

Board of Management Meeting

AGENDA

Wednesday, March 26th, 2025

7:30 AM 10-164 Broadway, Tillsonburg Web link - <https://us02web.zoom.us/j/4147170612>

CALL TO ORDER at _____ a.m. by CHAIR BIGGAR

QUORUM – to be noted

1. MOTION TO APPROVE THE AGENDA

Moved by: M. Bossy

Seconded by: E. Odorjan

THAT the agenda for the Board of Management meeting of February 26th, 2025, hereby be approved.

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF MINUTES

MOTION

Moved by: E. Odorjan

Seconded by: W. Cameron

THAT the minutes as prepared for the Board of Management meeting of February 26th, 2025, hereby be approved.

4. CLOSED SESSION

MOTION

Moved by: W. Cameron

Seconded by: M. Bossy

THAT the Board of Management moves into Closed Session for the purposes of:

239 2(c) Acquisition or disposal of land

Expansion opportunities for the BIA-operated co-working/incubation space including a discussion of an offer to purchase and/or lease.

Return to open session at _____ a.m.

5. STAFF REPORTS

5.1.1 FAÇADE IMPROVEMENT PROGRAM

The sub-committee met twice to review the outstanding concerns.

The 21-27 Brock St. E. project (VanRiesen/Pembleton) was paid on 03/07/2025.

The town's Development Technician sent a "partial grant release" request via email on 03/12/2025 as attached. The FIP sub-committee meet on 03/18/2025 for a site visit. The report from the FIP sub-committee is attached.

MOTION

Moved by: C. Heutinck Seconded By: W. Cameron

"THAT the FIP sub-committee report dated 03/18/2025 be received as information".

MOTION

Moved by: E. Odorjan Seconded by: M. Tedesco

"THAT the Board of Management approves a progress payment on the FIP project at 18-24 Oxford Street in the amount of \$22,000.00".

5.1.2 CONTRACTED SERVICES

Salthill Capital – the 12-month, ongoing contract for social media management continues for full-year 2025 with option to also manage paid social media ads. The fee and service arrangement regarding paid ads is under negotiation.

Downtown Woodstock BIA – contract under development for advisory services with potential for additional non-levy income. The board will recall that the DTBIA team had attended a Downtown Woodstock BIA board meeting last fall to assist our fellow BIA to move their cause and mission forward.

5.1.3 COWORKING SPACE UPDATE

Six Pence and Sage has taken over the entrance-level space at the same rate as the former tenant effective April 1st. One month of transition was provided for the tenant to paint and install their fixtures/décor. There remains a waiting list of small businesses wishing to establish their presence in the downtown core area at present (5).

The board will recall that revenues and expenses were approved in the FY2025 financial plan for expansion of the coworking space this year.

5.1.4 TURTLEFEST

Continued strong interest in the festival. Sponsorship monies continue to be received. Follow-up meetings with key sponsors are in the works. Revenues are tracking positively with no concerns. Expenses are being incurred only has properties are being fully sponsored. Additional members have joined the committee. The last meeting was held 03/18/2025. TD Financial Group will be a Diamond sponsor for \$5,000 and have committed another \$5,000 to next year's event.

The 2025 TOC event review was held 03/24/2025 in the Customer Service Boardroom at 10 Lisgar Avenue.

Staff would kindly ask members of the BOM to continue to promote and connect with their business relationships to spread the word about the festival.

MOTION

Moved by: B. Parsons Seconded by: J. Van Campen

THAT the TurtleFest Organizing Committee report, (TOC report), be received as information.

5.1.5 CAPITAL AND OPERATIONAL WORKS UPDATE

Remaining winter-themed pots have been fully cleaned out and are being prepped for the spring season. There are a number of addition pots to be deployed in coming days. Street furniture will begin to be deployed as the weather improves. Minor repairs because of winter damage will commence, weather permitting.

Tree planting carryover projects are expected to be completed in Q2. There is still a supply issue with the Dawyck beech trees which is being sorted out with the suppliers. The ED is working closely with various vendor connections to find a solution that meets our timelines.

Staff is very diligent to ensure proper procurement and procedures to be followed to ensure that all member monies are spent and accounted for according to all audit guidelines.

7.1.2 APRIL 2025 FORECAST

April is expected to record a net loss driven by legal fees to be paid in the amount of \$5,978.28 which is an unbudgeted expense; and any payments made for the FIP as approved by the BOM.

As per BIA policy; any non-budgeted for expenses experienced in 2025 are recorded as a recoverable expense in the FY2026 financial plan.

7.1.3 2024 HST – PUBLIC SECTOR REBATE

In process for refund subject to final review by the DTBIA bookkeeper. The draft public sector rebate is attached as an annexure. The total PSB rebate expected is \$10,081 for the entirety of the FY2024. A PDF of the summary is attached.

MOTION

Moved by: M. Tedesco

Seconded by: E. Odorjan

THAT the financial reports be received as information.

7.1.4 EXTERNAL FUNDING: CANADA SUMMER JOB APPLICATION

Awaiting an update from ESDC.

7.1.5 EXTERNAL FUNDING: MSC – FUNDING PLACEMENTS

As discussed last month, there is one new fully paid placement with a total funding envelope of \$5,800 which provides for approximately 180 hours, (0.14 FTE). This individual will be scheduled for 8-10 hours per week. This placement started 02/24/2025 and the placement end in FY2026. An additional placement for 8 hours per week of office supports is also in the works. This placement is also fully funded by the MSC.

Wage reimbursements typically trail the experienced payroll fees by 2-3 weeks and are recorded as credits when the cheques from either of Service Canada or Tillsonburg Multi-Service Centre are received.

The board will recall that wage reimbursements typically exceed \$60,000 per annum and are recorded only when received.

10.1.1 BUSINESS LISTINGS – OPENS, CLOSING + CHANGES

Location:	Old business:	New business
18 Oxford Street	Tillsonburg Hobby Central	Rosso’s Barber Shop
71 Broadway	Loading Screen	Sacred Spells <i>*Opened Friday, December 13th.</i>
200 Broadway	n/a – mall kiosk Ardene (current) Magicuts Lady’s a Champ	Just Cozy Ardene (new large format) Ardene (new large format) Unit 1 – Stacked Pancakes <i>*Opened Wednesday, February 12th.</i> Unit 2 – Magicuts relocation
147 Broadway	The Salvation Army Hub	Dande Collective
77 Broadway	Radio station	Tech Willow Absolute Respiratory Massage Therapy salon
169 Broadway	Absolute Respiratory	Cloud Nine Beauty salon
20 Oxford Street	Chamber of Commerce	Tillsonburg Hobby Central
85 Broadway	Roka Billiards + Games	Ann’s Clothesline
17 Brock St. East	Vacant	Shades 3 Window Fashions

Burrito Guyz has reopened after a month-long, temporary closure. Stacked Pancake House has experienced very strong business since opening. Renovations of the 55 Broadway building are nearing completion. Tillsonburg Tire remains in the north unit and the south unit is currently for lease.

