



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

DATE: Wednesday May 8, 2024 at 12:00 Noon LOCATION: JK’s Restaurant, Simcoe
PRESENT: Board Members: Brian Jones, Lyndsey Ross, Tiana Moe, Marianne Ward, Councilor Adam Veri, Councilor Doug Brunton, Kathy-Ann Judy Fearon, Laura Downey, Clarence Burke
STAFF: Les Anderson
GUESTS: Stephen Khalla, Jonathan Shapira
REGRETS: Shauna Poulton (OPP),

1. Call to Order / Welcome / Declaration of Pecuniary Interest / Review of Agenda

12:00 Noon. Tiana Moe requested that Les Anderson chair the meeting. Les called the meeting to order. The agenda was reviewed with no additions. There were no declarations of pecuniary interest at this time. With the Board’s approval, the Executive Committee Report (6a) was moved to agenda item 8(i).

Kathy-Ann Judy Fearon entered the meeting at 12:05 pm.

2. OPP Report – Shauna Poulton and Year To Date Statistics

Shauna was unable to attend the meeting but did provide her monthly report. The board discussed if it is possible to keep track of the number of times that the cameras are used. Les will contact Shauna and see if a log can be kept with the date the cameras are used.

MOTION

Moved by: Marianne Ward

Seconded by: Doug Brunton

That the OPP Report for the month of April 2024 and the Year to Date Statistics be received as information.

Motion Carried

3. Acceptance of the Board Minutes of April 10, 2024

MOTION

Moved by: Tiana Moe
Seconded by: Kathy-Ann Judy Fearon

That the minutes the Board meeting held on April 10, 2024, be approved.

Motion Carried

4. Business Arising From The Minutes

Items are included under other business.

5. Correspondence

There was no correspondence for this meeting.

6. Committee Reports for Board Discussion

6a. Executive Committee

The Executive Committee was deferred to item 8j.

6b. Communications / Special Events

MOTION

Moved by: Laura Downey
Seconded by: Doug Brunton

That the Communications/Events Committee report for May 2024 be received as information.

Motion Carried

6c. Beautification Committee

Marianne Ward reported that the committee met on Tuesday May 7, 2024, and discussed the Drive Thru Art Gallery Banner Program, the hanging flower baskets and the street level planters. The committee is looking into possibly purchasing new planters for Norfolk St. The clean-up day is scheduled for Saturday June 15 and Marianne has made contact with First Ontario Credit Union to have their employees assist with the clean-up as part of their Community Service Program. New sidewalk stickers are going to be printed and Marianne circulated some examples to get board members feedback and design selection. Brian is working on getting the quotes to have the printing done.

Moved by: Tiana Moe
Seconded by: Doug Brunton

That the Beautification Committee report for May 2024 be received as information.

Motion Carried

7. Financial Report

The cheque report for the month of April was not available. Les provided some comments on the 2024 Budget and Projections to Year End April 30, 2024.

MOTION

Moved by:

Seconded by:

That the Financial Report for May 2024 be accepted as presented.

Motion Carried

8. Other Business / Round Table

b) Update on the Installation of New Streetlights on Robinson St.

Les informed the board that we are switching contractors for the installation of the new poles and light fixtures on Robinson St. Ted Buch Electric has not been able to begin work on the project so Les has contacted Norfolk Simcoe Electric to do the work. They will begin the work after the long weekend in May.

c) Presentation by Kay Matthews, Executive Director, OBIAA, to Norfolk County's Council In Committee Meeting On June 11, 2024 at 1:00 pm

Les provided this as information. All board members and BIA members will be notified of the meeting and an invitation will be extended to the Delhi BIA.

d) Norfolk County Comprehensive Parking Study – What does it mean for Simcoe?

