

Board of Management Meeting

OPEN SESSION

Wednesday, June 25th, 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 determined.

1. MOTION TO APPROVE THE AGENDA

Moved by: J. VanCampen

Seconded by: W. Cameron

THAT the agenda for the Board of Management meeting of June 25th, 2025,
hereby be adopted.

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF MINUTES

4. CLOSED SESSION

MOTION

Moved by: B. Thompson

Seconded by: B. Parsons

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

239 2(b) Personal matters about identifiable individuals

Human Resources: discussions regarding the ongoing harassment
of DTBIA team members and communications regarding same.

239 2(c) Proposed land acquisition or disposal

Update on the additional space requirements for the organization including the centralization of all BIA assets located at one physical site in the downtown core area.

239 2(f) Matters subject to solicitor-client privilege including communications necessary thereof

Consideration by the Board of Management for additional steps to mitigate cost impacts to the organization.

5. STAFF REPORTS

5.1.1 CIBC – AUTO DEPOSIT + UPDATES TO SIGNING AUTHORITIES

As per board directions; the ED changed the auto-deposit settings to finance@tillsonburgbia.ca.

There was an IT and permissions issue at CIBC’s end which could not be resolved at either the branch or with the customer support centre. The CIBC account representative reached out to me on 20 June 2025 requesting a “letter of direction” to correct the issue. The letter of direction was signed by two authorized representatives and sent back to CIBC.

This matter should now be resolved. See attachment.

The Board of Management will also need to approve a “letter of direction” to update the signing authorities of the board reflecting the current board composition and deleting former board members.

5.1.2 LEGAL FEES – FOLLOW UP

Council voted to approve payment for a portion of the legals fees impacting FY2025. Staff will review remaining steps to be taken to mitigate other expenses for the balance of FY2025.

This may impact the capital plan and other events requiring funds to be expended, to be held in the balance of year.

Given that there are no reserves, there will need to be cuts to achieve a balanced budget.

5.1.3 EXECUTIVE DIRECTOR REPORT

There will be a verbal update given the workload and challenges associated with TurtleFest time requirements.

5.1.4 TURTLEFEST

The event was very successful with many positive comments.

A record number of vendor booths, food trucks and displays. The team has been in touch with Environics Analytics to order a report once the data becomes available in their system.

It appears that there was record attendance! The size of the crowds was noticeable right from the opening of the Block Party at 12 noon.

Darren Winger, representative of the Ministry of Tourism, Culture and Gaming attended the event, and the TOC Chair walked the event with the Ministry representative to highlight all features and to ensure that the commitments made in the grant application had been met. Mr. Winger was very satisfied with the event and commented very positively.

The team must prepare and submit a report to Ministry of Tourism, Gaming and Culture as a condition of the grant funding.

The TOC wrap-up meeting and debrief is being held 25 June 2025 at Nectar Bistro.

Planning for next year's event is already underway.

As always, all feedback either positive or constructive, are welcomed.

MOTION

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

THAT the staff reports be received as information.

6. FINANCE

6.1.1 AUDIT

Virtually all the outstanding items have been submitted.

There has been a data uploading issue with ShareFile that caused documents to be uploaded more than once while others were uploaded and were “lost” somewhere in the process.

There is still an issue with QBO and amounts not properly updating after the bank and credit card reconciliations are completed.

Staff still require additional supports to ensure that we improve our financial, audit and administrative outputs and to be more timely in reporting.

6.1.2 2026 BUDGET AND BUSINESS PLANS

The team has updated the assumptions to include the following:

- 1) Provision for legal fee expenses effective January 1st since there is an unwillingness for town council to cover these costs and it is likely that there will be additional legal fees given a number of individuals who pursue frivolous and vexatious claims. This will continue to negatively impact the BIA finances.
- 2) Cash-flow planning adjustment to account for the delays in receipt of quarterly payments from the Town of Tillsonburg.
- 3) TurtleFest: hybrid committee between the parties with a positive revenue benefit to the BIA.
- 4) Allocation for increased maintenance due to social issues of an additional 3 hours per day, year-round. The focus will be on the late spring, summer and fall periods when there is higher pedestrian traffic downtown.
- 5) Allocation for community safety officer due to social issues which would be a seasonal cost from 15 May to 15 October.
- 6) 2% wage increase for all employees.

The negative impacts from social issues continues as the biggest threat to the ongoing health of the downtown core area. BIA staff spend an inordinate amount of time managing difficult people.

The revised FY2026 proposed budget is attached for review. Given the Municipal Act changes, staff recommends that the budget be approved sooner rather than later. To this end, the ED recommends a special board meeting to be held on 23 July 2025.

