

## Board of Management Meeting

### **MINUTES – OPEN SESSION**

Thursday, October 9th, 2025

4:00 PM 10-164 Broadway, Tillsonburg Web link - <https://us02web.zoom.us/j/4147170612>

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**CALL TO ORDER at 3:57 p.m.**

**QUORUM – Yes, 5 of 9**

**A. Biggar, B. Parsons, B. Thompson, H. Vallee, J. Van Campen**

**Staff present: M. Renaud, V. Fortner**

**Regrets:**

**M. Tedesco, M. Bossy, W. Cameron, E. Odorjan**

#### **1. MOTION TO APPROVE THE AGENDA**

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

THAT the agenda for the Board of Management meeting of October 9th, 2025,  
hereby be adopted.

CARRIED

#### **2. DISCLOSURE OF PECUNIARY INTEREST**

NONE DECLARED

#### **3. ADOPTION OF MINUTES – CORRECTION TO THE MINUTES OF THE MEETING HELD 28 MAY 2025**

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

THAT the AMENDED MINUTES for the Board of Management meeting of May 28th, 2025; the minutes for the Board of Management meeting of July 23rd, 2025; the minutes for the Finance Subcommittee meeting of August 6<sup>th</sup>, 2025; and the minutes of the HR Subcommittee meeting of August 18<sup>th</sup>, 2025; hereby be adopted.

Note: The ED changed the minutes and deleted a reference to the 2026 budget process that was incorrect.

CARRIED

#### **4. CLOSED SESSION**

#### **5. CLERK'S REPORT ON BOUNDARY ADJUSTMENT – RECOMMENDATION FOR CONSIDERATION BY TOWN COUNCIL**

##### **5.1.1 PROPOSED BIA ZONE EXPANSION BY-LAW**

The DTBIA and Council received the boundary expansion report which highlighted some areas where it was not clear about associated potential impacts if Council were to go ahead with the boundary expansion. To date, council has only received the proposed boundary expansion and report as information only.

The most relevant and specific by-law referenced the parking levy which is attracted to business and industrial properties in the existing BIA zone however this was not contemplated by staff of the town or DTBIA to be allocated to the newly expanded area. The actual parking levy is higher than the BIA levy and has a significant impact to property owners.

There was an additional question raised about the apportionment of the levy as it currently exists for the properties known municipally as 164, 170, 200 and 248 Broadway – those parcels which form the campus of the Tillsonburg Town Centre. No matter what the annual levy is or any changes to the CVA for the mall campus properties; the levy apportionment remains the same as a “min-max” calculation and is currently at 50% - (43% from municipal addresses 164, 170 and 200 Broadway); and (7% from municipal address 248 Broadway, Canadian Tire).

Staff recommends that the BOM provides direction to the town council with respect to the associated by-laws.

**MOTION**

Moved by: B. Parsons                      Seconded by: B. Thompson

THAT the Board of Management recommends to the Town of Tillsonburg that the central core area parking levy by-law associated to the existing BIA zone remains unchanged; and that the existing levy apportionment by-law outlining the 43% and 7% annual contributions relating to the Tillsonburg Town Centre and Canadian Tire store remains the same.

CARRIED

**MOTION**

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

THAT the Clerk’s Report titled Proposed Downtown Tillsonburg BIA Boundary Expansion By-Law - Report Number: CS 25-025 be received as information.

CARRIED

Action item(s): Board Member Parsons noted that the DTBIA’s position regarding the proposed boundaries is open for further discussion. The term “pause” was considered in relation to future actions. The Executive Director will clarify the board’s position at the upcoming ECDEV meeting scheduled for 14 October 2025. The conversation also focused on delaying any decisions about the boundary pending additional review and discussion of possible changes. These discussions will include the Board of Management assessing feedback from the business community before, during, and after the Clerk’s report was presented to council.

**6. STAFF REPORTS**

**6.1.1 STREETSCAPE CAPITAL PLAN – FUTURE PLANNING**

The existing streetscape elements including the interlocking stone, trees, benches and other public realm items will require replacement in the next 3-5 years.

Staff recommends that planning begins now with coordination of Town of Tillsonburg staff. That portion of King’s Highway #19 that traverses through the municipal boundaries of Tillsonburg is designated as a King’s Highway Connecting Link, (KHCL), and typically receives 90% funding from the Province of Ontario.

It would be prudent to coordinate an approach to the reconstruction of Broadway and the streetscaping elements with the Town of Tillsonburg with one project.

The board should consider allocation of capital to be placed into a capital reserve fund for future projects such as that articulated above.

### **MOTION**

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

**THAT** the Board of Management of the DTBIA directs staff to communicate and coordinate planning for future streetscape improvement projects with the town’s engineering department.

**CARRIED**

The ED articulated the importance of the coordination of projects especially with longer term infrastructure improvements. Typically, the MTO funds 90% of KHCL projects.

Action item(s): The ED will send the “decision letter” to the town and will send a separate email requesting a meeting with the Director of Operations and Development to begin the process of scheduling regular meetings to follow-up on this matter.

## **7. FINANCE**

### **7.1.1 APPROVAL/ADOPTION OF THE 2024 AUDITED FINANCIAL STATEMENTS**

The revised, draft statements require approval by the BOM prior to the AGM. The draft statements will form an integral part of the AGM agenda.

Highlights:

The BIA recorded a profit of \$26,810 vs. a net loss of (\$45,307) in FY2023 this is a positive outcome and improvement of \$72,117.

The FIP restricted funds balance is \$136,033. The projects in FY2025 paid to date and forecasted for the balance of year are \$72,079 resulting in a projected FIP restricted fund balance of \$63,954. Town Council directed that the \$63,954 balance be funded over the next 4 years = \$15,988.50 per year. Staff will work with the town's finance team with regards to the FIP fund contributions. It is staff's recommendation that the payment(s) be made on a quarterly basis.

Staff requests that direction be given by the board on addressing the repayment with consideration given to receipt of incoming revenues.

The finance subcommittee will be assigned various tasks resulting from the auditor's "notes to management" with defined action plans and dates for completion.

### **MOTION**

Moved by: H. Vallee                      Seconded by: J. Van Campen

THAT the 2024 draft financial statements hereby be adopted.

CARRIED

### **7.1.2 ADJUSTMENTS TO THE 2026 FY BUDGET & BUSINESS PLANS**

Town Council approved the transfer of the \$46,079 FY2020 deficit, (resulting from the pandemic era pop-up patio program), from the general fund to the restricted fund however this leaves a BIA contributory shortfall of \$63,954. Management has adjusted the FY2026 proposed budget to meet our obligations and objectives given council's direction and other fiscal developments since the budget was presented back at the July Board of Management meeting.

Separately, management also expects a full-year 2025 surplus. This surplus while expected, has not been factored into the 2026 financial plan.

### **MOTION**

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

THAT the Board of Management of the Downtown Tillsonburg BIA hereby approves the 2026 Budget and Business Plans as amended, as follows:

- 1) The total levy to be raised from the BIA membership is \$240,080 which represents a budget-to-budget increase of +8.8%. This increase includes an allocation for working capital necessitated by the timing of the receipt of funds at the end of each quarter.
- 2) The MOU amount be increased to \$58,959. This increase is driven by social issues including increased maintenance of the downtown core area, repairs to assets and public realm elements and is forecasted at an additional 3 staff hours per day. There is a 50% increase in dumped garbage in the central core area including abandoned shopping carts full of household items/waste.
- 3) A town capital contribution of \$20,000 which is a zero % increase VYA.
- 4) 2% increase in FTE wages, modest changes to the benefits program and to allocate expenses for the town-provided EAP program.
- 5) Continued focus on non-levy revenues including additional external funding to be provided by various stakeholders to be identified during the various program funding application periods.
- 6) Additional revenues and expenses associated with the proposed expansion of the co-working/business incubation space.
- 7) Service and operating agreements via an MOU with the TurtleFest Organizing Committee.
- 8) No contribution by DTBIA to the Façade Improvement Program. The BIA, as directed by Town Council, will make contributions of \$63,954 to the Façade Improvement Program over a 4-year period to bring the restricted funds to a zero, (\$0 balance).
- 9) Increased contribution under the “General and Administrative” budget line for professional fees.

CARRIED

Action item(s): It was noted by members present to clearly articulate the details of the budget approval in the “decision letter”. The ED will attach back-up documentation including a detailed report to the Clerk’s office and Director of Finance.

### **7.1.3 FAÇADE IMPROVEMENT PROGRAM – UPDATED TRACKING AND ANALYSIS**

The finance sub-committee led by Mike Bossy has been undertaking a thorough analysis of the FIP transactions since inception of the program.

It appears that the BIA did not make contributions to the FIP for 2012 or 2013 to match the town's contributions. Also, during the pandemic, the BIA did not contribute \$31,000 to match the town's contribution in FY2021.

The ending balance in the deferred revenue fund as at year end 2013 was \$50,000 which only represented the town's contributions. There are also approximately \$14,000 in design fees which were charged to the general fund as opposed to the deferred revenue/restricted fund during that timeframe.

Board member Bossy has completed the analysis.

