

To: David Creery, Chief Administrative Officer

From: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk

**Re: Downtown Woodstock BIA Board of Management Composition Changes
February 2026**

AIM

To seek the appointment of one new member to the Downtown Woodstock BIA Board of Management, and to accept the resignation of four members.

BACKGROUND

At the beginning of every term of Council, the incoming Council appoints citizens and Councillors to various City boards and committees, including the Downtown Woodstock BIA board of management, in accordance with Section 204 of the Municipal Act, 2001 (hereafter "the Act"), and City of Woodstock Municipal Code Chapter 36 – Board of Management Improvement Area.

COMMENTS

Section 204 (1) of the Act, prescribes that:

A local municipality may designate an area as an improvement area and may establish a board of management,

- (a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and*
- (b) to promote the area as a business or shopping area.*

With respect to the composition of the board of management, Section 204 (3) states:

A board of management shall be composed of,

- (a) one or more directors appointed directly by the municipality; and*
- (b) the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality.*

Furthermore, Section 204 (12) states:

Subject to subsection (9), if a vacancy occurs for any cause, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area.

The City Clerk has been advised that Simon Mathias (Tempo Restaurant) has been nominated for board membership at the January 26, 2026, board meeting.

The City Clerk was also notified of the following resignations of existing members from the Downtown Woodstock BIA board of management:

Sarah Hodgkinson (effective January 26, 2026);
Mickala Day (effective January 26, 2026);
Josh Pember (effective January 26, 2026); and,
Wesley Mazur (effective October 27, 2025);

As such, the revised board composition, should Council accept the nominee identified above, is as follows:

Fadel Zabian, Co-Chair* (Zabian's Menswear);
Holly Jo (The Kiln Room Ceramic & Art Studio);
TJ McNamara (Crabby Joe's Bar & Grill);
Joe Melo (Cabello Artistry Hair Salon);
Jason Weeda (Property Owner 555 Dundas Street);
Osmon Dogan (Green Urban People LTD);
Thessaly Sammon (Jarful);
Nominee - Simon Mathias (Tempo Restaurant); and,
Councillor Kate Leatherbarrow (Woodstock City Councillor).

*The Board will be asked to select a second Co-Chair at their next meeting.

Council may refuse to appoint a person selected by the members of an improvement area, in which case the municipality may leave the position vacant or direct that a meeting of the members of the improvement area be held to elect or select another candidate for the municipality's consideration.

The term of the directors of a board of management is the same as the term of the council that appointed them but continues until their successors are appointed.

ATTACHMENTS

None.

RECOMMENDATION

That Woodstock City Council approve the appointment of Simon Mathias to the Downtown Woodstock BIA Board of Management.

Authored by: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk

Approved by: Amy Humphries, Deputy Chief Administrative Officer & City Clerk

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer