



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

DATE: Wednesday July 10, 2024 at 12:00 Noon LOCATION: JK's Restaurant, Simcoe
PRESENT: Board Members: Tiana Moe, Marianne Ward, Councillor Adam Veri, Councillor Doug Brunton, Kathy-Ann Judy Fearon, Laura Downey, Clarence Burke
STAFF: Les Anderson
GUESTS: Stephen Khalla
REGRETS: Shauna Poulton (OPP),

1. Welcome and Meeting Called to Order

Tiana Moe, Vice Chair, welcomed everyone and called the meeting to order at 12:05 pm.

2. Approval of the Agenda

The agenda was reviewed. Councillor Doug Brunton requested that the contract with Shop Our Town for Marketing and Digital Services be added. It will be discussed under Item 8b Communications / Events Committee.

3. Pecuniary / Conflict of Interest Declarations

There were no declarations of pecuniary and/or conflicts of interest.

4. OPP Report – Shauna Poulton

An email from Shauna Poulton OPP, regarding providing the monthly statistics. The OPP will no longer be providing monthly reports or statistics to committees or boards. The information that the OPP provide to the Police Services Board is available. The board discussed the email and the need for the cameras in the BIA area.

MOTION

Moved by: Councillor Doug Brunton

Seconded by: Laura Downey

That the Simcoe BIA Coordinator make a deputation at the next Police Services Board meeting to discuss the cost of the cameras in the BIA area and to request that the OPP consider sharing the cost with the Simcoe BIA.

Motion Carried

5. Acceptance of the Board Minutes of June 12, 2024

MOTION

Moved by: Laura Downey

Seconded by: Councillor Adam Veri

That the minutes of the Board meeting held on June 12, 2024, be approved.

Motion Carried

6. Business Arising From The Minutes

Items will be discussed under other business.

7. Correspondence

- a) Resignation Letters Received From Board members Brian Jones and Lyndsey Ross

MOTION

Moved by: Marianne Ward

Seconded by: Laura Downey

That the resignations from Board members Brian Jones and Lyndsey Ross be accepted

Motion Carried

- b) Letter from Kay Matthews, Executive Director of the OBIAA, regarding the Canada Summer Jobs Program

Les commented that this has been a difficult year for BIA's across the province in obtaining funding for summer students. The OBIAA is lobbying the federal government to change some of the restrictions that were placed on the program in 2024.

MOTION

Moved by: Councillor Adam Veri

Seconded by: Kathy-Ann Fearon

That the letter dated June 20, 2024, from Kay Matthews, Executive Director of the OBIAA, be received as information, and further that a copy of the letter be sent to Lesley Lewis, MP Haldimand-Norfolk.

Motion Carried

8. Committee Reports for Board Discussion

8a. Executive Committee – Did not meet

8b. Communications/Events Committee – Did not meet

8c. Beautification Meeting – Meeting held on July 2, 2024

Marianne Ward reported that the majority of the discussion at the committee meeting was about garbage, street cleaning and planters. The committee is continuing their review of purchasing new street level planters for Norfolk St. The committee also discussed the purchase of a “bonnet” or lid that fits over the opening of the garbage cans to prevent rain or snow from getting in the garbage. It will also prevent larger items from being placed in the garbage cans. The committee also discussed the Friday garbage collection for the restaurants and asked Les to survey the restaurants. Marianne commented that the cleanup day on June 15 went very well. Items for discussion at the August committee meeting are the 2025 budget and whether or not the BIA wants to continue doing the garbage collection.

MOTION

9. Moved by: Councillor Adam Veri
Seconded by: Kathy-Ann Fearon

That the Beautification Committee Report for July 2024 be received as information.

Motion Carried

10. Other Business / Round Table

10a Board Vacancies

Les provided an update on the board vacancies. There are currently four vacancies and one name has been forwarded to Norfolk County Council for their consideration and approval. Other business people in the Simcoe BIA area have been contacted regarding their interest in serving on the Board of Management.

10b Vacant Positions of Chair and Treasurer

The board discussed the two vacant positions and felt that they should be filled on a temporary basis until more board members are in place. The temporary positions will not be included on the signing authority for the BIA bank account.

MOTION

Moved by: Councillor Adam Veri
Seconded by: Marianne Ward

That Tiana Moe be appointed as Acting Chair on a temporary basis.

Motion Carried

MOTION

Moved by: Councillor Adam Veri
Seconded by: Laura Downey

That Councillor Doug Brunton be appointed as Acting Treasurer on a temporary basis.

Motion Carried

10c Vacant Position of the Chair of the Communications / Events Committee

The board discussed the vacant chair's position for the Communications / Events Committee. Given the number of events taking place and the communications required, the board felt that the chair's position should be filled.

MOTION

Moved by: Councillor Adam Veri
Seconded by: Kathy-Ann Fearon

That Laura Downey be appointed as Chair of the Communications / Events Committee effective immediately.

Motion Carried

10d Financial Procedures Update

Les provided an update on the transition of the accounting from the former Treasurer to the BIA office. The accounting and cheque writing will be done in the office. Given that the Simcoe BIA is down to one signing authority on our bank account, Norfolk County staff will be the other signature on all cheques until the Chair and Treasurer positions are filled.

10e Update on the Canada Summer Jobs Program for the Summer Student

Les provided an update on the funding from the Canada Summer Jobs Program. The reduced funding amount that was approved and the timing of the final decision has made it very difficult to find someone

for the job description that is currently in place. Les will be contacting the applicants that applied in April and May to see if they are still available for work.

10f Update on the My Main Street Community Activator Grant Application

An email was received from the Program Director of My Main Street informing us that our application was not successful. Les commented that a number of BIA's across the province applied for the same funding and very few were successful. 19 BIA's applied for funding and 1 BIA was successful in receiving funding. This will not affect our operating budget.

11. Next Meeting Dates

The future meeting dates for the Board meeting and the Committee meetings were reviewed. The Communications / Events Committee will meet on the second Monday of the month at 9:00 AM instead of 12 PM.

12. Meeting Adjourned

Moved by: Laura Downey

Seconded by: Doug Brunton

That the Simcoe BIA Board of Management meeting be adjourned at 1:28pm.

Motion Carried