



DRAFT MEETING AGENDA

REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT

TUESDAY, MAY 9TH, 2017 6:30 p.m.

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

- **CALL TO ORDER**

6:35 p.m.

In Attendance: Gord Highet, Fred Bryan, Elaine Leigh,
Dorothy Jovkovic, Joanne Stamatopoulos, Emma Shaw
(Facilitator)

Regrets: Joanne Richter, Chris Auger

- **APPROVAL OF DRAFT AGENDA**

Fred - Motioned

Dorothy - Second

All in Favour - Carried

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

None

- **DELEGATIONS**

None

- **ADOPTION OF MINUTES**

- For meeting, dated April 11th, 2017

Motioned – Elaine Leigh

Second – Fred Bryan

All in Favour - Carried

- **MATTERS OF BUSINESS**

- 2017 – Budget Updates

Dorothy provided an update on the Budget – discussed the
1st BIA Buck that will be submitted for claim

2nd Place winner was located and BIA Bucks will be dropped off on Wednesday May 10th, 2017

Sam Sharpe statue is discussed, as the organizer is looking for donations to fund the statue. The BIA's 2017 does not allow for budget money to be spent on this statue. Gord brought up that the Board could budget for 2018 money as the statue will not be built in 2017. The BIA Facilitator will connect with the organizer to discuss promoting via social media.

Will need to treat requests like this as special projects. Gord used Huck Finn Day as an example. As the Statue does not relate directly to the BIA, the Board cannot donate money to all the very worthy fundraising opportunities within the Township. The Board will work with the organizer to ensure the fundraising effort is supported on Social Media, and will request fundraising pamphlets be distributed to businesses within the BIA

- Easter Event
 - Left over prizes
 - Board votes to dispose of the leftover candy
 - Feedback from the event is discussed – weather was a factor, but Dorothy mentioned that the Healing Room was completely packed. Joanne S. discussed that people had left the Elgin Park event and came to the BIA Easter Event
 - 2018 plans – connect with Barton Farms Easter Hunt organizers to see if we can partner – provide additional time to businesses to prepare – provide plans including rain plan in advance

- Ontario By Bike/Canada150
 - Review of proposed event
 - Will require a motion of interest
 - Gord Motioned
 - Fred - second
 - All in Favour - Carried
 - Facilitator will confirm interest to Ontario By Bike organizers and confirm next steps
 - Possible event name: Wheels, Deals & Meals

- 2017 Watering Tender
 - Review of Respondents
 - Five (5) Respondents
 - All quotes and business names provided in Appendix A
 - Fred Motion

Gord Second

All in favour – carried

CopperRidge is the successful bidder

Facilitator will follow up with Clerks office, and contact CopperRidge

- Main Street North BIA
 - Business concerns re: inclusion in the BIA
Provided services/beautification
Can we add more hanging baskets – no additional posts
Planters – were getting knocked over – would need to be something that wouldn't be kicked over
BIA Facilitator will go back to the businesses to discuss further options
Brackets (Township) to be ordered to put banners up –
Facilitator to follow up with Ben

- Canada150 Parade
 - BIA's commitment to the Township Canada150 Parade
 - Parade inclusion
 - BIA Businesses
Organizers of the Canada150 Parade have requested that the BIA promote the Parade to the businesses in the BIA area. BIA businesses can directly be involved in the parade by providing a float, or walking in the parade. Other option is decorating their storefronts in Period specific décor.
Joanne S. discussed the Canada Day event being an extension of this concept (further details provided below in Events Subcommittee Update)

- **PORTFOLIOS UPDATES**
 - Events Subcommittee Update
 - Joanne S. to lead
July Event – Made In Canada
Encourage businesses to decorate their windows
“Made in Canada” – in their windows – showcase Canadiana materials/merch for the month of July
Artists – Local Canadian showcase – Facilitator to contact
Anything Canadian made – Made in Canada/Canada150 stamp – to be given out to the businesses – mass print – pricing quotes from a few
Because of the event in the park, too difficult to do another event – suggested 150 minutes of madness for the 3 Saturdays after July 1st – should focus on

selling Canadian products. (Full event details provided in Appendix B)

- Gord discussed moving the 150 minutes to June to capitalize on having people in town
- Elaine mentioned that the BIA should be at the Canada Day 150
- Facilitator to follow up with Amanda/Kate to see if she has any giveaways for Canada Day
- Facilitator to source costs for giveaways

- Beautification

- Review of discussion with Larry Hutchinson

Larry did not have the requirements to produce the results required

Two separate agreements have been identified – installation and maintenance

Facilitator to follow up with Ben to confirm if the Township can manage the maintenance of the lighting

Fred Bryan confirmed that they could not in fact, due to the Township not having a bucket truck –

suggested following up with Uxbridge Tree Service

Brock Street East – Ben is sourcing cost of brighter lights because it is not possible to put a second light on the existing light fixtures

- Sign Studies Meeting

- Review and next steps

BIA to own the Sign Study for the downtown area

- **NEW BUSINESS**

- Uxbridge B.I.A. Marquee Event

This was discussed in the Canada150 Biking Event

- Review proposed ideas
- Budget allocation
- Timeline

Crystal Matthews Community Living Durham North – amazing race – will be using the front and back parking lot – June 10th, 2017

Centennial Parking lot – net gain 30 parking spaces

AVEC – will be moved to the front of the Township building

Electric Light Pond service club sign, will be removed at the Townships expense

Heritage Uxbridge – 12 Spruce Street – not currently designated as Historical – 30-day moratorium put on by the Township in order to provide time for the necessary steps to be taken to confirm whether it should be considered a Historical Building. Nothing will be done with the Building until this is established

- **QUESTION PERIOD**
none
- **ADJOURNMENT - 8:30pm**

Next BIA Board Meeting: Tuesday June 13th, 2017

Appendix A

Tender U17-15 Respondents

Company Name	Year	Amount (HST Included)
Copper Ridge	2017	\$14,807.52
	2018	\$15,029.00
Bam Bam Const.	2017	\$42,420.20
	2018	\$42, 420.20
Code Property Services	2017	\$19,775.00
	2018	\$20,340.00
TRaz Contracting	2017	\$46,248.07
	2018	\$48,968.55
Clarington Cont. O/A2323283 Ont.	2017	\$18,306.00
	2018	\$18,306.00

Appendix B

July Event – Canada Day 150

Canada Day (Month) Ideas

“Made In Canada”

- Encourage members to decorate windows with authentic “Made In Canada” items – will offer sign – looks like manufacturing/crate stamp
- Can encourage members to be original about what they put in window – artwork, books, historical items
- Suggest they talk with their customers about borrowing Canadiana + historical items
- Get in touch with historical sites/associations/museums for items to display for the month (of July)
- Possibly have a “150 Minutes of Madness” sale on one of the weekends (or all 3 – in July)
- Encourage members to bring in something specifically Canadian for the sale.