There continues to be widespread interest in commercial business activities in the downtown core area.

10. MARKETING

10.1.1 MARKETING UPDATE

The EMC will review MKE 25-02-01 report.

MOTION

Moved by: B. Parsons Seconded by: H. Vallee

“THAT the marketing update/report hereby be received as information”.

11. GOVERNANCE

2025 signoffs on Code of Conduct, Health and Safety, Workplace Violence and Harassment will be presented to the BOM.

12. CONSIDERATION OF MINUTES FROM BOARD COMMITTEES

13. MOTIONS/NOTICE OF MOTIONS

14. RESOLUTIONS/RESOLUTIONS RESULTING FROM CLOSED SESSION

MOTION (if needed)

15. BY-LAWS/RESOLUTIONS

16. TO CONFIRM PROCEEDINGS RESOLUTION

Moved By: E. Odorjan

Seconded By: W. Cameron

THAT resolution 2025-003 to Confirm the Proceedings of the Board Meeting held on March 26th, 2025, be read for a first, second, third and final reading and the Chair and Executive Director), hereby be authorized to sign the same, and place the corporate seal thereunto.

CARRIED

16.1 CONFIRMING RESOLUTION 2025-003; – Meeting of 03/26/2025

17. ITEMS OF PUBLIC INTEREST/ROUNDTABLE

18. ADJOURNMENT

Moved by: E. Odorjan

Seconded by: M. Bossy

THAT the Board meeting of March 26th, 2025, hereby be adjourned at _____ a.m.

Board of Management Meeting

MINUTES

Wednesday, February 26th, 2025

7:30 AM 10-164 Broadway, Tillsonburg Web link - <https://us02web.zoom.us/j/4147170612>

CALL TO ORDER AT 7:33 a.m. by CHAIR BIGGAR

QUORUM – YES 11 of 11

In-person: M. Bossy, A. Biggar, B. Thompson, E. Odorjan, H. Vallee, C. Heutinck, J. VanCampen

Zoom: W. Cameron, M. Gleeson, M. Tedesco, B. Parsons

Staff present: M. Renaud, V. Fortner

Town staff present: C. Panschow

1. MOTION TO APPROVE THE AGENDA

Moved by: M. Bossy

Seconded by: E. Odorjan

THAT the agenda for the Board of Management meeting of February 26th, 2025, hereby be approved.

CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF MINUTES

MOTION

Moved by: E. Odorjan

Seconded by: W. Cameron

THAT the minutes as prepared for the Board of Management meeting of January 29th, 2025, hereby be approved.

CARRIED

4. CLOSED SESSION

MOTION

Moved by: W. Cameron

Seconded by: M. Bossy

THAT the Board of Management moves into Closed Session for the purposes of:

Consideration of Closed Session minutes.

CARRIED

RETURN TO OPEN SESSION AT 7:36 a.m.

5. STAFF REPORTS

5.1.1 FAÇADE IMPROVEMENT PROGRAM

There are several outstanding issues relating to incomplete projects. The board will recall that this matter has been ongoing for several months. The BIA FIP sub-committee is undertaking a review of the program and outstanding projects and will report back to the board at the March 2025 BOM meeting.

There is one attached grant release form relating to the previously approved FIP project for the rear/side alley painting of 21-27 Brock Street East. The FIP Committee and BOM approved the project in the fall of 2024. The application was adjudicated to receive 50% of the actual costs as the decision scoring matrix indicated 50% compliance with the design criterium. The amount payable is approximately \$2,700; and is allocated within the approved 2025 budget.

MOTION

Moved by: H. Vallee

Seconded By: C. Heutinck

“THAT the partial grant release for 18-24 Oxford Street, Tillsonburg; be received and that partial payment in the amount of \$ _____ be approved”.

CARRIED

The ED followed up with the Town's Development Coordinator and received confirmation that the amount payable was \$2,079. The cheque was prepared, signed by the Treasurer and was sent to the applicant on March 7th.

The board had lengthy discussions regarding the outstanding projects.

Action item(s):

- 1) M. Renaud, W. Cameron and C. Heutinck, (FIP sub-committee) to conduct an on-site inspection using the tools, grant release form proved drawings as a guideline. A finalized list of all outstanding variances and deficiencies of each location is to be documented and itemized for distribution to the BOM and FIP committee at the next BOM meeting.
- 2) M. Renaud to create a policy and detailed procedure document for the FIP process from start to finish as none exists at present. This document needs to be presented at the BOM meeting in March.
- 3) That Carl Heutinck hereby be appointed to the Town of Tillsonburg FIP committee forthwith and that the DTBIA informs the town clerk.
- 4) The FIP sub-committee prepares a detailed report for consideration of the board at the March 26th, 2025, BOM meeting – regarding the continuation of the program.

5.1.2 BIA ZONE EXPANSION

Awaiting a further update from the Clerk's Department.

Action item(s): None.

5.1.3 COWORKING SPACE UPDATE

There is a waiting list with 3 new interested applicants.

The marketing storage room is being converted back into an office space which will be occupied by an existing tenant. Main level suite 4 will be converted to an office for the ED. The bridal shop wishes to expand into the boardroom pending determination of additional office space.

Management will be bringing a staff report to a future BOM meeting with options for the board to consider meeting the demand via expansion of the space to a potential 2nd location.

The board will recall that the approved 2025 budget includes the revenues and expenses anticipated with a significant expansion of the coworking initiative.

Action item: Staff will bring a report forward to the March BOM meeting.

5.1.4 TURTLEFEST

There has been strong interest in the 2025 event as evidenced by significant sponsorship commitments to date. The community is rallying behind the event.

Town Council approved a \$9,000 allocation to the festival for 2025 however this is \$2,500 less than 2024. The committee appreciates this support from the town.

The Town of Tillsonburg Special Event application was submitted on 02/21/2025. See attached. The proposed road closure plan was updated by the EMC and ED and was submitted on 02/21/2025. See attached. The event cancellation insurance application was submitted to PAL Insurance Brokers on 02/20/2025. The mandatory \$5 million general liability insurance policy, with the town named as an additional insured has been quoted and will be purchased forthwith. DUOO Insurance was selected as their pricing is favourable and they specialize in event insurance. The policy cost is less than 2024.

Additional fixed cost elements of the festival have been sponsored for the first time thus reducing cost exposure to be covered by other revenue sources.

A separate, stand-alone insurance policy for TurtleFest with \$5 million general liability and other coverages (with the BIA and Town of Tillsonburg as additional insureds), has been contracted with DUOO Insurance with excellent price value. The summary quote is attached. This expense is covered by the TOC.

The TOC meets bi-weekly until April with the meeting frequency increasing to weekly until the event in June.

The VIP area RFP is attached to the meeting agenda package. The TOC and BIA will not have operational involvement in the VIP area for 2025's event which frees up the human resources to maximum other elements of the festival for the benefit of the community and BIA membership.

