



MEETING AGENDA
REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT
Tuesday, June 22nd, 2021 7:00 p.m.
LOCATION: VIRTUALLY VIA MICROSOFT TEAMS

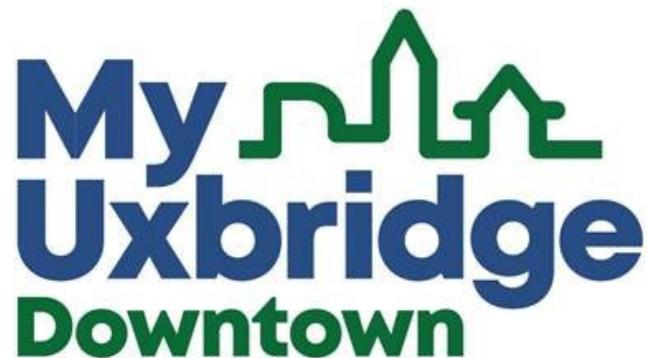
- 1.0 CALL TO ORDER** 5 minutes
(Items 1.0-3.0)
- 2.0 APPROVAL OF AGENDA**
- 3.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 4.0 DELEGATION – THE PLANNING PARTNERSHIP** 20 minutes
- 4.1 Presentation of DRP deck by Wai Ying, Principal, TPP
- 5.0 ADOPTION OF MINUTES**
- 5.1 Review and approval of minutes from April 20th, 2021 – one edit - Councilor Snooks was not in attendance at the Tourism meeting, as was incorrectly noted in 5.2.
- 6.0 CORRESPONDENCE** 20 minutes
- 6.1 email from Bob Kirvan - 'free ice cream day' with streets pedestrian-only and free ice cream (attachment #1)
- 6.2 email from Deputy Clerk Josh Machesney - Accessible Restaurant and Bar Patio Design (attachment #2)
- 6.3 email from Don Cook - DRP survey (attachment #3)
- 6.4 email from Hailey Weatherbee - Muskoka Chair/alternate seating installation throughout BIA zone (attachment #4)
- 7.0 REPORTS & UPDATES** 20 minutes
- 7.1 Covid
- 7.2 Tourism – All BIA businesses to be notified of upcoming events via Tourism newsletter
– Planning for Local Food Month and Holiday Trail
– Julia to attend virtual mtgs
– Safe Travels Stamp program offered by TIAO – businesses interested?
- 7.3 Beautification update – Otter invoice (attachment #5) – see 10.2
- 7.4 Succession
- 8.0 CULVERT UPDATE** 5 minutes
- 9.0 NEW WEBSITE UPDATE** 5 minutes
- 9.1 New website shell is being unveiled at eSol meeting on June 24. Populating has begun!
- 10.0 NEW BUSINESS** 30 minutes
- 10.1 July 2021 Event – Stuart and Val to present Bingo Plans A and B (2 x attachments #6).
- 10.2 Metal Banners for Beautification:
– Todd to report on meeting with Beaverton Metalworks
– Alexa and Christina to report on invitations to sub-committee
- 10.3 Advertising in T-J's Canada Day Feature – theme is Canadian fun facts / recipes / activities. Deadline for artwork is June 28
- 11.0 FINANCE / BUDGET** 5 minutes
- 11.1 DRAFT Audited 2020 Financial Statements for Approval (attachment #7)
- 11.2 Approve Otter Greenhouses and eSolutions invoices (attachments #5 and 8)
- 12.0 BOARD ROUND TABLE - What's new and exciting!** 5 minutes
- 13.0 ADJOURNMENT**

