



Downtown Simcoe BIA
 (Business Improvement Area)
 MINUTES OF
 Monthly Board of Management Meeting

DATE: Friday July 14, 2023 at 8:30 AM LOCATION: In person & via Zoom
 PRESENT: Board Members: Cam Carter, Joe Botscheller, Brian Jones, Doug Brunton, Lyndsey Ross,
 Joe Botscheller, Alan Duthie (Quorum)
 STAFF: Judy Phibbs, Les Anderson
 GUESTS: John Regan, Director - Strategic Innovation and Economic Development (Norfolk County),
 Genevieve Sharback (Norfolk County)
 REGRETS: Kathy-Ann Judy Fearon, Jason Watson, Tiana Moe, Shauna Poulton (OPP), Marianne Ward,
 Laura Downey, Amanda Paton

1.	<p><u>Call to Order / Welcome / Declaration of Pecuniary Interest / Review of Agenda</u></p> <p>8:30 AM. Cam Carter chaired the meeting, called the meeting to order. Cam reviewed the Agenda. No additions to the Agenda. No Declaration of Pecuniary Interest.</p>
2.	<p><u>In Camera Session:</u></p> <p>Two employment contracts were reviewed and a contract for the management of the Simcoe BIA's social media were reviewed.</p> <p><i>Motion by Doug Brunton to come out of in-camera session. Seconded by Alan Duthie. All in favour. Carried.</i></p> <p><i>Motion by Alan Duthie: Be it resolved that the motions made and carried, and direction provided to the Chair and Treasurer in closed session related to contract negotiations be adopted. Seconded by Joe Botscheller. All in favour. Carried.</i></p>
3.	<p><u>Acceptance of Minutes – June 9, 2023</u></p> <p><i>MOTION by Joe Botscheller to accept the meeting minutes of June 9, 2023. Seconded by Doug Brunton. All in favour. Carried.</i></p>
4.	<p><u>Guest Discussion:</u> Introduction of John Regan - Economic Director, Norfolk County and his brief report.</p> <p>Media Release and survey launched yesterday. John will send link to us to be forwarded to our members. Works best with community involvement. Will post Chris's job in next week or so. Ride Norfolk will be an on-demand service starting soon. Cam mentioned that economic development in Downtown Simcoe can't happen until the downtown is clean and safe. Bylaw Dept. is involved. We have had some solutions and have held Friday Nights Downtown to encourage the community. The</p>

downtown needs to be cleaned up. Cameras are probably under used. Will plan to meet with John soon for further discussions.

Review of bylaw re letter from Genevieve Sharback, County Clerk. Need to have something in front of Council for July meeting. Genevieve noted that nothing has been received, although Les had re-sent previous emails, letters, etc. Need recommendation from BIA board which will get new members on the Board until we hold our AGM. A formal motion needs to be put forward recommending that Council appoint these names to the Board to fill vacancies.

Our position is that the election is over and done and that new Board members are simply replacement for vacancies.

Alan mentioned that the Bylaw needs to be reviewed. It was one last task for Theresa (former County Clerk) before she left.

Action Item: Les to send a copy of resolution to Genevieve for closed session report at Council on Tuesday July 18th.

*MOTION by BIA Board of Management that the Simcoe BIA Board of Management hereby recommends to Norfolk County Council that the following members be appointed to the Board of management to fill current vacancies on the Board: Marianne Ward, Clarence Burke, Laura Downey and Amanda Paton. Moved by Alan Duthie. Seconded by Joe Botscheller. All in favour **Carried.***

An Audited Statement by Millard's was completed but not included with last Council report. Les will check with Millard's about the audited statement for 2022. Norfolk County may have been referring to the 2021 audited statements.

5. Business Arising from the Minutes/Updates

Items will be covered under Other Business.

6. Correspondence

Letter addressed to Cam Carter from Genevieve Sharback was circulated to all Board Members prior to today's meeting.

7. Financial Report: Joe Botscheller, Treasurer

Joe presented the Financial Report for June, 2023. Large expenses this month include Downtown Friday Night expenses (entertainment costs, Black Creek Music, etc), Eising's Greenhouse for hanging baskets, and downtown garbage that was picked up outside of Wednesday's usual garbage day.

