



MEETING MINUTES

REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

TUESDAY, APRIL 12TH, 2016 6:30 p.m.

LOCATION: SCRIBES' ROOM (UXBRIDGE MUNICIPAL OFFICES)
UXBRIDGE, ONTARIO

PRESENT:

BOARD MEMBERS: Elaine Leigh, Joanna Stamatopoulos, Dorothy Jovkovic, Fred Bryan

FACILITATOR: Lauren Orav

GUESTS: Mary Taggart, Arthur Field, Jim Byers, Gerri Lynn O'Connor

ABSENT: Brian Maclean, Gordon Highet, Robin Maclean

- **CALL TO ORDER** – At 6:35pm, Vice Chair Elaine Leigh, acting as Chair in the absence of Robin Maclean, called the meeting to order.
- **APPROVAL OF DRAFT AGENDA**
 - Motion to approve by Joanne Stamatopoulos, seconded by Dorothy Jovkovic
- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF** – Elaine Leigh declared a conflict of interest for the issue of the 2016 Watering Tender
- **DELEGATIONS** - There were none.
- **ADOPTION OF MINUTES**
 - For meeting dated March 8th, 2016
 - Fred Bryan motioned to approve the minutes, seconded by Joanne Stamatopoulos

- **MATTERS OF BUSINESS**
 - **New Facilitator Introduction**
 - Lauren Orav introduced herself as the new Facilitator.
 - **2016 Expenses Update**
 - Dorothy Jovkovic provided a summary of the 2016 expenses to date.
 - **Watering Tender**
 - Lauren Orav presented a summary of the bids received for the 2016 Watering Tender. She also explained that not all of the bids contained acknowledgement of their receipt of the second addendum, regarding fertilizing of the plants and the use of a watering truck. Due to the importance of this aspect of the tender, at the time of the meeting the Board decided to only consider those bids which indicated they had included the information from the second addendum in their bid.
 - Fred Bryan motioned that the BIA award the 2016 Watering contract to Upper Canada Sod and Landscaping at the cost of \$11,526.00, seconded by Joanne Stamatopoulos. All were in favour.
 - **NOTE: After receiving additional advice from the Township of Uxbridge regarding the addendums, the Uxbridge BIA Board held an additional meeting to rediscuss the tender while considering all bids. Please see meeting minutes for the Emergency Meeting of April 18th, 2016.**
 - **Website Tender**
 - The Facilitator presented a quote for website work the BIA received from Take Root Creative, as well as the Tender she created that could be sent out for a new website. The Directors discussed, and asked the Facilitator to inquire at several other local businesses about a quote for web design work, and to inquire with the Township about web hosting. This information will be presented and discussed at the MAY BIA Meeting.
 - **Huck Finn Planning**
 - Lauren Orav presented the progress in planning for the BIA's presence at Huck Finn Day. The BIA will have a table at the event, staffed by Lauren Orav and Joanne Stamatopoulos. There will be a raffle, including prizes by local businesses. The Facilitator will have a poster printed by a local business to advertise the raffle at the event.

- **Santa Hut Sale**
 - After discussion, the BIA Board agreed to ask Pat Higgins from Canadian Tire for a quote for the Santa Hut, as he has showed interest in purchasing and taking care of it. Fred Bryan motioned for Pat Higgins to be asked for a quote, and Dorothy Jovkovic seconded.

- **Planning for Thomas**
 - Due to the upcoming Thomas events in Uxbridge, the Facilitator is hosting a meeting with local business owners to gather concerns and ideas as to how to make this August as successful as possible for Uxbridge businesses. Guests and Directors at the meeting put forth a few ideas and concerns, including the difficulty of parking during Thomas weekends, the possibility of signage to help direct people to larger parking lots, and more. The Facilitator will also contact YDHR and Thomas to find out what their plans are for parking, and to bring up the possibility of Thomas guests parking at the high school or at the Uxbridge Museum.

- **Storage Unit**
 - Lauren Orav reported that she had not found a nearby company that sells portable storage units, only rents. Jim Byers offered to connect the BIA to some possible places to buy storage units. The Facilitator will connect with Jim and research these, and report back to the Board.

- **PORTFOLIO UPDATES**
 - **Administration**
 - **Bottom of Brock Street Beautification:** Lauren Orav recounted that she, Elaine Leigh, and Robin Maclean met with the Township regarding the Township's desire to do additional beautification for the bottom of Brock Street, involving planters with flowers, and possibly bike racks. Lauren Orav has reached out to Otter's regarding the price for planting flowers in the planters and is waiting to hear back. Lauren Orav and Joanne Stamatopoulos have planned to walk around the area and come up with ideas as to where the planters would best be located, considering the lack of space in the bottom of Brock Street and issues of accessibility that were brought up by Elaine Leigh. The BIA Facilitator will reach out to local businesses about this to get their feedback, and to discuss the new planters taking the place of their current decorations to have a consistent look. At this time, Mayor Gerri Lynn O'Connor thinks that 15

planters will be installed.

