



DRAFT MEETING AGENDA

REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

TUESDAY, JUNE 13TH, 2017 6:30 p.m.

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

- **CALL TO ORDER – Call to order 6:34 pm**
 - Elaine Leigh, Dorothy Jovkovic, Chris Auger, Fred Bryan, Joanne Richter,
 - Facilitator: Emma Shaw
 - Regrets: Joanne Stamatopoulus, Gord Highet
- **APPROVAL OF DRAFT AGENDA**
 - **Fred motioned**
 - **Joanne R. – second**
 - **Passed**
- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- **DELEGATIONS**
 - None
- **ADOPTION OF MINUTES**
 - For meeting, dated May 9th, 2017
 - Addendum – Elaine is noted as motioning, cannot be. Fred confirmed that it was Gord Highet.
 - Fred motioned
 - Dorothy seconded
 - Pass
- **MATTERS OF BUSINESS**
 - Ontario By Bike
 - Review of event plan to date
 - Review

- Discussion of donating Loop 6 Share the Road signs – UxCycle would like to see the majority of the grant funding be used for permanent Loop 6 signs that would reside outside of the BIA.
- Board members all agree that this would not be an appropriate use of the funds if the BIA is cohosting the event. This would cause a lot of problems with the members of the BIA.
- Board discussed that the money should be used to promote and activate the family friendly cycling event that was discussed in May.
- Original grant application was submitted by both BIA and UxCycle group as co-applicants
- Facilitator is working with Ontario by Bike to ensure that half of funds will be allotted to the event that the BIA would like to do
- Facilitator to connect with Events committee to discuss any other ideas to be put forth to the planning committee
 - 2017 Banner Tender
 - Update
- Township did not post the Tender online last month, so we received no bids
- Tender was updated with new due date of June 30th, and has been posted online now, will be discussed at next meeting
 - Beautification
 - Planters/Banners
 - Hanging baskets and Banners have now been put up
 - Additional planters were hung on Main Street North
 - Main Street North BIA
 - Discussion of follow up with membership
 - Beautification
- The BIA would like to see additional attention provided to Main Street North members
- Additional wreaths for Main Street North, and possibly using the Christmas light enhancers on Main Street North
- Possibility of producing and hanging banners on Main Street North
 - 2017 Budget Review
 - Additional expenses to budget reviewed
 - Lighting expenses (50% down payment)
 - Events budget is still healthy, Facilitator will confirm with Events Subcommittee the budget costs for the rest of the events for the year, and decide whether there are additional funds for a signature event in September
 - Review of Audited Budget
 - Motion of audited budget
 - Dorothy
 - Chris
 - All in Favour – pass

- **PORTFOLIOS UPDATES**

- Events Subcommittee Update
 - Canada Day
 - Table at Elgin Park
 - Draw for \$150 in BIA Bucks/giveaways
- Approved
- Facilitator to design and print raffle tickets – name email phone number with BIA
- Facilitator to follow up to find out where the 2016 Raffle tickets are
 - BIA Pamphlet
- Board members to provide review and revisions of the Pamphlet by noon Wednesday June 14th
 - Beautification
 - Lighting!
 - Timeline and review of costs
- Installation to begin on June 17th, will take approx. 1 week
- Will be in place for Canada Day
 - Sign Studies Meeting
 - Review of final meeting prior to Council presentation
- Country Side Preserve District is the preferred name of the stretch of businesses on Toronto Street out to Concession 6.
- Final group meeting was successful, “wishlist” of signs has been provided, and final selection will be determined once costs have been established
- Committee was helpful in ensuring the creatives costs would be as low as possible

- **NEW BUSINESS**

- Events
 - Review of Calendar of upcoming events & BIA’s inclusion
- The Events Subcommittee was not in attendance, therefore no updates to the events calendar were made.

- **QUESTION PERIOD**

- **ADJOURNMENT – 8:17 pm**

Next BIA Board Meeting: Tuesday July 11th, 2017