Next Meeting: July 20th, 2021



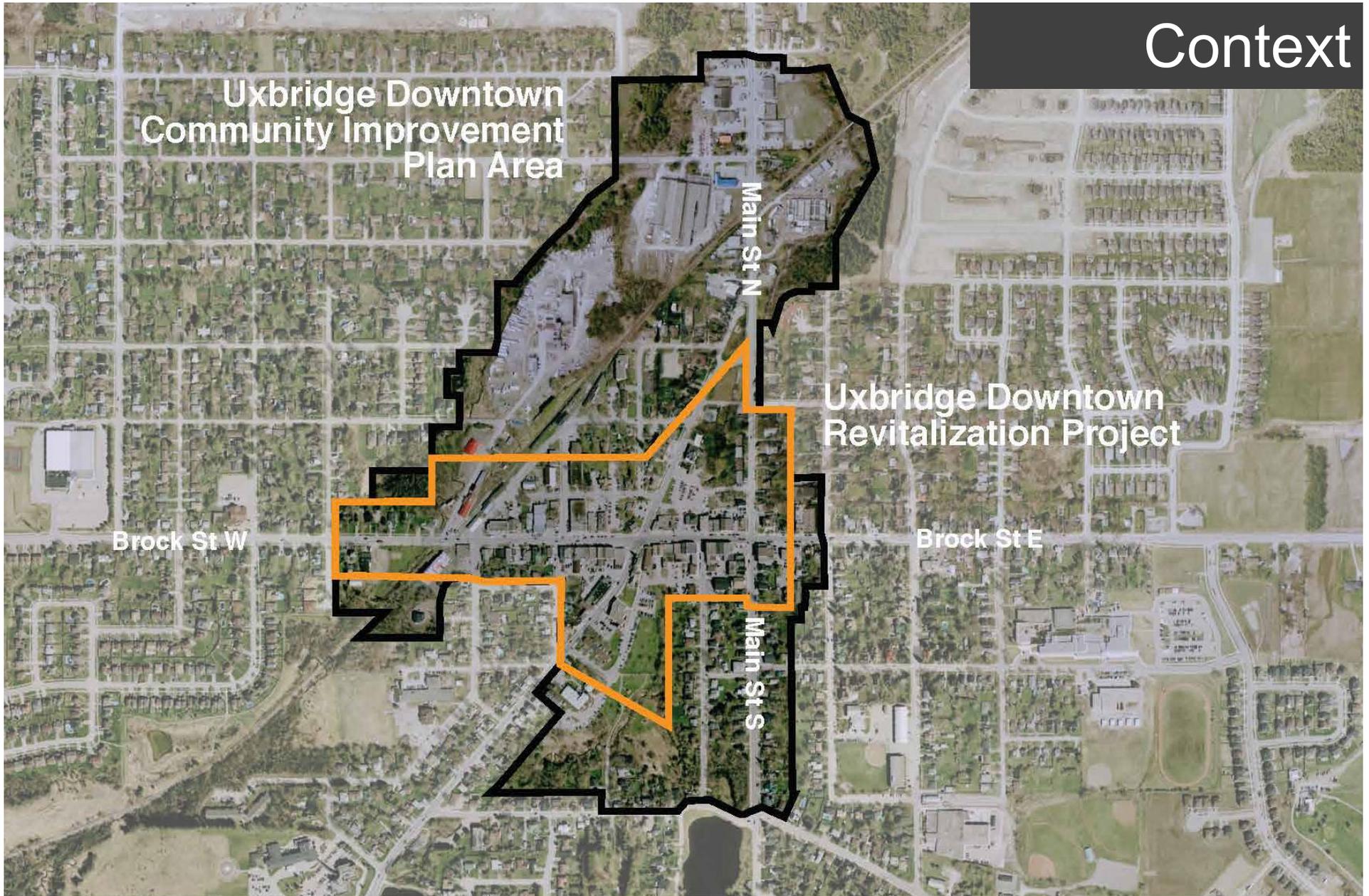
The Township of Uxbridge initiated the **Downtown Revitalization Project** in August 2020 to develop a cohesive long-term vision for the downtown area.

The Project will deliver a Strategic Plan and an Action Plan that will focus on the longer-term economic development and social well-being of the downtown.