Action item(s)/clarifications: Board Member Bossy has suggested via an in-person meeting that a memo or report be written regarding the matter including a detailed narrative. The wordings contained in previous audits has led to confusion re: "deferred revenue". Also, the BIA did not make a matching FIP contribution in FY2021 as it was mathematically impossible to do so given the negative impacts of the pandemic.

#### **7.1.4 PREVIOUS YEARS FINANCIAL REVIEW – CONTEXT RELEVANT TO 2026 AND FUTURE YEARS PLANNING**

The board will note that the actual levy collected in 2020 was \$109,474, compared to the budgeted amount of \$139,450, representing a shortfall of \$29,976. The board authorized an investment of \$75,000 for the pop-up patio project, which was required to fulfill the funding agreement with Community Futures Oxford. To qualify for the \$25,000 grant from CFO, the BIA was obligated to incur \$75,000 in expenditures—an unplanned cost. As a result, there was a full-year loss of \$46,097 for 2020.

The BIA is continuing to plan for the creation of designated reserve accounts to support the organization's long-term financial stability and sustainability.

Action item(s):

- 1) The ED will work with the bookkeeper to identify reserves and create the necessary transactions and accounts in QBO.
- 2) There is an existing savings account which will be configured for the sequestering of reserve funds.

- 3) The ED will direct the bookkeeper to create reserve accounts in QBO which will be linked to the CIBC savings account.
- 4) The ED will clarify the town's expectations with respect to the restricted funds contributory shortfall.
- 5)

#### **7.1.5 BANKING STATEMENTS AND TRANSACTIONS**

The treasurer will hand out the VISA statement and bank statements for review by the board during the meeting.

Action item(s): Chair Biggar discussed spot audits to be conducted as part of the finance committee responsibilities and provided further comment that the bank reconciliations need to be conducted on a timely basis.

#### **7.1.6 NEW BANK ACCOUNT REQUIRED FOR TURTLEFEST**

The board will recall that the 2026 budget documents and business plans assumes that the TurtleFest Organizing Committee will transition to being fully under the auspices of the BIA organization. This will necessitate the designation of a separate bank account for the sequestering of funds for TurtleFest purposes only. The remaining funds from the existing TOC bank account at BMO will be transferred to the new account. The ED will also order custom cheques for the new TOC bank account which will bear the new account number and will have the TurtleFest branding and logo.

#### **MOTION**

THAT the Board of Management hereby approves the opening of a separate bank account for exclusive use by/of TurtleFest Organizing Committee financial transactions. This account will be opened at CIBC Tillsonburg. The existing signing authorities will be in effect for this account – namely, any 2 signatures by authorized individuals.

CARRIED

Note: All fees and service charges related to the new chequing account including the printing of custom cheques remains the responsibility of the TurtleFest Organizing Committee and will be charged accordingly.

The existing CIBC account that was set up for receipt of EFT's 03072-66-xxxxx will be re-configured to the TOC bank account forthwith.

### **8.0 INFORMATION ITEMS**

### **8.1.1 TURTLEFEST ORGANIZING COMMITTEE MEETING SCHEDULE**

Please see the attached TOC meeting schedule for the 2026 event.

There were no comments or action items.

### **8.1.2 AORS & AMCTO LETTER TO MINISTER FLACK**

The Ontario Association of Roads Supervisors, together with the Association of Municipal Clerks and Treasurers of Ontario, submitted correspondence to Minister Rob Flack regarding Bill 9, highlighting concerns related to code of conduct issues among elected officials. The letter advocates for enhanced penalties and measures, including disqualification from eligibility to seek election or re-election to municipal office. Additionally, it calls for an adjustment to the criteria by which such penalties and disqualifications are enacted.

Action item(s):

Board member Parsons suggested that the DTIBA communicate an endorsement and/or follow-up with respect to the letters. The ED will write to the Minister of Municipal Affairs and Housing as well as to the OBIAA regarding this matter.

### **8.1.3 REVISED 2026 MOU WITH THE TOWN OF TILLSONBURG**

A copy of the proposed MOU sent to the Town of Tillsonburg is attached.

Action item: Staff will post the document on the BIA website.

### **8.1.4 REPORT TO THE TOWN'S DIRECTOR OF RECREATION, PARKS AND CULTURE**

A copy of the supporting documentation submitted to the town's RCP department regarding the MOU funding request for review by the mayor. The ED met with the Director of PRC and the Executive Assistant to review both documents in person.

### **MOTION**

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

THAT items 8.1.1, 8.1.2, 8.1.3 and 8.1.4 hereby be received as information.