MOTION

Moved by: M. Tedesco Seconded by: J. Van Campen

THAT the TurtleFest Organizing Committee report, (TOC report), be received as information.

CARRIED

Action item(s):

- 1) That the EMC is to send the 2025 TOC sponsorship package to the Development Commissioner to be send out via their email broadcast list.
- 2) J. VanCampen and C. Heutinck to attend the next TOC meeting on March 4th.

Items subject to monthly audit: As a follow-up to previous discussions; management along with treasurer has implemented the following regular review of financial transactions:

- 1) Each debit and credit including cashed cheques checked for accuracy + approvals;
- 2) Detailed payroll review including the bi-weekly ADP bank debit;
- 3) Deposit register for incoming credits reviewed and matched to bank statement;
- 4) The VISA card is only used for payments that cannot be processed with either EFT and/or auto-debit. One expense this month for garbage bags, (Home Hardware), that were \$12 cheaper per box than our regular supplier. All credit card receipts are reviewed.

All incurred expenses are subject to cost comparisons; which are undertaken on a regular basis to ensure that maximum value is provided to the membership.

Management continues to aggressively manage all cost inputs and spending occurs only as needed and as per the approved budget.

Action item(s): That a checklist be created and implemented for monthly oversight.

7.1.2 MARCH 2025 FORECAST

There is one debt payment in March 2025 of \$5,466.55 related to the 2023 capital loan. This specific capital loan is fully paid off in Q1 of 2026; with 2 payments remaining. There will be expenses related to the Pub Shammy event which are contained in the annual marketing budget. A slight profit is forecasted for the month which includes the capital loan payment as articulated above. There are receivables for wages incurred for the month for certain individuals on wage subsidy programs which will be posted as credits when received. There is typically a 2–3-week lag.

The Q1 levy payment is expected on or about March 28th in the amount of \$55,175.25 - minus adjustments from the Town of Tillsonburg for debt payments etc. The board will recall that receiving quarterly payments at the end of each 90-day period continues to create cash-flow challenges until such a time that the reserve balances accumulate.

7.1.3 2024 HST – PUBLIC SECTOR REBATE

The 2024 full-year transactions will be subject to the upcoming audit. The preliminary transaction summary and report will be sent to the town's finance department to be processed in the interim. The amount to be submitted for 2024FY is approximately \$9,760. This item also impacts the staff report above, (7.1.2).

MOTION

Moved by: M. Tedesco

Seconded by: E. Odorjan

THAT the financial reports including the monthly audit snapshot, be received as information.

CARRIED

Action item(s):

ED to contact TOT Finance Department to clarify requirements for the collection and remittance of HST.

Updated: Municipal entities such as the BIA, must follow the CRA tax folio guidelines. Therefore, the BIA must collect HST on coworking tenant income, ticket sales and other items that attract the HST as defined under the Tax Act.

7.1.4 EXTERNAL FUNDING: CANADA SUMMER JOB APPLICATION

No update as of February 20th. The application was submitted with an ask of \$32,240. We do not expect to hear from Service Canada until sometime in late April. Plans to hire and execute against the approved SJS application will only commence upon hearing of the approved funding confirmation.

ED to contact Oxford MP, Arpan Khanna, to discuss our application.

7.1.5 EXTERNAL FUNDING: MSC – FUNDING PLACEMENTS

There is one new fully paid placement with a total funding envelope of \$3,500 which provides for approximately 180 hours, (0.1 FTE). This individual will be scheduled for 8-10 hours per week. This placement started 02/24/2025.

There were no comments or action items.

Update: ED contacted MSC and requested additional funding to facilitate having this position funded to the end of FY2025. Notification was received 02/25/25 that the funding envelope was increased to \$5,800.

7.1.6 YEAR-END, CASH-FLOW, MISCELLANEOUS

Actions are in place to close-off year end 2024. Outstanding receivables are being collected. The team and the bookkeeper will be meeting the week of 03/10/2025 to close out 2024 and review outstanding matters.

8. PLANNING REPORTS

9. DEPUTATION(S) ON COMMITTEE REPORTS

10. INFORMATION ITEMS

10.1.1 BUSINESS LISTINGS – OPENS, CLOSING + CHANGES

<u>Location:</u>	<u>Old business:</u>	<u>New business</u>
18 Oxford Street	Tillsonburg Hobby Central	Rosso's Barber Shop
71 Broadway	Loading Screen	Sacred Spells <i>*Opened Friday, December 13th.</i>
200 Broadway	n/a – mall kiosk Ardene (current) Magicuts Lady's a Champ	Just Cozy Ardene (new large format) Ardene (new large format) Unit 1 – Stacked Pancakes <i>*Opened Wednesday, February 12th.</i> Unit 2 – Magicuts relocation
147 Broadway	The Salvation Army Hub	Dande Collective
77 Broadway	Radio station	Tech Willow Absolute Respiratory Massage Therapy salon
169 Broadway	Absolute Respiratory	Cloud Nine Beauty salon
20 Oxford Street	Chamber of Commerce	Tillsonburg Hobby Central
85 Broadway	Roka Billiards + Games	Ann's Clothesline
17 Brock St. East	Vacant	Shades 3 Window Fashions

The newly updated Tillsonburg Town Centre site map is attached which shows a realignment of some existing tenant/stores, a soon-to-come Ardene large format retail store etc. An announcement about a new tenant for vacant space on the 2nd level is expected in the coming weeks. A representation photo of the new Ardene large-format store location is attached for the board's edification.

Action item(s): None.

10. MARKETING

10.1.1 MARKETING UPDATE

The EMC will review the current year status and event update. Salthill Capital renewed the social media contract for 2025 fiscal year, and they are extremely satisfied with the BIA's continued efforts to activate and promote the TTC which is evidenced by the significant increase in pedestrian traffic in the mall; see below.

Salthill Capital has published an updated Tillsonburg Town Centre site plan map with updated demographics and pedestrian traffic for 2024. The TTC footfall report indicated traffic at slightly more than 2.0 million which further illustrates that the marketing efforts

Moved By: E. Odorjan

Seconded By: W. Cameron

THAT resolution 2025-002 to Confirm the Proceedings of the Board Meeting held on February 26th, 2025, be read for a first, second, third and final reading and the Chair and Executive Director), hereby be authorized to sign the same, and place the corporate seal thereunto.

CARRIED

16.1 CONFIRMING RESOLUTION 2025-002; – Meeting of 02/26/2025

17. ITEMS OF PUBLIC INTEREST/ROUNDTABLE

Action items: J. VanCampen and C. Heutinck to attend the next TurtleFest meeting to follow-up on discussion points raised regarding the VIP area and operations. ED to contact town finance staff to determine if it is necessary to charge and collect HST. B. Thompson expressed interest to join the TOC.

18. ADJOURNMENT

Moved by: E. Odorjan

Seconded by: M. Bossy

THAT the Board meeting of February 26th, 2025, hereby be adjourned at 9:12 a.m.