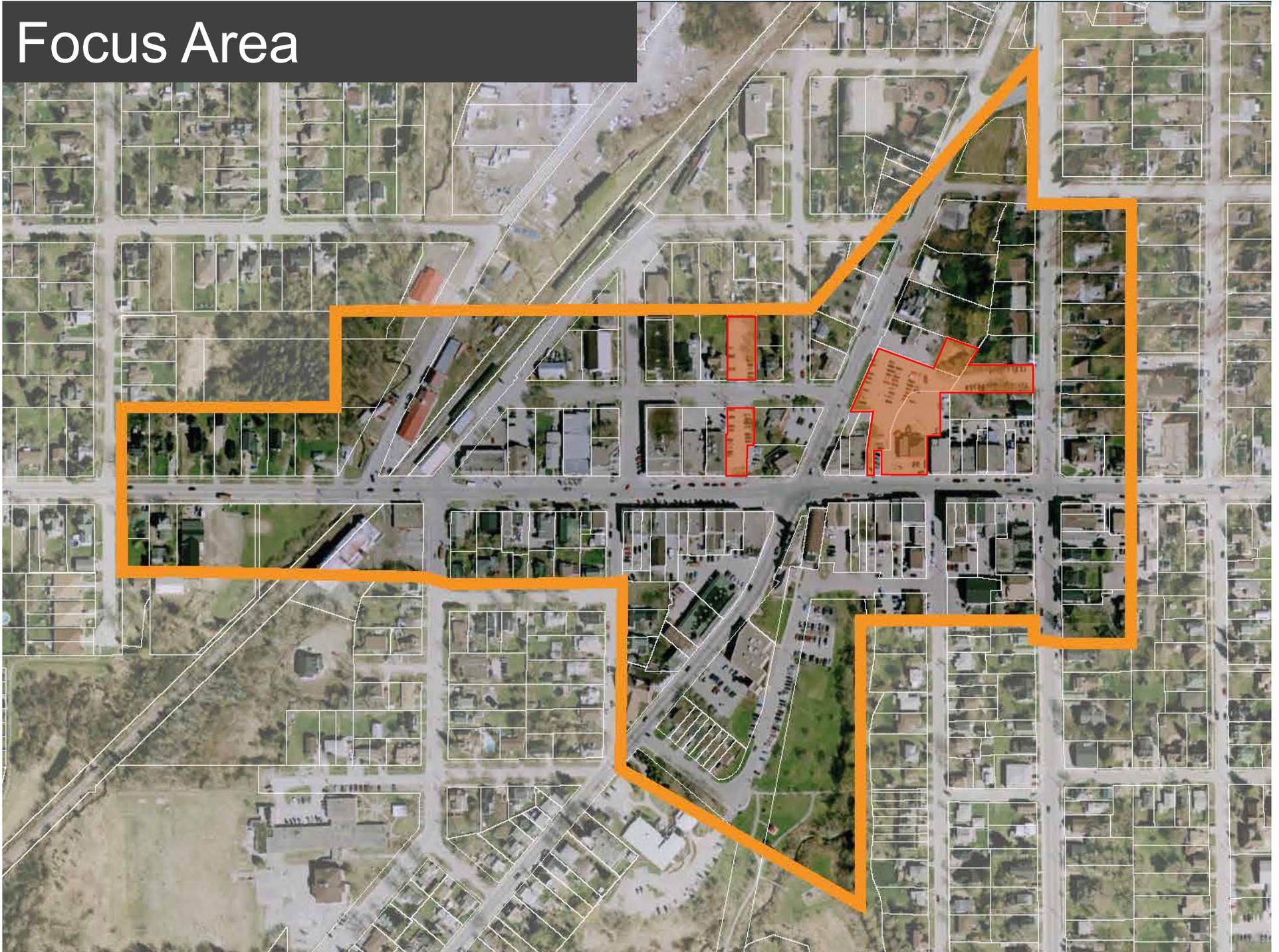
#myuxbridgedowntown

Context



Renderings and visualization of the downtown vision to be developed over the next several months, targeting completion in the fall of 2021.

Focus Area



Uxbridge features a vibrant and thriving downtown that is rich in history and recognized as an inclusive and accessible community.



