



DRAFT MEETING AGENDA

REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

TUESDAY, JULY 11TH, 2017 6:30 p.m.

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

- **CALL TO ORDER**

Meeting was called to order at 6:35 pm

In Attendance: Chris Auger, Elaine Leigh, Councillor Fred Bryan,
Joanne Stamatopolous, Dorothy Jovkovic

Regrets: Joanne Richter, Councillor Gord Highet

- **APPROVAL OF DRAFT AGENDA**

Motioned – Chris A.

Second – Dorothy J.

All in favour - Pass

- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE
THEREOF**

None

- **DELEGATIONS**

None

- **ADOPTION OF MINUTES**

- For meeting, dated June 13th, 2017

Motioned – Dorothy J.

Second - Joanne S.

All in favour - Pass

- **MATTERS OF BUSINESS**

- Board to review proposal of increasing Board of Directors to 9

- Vote
Director would like to see the Board increased to 9 people. There are a small number of people doing a lot of work and there is a need for extra people with new ideas and perspective. Councillor Bryan discussed the need for an uneven number of Board Members to ensure that motions could be passed without issue.
Joanne S. motioned
Chris Auger second
All in favour – Pass
Next Council meeting August 21st when the BIA will present the amended bylaw.

- 2017 Banner Tender
 - Update
No bids were received for the Tender for Banner RIM. Facilitator has followed up with the current contractor for a quote on monthly work – next BIA banner work is not until the Holidays.
Facilitator to follow up with Ben and request names for possible contractors (as suggested by Councillor Bryan).

- Beautification
 - Update on Brock Street East lighting
Lighting on the East end of Brock – issue was with the timers and the power source – Ed & Ben have reset the timers and dealt with the problem – Facilitator will continue to monitor the lights and ensure that the issue is permanently resolved.
The tree at the corner of Frankie’s will be lit, as well as the tree in front of BDO.

 - Fred Bryan provided an update on the brighter lights for Brock Street East - New lighting for Brock St East – new hardware or new brighter lights will be installed in the Fall – approval has been passed in council.

- Main Street North BIA
 - 10 additional baskets to be hung on Main Street North
 - Board to review additional costs (approx. \$100)
Fred Motion
Chris Second
All in Favour – Pass
Facilitator will purchase additional planter hangers and request that CopperRidge Property Management put them

up. Otters will then provide the additional 10 baskets currently being stored.

- 2017 Budget Review
 - Updates
Dorothy provided an update on the 2017 Budget, and reviewed current status.
Budget is healthy and nothing outstanding.
- 2018 Budget
 - Timeline/Responsibility
2018 will be similar to 2017 with the exception of the amount allotted for the Sign Study.
BIA Bucks for Christmas may have run its course.
Director has asked that the Board come up with ideas for a new promotion and return in August to present.
Fred proposed that the Board look at what other BIA's are doing.
Facilitator will add this to the August Agenda to discuss and decide.
\$5000 from Sign Study could be used towards Banners
Elaine suggests to bring a budget with blank line items to next meeting.

- **PORTFOLIOS UPDATES**

- Events Subcommittee Update
 - Review of upcoming events/budget
Halloween will be the next event – budget and breakdown will be shared in the coming months.
- Canada150 Event
 - Review
The event was a huge success. The BIA table received many questions about what a BIA was and had some meaningful conversations. The partnership with Uxbridge Tourism and Uxbridge Recreation was great, and made great sense.
 - Draw for \$150 BIA Bucks
The draw was not as popular as expected.
Winner – Peter Soliman

- **NEW BUSINESS**

- UxCycle Event

- Review event
- Budget

Facilitator provided an overview of updates to the event after the next committee meeting (July 12th, 2017)

While the event focuses on the Trails in Uxbridge, there will also be a strong push for shopping local. Grab bags with local business information to be priced. Also, Facilitator will work with BIA businesses to provide promotional materials, and a possible “passport” similar to what was done for Thomas The Train.

BIA businesses will be asked to participate in the event by providing a service, or attending as a vendor.

This event will be held on a Sunday to capitalize on the traffic brought by the Farmers Market, as well as the Ontario By Bike event that will be coming to Uxbridge on September 24th.

- Ontario Tourism Summit

- Nov 6 & 7 – Niagara Falls
- Director and/or Facilitator to attend?
 - \$600 + Travel & Accommodations

BIA will not attend as this is a Tourism event. Facilitator will pass along information for Summit to Tourism Facilitator.

Councillor Bryan provided an update on the Douglas Crossing building – a change has been made and the lower level will now include retail – possibly Starbucks and Wendy’s. Possibly 6-8 new businesses that will fall within the BIA.

- **QUESTION PERIOD**

Chris Auger will be resigning from the Board of Directors in August as he will be closing his store.

Chris will provide an official letter of resignation that the Facilitator will forward to the Township. The Facilitator will also provide a call for applications to the Township to be posted on their page in the paper.

Councillor Bryan brought up the fact that moving forward we may need to consider a new meeting place as Councillor Bryan and Highet will be travelling and so the Township office will be inaccessible – the library was suggested.

August meeting may require postponement as quorum may not be met due to 2 board members not being available and 1 board member has resigned.

- **ADJOURNMENT**

Meeting adjourned - 7:54pm

Next BIA Board Meeting: Tuesday August 8th, 2017

- Facilitator will confirm attendance with the Board to ensure quorum can be met, as we have had a resignation from one board member, and 2 will be absent from the August meeting. If quorum cannot be met, the Board will postpone their next meeting until September.