CARRIED

## **9.0 GOVERNANCE**

### **9.1.1 COMMITTEE MEETINGS**

The sub-committees need to set a meeting schedule to review several items as follows:

HR – policy template development and updates to certain policies. Adoption of forecasted 2% wage increase for FY2026 for salaried employees. Consideration should be given for wage increases for the remaining hourly/casual employees.

FINANCE – continued review and recommendations regarding both the historical FIP issues and recommendations for the program moving forward.

FAÇADE IMPROVEMENT COMMITTEE – review all the policy documents and make recommendations to the Town of Tillsonburg on new policies and processes moving forward. This should be completed in the coming weeks in anticipation of a meeting with the town.

Action item(s):

- 1) Meetings will need to be coordinated with the members. Chair Biggar asked to clarify who is on which committee. Staff will write a memo identifying each committee with the member's names. This will be posted in the office and sent out via email.
- 2) The ED suggested that Michael Leighfield, part-time BIA team member, be responsible to edit the HR policy documents as outlined by Board Member Parsons. These documents will be updated to included BIA-specific nomenclature, logo and other required changes.
- 3) Chair Biggar articulated that the monthly bank reconciliations need to be completed on a timely basis. The ED has notified the bookkeeper who will be attending the office on 17 October 2025. Staff will work with the bookkeeper on addressing the timeliness of financial reporting.

## **9.0 PLANNING APPLICATIONS**

### **9.1.1 MINOR VARIANCE - A04-25 - 48 BROCK STREET WEST**

Please see the attached report and ancillary documentation regarding a proposed land severance for the religious institution located in the BIA zone.

Management recommends support for the application as it appears that there would be no negative material impacts to the BIA organization.

#### **MOTION**

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

THAT the Board of Management of the Downtown Tillsonburg BIA hereby supports the proposed severance agreement and minor variance for the property known municipally as 48 Brock Street West, Tillsonburg, ON.

CARRIED

Action item(s): The ED will complete a “decision letter” and forward to Amy Hartley, County of Oxford planner assigned to Tillsonburg.

## **10.0 FAÇADE IMPROVEMENT PROGRAM**

### **10.1.1 FIP DISBURSEMENT UPDATE**

All projects have been completed to the satisfaction of both the Town of Tillsonburg’s CBO and BIA Executive Director.

Management recommends that the board authorize the disbursement of the outstanding payments for both the 18-24 Oxford Street project and the 18 Harvey Street project.

These payments received approval from the finance subcommittee at the August FC meeting.

Final payment on the 77 Broadway project, (David Gilvesy), in the amount of \$7,500 was made on 26 September 2025 as approved by the Board of Management. This project is now fully paid, all funds released, and the cheque has been cashed.

FIP project payments to date in FY2025: \$47,079

Remaining project payments: \$15,000 (18-24 Oxford Street) and \$10,000 (18 Harvey Street).

**Total FIP project payments in FY2025: \$72,079**

**MOTION**

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

THAT the Board of Management approves the final payment on the FIP project at 18-24 Oxford Street in the amount of \$15,000 and full payment on the FIP project at 18 Harvey Street in the amount of \$10,000.

**Note: payments to be made pending cash-flows including receipt of 2024 HST public sector rebate – expected before October 31<sup>st</sup>, 2025.**

CARRIED

Given the cash-flow challenges; the payments to be made to bring the FIP deficit back to zero; and the work necessary to create FIP policy recommendations to the Town of Tillsonburg; it is suggested that there be no FIP contribution in FY2026 and until such a time that the FIP restricted fund balance is brought back to \$NIL. There are no allocations for new funds to be contributed to the FIP for FY2026 in the budget being considered by the Board of Management.

The Development Commissioner noted that the FIP could continue to operate without a contribution by the BIA in the near term.

**11.0      MARKETING**

**11.1.1      MARKETING REPORT AND UPDATE**

The marketing team will review the monthly report attachment MKE-25-10-01. The marketing team has been active with various activations + events in addition to planning for both the Halloween-themed/Haunted House.

**MOTION**

THAT the marketing report titled MKE-25-10-01 be received as information.

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

CARRIED

Board Member Parsons expressed appreciation and thanks for the report.

## **12.0 OPERATIONS**

### **12.1.1 TRACKING OF OPERATIONAL METRICS**

The team has implemented updated tracking forms which are used by the ambassador and operations team to record data. This data is used for both internal and external purposes. This will be presented at the regular monthly meetings. The board will recall that the 2025 YTD metrics have been used to support our request for additional MOU operating funds from the Town of Tillsonburg. A separate request has been sent to the County of Oxford – Human Services Dept. for consideration of an annual payment in support of our work to remediate social issues in the central commercial area of Tillsonburg.

There were no action items.