Vision Statement

Design Lenses / Elements



- **Historic buildings alongside newer (contemporary) buildings**
- **Shopfronts and active street level uses**
- **Murals**

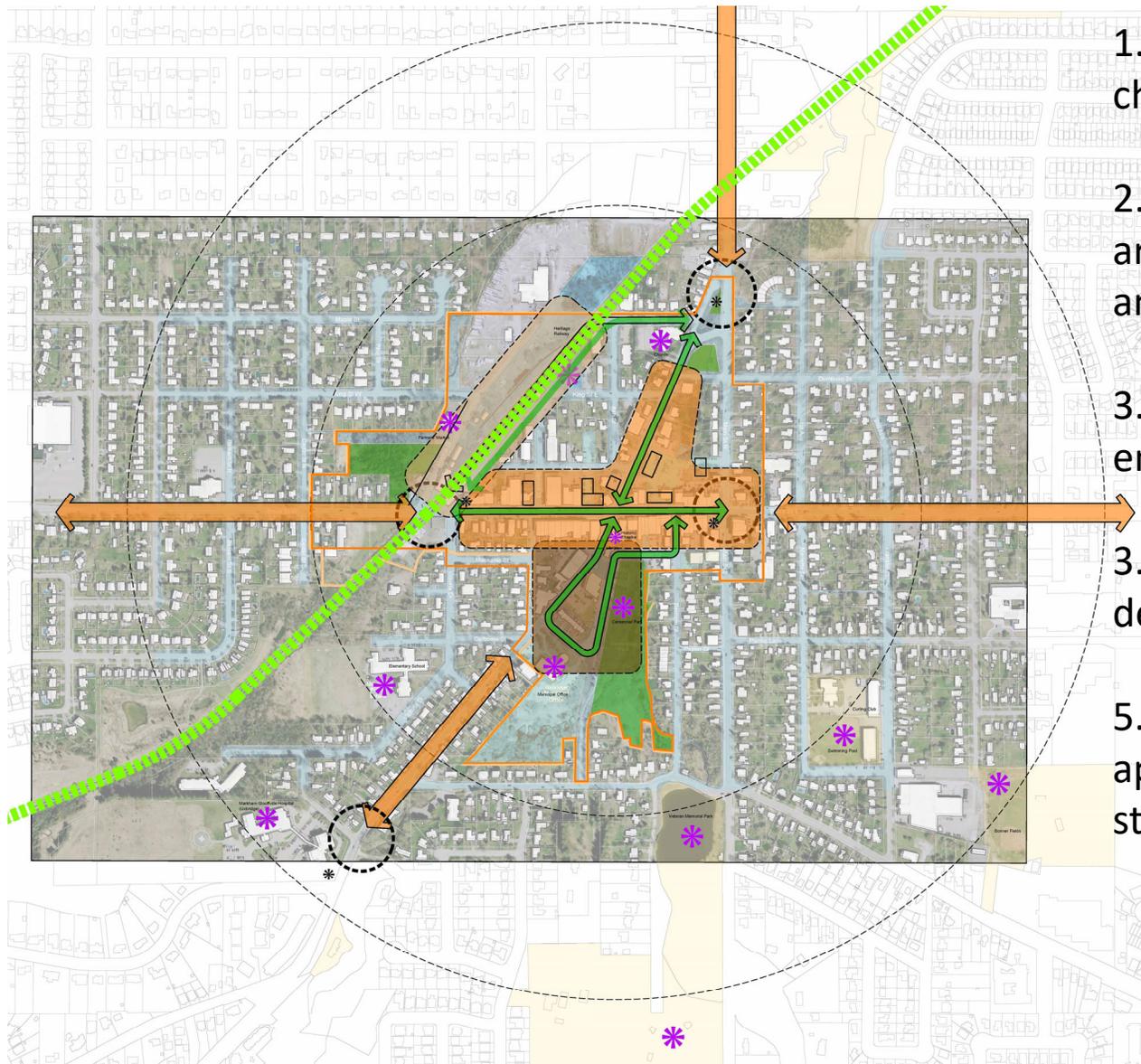


- **Town Square as 'Agora' / 'Market'**
- **Uxbridge Brook / Centennial Park**
- **Promenade**
- **Patios and spill out areas**
- **Public Art**