Staff will have the detailed budget documents sent well in advance of the proposed, special board meeting.

The overall levy increase is in the low double-digits due to several factors that are unavoidable – largely external factors outside of our care and control.

The BIA continues to excel by leading our membership to achieve greater results. The BIA involvement in TurtleFest for example, continues to deliver higher traffic and sales for our constituents.

6.1.3 FINANCIAL UPDATE – CASH FLOW

There are several items affecting cash-flows which are expected to be resolved in the coming weeks. To date, the following items are outstanding:

FY2024 HST rebate: \$11,000 +/-

FY2025 HST rebate, first half: \$6,148.29

RED reimbursements: \$13,400

Town capital allocation: \$20,000

Experience Ontario Grant: \$20,000

Q2 levy: \$55,175.25

TurtleFest Organizing Committee payment to the BIA: \$4,182 plus ancillary expenses of approximately \$3,575.

Wage receivables from MSC-funded placements: \$1,880

Sponsorships outstanding: \$2,000

Other: \$500

Total cash-flows/receivables: \$137,860.54

An advance of \$18,774 was received by Service Canada regarding our approved allocations for the Canada Summer Job Service program.

There are several MSC-funded positions that we receive twice-monthly credits which deposited and are coded to “wage reimbursements” and positively affect the profit and loss statement.

7.0 GOVERNANCE

7.1.1 BOARD VACANCIES

There are now 2 vacancies on the Board of Management.

Staff recommends a posting and communications plan to have these positions filled.

The following timeline is suggested:

- 1) Posting on website and socials by close of business 27 June 2025.
- 2) Application form must be filled out and submitted to info@tillsonburgbia.ca with a 14-day closing period.
- 3) The ED and HR committee reviews the applications at a special meeting prior to the special budget meeting.
- 4) Staff recommends a special HR meeting on 16 July 2025 via Zoom to review the applications.
- 5) The ED and HR committee prepares a report including recommendations for appointees for the special board meeting.
- 6) Board of Management makes a recommendation via resolution at the 23 July 2025 special meeting.
- 7) The board-approved resolution regarding a recommendation of new appointees to the Board of Management is sent via a “decision letter” to the Clerk’s Office to be included in the next Town council meeting agenda.

Note: there are applicants from the last round of vacancies that are still interested in the open board of management director seats.

8.0 PLANNING APPLICATIONS

8.1.1 APPLICATION FOR ZONE CHANGE AND OFFICIAL PLAN AMENDMENT – 671 BROADWAY (NEW PLAZA ACROSS FROM SOBEY’S)

The ED is meeting Casey Kerkhoff, principal owner of the Gateway Plaza development, at 4 pm on 20 June 2025 for a review of the BIA’s resolution in support of the project. The ED will report back to the BOM.

20 June 2025

Letter of Direction

To: CIBC – Attention Shawn Shoemaker

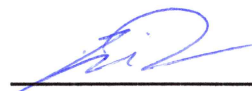
Re: Removal of my Downtown Tillsonburg BIA email address

This letter of direction to CIBC authorizes the bank to delete m.renaud@tillsonburgbia.ca for auto-deposit and change it to finance@tillsonburgbia.ca.

Signed: _____



Mark Renaud
Executive Director
Signing authority 1



Emily Odorjan
Treasurer
Signing authority 2



Ardene Corporate Office

Attention: Retail Planning/Store Expansions

Via e-mail to: support@ardene.com

Re: Your new superstore at the Tillsonburg Town Centre – Tillsonburg, ON

20 June 2025

Dear Sir/Madam:

We are so very excited for your new Tillsonburg superstore location which is presently under construction. This letter outlines our support for your retail location expansion and the opportunities this creates for the Tillsonburg market area.

In the last census of 2021; Tillsonburg was the 3rd fastest growing census agglomeration/census metropolitan area in all of Canada after Squamish, BC and Wasaga Beach, ON. This record growth will be supplanted with another 4,000 plus housing units in the development pipeline in 2025 and beyond.

As you know, the Tillsonburg Town Centre eclipsed more than 2,000,000 person visits in fiscal year 2024 which is much higher traffic than similar sized enclosed shopping malls elsewhere in Canada. Our mall, thanks to Ardene's significant investment in a superstore, will see the ground floor retail space achieve a 0% vacancy by the end of 2025.

The purpose of this letter is to encourage the Ardene team to add menswear to your product offerings in your newly expanded store.

Tillsonburg has no menswear store of any kind with only a small collection of menswear available at Mark's, Walmart and at one small independent retail location - Ann's Clothesline which sells the Point Zero brand.