CARRIED



Please submit this request by
 mail or email to:
 Customer Service Centre
 Attn: Trisha Voth
 10 Lisgar Avenue
 Tillsonburg, ON N4G 5A5
 Email: tvoth@tillsonburg.ca

REQUEST FOR RELEASE OF GRANT

Civic Address of Subject Property: 18-24 Oxford Street, Tillsonburg, ONTARIO
 File No. _____
 Legal Description, PIN #, or Roll # if available: LT 1085 PL 500; Tillsonburg.
PIN: 000400012 ARN: 320403003035000
 Name of Business/Applicant: Rocky-B Corp: Lance D. MacKenzie.
 Date of Request: 12/18/2024
 Mailing address/email address of requestor: 23 Devon Court, Tillsonburg, ON
N4G 4K3

Request for (please check one):

Full Release of Grant Partial Only \$22,000.- (Hold Back \$8,000.-)

Description of Work Completed:
BIA Front & side facade as per David Frei design for
30K (Thirty thousand dollars allowable) for BIA facade improvement
grant.

Other Comments:
Work completed by Distinct Exteriors (Brad Martin)

- Please attach letter from consulting contractor advising works completed as per Approved Drawings and schedule of improvements. Please note, if the information is required and it is not submitted with this form, staff will not begin the return of security process.

For office use only

BIA
 Site visit completed by: _____
 Date: _____
 Acting on behalf of the BIA, based on the completed site visit, the request for release of grant should be:

Approved
 Denied

Comments:

Letter from contracting company.

Signature: _____

BUILDING DEPARTMENT
 Inspection completed by: G. VANHAELE
 Date: January 17, 2025
 Based on the completed inspection, the request for release of grant should be:

Approved Partial \$22,000.-
 Denied

Comments:
- COMPLETE LIGHTING
- PAINT ALLEY WINDOWS
- PAINT EXT. DOOR.

Letter from contracting company.

Signature: [Signature]

Request Approved Request Denied **X** _____
 Director of Development and Communication Services

- Your request will be responded to within 10 business days of the Town receiving this form. You will be contacted by mail or email. Please note that seasonal conditions may delay the final inspections.
- This form shall be circulated to the Chief Building Official, and Director of Finance upon completion by Development Technician.



INTER-OFFICE MEMO

FIP SUB-COMMITTEE

March 18, 2025

FIP status report – 77 Broadway/18-24 Oxford Street

To: Board of Management

From: FIP Sub-committee

The following inter-office memo outlines the observations from another on-site meeting conducted on 18 March 2025 at 77 Broadway and 18-24 Oxford Street.

The sub-committee reviewed the site conditions in addition to the documentation that had previously been approved and circulated to the BOM.

The sub-committee reviewed the “grant release” paperwork as received.

The sub-committee also consulted with the Community Improvement Plan document and Central Area Design Study recommendations.

77 Broadway

The board had expressed concerns with this project as being incomplete. To this end, the following items require completion:

- 1) One loose electrical wire dangling on front façade which should be cut and removed and hole sealed.
- 2) Various third-party cables not affixed to the building on the west and south faces. These need to be properly secured and fastened – (possibly relocated to minimize aesthetic impacts).
- 3) Gaps in the long siding panels on the south face of the building have not been addressed and need to be covered, sealed or expansion panels installed.
- 4) The rear of floor one facing the alley needs to be cleaned and painted to match the approved renderings. The existing construction including wood bumper panels does not need to be replaced as they appear to be structurally sound.

- 5) Multiple metal strips and panels need to be painted to match the building façade.

Note: Upon visitation of the site on multiple occasions, no action has been taken to address any of the identified issues.

18-24 Oxford Street

The had expressed concerns with this project as being incomplete. To this end, the following items require completion and/or remediation:

- 1) Install goose-neck lighting as per approved renderings.
- 2) Paint entrance door to 2nd floor apartment access.
- 3) Repair, then scrape and paint the 2 windows closest to ground level.
- 4) Reinstall and secure third-party coaxial cable and wires on the south face of the building.
- 5) Signage: The vinyl banner installed for “Tillsonburg Hobby Central”, while permitted under the temporary exemptions made during the pandemic period, is not consistent with the intent and guidelines of the “Central Area Design Study”. This temporary vinyl banner undermines the intent of the entire FIP process and is an eyesore.

DISCUSSION

The BOM has the final authority for payments made on all FIP projects and resolutions regarding same. These have been added to the BOM agenda dated 03/26/2025.

RECOMMENDATIONS

It is the FIP sub-committee’s recommendation that no payments on any outstanding projects be made until such a time that all project elements are fully compliant to and with the BOM-approved drawings; and to the satisfaction of the Board of Management.

DECISION LETTER

STATION VIEW DEVELOPMENTS INC.

File No. OP24-06-7; ZN7-24-06 - Plan 500, Lot 800, 129, 135, 139 Bidwell Street, 140 Rolph Street, and 25, 29, and 33 Venison Street West

Moved by: C. Heutinck

Seconded by: M. Tedesco

THAT the Board of Management supports the Zone Change and Official Plan Amendment for the Station View Developments Inc. proposal as presented. The DTBIA Board of Management believes that this proposal checks off the following boxes and represents a significant investment to further strengthen and improve the desirability and livability of the central core area:

- Follows the recommendations of the 2012 Central Area Design Study by Brook-McIlroy;
- Meets the requirements of the Provincial Policy Statement on land use;
- Existing infrastructure is already in place including roads, water, wastewater, transit, trail system, etc.;
- Provides for a mix of housing in the immediate core area which does not currently exist;
- Provides for 4 new commercial units and leasable space whereas the existing downtown area is built-out and has limited vacancies;
- The planning justification report from Vallee clearly outlines the project benefits to the BIA zone;
- Implements tested urban design strategies and practices;
- The DTBIA recognizes the significant improvements which have been made to the original proposal to create a more aesthetic, functional and livable environment; and specifically:
 - Parking being shifted to an all-underground concept/design;
 - The position of the buildings being reoriented to improve visibility and to reduce shadowing;
 - The creation of significant greenspace in the courtyard of the site plan where there was none in the original design proposal; and
 - A reduction in height of the high-rise buildings.

