



MINUTES

**Hespeler Village Business Improvement Area Board Meeting
Hespeler Heritage Centre / Company of Neighbours - 11
Tannery St. E, Cambridge
October 8, 2025, 6:30pm**

Committee Members in Attendance: In person - Ben Irwin, Mike Devine, Tim Hilborn, Kelsey Vere. Virtual - Tara O'Donnell, Marina Gigovic, Saul Resendiz, Laura Pearce

Regrets:

Danna Greer, Cory de Villiers, Natasa de Villiers

Guests:

None

Meeting Called to Order

The Executive Director, Kelsey Vere, welcomed everyone present, in-person and online, and called the October 2025 board meeting to order at 6:43pm. A reminder of the code of conduct was given, no conflicts were declared.

Approval of Minutes: September 2025 AGM

Motion moved by: Mike Devine

Seconded by: Tim Hilborn

Abstained: None

In favour: Mike Devine, Tim Hilborn, Tara O'Donnell, Marina Gigovic, Saul Resendiz

THAT the September 2025 minutes of the Hespeler Village Business Improvement Area Board Meeting & AGM be approved as written.

City Update: Laura Pearce

- KPMG identified a potential concern with HST on invoices from the BIAs to the City. BIAs need to provide an authorization letter, signed by the signing authority, to the City so they can have discussions directly with the CRA on behalf of the BIAs to determine if any changes in invoicing need to be made.
- Sponsorship in TipTapPay program: BIA is not a registered charity so charitable tax receipts cannot be issued and this, along with the goal of the project, needs to be transparently communicated to all donors.
- Additional funding requests to the city outside of what the BIA already receives, needs to be submitted by October 31, 2025. Ex. street painter for walk queen, funding for Hespeler Reunion. Ad hock requests after Oct. 31 may be approved, but it's not guaranteed.
- Reminder to submit receipts to the City as soon as possible (ex. \$2,500 assistance for reduced walk queen closure, \$1,000 for sidewalk painting/graffiti 50/50).
- If hanging Christmas decor, permits need to be submitted ASAP. Can take up to 30 days for approval.

- Municipal accommodation tax update: Anticipate the tax report to be presented to council in December which will include the policy and the terms of reference for how the funds can be spent.
- Community grant applications are open. The BIA has the ability to submit for this grant. Applications close [REDACTED].
- Year-end: Reminder to send all prepared-by-client items to the auditors as soon as possible in January so we can meet the by-law deadlines in March.
- Region of Waterloo's new Waste Management contract begins in March. They haven't received any contact from members of the Hespeler BIA. They'd like to do a presentation at an upcoming board meeting, possibly November. They also want to do an on-site meeting with the businesses to ensure needs are understood.
- The 15-minute parking request went to council and was approved with one amendment - trial period of one year. A work order has been issued for the sign changes and the spaces will likely be in place late October or early November.
- The Ambassador team asked if the BIA would have any issues with them removing ground cover shrubs on ground level by Hespeler Village sign. The board agreed no issues with this as long as they maintain it.

Councillor Update: Mike Devine

- The BIA needs to get involved in the Hespeler Reunion, happening July 10-12, 2026, and send a board member to the monthly meetings (next is Oct 16 at 7:30pm at the Scout House). The City is donating \$15,000 towards the Reunion.
 - Tara presented an idea to involve the Walk Queen committee on this as it will happen during walk queen season or to post online for an event coordinator volunteer to partner with us.

Chair Update - Cory de Villiers

Not present.

Treasurer Update - Ben Irwin

- Balances and activity as of Sept 30:
 - Chequing Balance = \$14,189.43 with activity including KPMG audit fees of \$3,955
 - Savings Balance = \$15,898.78 with activity including \$26.05 in interest income and charges
- Will incorporate annual budget tracking for January
- Executive Director invoice for term of Sept 2025 - March 2026: Subtotal fee from Kelsey Vere of \$2,500. Cory to also confirm if a motion needs to be passed with each invoice as the expense should already be approved in the budget.

Motion moved by: Mike Devine

Seconded by: Tim Hilborn

Abstained: No one

In favour: Mike Devine, Tim Hilborn, Tara O'Donnell, Marina Gigovic, Saul Resendiz

Motion approved and passed.

Executive Director Update - Kelsey Vere

- Full update [here](#).
- Quote from Jesse @ Shear Display: Snowflake install (Nov 2025), removal and storage (until Nov 2026) for \$2,806.92, HST included. Cory needs to identify whether this fits in the internal budget and update the Treasurer. The City covers 50% up to \$1,865.

Motion to approve the \$2,806.92 quote from Shear Display to install, takedown and store the snowflakes for the upcoming season with the caveat that the Chair confirms with the Treasurer that this item is budgeted for in the 2025 internal budget and where.

Motion moved by: Tara O'Donnell

Seconded by: Marina Gigovic

Abstained: No one

In favour: Mike Devine, Tim Hilborn, Tara O'Donnell, Marina Gigovic, Saul Resendiz

Motion approved and passed.

Other Updates:

- Website Updates - Catherine McKittrick
 - The first priority for the website is to continue updating the business directories and content in general.
 - Catherine will support Tyler through some design ideas for the Jacob's Landing fundraiser.
 - Catherine will send some ideas for future events for Jacob's Landing fundraiser for the next meeting.
- Danna Greer resigned as board member.
- Tip Tap Pay: Have Cory connect with Ben regarding how these funds come through the bank account.
- Remembrance Day ceremony by the Hespeler Legion at the Hespeler Cenotaph, 10am - 12pm on November 11th

Next Meeting

Next meeting is set for November 12, 2025 at 6:30pm at Company of Neighbours, 11 Tannery St. E, Cambridge.

Close of Meeting:

Moved by: Mike Devine

Seconded by: Tim Hilborn

All in favour: Mike Devine, Tim Hilborn, Tara O'Donnell, Marina Gigovic, Saul Resendiz

THAT the October 8th, 2025 meeting of the Hespeler Village BIA Board does now adjourn at 7:42pm.

Chair – HESPELER BIA

Recording Secretary