



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

DATE: Friday February 10, 2023 at 8:30 AM      LOCATION: In person & via Zoom  
PRESENT: Board Members: Les Anderson, Joe Botscheller, Brian Jones, Alan Duthie, Doug Brunton,  
Lyndsey Ross, Tiana Moe (Quorum)  
STAFF:  
GUESTS: Chris Garwood (Norfolk County)  
REGRETS: Cam Carter, Ryan Taylor, Kathy-Ann Judy Fearon, Jason Watson, Judy Phibbs

<b>1.</b>	<b><u>Call to Order / Welcome / Declaration of Pecuniary Interest / Review of Agenda</u></b>  8:30 AM. Les Anderson chaired the meeting, called meeting to order. Les reviewed the Agenda. No additions to the Agenda. No Declaration of Pecuniary Interest.
<b>2.</b>	<b><u>Guest Discussion &amp; Welcome</u></b> – Chris Garwood (Norfolk County)  Chris mentioned that Norfolk County will be starting their Workshop Series again, sometime in March or April. Information about the Digital Assessment Plan and Grant will be held. There will also be workshop for the not for profit sector and the new legislation that they must comply with. This will be coordinated by Norfolk County staff and a lawyer. A date for this will be announced soon.  The dates for the Norfolk County Community Week have been changed to June 3 to 10. The board expressed their concern for the change in date as the BIA was planning a Friday night event on June 16 for the original dates.  The Rural Economic Development Fund (RED) is open for grant applications. Closing date is February 23.  Final reports are due for the Norfolk County Economic Recovery Grant projects. The Simcoe BIA have two reports, one for the Placemaking Project and one for Carnival.
<b>3.</b>	<b><u>Guest Discussion &amp; Welcome</u></b> – Norfolk OPP  Les informed the board that a replacement for Jay Eberley will be made sometime around February 17, 2023
<b>4.</b>	<b><u>Acceptance of Minutes – December 9, 2022</u></b>  <i>MOTION: Motion by Joe Botscheller to accept meeting minutes of January 13, 2023. 2<sup>nd</sup> by Brian Jones. All in favour. Carried.</i>

5.	<p><b><u>Business Arising from the Minutes/Updates</u></b></p> <p>Items will be covered under Other Business.</p>
6.	<p><b><u>Correspondence</u></b></p> <p>There was no correspondence received for this meeting.</p>
7.	<p><b><u>Financial Report</u></b></p> <p>Treasurer Joe Botscheller presented the Cash Disbursements Journal for the month of January. An Income and Expense Statement cannot be provided until the 2022 year is finalized. Financial Report was sent to all Board Members prior to this meeting.</p> <p>Joe reviewed the various expenses and what they were for. There were no expenses out of the ordinary expenses for the month.</p> <p><i>MOTION: Moved by Joe Botscheller to accept the Financial Report and to authorize expenditures from January 1-31, 2023 as presented in the Treasurer's Report. 2<sup>nd</sup> by Doug Brunton. All in favour. <b>Carried.</b></i></p>
8.	<p><b><u>Committee Reports</u></b></p> <p><b>Executive Committee:</b> No meeting held.</p> <p><b>Committee of the Whole:</b> Meeting was held on Friday January 27. Items from the notes will be discussed under Other Business. Committee of the Whole report was received as information. Next meeting date is Friday February 24, 2023 at 8:30 am.</p>
9.	<p><b><u>Other Business / Round Table</u></b></p> <p><b>9a</b> Update on the Election of Simcoe BIA Board Members  Brian gave a history of how Norfolk County became involved in the previous board elections. Les has been working with Teresa Olsen, Norfolk County Clerk, to organize the election of board members. This will be a joint effort between the Simcoe BIA and Norfolk County. The Nomination period will be from February 21 to March 3, 2023. Nominations dropped off at the Simcoe BIA office. Voting will take place on Monday March 20 from 8:30 am to 1:30 pm, Wednesday March 22 from 12:00 pm to 6:30 pm, and Thursday March 23 from 9:30 am to 1:30 pm.</p> <p>Ballots and ballot boxes will be provided by Norfolk County staff. Norfolk County staff and a BIA staff member will do the counting of ballots. The elected board members will be appointed by Norfolk County Council at their meeting on Tuesday March 28.</p> <p><b>9b</b> Update on Request for Extra Funding for Garbage Collection and Commissionaires Services  Les informed the board that the Norfolk County Clerk is coordinating a meeting with the appropriate County staff and the Simcoe BIA to discuss this issue.</p>

9c	<p><b>Downtown Friday Nights</b> The board discussed the Friday Night events and the possible partners. The budget for the six nights was discussed. The budget includes a grant application for funding from Venture Norfolk (\$5,000) and \$10,000 raised through sponsorships and donations. More information will be provided as it becomes available.</p>
9d	<p><b>Update on the Report for the Placemaking Project</b> Les will distribute the DRAFT report to the board members. Board members were asked to submit any suggestions to the office and Les will consolidate the information and send it to the consultants.</p>
9e	<p><b>Update on Robinson St. Light Improvements</b> All equipment has been ordered with an expected delivery of April 2023. Next steps are coordinating the work with Norfolk Country staff.</p>
9f	<p><b>Purchasing of Street Level Planters</b> Tiana provided a list of the locations of the existing planters on Norfolk St. This item will be on the agenda for the next Committee of the Whole meeting.</p>
9g	<p><b>Possible On-Line Auction of Street Banners with Shackelton’s Auctions Inc.</b> The board was in favour of doing something similar to the auction that was held for the paintings from the students at the Separate School Board. Possibly displaying them at Lynnwood Arts and tying them in with some of our downtown events. This will be on the next Committee of the Whole agenda.</p>
9h	<p><b>Update on the OBIAA 2023 Awards Program</b> This item was deferred to the next Committee of the Whole meeting on Friday February 27.</p>
9i	<p><b>Consideration for a Donation to Handy Henry’s for Outdoor Skating Rink</b> The board complimented Henry on his work on providing an outdoor skating rink. Les mentioned that Henry paid \$800 for water to flood the rink. Perhaps the BIA could provide a donation towards that cost.</p> <p><i>MOTION: Moved by Brian Jones that the Simcoe BIA provide a one-time donation of \$250 to Handy Henry’s towards the cost of the water and that the donation be paid after the skating season. 2<sup>nd</sup> by Joe Botscheller. All in favour. <b>Carried</b></i></p>
9j	<p><b>Possible Donation/Sponsorship for Art With Heart Studio</b> Les is continuing to work with Art With Heart for their participation in the Downtown Friday Nights.</p>
10.	<p><i>MOTION to adjourn by Brian Jones. 2<sup>nd</sup> by Les Anderson. All in favour. <b>Carried.</b></i></p> <p>Meeting Adjourned at 9:55 AM</p> <p><b><u>Next Meeting Date:</u></b> Friday March 10, 2023 at 8:30 AM. <b>Location:</b> In-Person or via Zoom</p>