This was circulated to board members for information. A staff report will be coming to Council at a later date and the BIA should review the report and respond if necessary.

e) Summary of the Zoom Meeting With Norfolk County Economic Development Staff on May 1, 2024

	<p>There was a very good discussion with all three staff members from the Economic Development Department. There was an exchange of ideas and an update on some events. The next meeting is June 5, 2024, at 10:00 am. Any board member who wishes to sit in on the meeting is welcome to attend.</p>
<p>f)</p>	<p>2025 Simcoe BIA Operating Budget – for information</p> <p>There are some issues to address for the 2025 budget and they will be coming forward in June so that discussions can begin. One is the garbage collection, do we want to stay in the garbage collection business? Second, is the security cameras, do we want to approach the County about sharing the operating costs? If the County declines to participate, what are the alternatives?</p>
<p>g)</p>	<p>Recommendation to Add Two Board Members to Fill Two Vacancies on the Simcoe BIA Board of Management</p> <p>The board discussed the two vacancies on the Board of Management with two local business owners/property owners.</p> <p>MOTION</p> <p>Moved By: Doug Brunton Seconded by: Adam Veri</p> <p>That Jonathan Shapira and Stephen Khalla be recommended to Norfolk County Council for appointment to the Simcoe BIA Board of Management.</p> <p>Motion Carried</p>
<p>h)</p>	<p>Update on the Funding From Canada Summer Jobs for the Summer Student</p> <p>Les provided an update on the Canada Summer Jobs application. Written approval has not been received yet. Les will continue to pursue the application with the Canada Summer Jobs Program.</p>
<p>i)</p>	<p>The process of how the payment was made to Lerner for the legal retainer was discussed.</p> <p>Staff was directed to obtain the following: (1) a statement from Lerner showing the amount of funds spent to date, (2) advise Lerner that the remaining funds should be returned to the Simcoe BIA and (3) obtain a copy of the accounts paid for the month of April from the Treasurer.</p>
<p>j)</p>	<p>Closed Session</p>

MOTION

Moved by: Adam Veri

Seconded by: Doug Brunton

That the Simcoe BIA Board of Management move into closed session at 12:48 pm. Pursuant to Section 239(2)(b) of the Municipal Act, 2001, as amended as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees.

Motion Carried

Tiana Moe left the meeting at 1:14 pm and returned at 1:16 pm.

MOTION

Moved by: Tiana Moe

Seconded by: Marianne Ward

That the Simcoe BIA Board of Management reconvene in open session at 1:20 pm.

Motion Carried

The board provided direction to the Executive Committee regarding an employment contract. They also provided staff direction to correspond with Norfolk County's Integrity Commissioner. The following motions were a result of the discussion from the closed session.

Clarence Burke entered the meeting at 1:20 pm.

MOTION FOR RECONSIDERATION

Moved by: Adam Veri

Seconded by: Tiana Moe

That the board reconsider their approved motion of April 10, 2024, to pay for the retainer in the amount of \$4,000.00 with Lerner's Law Firm for legal expenses for board member Lyndsey Ross.

Motion Carried

MOTION

Moved by: Adam Veri

Seconded by: Doug Brunton

Given that the Integrity Commissioner has said that paying a board member's legal expenses is not appropriate based on our By-law Number 2023-68, that the board not pay for legal expenses and

that the \$4,000.00 legal retainer with Lerner be returned to the Simcoe BIA and any disbursement of the funds be recovered.

Motion Carried

MOTION

Moved by: Doug Brunton

Seconded by: Laura Downey

That the Simcoe BIA Coordinator request a copy of the statement from Lerner Law Firm regarding the retainer paid and any disbursements or fees charged to date.

Motion Carried

MOTION

Moved by: Marianne Ward

Seconded by: Laura Downey

That the Simcoe BIA Coordinator be directed to provide all of the information that has been requested by Norfolk County's Integrity Commissioner.

Motion Carried

Meeting Adjournment

Moved by: Marianne Ward

Seconded by: Doug Brunton

That the Simcoe BIA Board of Management meeting be adjourned at 1:35 pm.

Motion Carried

Next meeting Date: Wednesday June 12, 2024. 12:00 pm. Location: JK's Restaurant

2024 Downtown Simcoe BIA Board of Management