



# Minutes

## Thornbury Business Improvement Area

**Meeting Date:** Wednesday, December 3, 2025  
**Meeting Time:** 8:00 a.m.  
**Location:** Town Hall, Council Chambers  
**Prepared by:** Niki Hilton, General Manager

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### A. Call to Order

#### A.1 Traditional Territory Acknowledgement

We would like to begin our meeting by recognizing the First Nations, Metis, and Inuit Peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee, and Wendat-Wyandot-Wyandotte peoples.

#### A.2 Board of Directors Attendance

Vice-Chair Desrochers called the meeting to order at 8:04 a.m. In attendance were Councillor Shawn McKinlay, Lesley Fisher, and Joe Halos. Chair Smith and Marco Santaguida were absent.

Town staff present were Tim Hendry, Director of Strategic Initiatives, Ryan Gibbons, Director of Community Services, and Terry Green, Manager of Parks and Trails.

#### A.3 Approval of Agenda

Moved: Lesley Fisher

Seconded: Councillor McKinlay

THAT the Agenda of Wednesday, December 3, 2025, be approved as circulated, including any items added to the Agenda.

Yay (4): Lesley Fisher, Joe Halos, Councillor Shawn McKinlay, and Vice-Chair Desrochers

Absent (2): Chair Smith and Marco Santaguida

**The motion is Carried (4 to 0, 2 absent)**

#### A.4 Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* Business Improvement Area Directors must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

## **A.5 Previous Minutes (Wednesday, November 5, 2025)**

Moved: Lesley Fisher

Seconded: Joe Halos

THAT the Thornbury BIA board approve the minutes from Wednesday, November 5, 2025.

Yay (4): Lesley Fisher, Joe Halos, Councillor Shawn McKinlay, and Vice-Chair Desrochers

Absent (2): Chair Smith and Marco Santaguida

**The motion is Carried (4 to 0, 2 absent)**

## **B. Deputations and Public Comment Period**

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### **B.1 Deputations, if any**

None

### **B.2 Public Comment Period (each speaker is allotted three minutes)**

None

## **C. Matters for Discussion**

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### **C.1 Council Update – Councillor, Shawn McKinlay**

### **C.2 Purchasing Policy Update**

### **C.3 Selection of Date for Next Budget Meeting**

### **C.4 Procedural By-Law Virtual Attendance Update**

### **C.5 Discussion of Date for Next Meet & Greet**

### **C.3 Sub-Committee Updates**

**1. Budget & Administration Sub-Committee:** Doug, Renee, Joe

**2. Marketing Sub-Committee:** Shawn, Andrea

**3. Beautification Sub-Committee:** Lesley, Renee

**4. Events & Cultural Tourism Sub-Committee:** Renee, Shawn

## **D. Correspondence**

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### **D.1 None**

## **E. New and Unfinished Business**

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### **E.1 Additions to the Agenda**

### **E.1.A Signing Invoices**

Moved: Joe Halos

Seconded: Lesley Fisher

THAT the Thornbury Business Improvement Area Board authorizes the Vice-Chair to sign invoices on behalf of the Thornbury BIA in the absence of the Chair, effective immediately, until the Chair's return in mid-December 2025.

Yay (4): Lesley Fisher, Joe Halos, Councillor Shawn McKinlay, and Vice-Chair Desrochers

Absent (2): Chair Smith and Marco Santaguida

**The motion is Carried (4 to 0, 2 absent)**

### **E.1.B Discussion of next meeting date and closed board meeting**

### **E.2 Items Identified for Discussion at the Next Meeting**

- Purchasing Policy Update

## **F. Notice of Meeting Dates**

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Wednesday, February 4, 2026 - BIA Board Meeting  
Town Hall, Council Chambers (in-person)

## **G. Adjournment**

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Moved: Lesley Fisher

Seconded: Joe Halos

THAT this meeting does now adjourn at 8:55 a.m. to meet again on Wednesday, February 4, 2026, at 8:00 a.m. at Council Chambers, Town Hall or at the call of the Chair.

Yay (4): Lesley Fisher, Joe Halos, Councillor Shawn McKinlay, and Vice-Chair Desrochers

Absent (2): Chair Smith and Marco Santaguida

**The motion is Carried (4 to 0, 2 absent)**