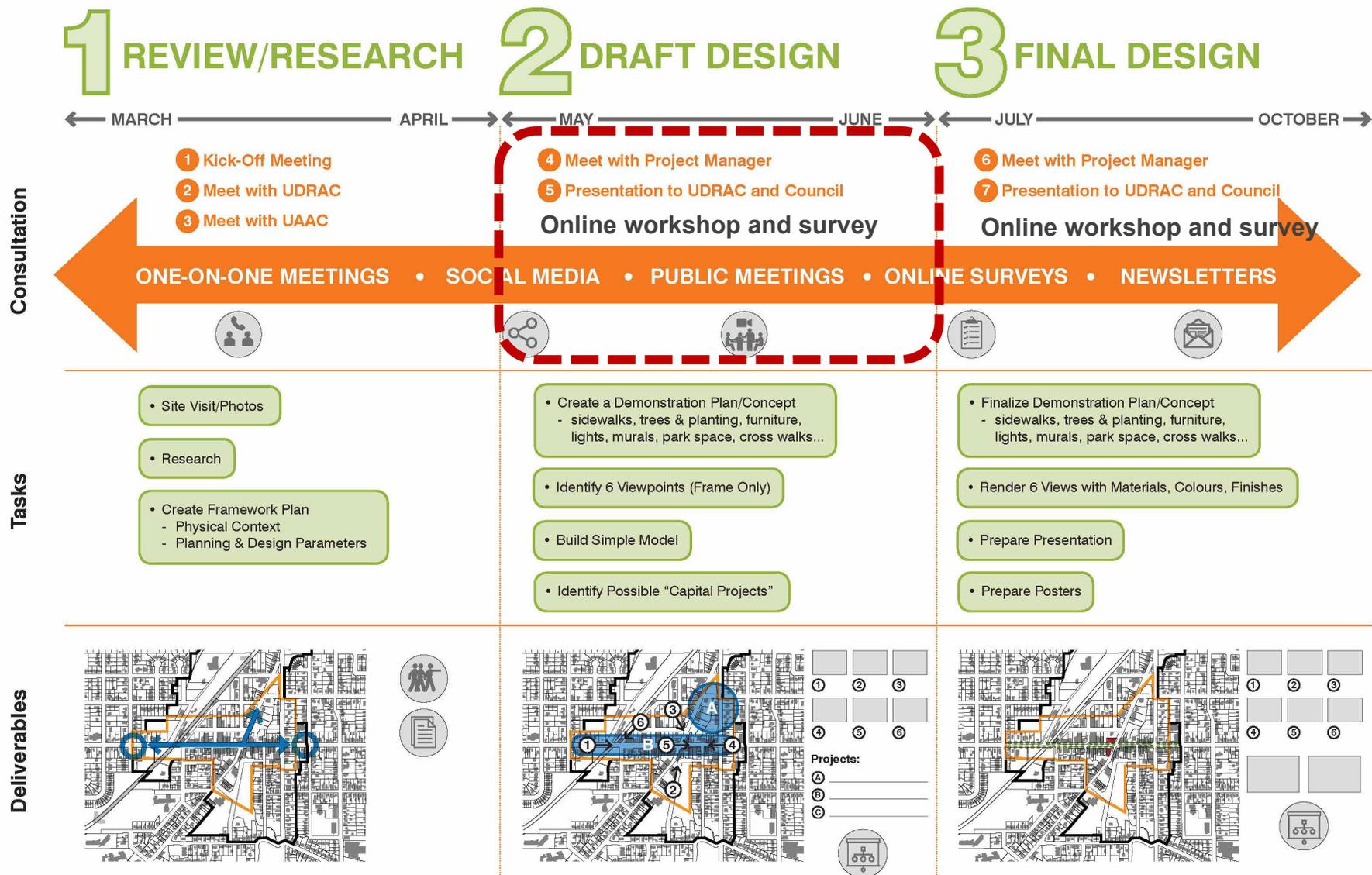
- **Parking**
- **Active Transportation**
- **Truck Traffic**
- **Trails / Trail Connections**

