



**DRAFT MINUTES - REGULAR MEETING OF THE
UXBRIDGE BIA BOARD OF MANAGEMENT**

**Thursday September 5th, 2019 7:00 p.m.
LOCATION: SCRIBES' ROOM (UXBRIDGE MUNICIPAL OFFICES)
UXBRIDGE, ONTARIO**

**Attendance: Christina Curry, Alexa McCarthy, Willie Popp, James Drake, Caitlin Christoff Taillon,
Trish Bush, Daryl Pike, Hailey Weatherbeee Regrets: Todd Snooks**

- **CALL TO ORDER - 7:04pm**
- **APPROVAL OF DRAFT AGENDA**
Motion: Caitlin | Second: James > Approved

- **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
 - None
- **ADOPTION OF MINUTES**
 - For regular meeting dated: August 6th, 2019
 - Motion: Alexa | Second: James > Approved

- **DELEGATIONS**
 - Debbie Leroux – Clerk, Uxbridge Township
 - Debbie attended meeting to provide over-view of operations and procedures as per Township by-laws and guidelines
 - Have a clear objective for 2020 budget and what we want to achieve for the year
 - Will review Policies and Procedures and new Terms of Reference with Facilitator to ensure they meet necessary standards
 - Township undertaking updating their website and Debbie will provide quotes and information on “micro sites” for consideration by the BIA to update our website

- **BEAUTIFICATION**
 - Banners
 - Debbie advised that the Township “owns” the calendar/schedule for banners but that the BIA “owns” our allotted calendar time and can share with another group during our time if BIA so chooses
 - Caitlin met with Uxbridge Tree Service to follow up on quote received
 - Discussion regarding quotes provided by Shear Display and Uxbridge Tree Service
 - **MOTION** by James | Second: Alexa : That the BIA continue our agreement with Shear Display for one (1) year and review options with the Township to source new quotes for all banner installations in 2021. - **APPROVED**

- YDHR/Polar Express Banners
 - Proposal requested from YDHR to use the banner space for the Holiday season/early January to hang Polar Express Banners
 - Board discussed options to offer some banner space to YDHR and advertising opportunities for BIA and business members
 - **MOTION** by Willie | Second: James: That the BIA share half of the banner space during the Holiday period (approx.. 48 banners) with YDHR and that the BIA will cover the installation costs in exchange for a back cover advertisement in the Polar Express program, a discounted rate (30% off) for any BIA business that wants to purchase an ad in the program AND a discount on vendor fees (30%) if YDHR proceeds with a vendor market at the event – **APPROVED**
 - Facilitator will forward proposal for YDHR for consideration

- Tree Lights
 - Discussion on lights and if they need to be operational all year
 - MOTION by Alexa | Second: Willie: All lights currently on the trees on Brock St. will be removed and the Board will consider other options to light the street during the Holiday season. - **APPROVED**
 - Facilitator to contact Canadian Tire for quote on small spotlights

- **EVENTS**
 - Halloween
 - Hailey has updated the map design and will add in participating businesses
 - Stores who decorate windows have a chance to win a paid ad in the Cosmos, sponsored by the BIA
 - Have spoken to Cosmos about an ad feature for the event to promote
 - Using Hailey’s office space as BIA central location, will decorate and have activities there, also hand out maps

 - Winter Event
 - James shared a proposed event budget with the Board
 - Subcommittee will be reconvened and will start to plan for February event

- **FINANCE/BUDGET UPDATE**
 - August Financial update shared with Board

- **OTHER BUSINESS**
 - **RED Grant Application**
 - MOTION: James | Second: Alexa – To approve \$1500 to be allocated towards the RED Grant Application being submitted by the Township. Will be included with the BIA letter of support and released contingent

 - **Title Change – BIA Facilitator**
 - Discussion regarding a change of title for the Facilitator to be in alignment with other BIA’s and their staff in the same position
 - Vote tabled pending more information

- **NEW BUSINESS**

- Willie shared information with Board on “City Furniture” company that has approached the Township to install new garbage/recycling containers and is looking for feedback from the Board. Forward comments/thoughts to the Facilitator to compile and send to Willie

- **ADJOURNMENT – 9:31pm**

Next BIA Board Meeting: Tuesday October 8th, 2019