Carried:  Approved by: **B. Parsons**

Downtown Tillsonburg BIA

Profit and Loss

March 2025

	TOTAL		
	MAR. 2025	MAR. 2024 (PY)	CHANGE
INCOME			
4055 MOU Income from Town of Tillsonburg	3,285.14	3,126.45	158.69
4800 Sales	1,666.67	2,166.67	-500.00
4805 Social media	500.00		500.00
Total 4800 Sales	2,166.67	2,166.67	0.00
REVENUE			
4005 BIA LEVY			
4100 Taxes - regular	18,391.75	18,456.08	-64.33
Total 4005 BIA LEVY	18,391.75	18,456.08	-64.33
4395 Office rental income	1,885.00	1,405.60	479.40
4450 Interest Income		6.48	-6.48
Total REVENUE	20,276.75	19,868.16	408.59
Total Income	\$25,728.56	\$25,161.28	\$567.28
GROSS PROFIT	\$25,728.56	\$25,161.28	\$567.28
EXPENSES			
8000 SPECIAL PROJECTS			
8200 Facade Improvement (FIP)	2,079.00		2,079.00
Total 8000 SPECIAL PROJECTS	2,079.00		2,079.00
8500 Capital Expenditures		485.44	-485.44
BEAUTIFICATIONS			
5550 Keep Downtown Beautiful		0.00	0.00
Total BEAUTIFICATIONS		0.00	0.00
MARKETING/PROMOTION			
6200 General Advertising		724.45	-724.45
6305 Marketing and Events		1,778.14	-1,778.14
6318 Marketing Production	54.10	89.90	-35.80
6350 Seasonal Promotions	706.27	1,623.28	-917.01
Total MARKETING/PROMOTION	760.37	4,215.77	-3,455.40
OPERATIONS			
7000 COST OF LABOUR			
7150 Executive Director	4,897.20	4,664.00	233.20
7160 Events & Marketing Co-ordinator	5,240.53	3,200.00	2,040.53
7170 Hourly Part Time Staff	3,972.61	4,168.18	-195.57
7222 EI	340.97	279.62	61.35
7223 CPP	746.52	586.16	160.36
7226 Benefits - Health & Dental		483.65	-483.65
7455 ADP Payroll Service		121.55	-121.55
Total 7000 COST OF LABOUR	15,197.83	13,503.16	1,694.67
7200 Accounting		500.00	-500.00
7235 Maintenance supplies	97.09	37.27	59.82
7240 Office Utilities		162.53	-162.53
7260 Office Supplies/Equipment	60.94	68.05	-7.11
7275 AGM & Other Meetings	377.13		377.13

Downtown Tillsonburg BIA

Profit and Loss

March 2025

	TOTAL		
	MAR. 2025	MAR. 2024 (PY)	CHANGE
7280 IT & Phone		40.63	-40.63
7300 Debt Principal		9,779.62	-9,779.62
7325 Debt Interest		1,049.81	-1,049.81
7350 HST Expense		0.00	0.00
7450 Office Expense	358.69	709.05	-350.36
7460 Telephone Expense		270.78	-270.78
7600 Software Expenses		59.55	-59.55
7650 Rent		1,015.82	-1,015.82
VEHICLE EXPENSES			
7110 Vehicle Operating Costs		205.87	-205.87
Total VEHICLE EXPENSES		205.87	-205.87
Total OPERATIONS	16,091.68	27,402.14	-11,310.46
Total Expenses	\$18,931.05	\$32,103.35	\$ -13,172.30
PROFIT	\$6,797.51	\$ -6,942.07	\$13,739.58

Receiver General Report

Receiver General

Downtown Tillsonburg BIA (Account # 25500)

Accrual basis

01-01-2024 - 31-12-2024

Filing date: 15-03-2025

Sales and other revenue.....	Line 101	\$345,427.36
GST/HST collected or collectible.....	Line 103	\$130.00
Adjustments (Sales).....	Line 104	\$0.00
Total GST/HST and adjustments for period.....	Line 105	\$130.00
Input tax credits (ITCs).....	Line 106	\$10,211.37
Adjustments (Purchases).....	Line 107	\$0.00
Total ITCs and adjustments.....	Line 108	\$10,211.37
Net Tax.....	Line 109	-\$10,081.37
Instalments and other annual filer payments.....	Line 110	\$0.00
Rebates.....	Line 111	\$0.00
Total other credits.....	Line 112	\$0.00
Balance.....	Line 113A	-\$10,081.37
GST/HST due on acquisition of taxable real property.....	Line 205	\$0.00
Other GST/HST to be self-assessed.....	Line 405	\$0.00
Total other debits.....	Line 113B	\$0.00
Balance.....	Line 113C	-\$10,081.37



DATE: March 12, 2025

TO: Geno Vanhaelewyn, Chief Building Official
Emily Xuereb, Deputy Chief Building Official
Carlos Reyes, Director of Operations & Development
Kyle Pratt, CAO
Richard Sparham, Manager of Public Works
Cameron Cyr, Property Standards & By-Law Enforcement Officer
Leo Ferreira, Manager of Engineering
Mark Renaud, BIA
County of Oxford OPP
Tillsonburg District Chamber of Commerce

FROM: Trisha Voth, Development Technician

RE: APPLICATION FOR VARIANCE TO SIGN BY-LAW 3798
Applicant: St. John's Anglican Church
Owner: Anglican Diocese of Huron
Plan 500 Lot 870
46 Ridout Street West, Town of Tillsonburg, County of Oxford

The Town of Tillsonburg has received the above-noted application for variance to the sign by-law 3798. The proposed application is for permission to replace the existing ground sign with a larger ground sign featuring a display for messaging. The application requires relief from Section 8.5(a) and Schedule A: Permitted Sign Use/Property Use Table of by-law 3798 increasing the permitted sign area of 1.5 m² (16.15 ft²) to 5.3 m² (57.4 ft²) and the permitted sign height of 1.5 m (4.92 ft) to 3.048 m (10 ft).

We have attached the following for your review:

1. Sign Variance Application Form;
2. Photo of subject property and signage currently being used;
3. Details of proposed sign; and
4. Site Plan.