Design Elements being considered



1. Three distinct precincts or character areas
2. Ways to connect the different areas and encourage circulation and movement
3. Pedestrian-oriented environment
3. Potential long term development sites
5. Cohesive and consistent approach to parking, streetscaping, and buildings

Work Plan



From: Judy Risebrough <jrisebrough@uxbridge.ca>
Sent: June 14, 2021 10:54 AM
To: christinkacurry; Robert Kirvan; businessfacilitator@uxbridgebia.com
Cc: Bruce Garrod; Todd Snooks
Subject: RE: Downtown Uxbridge.
Attachments: UDRP Overview Deck - June 2021.pptx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Bob

Another interesting idea. As it is outside the scope of the Uxbridge Downtown Revitalization Project, I have forwarded it to the BIA.

I have attached a copy of a presentation that provides an overview of the project. As you will note, the deliverable next January is a longer term strategic plan and an action plan.

Judy Risebrough (PMP)
Project Manager
[#myuxbridgedowntown](#)
jrisebrough@uxbridge.ca
cell: 647 616-8951

From: Robert Kirvan <rkirvan@interhop.net>
Sent: June 13, 2021 5:39 PM
To: Judy Risebrough <jrisebrough@uxbridge.ca>; Bruce Garrod <bgarrod@uxbridge.ca>; Todd Snooks <tsnooks@uxbridge.ca>
Subject: Downtown Uxbridge.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Julie

Here is an idea I heard today. " Ice Cream Day " is held each year in a small U S Town. .
Free Ice Cream Cones
Who doesn't like an Ice Cream Cone. . This would attract all ages to visit downtown.
Shopkeepers could have tables in front of their stores. Perhaps have entertainment on
Bascom Street where Old Fire Hall Sits. I see Centennial Road is about to open .
You could close off Bascom South of Chances Are. Maybe use Centennial Park as well.
You would have to close off Centennial Road to traffic as well .

Bob Kirvan



How to Create an Accessible Outdoor Patio

Part of reopening our economy is rethinking how we use public spaces. We're seeing expansion of restaurant, café and bar patios onto sidewalks and into the streets and parking spaces. If we are redesigning, let's fix the old barriers and Human Rights violations while we're at it.

The staff at DE is in a unique position to be aware of a multitude of great accessibility standards that consider a wide variety of accessibility accommodations for different disabilities. With over 6.2 million Canadians reporting they have had at least one type of disability and with over 1,000 Canadians a day turning 65 with a disability rate of 40%, we know these patios will want to welcome as many customers as possible!

The following are some of the best list of things to help these patios meet the intent of the Accessible Canada Act, Human Rights Code and AODA or AMA requirements. Following these will help, but it is still the responsibility of those creating patios to do everything they can to meet the legislative requirements of the Human Rights Code. We recommend speaking with your disabled patrons to see what other accommodations might be necessary. #NothingWithoutUs.

We have created the following information from many sources including **City of Mississauga Facility Accessibility Design Standards (FADS)**, **CNIB Clearing Our Path** as well as **Universal Design Principles**. Please let us know if there are other great ideas you have or come across that we can add!

Rationale

Where patios are provided, consider options for different levels of sun and wind protection, sound and atmosphere distractions and lighting. This is of benefit to individuals with varying tolerances for sun or heat, as well as people with sensory disabilities. Appropriate lighting levels ensure that the pathways, menus, and payment procedures are easy to access. Thresholds at the patio and ordering/payment stations must always be level and accessible to the pathway.

