



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

DATE: Wednesday September 8, 2021 at 9:00 AM
 LOCATION: Via Zoom
 PRESENT
 VIA ZOOM: Board Members: Les Anderson (Vice Chair), Joe Botscheller (Treasurer), Carol Greentree, Brian Jones, Ian Rabbitts, Ryan Taylor
 STAFF: Judy Phibbs
 GUESTS: Jay Eberley (OPP)
 REGRETS: Cam Carter (Chair), David Lopes
 ABSENT WITHOUT REGRETS: Chris Garwood (Norfolk County)

		ACTION ITEM	RESPONSIBLE	DEADLINE
1.	<p><u>Call to Order / Welcome / Declaration of Pecuniary Interest / Review of Agenda</u> 9:00 AM. Vice Chair Les Anderson chaired the meeting, called meeting to order, and reviewed Agenda. There was no Declaration of Pecuniary Interest to declare at this meeting.</p>			
2.	<p><u>Guest Discussion & Welcome</u> – Jay Eberley, OPP</p>			
	<p>a) Very busy getting drugs off the streets in Simcoe, but not always in the downtown. Good to have a police presence downtown. Jay explained how the OPP deal with vagrancy and loitering issues. They respond to the calls but charges are not laid unless there is a significant occurrence. Resources are offered, but usually not accepted.</p>			
	<p>b) Thanks to Lyndsey Ross for the newsletter article on homelessness and incidents of vagrancy.</p>			
	<p>c) Have been talking to Jim Millson from Bylaw to discuss what can be done from that perspective, but suggestions usually have little to no affect.</p>			
	<p>d) Jay will be meeting next month with the Police Services Board to hear day-to-day occurrences</p>			
	<p>e) Jay asked if there has been any updates on cameras. Les will follow up with Cam.</p>	Camera update to be provided at Strategy Committee.	Les	ASAP
	<p>f) Les will forward email from Dennis Kalichuk re “Ontario petition for change” to Jay.</p>			

3.	<u>Guest Discussion & Welcome</u> – Chris Garwood (Norfolk County) – Not present			
4.	<u>Acceptance of Minutes – August 11, 2021</u>			
	<i>Motion: Brian moved to accept minutes as presented. 2nd by Joe. All in favour. Carried</i>			
5.	<u>Business Arising from the Minutes/Updates</u>			
	None. Will be dealt with through Committee Reports.			
6.	<u>Executive Team’s Report & Correspondence</u>			
	a) None			
7.	<u>Financial Report</u>			
	a) Treasurer presented the Income & Expense Statement and Cash Disbursements Journal.			
	<i>MOTION: Moved by Joe to the accept Financial Report from August 1-31, 2021 as presented by Treasurer. 2nd by Ryan. All in favour. Carried.</i>			
	b) Audit Report shows healthy financial status mostly due to lockdowns when we couldn’t proceed with some projects.			
	c) Audit Statement shows an adjusting entry of \$2,000 fee for preparing the Audit. Joe to contact Norfolk County to transfer receivable of \$16,940 minus 2021 chargebacks. Ian requested to be cc’d on that email. Joe to add to November Agenda.	Contact Norfolk County to transfer receivable minus 2021 chargebacks	Joe. Cc Ian	ASAP
	d) Question: Since we’re running a surplus, do we contribute more to the Reserve Fund. Reserve should equal one year’s expenses. Now is the time to build reserve since we started with a negative \$ amount in 2019. Lighting project will need a contribution. Sidewalk care needs more attention.			
	<i>MOTION: Moved by Joe to the accept the Audit Statement from December 31, 2021 as presented by Treasurer. 2nd by Ryan. All in favour. Carried.</i>			
8.	<u>Board discussion on Committee Reports from Committee Chairs or Delegate</u>			
	a) <u>COMMUNICATION: Brian Jones</u>			
	• Directory will be live next week.			
	• Working on re-design of the newsletter			

