



Subject: BIA Memorandum of Understanding

Report Number: RCP 25-052

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Director of Recreation, Culture and Parks

Meeting Type: Council Meeting

Meeting Date: Monday, December 8, 2025

RECOMMENDATION

- A. THAT report RCP 25-052 titled “BIA Memorandum of Understanding” be received as information; and
- B. THAT Council approve in principle the proposed 2026-2028 BIA Memorandum of Understanding (MOU) as attached to report RCP-25-052; and
- C. THAT the proposed 2026-2028 BIA MOU be deferred to the 2026 budget deliberations.

BACKGROUND

The Memorandum of Understanding (MOU) with the Downtown Tillsonburg Business Improvement Association (BIA) is a 3-year reviewed and renewed document. It outlines the roles and responsibilities of each party. The current agreement expires on December 31, 2025.

DISCUSSION

RCP Staff have met with the Executive Director of the BIA to discuss the changes and updates proposed by the BIA for the 2026-2028 MOU. Updates include:

- 1. A revised Appendix B that contains the addition of two areas of operational responsibility for the BIA – remediation of social issues and tobacco management/waste;
- 2. Inclusion under Sec. 4.10 that the funds provided by the Town under this MOU shall be used solely for the purposes under this MOU, with any annual surpluses to be kept in a reserve to offset one-time items or future increases;
- 3. The costs were adjusted based on current population (the County of Oxford's intercensal population estimate was 20,773) as well as an increase in service levels. The BIA is requesting the following funding from the Town:

Year	2026	2027	2028
Cost per resident	\$2.84	\$2.90	\$2.95
Total funds requested	\$58,959	\$60,140	\$61,340

CONSULTATION

This report was prepared in consultation with RCP Staff and the BIA Executive Director. Further, the Director of Finance has advised that approving this item affects the 2026 budget. As the Mayor has declared a conflict of interest on the matter, Council can only add this item to the 2026 budget through a budget amendment during Council’s 30-day amendment period; hence the Recommendation to approve in principle and defer to budget discussions.

FINANCIAL IMPACT/FUNDING SOURCE

The proposed MOU represents a 50% increase for 2026, then a 2% increase for 2027 and 2028, as follows:

2025	\$ 39,233		
		Increase	
	Request	\$	%
2026	\$ 58,959	\$ 19,726	50.3%
2027	\$ 60,140	\$ 1,181	2.0%
2028	\$ 61,340	\$ 1,200	2.0%

CORPORATE GOALS

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles; Through community and regional partnerships, Tillsonburg will attract and retain a diverse range of businesses, creating employment opportunities for residents and a balanced tax base.

Strategic Direction – Facilitate the enhancement and diversification of retail and dining opportunities in the downtown; Support local businesses in post-COVID-19 recovery.

Priority Project – *Ongoing Projects* - Continued support for BIA and town-wide businesses during COVID-19 recovery.

ATTACHMENTS

Appendix A – Tillsonburg BIA Memorandum of Understanding 2026-2028

Appendix B – 2023 MOU Town of Tillsonburg and BIA