## **13.0 CAPITAL PROJECT UPDATE**

### **13.1.1 164 BROADWAY – REMOVAL OF TREES STUMPS + NEW PLANTINGS**

The project has commenced and is forecasted to be completed by October 31<sup>st</sup>. The new trees are ivory silk lilacs, (6 each), with engineered soil and a proper irrigation tube. There are 8 additional sites to be excavated and replanted pending budget review. Management is working with the contractor to determine if this can be accomplished within the FY2025 capital budget – if not; this work will be carried over into FY2026.

There were no action items.

### **13.1.2 CAPITAL EXPENSES YEAR TO DATE**

The following items have been purchased, installed, ordered and/or in operation – or the works are in progress:

Sequoia Tree Service – RED program expenses \$2,500, PCS Computer – reception workstation, Polycon tele-conference system including installation, mobile power washing unit, Knelson Construction – streetscape work \$9,000 +/-, LED snowflakes \$3,500, iMac workstation \$1779, and miscellaneous items totalling \$3,100.





## Downtown Tillsonburg Business Improvement Area

### **MINUTES** – OPEN SESSION

Special Meeting - Board of Management

Monday, October 20th, 2025

4:00 pm 10-164 Broadway, Tillsonburg Web link - <https://us02web.zoom.us/j/4147170612>

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#### **1. CALL TO ORDER AT: 4:04 pm**

**Quorum: Yes – 7 of 9**

Members present: A. Biggar, M. Bossy, B. Parsons, H. Vallee, B. Thompson, W. Cameron, E. Odorjan

Regrets: M. Tedesco, J. Van Campen

Staff present: M. Renaud, V. Fortner

#### **2. MOTION TO ADOPT THE AGENDA AS AMENDED**

Moved by: M. Bossy

Seconded by: H. Vallee

THAT the agenda as amended for the Special Board of Management meeting of October 20<sup>th</sup>, 2025; hereby be adopted.

CARRIED

#### **3. DISCLOSURE OF PECUNIARY INTEREST**

#### **4. CLOSED SESSION – 4:07 pm**

## **MOTION**

Moved by: W. Cameron

Seconded by: B. Parsons

THAT the Board of Management moves into CLOSED SESSION for the purposes of:

### **239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees;**

- Review of an allegation of harassment reported to the Board of Management and HR committee (historical context).
- Examination of the related HR investigation, including analysis of documentation and timelines.
- Review of findings and examination of all issues concerning a request under 239(3)(a) as outlined below.

### **239(3)(a) A request under MFIPPA;**

- Review of an FOI request assigned as #2025-009 – Town of Tillsonburg.
- Discussion of historical handling of MFIPPA requests.
- Discussion of historical issues relating to former board members and FOI requests.

Note: Staff to record any direction(s) received by the Board of Management. Said direction to be approved in Open Session.

CARRIED

The Board of Management moved back into Open Session at 4:37 p.m.

## **5. STAFF REPORTS**

### **5.1.1 PROPOSED BOUNDARY EXPANSION – FOLLOW UP FROM ECDEV MEETING**

The Executive Director attended the Economic Development Advisory Committee meeting of 14 October 2025. There was a lengthy discussion at this meeting about “pausing” the process until such a time that an ad-hoc committee be established to revisit the proposed boundaries with more advanced consultation.



There was a consensus that a boundary expansion is necessary – it is a matter of examination of the natural features and other feedback from the business community as it affects industrial classified properties etc.

Staff has provided the BOM with the minutes from the ECDEV meeting of 14 October 2025.

Given the legislative requirements and time factor including consideration that 2026 is an election year; that the process for recommendation of perhaps a newly revised map; that the process not be considered for implementation until fiscal year 2027.

It is in the purview of the BOM to determine whether the process moves forward.

#### **AMENDED MOTION**

Moved By: H. Vallee

Seconded by: B. Thompson

THAT the Board of Management of the DTBIA receives the feedback and depositions from the ECDEV meeting as information and awaits further instructions through the Development Commissioner on next steps and by the next Board of Management meeting to be held on November 26<sup>th</sup>, 2025.

CARRIED

#### **5.1.2 AGM PREPARATIONS**

Staff will review the procedures, notifications and general information with respect to the upcoming AGM on Wednesday, October 29<sup>th</sup>, 2025, at 12 noon.

### **6. ITEMS RESULTING FROM CLOSED SESSION**

#### **MOTION**

Moved By: M. Bossy

Seconded By: H. Vallee

THAT the recommendations from Closed Session; including actions recommended in report ED-FOI 2025-009; and actions recommended in report ED-HR 2025-10-02 and matters relating to the MFIPPA request; hereby be adopted.