In our research, we do see that Ardene has 5 locations with menswear across your store portfolio. We believe adding menswear to the Tillsonburg location would be met in the marketplace with significant interest and success.

Please let us know if we can help you with your analysis and we hope to see menswear in your new Ardene Tillsonburg location later this year.

Please reach out to m.renaud@tillsonburgbia.ca or by phone to 519-559-3780.

Sincerely,

DOWNTOWN TILLSONBURG BIA

Mark Renaud

Mark Renaud

Executive Director

c.c. Cephass Panschow, Development Commissioner – Town of Tillsonburg
Downtown Tillsonburg BIA Board of Management
CEO – Tillsonburg District Chamber of Commerce




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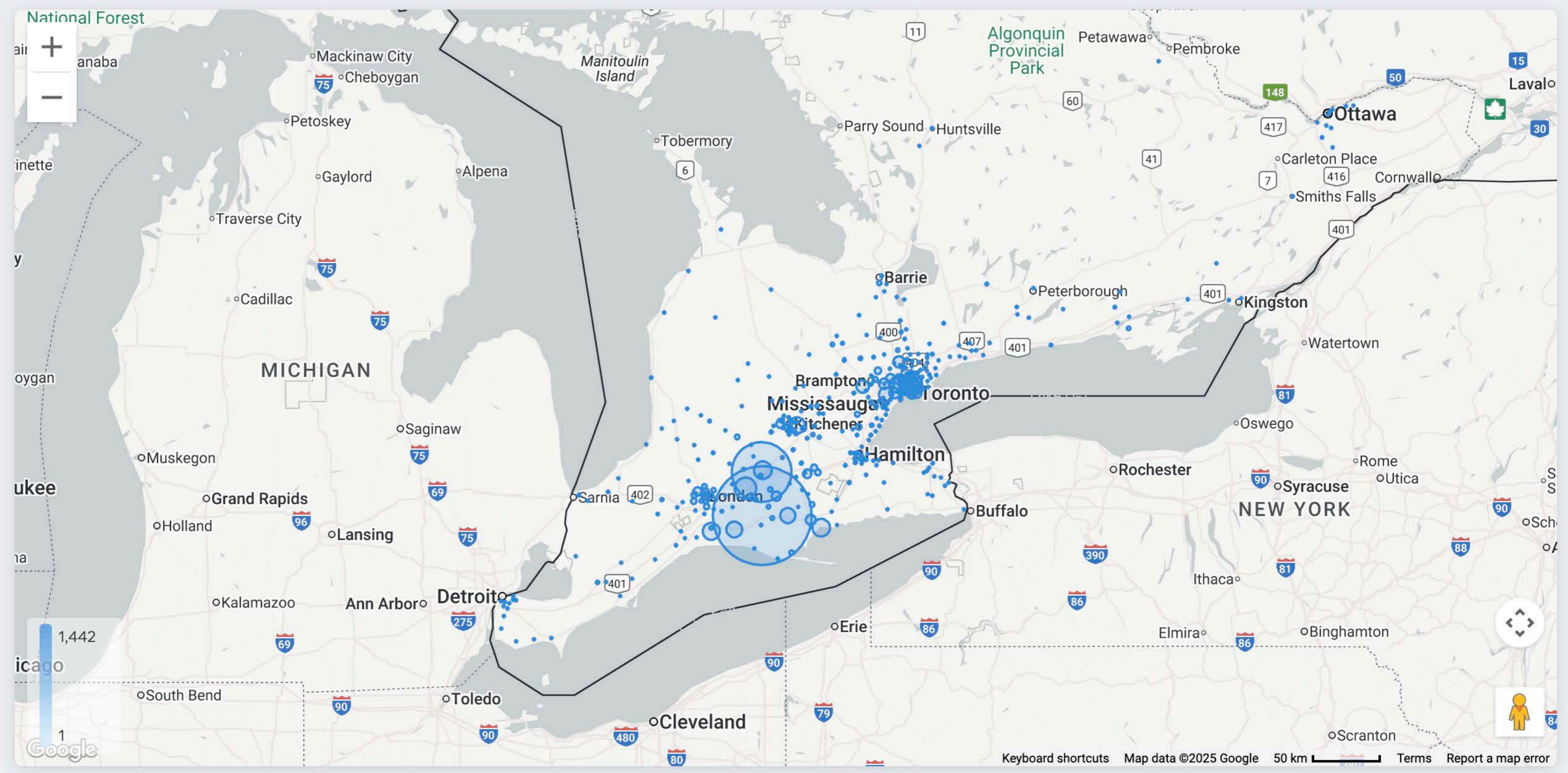
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Select a time period: **Last 30 Days**
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just now   



