



MINUTES OF THE UXBRIDGE BIA BOARD OF MANAGEMENT
Tuesday, July 23rd, 2024 7:00p.m.
LOCATION: Municipal Offices boardroom / Microsoft Teams

Attendance: Dana Middleton, Lisa Ritchie, Sierra Miller, Zed Pickering, Joanne Richter, Lee Hawn, Willie Popp, Todd Snooks, Yiyuan Wang,
Regrets: Valerie Little

1.0 CALL TO ORDER by Chair, Dana Middleton – 7:01p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF – none.

3.0 APPROVAL OF AGENDA for meeting dated July 23rd, 2024 –

- Motion to approve the agenda: Lisa 2nd: Lee

4.0 ADOPTION OF MINUTES for meeting dated June 27th, 2024 –

- Motion to adopt minutes: Lee 2nd: Lisa

5.0 DELEGATIONS – none.

6.0 BOARD BUSINESS –

6.1 BIA Staff Discussion: Dana provided an update on staffing changes, informing the board that Sierra has taken another opportunity within the Township and will be stepping down as the BIA Coordinator. The hiring committee has worked with the Township on identifying a new coordinator.

- Motion to support the recommends provided for the staffing changes in regards to the select individuals: Joanne 2nd: Lee. All in favour.

6.2 Winter Décor: Sierra provided an update on winter décor options. The board agreed to refrain from purchasing winter baskets this year and to invest in long-term décor options that can be used all throughout the winter, not just during the holiday season. There was a general consensus that the pole-mounted lighting options were favoured as well as garland.

- **Action Item:** Sierra to get official quotes for pole-mounted lighting and garland, including cost of installation, brackets and lead times.
- **Action Item:** Sierra to inquire about updating ribbons on current wreaths.
- **Action Item:** Sierra to work with staff to determine the logistics of lighting on the black street poles.

6.3 BIA Clothing: Sierra presented quotes from clothing vendors. The board discussed purchasing their own products and having them embroidered. Board members to discuss this further off-line.

6.4 “Diva Night” Event Planning: This item was tabled until the next meeting.

7.0 CORRESPONDENCE –

7.1 Amendment to Regional Development Charges By-Law – Region of Durham:

- Motion to receive for information: Lisa 2nd: Willie

8.0 REPORTS AND UPDATES –

8.1 Downtown as a Destination – Kurtis McAleer: Sierra provided an update on Kurtis’ behalf stating the Summer Social was a success and data from CCT iPad surveys should be ready in the next few weeks. Sierra also touched on the branding and that TakeRoot will prepare a banner template for us with our feedback from branding exercise. The Wheels on Brock event was also disused, stating that the status of the event remains uncertain without a dedicated staff member.

- **Action Item:** Sierra to replay information regarding the banner template to TakeRoot.

9.0 OTHER BUSINESS –

9.1 Amendments to Procedural By-Law and Terms of Reference: Sierra provided an update on how the board can go about having the Procedural By-Law and Terms of Reference updated. This item to be added to board business for the August meeting.

10.0 FINANCE / BUDGET –

10.1 2024 Q2 Report: board received this for information.

11.0 NEW BUSINESS –

11.1 Water Budget: Sierra presented the 2024 watering budget to the board for review and discussion. Several questions arose from the conversation for further investigation. This item to be added to August meeting for approval.

- **Action Item:** Sierra to send out budget and solicit questions.

12.0 BOARD ROUND TABLE – board members shared their updates.

13.0 ADJOURNMENT – Meeting adjourned at 9:00p.m.

Next meeting: August 22nd, 2024 @ 7:00p.m.