CARRIED

## **7. CONFIRMATION OF PROCEEDINGS**

### **MOTION**

Moved by: B. Parsons

Seconded by: H. Vallee

THAT resolution 2025-010-0 to Confirm the Proceedings of the Special Board of Management meeting held on 20 October 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

## **8. ITEMS OF PUBLIC INTEREST**

## **9. ADJOURNMENT**

### **MOTION**

Moved by: B. Parsons

Seconded by: W. Cameron

THAT the Special Board of Management meeting of October 20th, 2025, hereby be adjourned at 5:05 p.m.

CARRIED

## Board of Management Meeting

### **MINUTES** – OPEN SESSION

Wednesday, January 28<sup>th</sup>, 2026

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

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**CALL TO ORDER at 7:30 a.m.**

**QUORUM – 7 OF 7**

#### **1. MOTION TO APPROVE THE AGENDA**

Moved by: M. Tedesco

Seconded by: W. Cameron

THAT the agenda for the Board of Management meeting of January 28<sup>th</sup>, hereby be adopted.

CARRIED

#### **2. DISCLOSURE OF PECUNIARY INTEREST**

NONE DECLARED

#### **3. ADOPTION OF MINUTES**

Moved by: B. Thompson

Seconded by: E. Odorjan

THAT the MINUTES for the Board of Management meeting of November 26<sup>th</sup>, 2025; hereby be adopted.

CARRIED



2. Staffing update including onboarding of the new Digital Marketing & Activations Coordinator.
3. A review of individual team member performance and next steps.

**231 2(c) A PROPOSED OR PENDING ACQUISITION OR DISPOSAL OF LANDS**

An update and continued review of options to address space needs of the organization including a potential expansion of the offices to a second location in the downtown area.

**6. MARKETING**

**6.1.1 MONTHLY REPORT**

Staff will review the monthly report including all upcoming events for Q1 which includes a review of the both the most recent events and the upcoming planning associated with the following:

Valentine's Day      Pub Shammy      Easter      TurtleFest

The TurtleFest Organizing Committee, (TOC), has endorsed a fully-cost reimbursed plan for the BIA to onboard a contracted, term-limited individual to oversee the digital marketing and associated activities regarding planning and production for the 2026 TurtleFest event. There will be no cost impact to the BIA organization. The wages are covered through an agreement with Employment Ontario/MSC. The BIA will receive full reimbursement for all costs associated with this FTE.

**MOTION**

Moved by:    B. Parsons      Seconded by:      B. Thompson

THAT the marketing report be received as information.

CARRIED

**7. STAFF REPORTS**

**7.1.1 2-HOUR PARKING – IMPACT TO THE BIA ZONE**

The board will recall that a BIA member has presented a proposal to Town council and to the town's Traffic Safety Advisory Committee regarding

proposed changes to the policy of 2-hour free parking in the downtown BIA zone. The BIA team has reached out to members of the BIA to solicit feedback and to have general discussions regarding parking. One of the hallmarks of our downtown success story is the 2-hour parking and regulations/enforcement.

Please see the attached report sent to town staff.

Staff recommends that the 2-hour parking remain in place given that it is a proven tactic that supports downtown vitality, growth, and economic activity. The downtown parking demand continues to increase as supported by the metrics as supported by the most recent reporting by the Canadian Urban Institute; Environics Analytics and increased traffic counts as recorded by the Town of Tillsonburg and MTO.

#### **MOTION AS AMENDED**

Moved by: J. Young

Seconded by: E. Odorjan

It is recommended that the parking by-law be amended to permit 3-hour parking on Saturdays only with the BIA zone. The BIA proposes this temporary adjustment for a one-year trial period to the Council of the Town of Tillsonburg. Throughout the trial period, the change will be systematically monitored by the BIA, BIA member businesses, and town staff to assess its effectiveness and determine any positive or negative impacts. Following this evaluation, consideration will be given the making the amendment permanent.

CARRIED

## **8.0 PLANNING APPLICATIONS**

### **8.1.1 APPLICATIONS FOR OFFICIAL PLAN AMENDMENT, DRAFT PLAN OF SUBDIVISION AND ZONE CHANGE – OP 25-19-7, SB 25-03-7 & ZN 7-25-15 (1000509145 ONTARIO INC.)**

This planning application is expected to substantially and materially affect the downtown core area should the proposed “box-style” stores, as detailed in the report and application, receive approval. It is recommended that the Board of Management direct staff to forward correspondence to the County Planning Department, outlining the concerns identified.

