



Subject: BIA Board of Management Appointment

Report Number: CS 25-037

Department: Corporate Services Department

Submitted by: Amelia Jaggard, Acting Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, December 8, 2025

RECOMMENDATION

That report CS 25-037 titled “BIA Board of Management Appointments” be received as information; and

That Staff be directed to present a By-Law to amend By-Law 2023-017, being a by-law to appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA).

BACKGROUND

The Downtown Tillsonburg BIA Board of Management submitted decision letters to the Clerk’s Office on Wednesday, November 26, 2025, as attached as Appendix A.

DISCUSSION

The DTBIA Board of Management received two resignations. The Board currently consists of nine (9) members, including one Council appointee.

Staff have prepared an amending By-Law to address the following:

1. As recommended by the DTBIA Board of Management, appoint Jennifer Young, o/a Jennifer Young Paralegal, to the Board.
2. Correct term of office to align with the Council term in accordance with the *Municipal Act, 2001*, and as confirmed by By-Law 2013, being a by-law to designate a certain area as an improvement area and to establish a Board of Management therefor.

CONSULTATION

Downtown Tillsonburg BIA Board of Management

FINANCIAL IMPACT/FUNDING SOURCE

None.

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 – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

Strategic Direction – Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

Priority Project – N/A

ATTACHMENTS

Appendix A – Downtown Tillsonburg BIA Board of Management Decision Letters