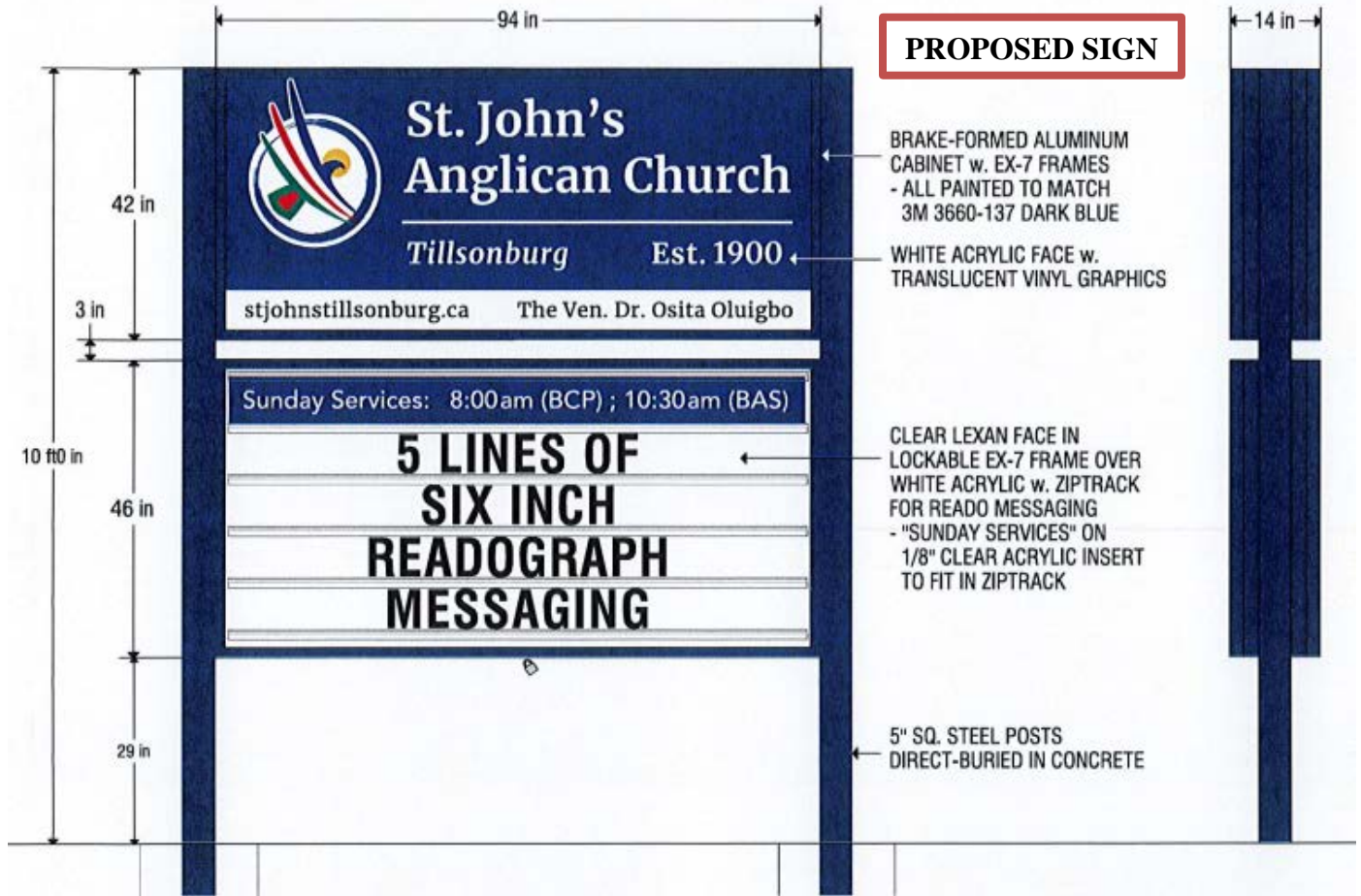
In order to assist in making a decision, we would appreciate receiving your comments regarding the application before **March 26, 2025**. Please submit your comments to Trisha Voth, Development Technician at (519) 688-3009, Ext. 4600, or tvoth@tillsonburg.ca.

Thank you,

Trisha Voth
Development Technician

ST. JOHN'S ANGLICAN CHURCH: APPLICATION FOR SIGN VARIANCE: 46 RIDOUT STREET WEST

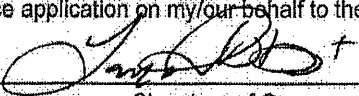
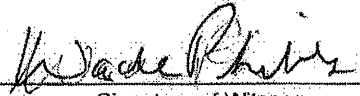





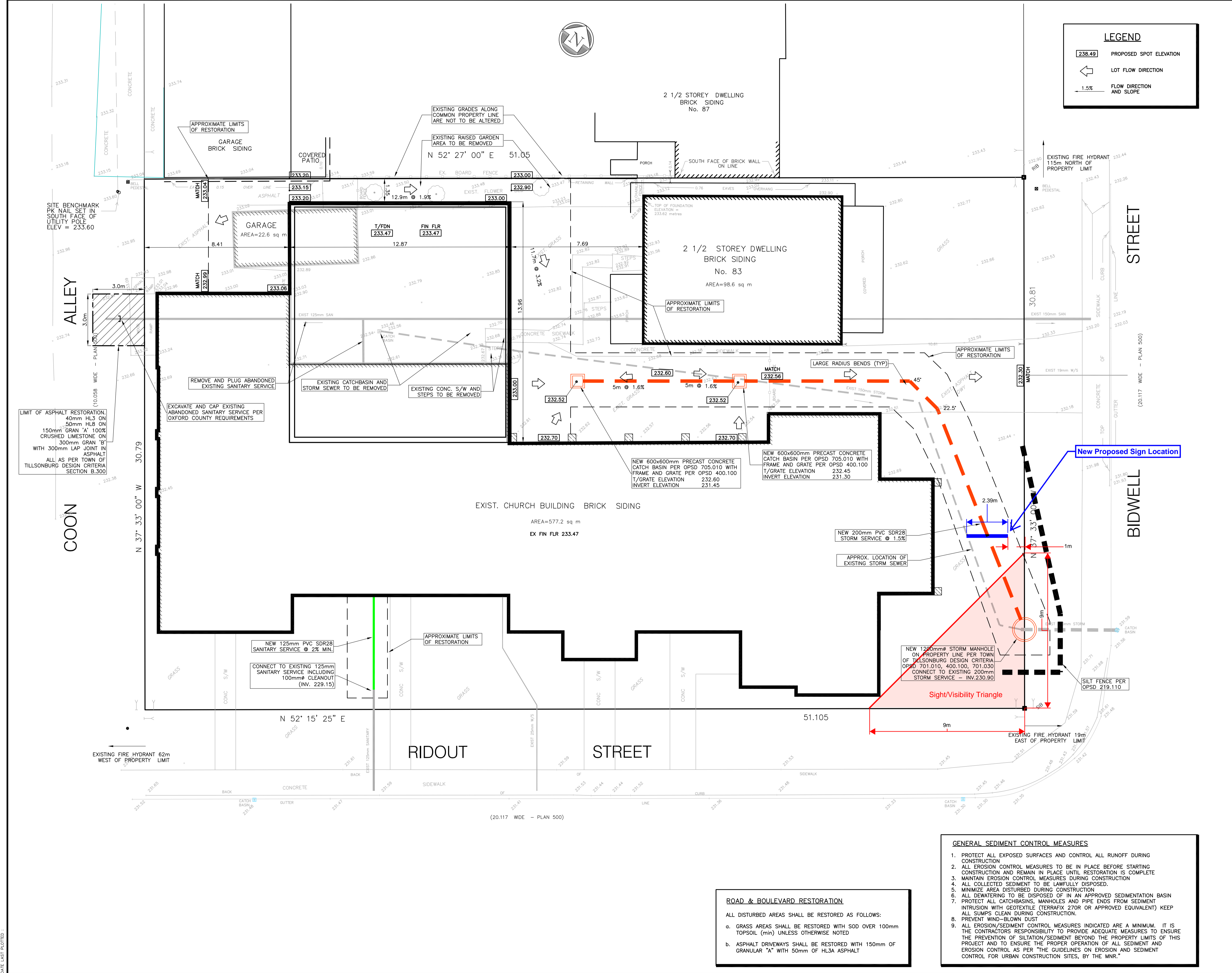


Sign Variance Application

Town of Tillsonburg – 10 Lisgar Ave
Tillsonburg ON N4G 5A5
PH: 519-688-3009 FX: 519-688-0759