The inclusion of a residential component is a positive aspect, contributing to overall economic development. The BIA supports progression of the development, provided amendments are made to address areas of non-compliance with the Official Plan; subject to agreement between the parties involved. As presented to Town Council during the January budget meeting, it remains a priority to expand the central core area to facilitate further retail, commercial, and high-density residential growth. Fragmenting the retail sector into other town areas could negatively impact the long-term viability and functionality of the central core area.

The board determined that there should be a consistent approach to the development and model an agreement following the precedents for the Rock Developments project at 678-680 Broadway in 2003; and as per the recent positive approach to the development of a medical clinic within the Roulston's Pharmacy and Dollarama new store both in the Northgate Plaza located at 671 Broadway.

#### **AMENDED MOTION**

Moved by: B. Parsons

Seconded by: J. Young

THAT the Board of Management advises the County of Oxford Planning Department of the concerns expressed regarding the negative impacts and hollowing out of the function of the central core area and that staff be directed to work with the applicant + County Planning to facilitate an agreement modeled after those that facilitated the Sobey's development at 678-680 Broadway and Northgate Plaza development at 671 Broadway, in the Town of Tillsonburg.

CARRIED

#### **8.1.2 MINOR VARIANCE APPLICATION A07-25, McDONALD'S RESTAURANTS OF CANADA LTD. Pt LOT 7, CON 7 DEREHAM, PART 1, PLAN 41R261, TILLSONBURG – 693 BROADWAY, TILLSONBURG**

The DTBIA received a late circulation from the town's Development Technician regarding a minor variance application requesting approval to change the queuing requirements to abut the residential development to the west of the subject property. Staff has no objections to the request for minor variance. In the spirit of cooperation, staff recommends a motion in support of the application.

## AMENDED MOTION

Moved by: M. Tedesco

Seconded by: E. Odorjan

THAT the Downtown Tillsonburg BIA supports the minor variance application for McDonald's Restaurant of Canada Ltd. for municipal address 693 Broadway, Tillsonburg; given the small footprint of the development and the minor nature of the request.

CARRIED

## 9.0 FINANCE

### 9.1.1 YEAR-END 2025 PREPARATIONS

The target date for completion of all reconciliations is 31 January. The co-op student is diligently working on the files with the bookkeeper.

There have been some issues with QBO not functioning correctly including glitches that have replicated certain transactions. We are currently working to identify and fix these issues without delay.

### 9.1.2 2026 FY BUDGET & BUSINESS PLANS

With the budget and business plans being approved by the town; the team will be implementing the tactics and engage with the membership on execution of the business plan.

### 9.1.3 AUDIT PREPARATIONS

Michael Leighfield will be responsible for organizing the necessary items, checklists, documentation, and files for the audit. He was instrumental in the organization and excellent in preparations during the 2025 audit.

### 9.1.4 REPORTING – INCLUDING MONTHLY RECONCILIATIONS

The team is focused on providing timely financial reporting. The team will strive to have fully reconciled accounts by the 15<sup>th</sup> of each month.

### 9.1.5 JANUARY 2026 FINANCIAL PROJECTIONS

The BIA is expected to generate a surplus of approximately \$6,000 +/- Expenses continue to be well-controlled. Revenues are forecasted to be in line with the approved financial plan. Expenses will be lower than



Target date: End of Q2.

The staff suggests proceeding with this initiative.

The board agreed to the suggestion. M. Bossy and the ED to bring a finalized recommendation back to a board meeting by the end of Q2.

### **10.1.3 BOARD RESIGNATIONS**

The Executive Committee and staff received the resignations of Allison Biggar and Holly Vallee effective immediately.

On behalf of the entire BIA organization; we thank Allison and Holly for their many contributions during their tenure on the board.

#### **MOTION**

Moved by: J. Young

Seconded by: B. Thompson

To advise the Council of the Town of Tillsonburg of the following resignations from the Downtown Tillsonburg BIA Board of Management:

Joost Van Campen

Allison Biggar

Holly Vallee

CARRIED

## **11.0 HUMAN RESOURCES**

### **11.1.1 STAFFING UPDATE**

Two team members have joined or will join soon:

Allan Fex: Ambassador (part-time), 15-week funded placement ending 04 May 2026 via Employment Ontario.

Alicia Laurin: Digital Marketing & Activations Coordinator, 30 hours/week starting 04 February 2026.

Both full-time employees received a 2% wage increase in the first FY2026 payroll.

The HR sub-committee and board are still required to develop pay scales for hourly staff and create a wage increase grid considering CPI and performance.

## **12.0 FAÇADE IMPROVEMENT PROGRAM**

### **12.1.1 FIP PROJECT AND DISBURSEMENT UPDATE**

All existing projects are fully completed. There are no new projects in the pipeline.