	<ul style="list-style-type: none"> Proposed sidewalk sales: would Roulston's consider participating? Les will get their input. 			
	<ul style="list-style-type: none"> Ian suggested t-shirts, sweatshirts, and other giveaways. Suggested designs and cost to come to Communications Committee. 			
	b) <u>BEAUTIFICATION: Carol Greentree</u>			
	<ul style="list-style-type: none"> No August meeting. 			
	<ul style="list-style-type: none"> Garbage receptacles: because bungee cords continually go missing, we'll look at less expensive ones. Uncertain at this time, how many would be needed. Question whether the cords can be crimped to garbage receptacle. 	See how to modify bungee cords and make recommendations.	Joe & Carol	Will meet later today
	<ul style="list-style-type: none"> Asked if Haley had requested pricing on fall decor from area retail locations. Haley is now done her contract. Les will follow up. 			
	<ul style="list-style-type: none"> Ryan suggested giving 30 cent poncho as an incentive to not take our garbage bags 			
	<ul style="list-style-type: none"> Judy to send Carol contact information from Marketplace on a place to purchase corn stalks 			
	<ul style="list-style-type: none"> Christmas décor: Les to email Shawn Porter at Norfolk County stating that we would like benches removed, but have planters left out all year. Also, ask where benches would be stored. 	Email Norfolk County (Shawn Porter) stating plans for removal of benches only.	Les (cc Ian & Ryan)	ASAP
	<ul style="list-style-type: none"> Scarecrows: Brian to get some ideas from Tif, who has stated she would look after it this year. How long will we do it? 			
	<ul style="list-style-type: none"> Halloween: Speech Hens will spearhead treats for Halloween on Sat, Oct 30. Can we do Halloween decorations with stores? We supply the corn stalks. Stores pay for what they use. Carol to check with Suzanne. 			
	<ul style="list-style-type: none"> Christmas décor should go up after Remembrance Day. Approx Nov 1 start putting in winter décor. 	Les to check with hockey team to see if they will install street light decorations.	Les	ASAP
	c) <u>STRATEGY: Les Anderson</u>			

		<ul style="list-style-type: none"> No August meeting, some items covered under Other Business / Round Table 			
9.		<u>Other Business / Round Table</u>			
	a)	<ul style="list-style-type: none"> Petition for “Changes to Mental Health, Homeless, and Addictions Care” from Dennis Kalichuk was discussed under agenda item number 2, OPP Report. 			
	b)	<ul style="list-style-type: none"> The Economic Recovery Grant Application for clean-up, power washing and weeding was sent to Norfolk County. May not have a response until October, November at the latest. 			
		<ul style="list-style-type: none"> Ian will watch for Agendas for when applications will be reviewed and advise the BIA. 			
		<ul style="list-style-type: none"> OBIAA: 3 or 4 other grants mentioned. Fund amounts are large. Could funds be used for public washrooms? Suggestion that the former downtown Tim Hortons would be a perfect site. 			
		<ul style="list-style-type: none"> Community Building Application: opportunity for BIA to team with the Lynnwood Arts Management Board to make improvements to the walkway at Lynnwood. Perhaps tie the trail to the downtown. Joe will discuss with Lynnwood board member to make the application and the BIA would support the application. 			
		<ul style="list-style-type: none"> Red program: deadline Oct 1st. 			
		<ul style="list-style-type: none"> Clarence’s building: Discussion on whether funding or some type of application is available to purchase or renovate the building. Most likely, additional funds will be needed. 			
	c)	<ul style="list-style-type: none"> Update: MPAC’s Municipal Survey on Small Business. Les received an email from Norfolk County Financial Services (attached) and a copy of the report that went to Council (attached). The decision has been made to not provide a special tax rate for small business. Only sector showing reduction in taxes was multi-residential. 			
		<ul style="list-style-type: none"> Buildings with multiple residential units should be required to provide their own garbage container as per the by law. The BIA is currently paying for extra garbage collection that is left on the streets. The visual downtown is bad and this issue needs to be addressed. State that the BIA’s role is to support business, not garbage collection. Deputation is recommended. 	Les to write a letter for Cam’s signature and prepare a deputation.	Les	ASAP

	<ul style="list-style-type: none"> • A couple of commercial property buildings have sold, one on Peel St. and the Viking Bakery. The bakery closes the end of Sept. 			
	<ul style="list-style-type: none"> • Judy presented 3 invoices needing approval for payment: Clarity Marketing for branding and logo redesign, Simcoe Panorama for Christmas 2020 video series and Norfolk County Fair for sponsorship of the 2021 Fair. 			
	<p><i>MOTION: Moved by Joe to pay the 3 mentioned invoices. 2nd by Ian. All in favour. Carried.</i></p>			
10.	<p><i>Motion to adjourn by Brian. 2nd by Ian. Carried.</i></p> <p>Meeting Adjourned at 10:29 AM</p>			
<p><u>Next Meeting Date:</u> Wednesday October 13, 2021 at 9:00 AM. Location: TBD</p>				

2021 Downtown Simcoe BIA Board of Management