



**Downtown Simcoe Business Improvement Area  
Board of Management Meeting**

**Date:** Wed. November 13, 2024 **Time:** 12:00 PM

**Location:** Simcoe BIA Office, 26 Peel St., Simcoe

**DATE:** November 13, 2024

**PRESENT:** Tiana Moe, Marianne Ward, Laura Downey, Stephen Khalla, Councillor Adam Veri

**STAFF:** Les Anderson

**GUESTS:** None

**REGRETS:** Nathan Kolomaya, Clarence Burke, Morgan Xiola, Councillor Doug Brunton

**1. Welcome and Meeting Called to Order**

Tiana Moe, Acting Chair, welcomed everyone to the meeting and called the meeting to order at 12:02 pm.

Tiana noted that we do not have a quorum so while we can discuss the agenda items, no motions will be dealt with at the meeting.

**2. Approval of the Agenda**

The agenda was reviewed and there were no changes to the agenda.

**3. Declarations of Pecuniary Interest / Conflict of Interest**

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

**4. Acceptance of the Board of Management Minutes of October 9, 2024**

Corrections to the minutes were noted. The meeting was held at JK's Restaurant and Nathan Kolomaya did not attend as a guest.

**5. Business Arising From the Minutes**

Items will be discussed under other business.

## 6. Correspondence

- a) Letter from T. Rodrigues, Deputy County Clerk, regarding the location of the Board of Management Meetings  
This item relates to item 10c under Other Business.
- b) Letter from Kathy-Ann Fearon re Resignation from the Simcoe BIA Board of Management.

A correction was noted in the letter by Councillor Adam Veri. In paragraph 3, sentence five, remove the name Adam Veri and replace it with Alan Duthie.

Stephen Khalla joined the meeting at 12:30 pm.

## 7. Election of Officers for the Simcoe BIA Board of Management

The Election of Officers did not take place as there was not a quorum for the meeting. Those in attendance also felt that it was important for all members to be present for the Election of Officers.

Councillor Adam Veri left the meeting at 12:45 pm.

## 8. Committee Reports for Board Discussion

### a) Executive Committee

There was no report from the Executive Committee as the Committee did not meet.

### b) Beautification Committee

Marianne Ward reported that the Committee met on November 5 and discussed new street level planters for 2025, the Remembrance Day banners, the Christmas decorations for the street poles, the hanging flower baskets for 2025 and the possibility of doing snow removal in the BIA area.

We received some very positive feedback regarding the Remembrance Day banners. The Committee suggested that we continue with the same decorations for the street poles but we also look into getting a street wide decoration to hang in the same location as our street wide banner. Les is obtaining information for this. The Request For Quotations for the hanging flower baskets for 2025 closed on October 18, 2024, and the work was awarded to Eising Garden Centre. Les is going to look into getting quotes for snow removal, particularly for the intersections.

### **c) Communications / Events Committee**

Laura Downey reported that the Committee met prior to today's board meeting. Items discussed included the hiring of the Part Time Marketing and Digital Services person, the Simcoe BIA page in the Simcoe Advocate and a new promotion "Shop, Stamp and Win" contest.

The Board would like to proceed with the Shop, Stamp and Win campaign. Les will work with Stephen for the printing of the cards. Board members will assist with recruiting businesses to participate. The dates would be November 30 to December 31, 2024.

## **9. Financial Report**

Les circulated the cheque report for the month of October 2024. He commented on some of the disbursements and what the payments were for.

Les also reviewed the 2024 Budget and Projections to Year End as of October 31, 2024. A small surplus is currently projected at year end.

## **10. Other Business / Round Table**

### **10a. Responsibilities of the Board, Board Members and Job Descriptions**

Les provided a summary of the responsibilities of the Board, Board members and a job description for Board members. Also included in the document was the role and responsibilities of the various Executive Officer positions.

### **10b. Draft Policy For Diversity, Equity and Inclusion**

Following the discussion at the October board meeting, board members expressed an interest in having a policy regarding diversity, equity and inclusion. Les provided a draft policy for the board's consideration. He also mentioned that Norfolk County does not have such a policy at this time. When they do have an approved policy, it will be referenced in the Simcoe BIA policy.

### **10c. Location of the Board of Management Meetings**

The correspondence under item 6a was part of this discussion. The December board meeting will be held at the Simcoe BIA office and further discussion will take place regarding the location of the board meetings.

### **10d. Canada Summer Jobs Program**

Les provided information regarding the applications for the Canada Summer Jobs Program. The deadline for applications has been moved up to December 19, 2024.

After some discussion, the board would like to proceed with the “Street Ambassador” position with the position working directly with the businesses as well as our events.

#### **10e. Update On The 2023 Audit**

Les explained that the 2023 audit has taken much longer than anticipated and that we may not be in a position to hold our annual meeting before the end of 2024. Les will follow up with Millard’s to see when we can expect it to be completed.

#### **10f. Christmas Closure for the Simcoe BIA Office**

The board agreed to have the Simcoe BIA office closed from Monday December 23, 2024, to Sunday January 5, 2025 and reopening the office on Monday January 6, 2025.

#### **11. Next Meeting Dates**

The meeting dates listed on the agenda were reviewed and no changes were made.

#### **12. Meeting Adjourned**

The Simcoe BIA Board of Management meeting of November 13, 2024, was adjourned at 1:30 pm.