meeting held on Monday March 18, 2024
    - (1) Letter re RFP for the Marketing and Digital Services Contract
    - (2) Letter re By-law 2023-68, Section 4 Board Composition and Appointment
  - c) Beautification Committee -
6. **12:50 PM** Other Business / Round Table (20 min)
  - a) Discussion on the Investigation by the Integrity Commissioner Regarding Board Members Brian Jones and Lyndsey Ross as Directed by Norfolk County Council
  - b) Discussion on the Code of Conduct By-Law for Norfolk County staff, Council members, and Board of Management members
  - c) Norfolk County's Code of Conduct – Board Members Acknowledgment of Receipt
  - d) Discussion on Chain of Communication  
If Board members, including Council members, have a concern, thought, or idea, notify the appropriate Committee chair or BIA staff.  
If there is a concern that relates to Norfolk County staff, let the BIA staff know.  
BIA staff should be dealing with Norfolk County staff.
  - e) Approval of Single Source Supply for the Hanging Baskets – see memo
  - f) Update on the Installation of the Robinson St. Lights and Poles – see attached
  - g) Financial Report
    - Cheque Report for the Month of February
    - 2024 Budget and Projections To Year End February 29, 2024 – see attached
  - h) Legal discussion regarding BIA contests and written permission from contestants and fine print to be included
  - i) OPP Report – Shauna Poulton, Monthly and Year To Date Statistics
  - j) John Regan, Director, Strategic Innovation & Economic Development
7. **1:30 PM** Adjournment

**NEXT MEETING: Wednesday April 10, 2024, at 12:00 pm**

**LOCATION: JK's Restaurant**