There remains the final payment of \$10,000 on 18-24 Oxford Street subject to available cash-flow. \$5,000 was paid on 31 December.

**Total FIP project payments to be recorded in FY2025: \$72,079 as per the previous forecasts.**

### **12.1.2 FIP PROPOSED PROGRAM CHANGES**

The Development Commissioner has proposed changes to the FIP program in the spirit of continuous improvement and the realities of the increase(s) of the cost of construction. The Development Commissioner will review the report and solicit feedback from the board.

### **12.1.3 MINUTES AND DOCUMENTATION FROM FIP COMMITTEE**

Please refer to the minutes and documentation from the last FIP committee meeting held on 17 January 2026.

## **13.0 OPERATIONS**

### **13.1.1 TRACKING OF OPERATIONAL METRICS**

The team continues to document all operational activities in accordance with the reporting requirements outlined in the recently renewed Memorandum of Understanding (MOU). Incidents involving negative public realm impacts, including the presence of needles and syringes, discarded garbage, and abandoned shopping carts, have increased. These occurrences are being systematically recorded as requested by the Town of Tillsonburg under the MOU.

Additional staffing hours have been allocated to support snow removal and the creation of accessible passageways from sidewalks to parking areas. Frequent issues with blocked AODA-compliant ramps, particularly on

weekends, have been observed. BIA team members remain committed to ensuring these areas stay unobstructed.

Requests to remediate syringes and needles now occur daily, often necessitating urgent response and oversight by multiple staff members.

The incidence of dumped garbage and items left behind by social impacts also requires more careful and safe remediation.

Staff wants to ensure that we meet all our commitments as recently agreed to under the new 2026-2028 MOU. There are also new requirements for reporting back to the town to justify all of the increased allocations.

### **12.1.2 MUNICIPAL STREET LIGHT POLES – ELECTRICAL ISSUES**

Significant and serious electrical safety concerns have been identified which have negatively impacted our recently purchased LED snowflake lights.

Multiple outlets were found to be damaged, and none of the poles are equipped with proper GFI outlets.

Our supplier responded promptly by providing their own personnel and bucket truck to repair and replace defective units on site. Subsequently, it became necessary to purchase additional units to ensure all poles were properly illuminated. It has been determined that the damaged outlets may have contributed to electrical shorting, which required replacements as well as an extensive service call and repair invoice.

The Executive Director will circulate pictures taken by Classic Displays during the board at the upcoming meeting.

## **13.0 CAPITAL PROJECT UPDATE**

### **13.1.1 OFFICE IT INVESTMENTS TO DATE**

The desktop system designated for the co-op student was acquired and installed ahead of their employment start date. In December 2025, the document imaging system was implemented under a lease agreement with

OE London, following a provincial RFP, which secured the same favourable rate as obtained by the County of Oxford, University of Western Ontario, and City of Woodstock.

The copier is leased. Staff estimates that there will be significant savings with both staff and supply costs and increase productivity.

### **13.1.2 FORECASTED CAPITAL EXPENSES – Q1/2026**

As per the approved budget and business plans; staff will procure through the purchasing policy; capital items with priority as follows:

Office IT: iMac workstations x 2                      Branded trade show booth items

Power-washer: x 1 unit                                      LED light bar for BIA truck: 1 unit

New LED light-bars for BIA work truck – to be installed upon in-service of the new truck which will be replaced pending a report and subsequent approval by the Board of Management.

The town did approve our request for a \$20,000 contribution to our capital expenditure plan for 2026.

The remaining capital items for 2026 will be purchased as needed and on a priority basis.

## **14.0 INFORMATION ITEMS**

### **14.1.1 MINISTRY OF THE ATTORNEY GENERAL**

Amendments to the Liquor License Act relating to “tailgate events” and the public drinking of alcohol at special events designated by municipalities.

Note: TurtleFest is a family-friendly event, and the Organizing Committee is not pursuing this initiative.

### **14.1.2 FINALIZED/SIGNED MOU – TOWN OF TILLSONBURG**

Please refer to the attachment. The MOU was approved as proposed and will receive assent from town council at the next meeting. The MOU is now carved in stone for fiscal years 2026-2028 including both the content and associated financial commitments.

### **14.1.3 MINUTES FROM THE FAÇADE IMPROVEMENT COMMITTEE MEETING**



**17.1 CONFIRMING RESOLUTION 2026-001; Meeting of 28 January 2026.**

**18.0 ITEMS OF PUBLIC INTEREST/ROUNDTABLE**

**19.0 ADJOURNMENT**

Moved by: B. Thompson

Seconded by: M. Tedesco

THAT the Board meeting of 28 January 2026, hereby be adjourned at 9:05 a.m.

CARRIED