Board of Directors Application

Applicants Name:

Address:

Employer:

Position:

Cell Phone:

Work Phone:

E-mail Address:

Eligibility Requirements (check all that apply to you):

- I am an owner of commercial property in Downtown Tillsonburg BIA
- I am a tenant in a commercial property in Downtown Tillsonburg BIA
- I am an employee of a commercial owner/tenant in Downtown Tillsonburg BIA
- If an employee, I have the support of my employer in this application
- I am 18 years of age or older
- I am not prohibited by law from voting in a municipal election
- I agree to regularly attend meetings as scheduled
- I agree to declare any conflicts of interest
- I agree to assist with promotional efforts and attend special events within the community where the BIA deems a presence is beneficial

BIA Board / Director Commitment:

In addition to sitting on the Downtown Tillsonburg BIA Board of Directors, you will be required to sit on one of the following committees. Please indicate which of the following committee(s) you will best contribute to:

- HR
- Finance
- Marketing
- Governance

*** Directors and Committee Members unable to attend at least 75% of the regular meetings held each year, without reasonable cause and advanced notice, will be removed from their position.

What is your understanding of the mandate or responsibilities of the Board / Committee which you are applying?

Why are you interested in serving on the Board / Committee?

What is your Business / Work Experience / Educational background in the past five years?

Explain how your business / work experience or educational background will complement the mandate of the Board / Committee which you are applying?

Describe any previous experience serving on committees or boards?

Please add any additional information/ comments that should be considered in your application.

Applicant Skills: Please rates your experience from 1-4 in the following (1 being low and 4 being high)

- 1 2 3 4 Management
- 1 2 3 4 Strategic Planning
- 1 2 3 4 Human Resources
- 1 2 3 4 Accounting/Finance
- 1 2 3 4 Marketing
- 1 2 3 4 Communications/Public Relations
- 1 2 3 4 Technology
- 1 2 3 4 Policy Advocacy/Government Relations
- 1 2 3 4 Business Programs/Events
- 1 2 3 4 Fundraising

The answers and information I have provided in the application are true and correct. I understand the expectations of a BIA Board Director / Committee Member and can commit to and honor those expectations.

Dated this ___ day of _____, 20__

Signature _____

Please submit this application to the Nomination Committee info@tillsonburgbia.ca

Personal information on this form is collected under the authority of the Municipal Act, 2001, (and other applicable legislation) and will be used only for the purpose of recruitment of individuals to the Downtown Tillsonburg BIA Board of Management / Committees. Information on this form will be disclosed to members of Tillsonburg Town Council and Administration for selection purposes only. Questions about the collection of information should be directed to the Municipal Clerk.

COURTLAND

LANDSCAPE & GROUNDS

Justin Hayes
 Landscape and Property Maintenance Sales
 (519) 688-3777
 justin@courtlan.biz

RR 7 Hwy # 19 North
 Tillsonburg, Ont. N4G 4H1
 (519) 688-3777

Proposal

Customer
 Address
 Address
 City
 Postal code
 Home
 Work
 Cell
 Email

Downtown Tillsonburg BIA

28-May-2025

164 Broadway - Unit 10
Tillsonburg
N4G 5A8

m.renaud@tillsonburgbia.ca

www.courtlan.biz

Description	Unit	Total
Tree planting along Town centre mall Remove pavers as required on each tree to prep for excavation. Excavate each tree location in order to remove remaining tree/rootball to prep for new install. Digging will be very tedious for safety and minimizing potential concrete damage. New soil to be brought in for hole and supply and install new Ivory Silk lilacs for tree option. Once tree backfilled - re-level and prep area for paver re-install. Supply new rectangle paver to create perimeter around each new tree. Existing pavers to be re-installed back to new border. All labour, equipment and materials.	Approx.	\$ 6,650.00
Price includes crew time for 2.5 total days and all materials noted		\$ -
Excavator has been donated for the work - No charge New Paver banding - No charge Trees at cost - No Mark Up		\$ -
<i>ICPI Certified Paver Installers</i>	<i>Member of Landscape Ontario</i>	
<i>30% deposit required at time of acceptance. Remaining balance owing is due upon completion.</i>		\$ 6,650.00
<i>Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. Courtland Landscape and Grounds is authorized to do work as specified.</i>	13% H.S.T.	\$ 864.50
<i>1 Year Plant Warranty (Labour of install not included) - refer to Terms & Warranty Statement</i>	Total	\$ 7,514.50
Date of Acceptance:		
Authorized Signature:	Deposit:	
Customer Signature:	Balance:	\$ 7,514.50