- **Bike Tourism for Businesses Workshop:** Lauren Orav reminded the board and BIA Members of the free workshop on bike-friendly businesses. Discussion occurred as to how this workshop is relevant due to the many cyclists visiting town and businesses such as Nexus. Lauren Orav will be contacting Amanda Ferraro regarding collaboration with her Healthy Kids Initiative, as bike racks could help encourage an active community as well as tourist. Discussion occurred regarding the difficulty of placing bike racks on busy streets, and the possibility of turning the parkette near Mac's Milk into a small bike hub.
- **Permission to attend the Uxbridge Referral Group meeting**
 - The Facilitator reported that she had been contacted by the Uxbridge Referral Group, and would like to attend a meeting to meet business owners and participate. Fred Bryan motioned for the BIA to cover the \$10 cost for the Facilitator to attend the meeting on Friday April 15th, seconded by Dorothy Jovkovic. Interested business owners and BIA Directors may also attend.
- **Business cards**
 - In order to connect with business owners and others, the BIA Facilitator would like to order business cards. Directors suggested several BIA businesses who provide this service, and the Facilitator will request quotes from them.
- **Request regarding Montessori School Open House Promotions**
 - The Facilitator reported on a request she had received from Jim Motton regarding the permissions required for having his entertainment van promote the Montessori School Open House. The Facilitator was advised that the Directors have no objection to this, but that Mr. Motton will need to write a letter to Town Council to get permission for them.
- **Meeting with Second Wedge**
 - The Directors have expressed interest in meeting with Win This Space! winners The Second Wedge to discuss how their business is going and their future plans. The Facilitator has connected with them, and will choose an upcoming date that is convenient for several Directors to come.

- **Discover Uxbridge**
 - The Facilitator was contacted by the Uxbridge Times Journal regarding the BIA's annual advertisement on the Discover Uxbridge publication. Joanne Stamatopoulos motioned, and Elaine Leigh seconded, to spend \$699 on the advertisement in Discover Uxbridge. The Facilitator will also contact the Times Journal to clarify the distribution areas and numbers for this publication, and also to find out whether it is possible for the BIA to redesign and submit a new advertisement for this year's publication.

- **Project Planner**
 - **Bylaws:** The Facilitator and the Directors discussed the proposed changes to the bylaws, including not using the word "Treasurer" in the bylaws, signing authorities, the inclusion of petty cash, email voting, and the issue of removing the passage regarding quorum for members at the AGM. The Facilitator will meet with the Township Clerk's Department for advice on the bylaws.

 - **Solar Lighting for Sign:** The Facilitator will contact the Uxbridge Works Department and/or CAO to inquire about the solar lighting for the Uxbridge sign.

 - **Twinkle Lights:** The Facilitator reported that she has been having a difficult time contacting the contractors who installed the lights and receiving a quotation for maintenance or removal of the lights. Elaine Leigh provided a quote she procured from another company. Director Brian Maclean, though absent, has ordered samples for the lights and will be testing them in the existing fixtures. Information will be gathered and this will be discussed at the May BIA Meeting.

 - **Banner Program and Beautification:** At a previous meeting, the idea of replacing banners had been brought up. The Facilitator presented the idea of possibly redesigning banners instead of just replacing old ones, and presented some examples from the Downtown Yonge BIA and Markham Village BIA as examples of some eye-catching photographic and textual banners. This prompted a discussion about the Beautification of Uxbridge and creating a cohesive and welcoming look for the town. Fred Bryan also shared photographs from a shopping district he encountered while on a trip to Dallas, and the way they used lights and mats with logos to create a welcoming look for

their shopping district. The ideas generated here will be taken into account when planning future beautification initiatives. The Facilitator will also find out where the extra banners owned by the BIA have been stored.

- **Half-Marathon Table:** Previously, the BIA had been contacted by the Half-Marathon regarding having a table at the Half-Marathon. Unfortunately, there is a lack of interest from BIA Members for staffing the table, and a lack of resources to have and hand out at the table. Consequently, the Facilitator suggested that the BIA does not table at this year's event, and instead works on making sure there are resources available for next year. The BIA Directors provided their approval.

- **NEW BUSINESS**

- There was none that had not already been covered elsewhere in the meeting.

- **QUESTION PERIOD**

- There were no questions.

- **ADJOURNMENT** – Elaine Leigh adjourned the meeting at 8:55pm. Fred Bryan motioned to adjourn the meeting.

Next BIA Board Meeting: Tuesday May 10th, 2016