



**Downtown Simcoe Business Improvement Area
Board of Management Meeting**
DATE: Tuesday September 8, 2026 **TIME:** 8:00 AM
LOCATION: Simcoe BIA Office, 26 Peel St., Simcoe

AGENDA

1. **8:00 AM** Welcome and Meeting Called To Order
2. **8:05 AM** Approval of the Agenda
3. **8:10 AM** Pecuniary / Conflict of Interest Declarations
4. **8:15 AM** Acceptance of Board Meeting Minutes of Tuesday July 14, and August 11, 2026 (5 min)
5. **8:20 AM** Business Arising From The Minutes (5 min)
6. **8:25 AM** Correspondence (5 min)
 - a) Letter From Kevin Kitchen, Manager, Accounting, Norfolk County
Re: Audit Fees for 2027-2030
7. **8:30 AM** Committee Reports for Board Discussion (10 min)
 - a) Executive Committee – Did not meet
 - b) Committee-of-the-Whole – Minutes of meetings held on July 28, August 25, 2026.
8. **8:35 AM** Financial Report (15 min)
 - a) Cheque Report for the Month of August 2026 - See attached
 - b) 2026 Budget and Projections to Year End as of August 31, 2026 - See attached
 - c) Report On The Use of Reserve Funds 2026 – See attached
9. **8:45 AM** Other Business / Round Table (20 min)
 - a) The Recommendation to Fill the Vice Chair's Position
 - b) Request From "Norfolk Has Talent" for Sponsorship for Their Event on October 24, 2026 – see attached
 - c) Approval of Millard's Revised Invoice for the 2024 Audit – see attached
 - d) Update on 2025 Audit
 - e) Change in Contractor for the Weekly Garbage Collection Paid For By The Simcoe BIA
 - f) Date for the Downtown Simcoe BIA's Annual Meeting
 - g)
10. **8:55 AM** Next Meeting Dates
 - Board of Management Meeting – Tuesday October 13, 2026 – 8:00 AM
 - Committee-of-the-Whole Meeting – Tuesday September 22, 2026 – 8:00 AM
 - Executive Committee Meeting – At the Call of the Chair
11. **9:00 AM** Adjournment