*MOTION by Joe Botscheller to accept the June 2023 Financial Report. 2nd by Brian Jones All in favour. **Carried.***

<p>8.</p>	<p><u>Committee Reports</u></p> <p>Executive Committee: No meeting held.</p> <p>Committee of the Whole: Meeting was held on Friday June 28 at 8:30 AM. Items from the notes will be discussed under Other Business. Committee of the Whole report was received prior to this meeting as information. Next meeting date is Friday July 28, 2023 at 8:30 AM.</p> <p><i>MOTION by Joe Botscheller to accept the Committee of the Whole report of June 28, 2023. 2nd by Brian Jones All in favour. Carried.</i></p> <p><i>MOTION by Joe Botscheller accept the in-camera report of June 28, 2023. 2nd by Les Anderson. All in favour. Carried.</i></p>
<p>9.</p> <p>9a</p> <p>9b</p> <p>9c</p> <p>9d</p> <p>9e</p> <p>9f</p>	<p><u>Other Business / Round Table</u></p> <p>Downtown Friday Night: Attendance was good. Recommend turning the stage to face on an angle with the back of stage towards Lynnwood Arts. The County provided everything we needed for barriers, signage and garbage containers.</p> <p>Gazebo: Painting is done and looks great. Everything is done that we can do. Les to meet with Caretakers of the Earth on Tuesday, July 18 to review the work that the BIA would like done such as the two parkettes on Kent St. North and the removal of brush and tree trimming between the Phoenix Club and Lynn Park.</p> <p>Memorial for Larry Dawson: Les working on this and is checking if it can be done for Friendship Festival. It would be a great time to dedicate and be an opening to Friendship Festival. If needed, Cam has contact information for Larry Dawson’s son for invitation to attend. Letter should go out to Lions, Little Theatre, Chamber of Commerce and Old Windham Church for invitation to the dedication, if it can be done for Friendship Festival.</p> <p>Wednesday – review of Bylaw for the Simcoe BIA Board of Management. Will be done within the next 6 months. Changes to municipal act that already has amendments. We need to ensure that our review is addressed through the newest to clean things up. Business end and operating bylaw. Start from Scratch or work with in best practices. Based on Best practice, and fine-tuned to address Simcoe. Genevieve will email a few samples of other BIA Bylaws.</p> <p>2022 Audit & AGM: Check with Millard’s if complete. Possibly look at Sept for AGM.</p> <p>2024 Budget Timetable for Budget Committee set for Oct 19, 2023. Will start the review in September. Les to check deadline for submitting prior to October 19, 2023.</p> <p>No update on lighting. Les to follow-up.</p>

9g	<p>Drive through Art Gallery: Checking if Lynnwood Arts would be interested in taking over and promoting the Drive Through Art Gallery. The BIA will provide the banners and paint supplies. Deferred to next meeting.</p>
10.	<p><u>Guest Discussion</u> – Due to changes in the agenda, Shauna Poulton, Norfolk OPP. Was not able to attend the meeting. Shauna did submit her monthly report which is attached.</p> <p><i>Action Item:</i> <i>Judy to email Alan a copy of Shauna Poulton’s OPP report for discussion with Council. Also include the report with July 14th meeting minutes when circulated before August meeting.</i></p> <p>The Simcoe BIA has received a number of complaints regarding the building at 36 Norfolk St. South. The building at 36 Norfolk St. South: Owner living upstairs. Boarded up window. Main floor is being used as residential which is a violation of Norfolk County Bylaw. Norfolk County OPP are monitoring the building as well. Alan mentioned that the Fire Chief can inspect at any time. Les will call Fire Chief to set up meeting for this location and other hot spots downtown.</p>
11.	<p><u>Committee Reports</u></p> <p>Executive Committee: No meeting held.</p> <p>Committee of the Whole: Meeting was held on Friday June 30 at 8:30 AM. Items from the notes will be discussed under Other Business. Committee of the Whole report was received as information prior to this meeting. The Committee will not be meeting in July, however Les will distribute updates to the Board members. The next meeting date is Friday August 25, 2023 at 8:30 AM.</p>
12.	<p><u>Discussion</u></p> <p>Comprehensive parking report coming up Tuesday July 18. It is not complete but an update will be given.</p> <p>Garbage: Joe mentioned that landlords are required to supply a garbage container for properties with more than six units. Norfolk County needs to enforce the bylaw, which could reduce our costs for garbage collection by C & C Junk Removal. This requires further discussion.</p>
13.	<p><i>MOTION to adjourn by Doug Brunton. 2nd by Joe Botscheller. All in favour. Carried.</i></p> <p>Meeting Adjourned at 9:59 AM</p> <p><u>Next Meeting Date:</u> Board members agreed that the Board will not be meeting on August 11, 2023, unless it is necessary. The next meeting is scheduled for Friday September 8, 2023 at 8:30 AM. Location: Simcoe BIA office In-Person or via Zoom</p>