Date received:	File Number:	Fee: MINOR - \$361.00 MAJOR - \$516.00
The Corporation of the Town of Tillsonburg: Application for a Variance to the Sign By-Law. The undersigned hereby applies to the Corporation of the Town of Tillsonburg for relief, as described in this application, from Bylaw No. 3798, as amended. This application for a sign variance shall be accompanied by a scaled drawing which will include information in regard to material used; letters; numerals; insignia; logo; colours; dimensions of the sign area, sign face, copy area and support members; the maximum height, clearance and projection; description of the copy or wording to be displayed; and, all relevant structural information.		
Applicant is: Property Owner Authorized Agent of Property Owner		
Building number, street name: 46 Ridout Street West, N4G 2E3	TILLSONBURG	ONTARIO
Business Name: St. John's Anglican Church	Property Zoning Classification: Entrepreneurial	
Registered Owner: Anglican Diocese of Huron	Telephone Number of Applicant: 519-842-5573	
Additional Tenants:	E-mail Address: stjohnsburg@execulink.com	
Details of Application – List all required variances:		
Our existing ground sign has deteriorated and needs replacing. We want to replace it with a larger (larger than Bylaws allow) sign so that notices can be put on it showing events at our church. We can meet all the requirements of the Bylaw except the size (area) requirement.		
Why is it not possible to comply with the provisions of this By-law?		
In order to provide notices of activities at our church and can be read by the travelling public the sign needs to be larger than the Bylaw allows		
General particulars of all signs on or proposed for the subject land (attach documentation):		
EXISTING: Type of Sign: Ground	PROPOSED: Type of Sign: Ground	
Dimensions of Sign Structure and Sign Area: 12 aq. ft/.	Dimensions of Sign Structure and Sign Area: 66.33 sq. ft.	
Location on Property: NW corner of Bidwell & Ridout	Location on Property: NW corner of Bidwell & Ridout	
Authorization of Owner (to be completed only if owner is to be represented by a second party):		
I/We Anglican Diocese of Huron owner(s) of the property known as: St. John's Anglican Church hereby authorize Sue Symons and /or Gloria Aykroyd to make a sign variance application on my/our behalf to the Town of Tillsonburg.		
 Signature of Owner	 Signature of Witness	
Owner Phone Number: 519-434-6873 x226	Owner E-Mail Address: tphibbs@huron.anglican.ca	
Declaration of Applicant		
I, SUSAN SYMONS of the TILLSONBURG in the OXFORD (name) (town/city) (county)		
solemnly declare that all statements contained in this application are true and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.		
I acknowledge that this application shall be accompanied by payment of the sign variance fee in accordance with the Town Rates and Fees By-law as amended.		
FEB 23, 2025 Date	 Signature of applicant	

In submitting this application and supporting documentation, I, as the owner/authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.



LEGEND

- 238.49 PROPOSED SPOT ELEVATION
- ← LOT FLOW DIRECTION
- 1.5% FLOW DIRECTION AND SLOPE

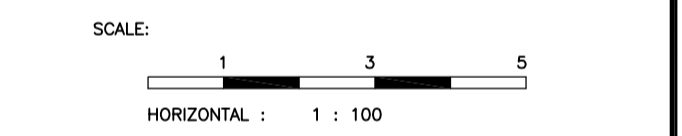
REV. No.	DATE	REVISION
0	MAR/ 2015	SUBMIT FOR SITE PLAN APPROVAL
1	APR 17/15	REVISED PER TOWN COMMENTS
2	MAY 4/15	ASPHALT RESTORATION NOTE ADDED

- GENERAL NOTES**
- THE OWNERS CONSULTING ENGINEER SHALL CERTIFY IN WRITING THAT ALL SITE WORKS, GRADING AND SERVICING HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE APPROVED SITE SERVICING AND GRADING PLANS.
 - ALL WATERMAIN, SANITARY AND SERVICING SHALL BE CONSTRUCTED TO CONFORM TO THE LATEST VERSION OF THE OXFORD COUNTY DESIGN GUIDELINES AND SUPPLEMENTAL SPECIFICATIONS FOR MUNICIPAL SERVICES.
 - ALL STORM SEWERS SHALL BE CONSTRUCTED TO CONFORM TO THE LATEST STANDARDS OF THE TOWN OF TILLSBURG DESIGN CRITERIA.
 - ALL DISTANCES AND ELEVATIONS ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
 - IN ACCORDANCE WITH THE ONTARIO BUILDING CODE, AT LEAST 0.15m OF FOUNDATION WALL MUST REMAIN EXPOSED.

SITE BENCHMARK:
 TOP OF PK NAIL SET IN SOUTH FACE OF UTILITY POLE AT NORTHWEST CORNER OF PROPERTY (COON ALLEY)
 ELEVATION 233.60

PROPERTY DESCRIPTION:
 LOT 870 JUDGE'S PLAN REGISTERED AS PLAN 500
 TOWN OF TILLSBURG
 COUNTY OF OXFORD
 45 RIDOUT ST. W., TILLSBURG

ISSUED FOR APPROVAL ONLY
 NOT TO BE USED FOR CONSTRUCTION



G. DOUGLAS VALLEE LIMITED
 2 TALBOT STREET NORTH
 SIMCOE, ONTARIO N3Y 3W4
 (519) 426-6270

Project Title:
 New Proposed Church Sign Location

Location:
 St. John's Anglican Church
 45 Ridout Street West
 Tillsburg Ontario

Date:
 February 23, 2025

Drawing Title:
 GRADING/SERVICING PLAN

Designed by: DJB **Drawn By:** DJB

Checked by: JDV **Date Started:** FEB 2015

Drawing Scale: 1:100 **Drawing No.:** 02

Project No.: 13-139

- GENERAL SEDIMENT CONTROL MEASURES**
- PROTECT ALL EXPOSED SURFACES AND CONTROL ALL RUNOFF DURING CONSTRUCTION
 - ALL EROSION CONTROL MEASURES TO BE IN PLACE BEFORE STARTING CONSTRUCTION AND REMAIN IN PLACE UNTIL RESTORATION IS COMPLETE
 - MAINTAIN EROSION CONTROL MEASURES DURING CONSTRUCTION
 - ALL COLLECTED SEDIMENT TO BE LAWFULLY DISPOSED.
 - MINIMIZE AREA DISTURBED DURING CONSTRUCTION
 - ALL DEWATERING TO BE DISPOSED OF IN AN APPROVED SEDIMENTATION BASIN
 - PROTECT ALL CATCHBASINS, MANHOLES AND PIPE ENDS FROM SEDIMENT INTRUSION WITH GEOTEXTILE (TERRAFIX 270R OR APPROVED EQUIVALENT) KEEP ALL SLUMPS CLEAN DURING CONSTRUCTION.
 - PREVENT WIND-BLOWN DUST
 - ALL EROSION/SEDIMENT CONTROL MEASURES INDICATED ARE A MINIMUM. IT IS THE CONTRACTORS RESPONSIBILITY TO PROVIDE ADEQUATE MEASURES TO ENSURE THE PREVENTION OF SILTATION/SEDIMENT BEYOND THE PROPERTY LIMITS OF THIS PROJECT AND TO ENSURE THE PROPER OPERATION OF ALL SEDIMENT AND EROSION CONTROL AS PER "THE GUIDELINES ON EROSION AND SEDIMENT CONTROL FOR URBAN CONSTRUCTION SITES, BY THE MNR."

ROAD & BOULEVARD RESTORATION

ALL DISTURBED AREAS SHALL BE RESTORED AS FOLLOWS:

- GRASS AREAS SHALL BE RESTORED WITH SOD OVER 100mm TOPSOIL (min) UNLESS OTHERWISE NOTED
- ASPHALT DRIVEWAYS SHALL BE RESTORED WITH 150mm OF GRANULAR "A" WITH 50mm OF HL3A ASPHALT

DATE LAST PLOTTED: .

MKE 25-02-01

Downtown Gift Card: Progress and Updates

Partnership with Salthill Capital:

We have been working with Saumya Verma, Assistant Manager of Marketing at Salthill Capital, who has personally contacted all of the mall tenants to encourage onboarding to the Downtown Tillsonburg Gift Card. The majority of tenants have shown little interest in signing up, mainly because they already have in-store gift cards. Ardene is still in the process of seeking approval from their district manager, and they are expected to provide a response by early next week; if there is no update, a follow-up will be made. Both Gold & Ice Jewellers and Bulk Barn have been onboarded and Stacked Pancake House has agreed to sign up. Additionally, separate emails were sent to Money Mart and The Health Shop, outlining the steps for signing up as they had expressed interest.

When the gift card program was created, it was under the understanding that by placing the Town Centre logo on the actual card, all tenants would be accepting the card. However, it seems that many tenants are either unwilling or unable to participate, which has led to a gap in expectations versus current participation.

Overview of Q1 Events/Activations

1. International Women's Day Temporary Gallery (March 7-9)

The International Women's Day gallery successfully highlighted and celebrated the achievements of female entrepreneurs and business owners in the downtown Tillsonburg core. The objective of the event was to recognize and uplift the women who have made significant contributions to the local business community, while also inspiring future generations to pursue entrepreneurship.

The focal point of the gallery was dedicated to telling the inspiring stories of female-owned small businesses in the core. This was accompanied by six A-frame signs, which featured various information such as;

- Valuable resources for women in Oxford County (included DASO, Ingamo Homes, the Women's Employment Resource Centre (WERC), Oxford Women in Networking (OWIN), and Haldimand and Norfolk Women's Services).
- "What I Want to Be When I Grow Up" activity, where local children from two kindergarten classes and a grade 2 class from South Ridge Public School created drawings and written messages about their aspirations for the future.

- "Women of Influence" including: Mayor Gilvesy, Councillor Spencer, Ashley Edwards (CEO of the Tillsonburg Chamber of Commerce), Tabitha Verbuyst (Curator of the Tillsonburg Station Arts Centre), Samantha Hamilton (Coordinator of the Helping Hands Foodbank), and Heather Mathers (Head Librarian of the Tillsonburg Library).

The temporary gallery drew significant attention, with many visitors taking the time to view the displays and learn more about the amazing female entrepreneurs who contribute to the growth and vibrancy of the downtown area.

This activation was also shared through Downtown Tillsonburg social media channels resulting in an increased reach of 28% via Facebook and 93% via Instagram.

2. St. Patrick's Day Pub Crawl - Pub Shammy 2025 (March 15)

Pub Shammy 2025 ran from 7 PM to 10 PM on March 15th, with 8 participating businesses involved. The Shamrock Shuttle bus ran in a 15-minute circuit throughout the evening, ensuring smooth transportation between locations. Taxi cards were also distributed as needed for added safety. T-shirts featuring the logos of participating businesses were printed at a \$50 cost per business, with 25 shirts ordered for pre-sale, priced at \$12 each. Participating businesses had the option to receive up to 3 free shirts for their staff.

Feedback from businesses has been very positive, with 4 of the 8 businesses (half) completing the feedback forms so far. All respondents expressed interest in participating again next year. Some businesses suggested extending the event hours, while others highlighted how the event brought in new customers and helped promote their businesses. Additionally, businesses provided valuable suggestions for how the event could be improved for next year.

A special thanks to our newest staff member, Michael, for capturing fantastic photos throughout the night. These images will be used in next year's promotion, helping to showcase the success of the event.

Public feedback has been overwhelmingly positive, with attendees sharing comments such as:

- "Best night in Tillsonburg EVER"
- "11/10 night"
- "We had a great time! Just so happy to see so many people out supporting businesses in Tillsonburg"
- "Thanks for a great night! It's our favorite night of the year!"

Overall, the event was a tremendous success, and we're excited to build on this momentum for future events.

Upcoming Events/Activations for Q2

Easter Colouring Contest (March 31 - April 15)

Our annual Easter Colouring Page activity is just around the corner! Each year, we collaborate with a local artist to create a custom Downtown Tillsonburg Easter colouring page, featuring landmarks of the town with a festive twist. This year's artist is Megan McKiernan, a talented member of the Tillsonburg Station Arts Centre. Megan's artwork is currently displayed in Centre Court at the mall, and she has also volunteered at various BIA events.

The colouring sheets will be downloadable online and distributed to various businesses for participants to colour and submit to the BIA, up to 3 winners will be selected. The prize is an Easter bucket filled with items from local downtown businesses. We are excited to partner with Megan for this year's project and look forward to seeing the creativity from our community!

TurtleFest (June 13 & 14)

- The planning for TurtleFest 2025 is progressing well. We are still finalizing the TurtleFest/BIA Memorandum of Understanding (MOU), which will include an inventory of materials owned by the TurtleFest Organizing Committee.
- Tillsonburg Town Council has approved a \$9,000 grant for TurtleFest. Terry will follow up to confirm the availability of funds.
- The financial update indicates a current bank balance of \$8,800, and a proposed budget of \$36,900 for fixed costs, with \$19,000 in sponsor commitments to cover these expenses.
- Sponsorship commitments total \$36,500 to date, with additional follow-ups expected to secure more in the coming weeks.
- Vendor participation is strong, with 47 vendors confirmed, including 7 young entrepreneurs.
- The entertainment lineup is shaping up.
- The street layout is being finalized, and updates will be provided once the updated maps are received.
- A draft Request for Proposal (RFP) for the VIP area has been prepared, aiming to monetize this space by outsourcing its operation.
- Friday activities will include an art display, ribbon-cutting, and movie night.
- Social media engagement has been positive and sponsors will be added to the website upon commitment.
- The TOC is discussing ways to incorporate the Town's 200th anniversary into the event.

Thank you Board Members for your continuous hard work, contributions and dedication to the betterment of Downtown Tillsonburg.