Overview

This guide covers six topics:

1. General Design Requirements
2. Path of Travel Design Requirements
3. Seating Area Design Requirements
4. Service Counter Design Requirements
5. Sample Patio Layouts
6. Additional Accessibility Considerations
7. Reference Materials





1. General Design Requirements

The following items cover topics not included with any greater detail in the rest of this document:

- A. Patios must be located on an accessible route or path
- B. Guards and railings must be designed to allow clear vision below the rail for persons seated in a wheelchair or scooter
- C. Guards and railings must incorporate pronounced colour contrast to distinguish the railings from the guards and the guards separating the patio from the street or sidewalk. Railings must be distinct from the surrounding environment to ease navigation around the patio and avoid obstructions of furniture
- D. Exterior paths of travel must not be obstructed
- E. Accessible parking must be in proximity to patios, but patios must not obstruct accessible parking - off-street and on-street
- F. Sanitizing and washing facilities must be on an accessible path and be within operable reach for people using wheelchairs or scooters
- G. Where a washroom is not available on the first floor or in a COVID-19 safe location, at least one accessible port-a-potty must be provided. See more about **Universal Washrooms**
- H. Accessible signage must indicate seating areas, paths, washrooms, and payment/assistance counters. See more about **Accessible Signage**





2. Path of Travel Design Requirements

Accessible sidewalks or walkways support the diverse needs of people of all abilities. Firm, stable and slip-resistant surfaces with appropriate widths, passing areas, and slopes must be free of obstructive furniture or hazards. Accessible paths must be illuminated and clearly contrasted with surrounding surfaces.

- A. The primary path of travel to all services and facilities is to be accessible and must be level or provide a ramp. See more about **Ramps**
- B. Thresholds must be flush with pathway and any elevation must be colour contrasted
- C. Where it is not possible to provide a path that is at least 1830mm wide which would allow wheelchairs or mobility devices to comfortably pass, the sidewalk or walkway must be at least 1370mm wide for accessibility.

Note: for COVID-19, paths of travel will need to be wider to adhere to social-distancing measures

- D. The patio surface must be a different colour and, if possible, a different texture to any sidewalk or pathway that runs beside it to make it distinct and easy to identify
- E. Where there is a step between different levels in an adjacent inaccessible route, the top edge of the step or curb must be a contrasting colour to reduce the hazard of tripping
- F. All portions of an accessible route must be equipped with adequate lighting to provide a minimum level of illumination of 50 lux

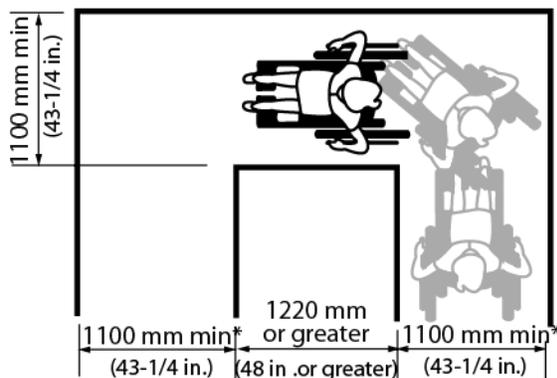


Figure 1: Clear path to turn around an obstacle must be 1100 mm minimum wide.



3. Seating Area Design Requirements

Tables with knee and toe space underneath are accessible to a person using a wheelchair or seated mobility device. An accessible path leading to a firm, level surface around the table, is required for mobility accessibility. A change in texture from a pathway to the table area is an important cue for a person who is blind. Tables that have the support leg(s) in the centre of the table provide a higher level of accessibility. Be wary of pedestal tables since they reduce clear knee space under a table surface. Seating must comply with the following:

- A. 100% of all seating must be accessible. Where this is not technically feasible, at least 20% and never less than 1 table in each seating area (if more than one patio is provided) must be accessible
- B. Customers and staff must be able to get to the table by means of an accessible route without blocking the accessible route
- C. The space around the table must have a level, firm ground surface extending minimum 2000 mm on at least two sides of the table for persons who use wheelchairs or other mobility devices and minimum 1220 mm on the other sides
- D. Where height-adjustable tables are not possible, ensure the top surface is located between 810 mm to 865 mm above the finished floor or ground surface
- E. Tables must have knee space underneath that is at least 810 mm wide by 480 mm deep and 685 mm high at each accessible seating space
- F. Chairs and tables must have a contrasting colour to their surrounding area to make them easier to see and find
- G. If patios are outside or music is playing the ambient noise creates a barrier to communication for those who have hearing loss. A portable assistive listening device, like a hearing loop, must be available for servers to use upon request
- H. Lighting at the table must be at least 100 lux at the surface to assist in reading bills or menu where this is technically infeasible a portable light source must be available

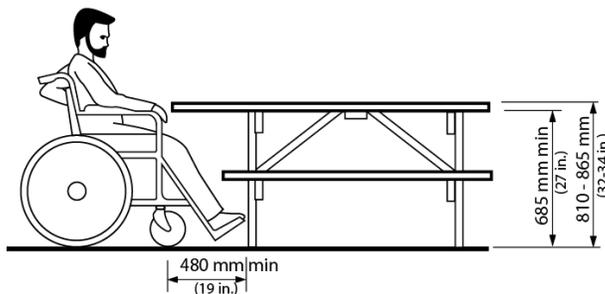


Figure 2: Table height must be 810 mm minimum and knee space must be 685 mm by 480 mm minimum at accessible tables.



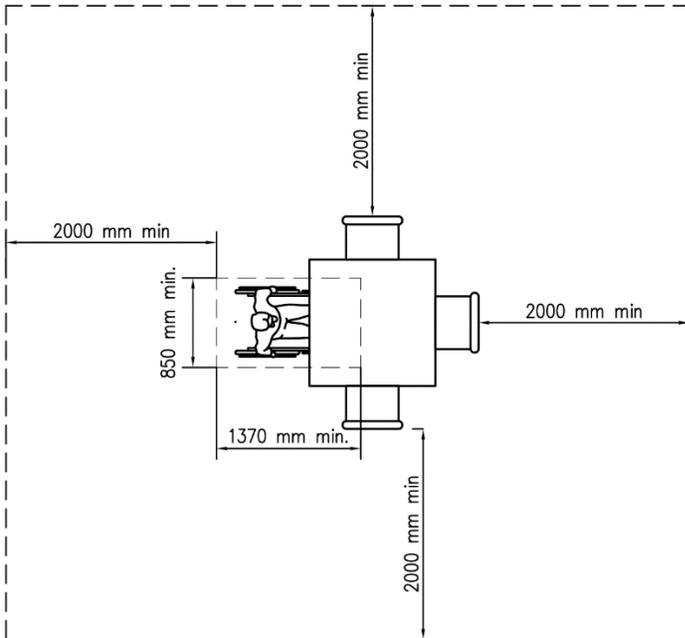


Figure 3: Accessible tables must have 2000 mm of firm, level ground surrounding them.



4. Service Counter Design Requirements

The AODA requires reception and service counters to be accessible to all visitors, here is how to fulfill that requirement:

- A. Adjustable height counters offer the best flexibility and accessible options for all customers, but where this is not available knee space must be on both sides of the counter below the counter surface
- B. The main service counter must be accessible if alternative heights are desired for other accommodations, they must be provided immediately adjacent to the main service counter
- C. Accessible counter surface height must be between 710 mm and 865 mm above the finished floor or ground
 - i. Counter surface width must be at least 920 mm
 - ii. Counter depth must be no more than 1270 mm
 - iii. Knee space height must be at least 685 mm
 - iv. Knee space width must be at least 810 mm
 - v. Knee space depth must be at least 480 mm
- D. If there is a physical barrier like plexiglass or glass barriers between the customer and service provider, the acoustics will not be optimal for people with hearing loss. If a speaker port has been provided it must not be higher than 1060 mm above the finished floor or ground. In addition, assistive listening devices at all counters but especially where barriers are provided are necessary. Where a built-in hearing loop system is not technically feasible a portable device/system must be provided. Counters must provide at least one type of Assistive Listening Device at each counter:
 - i. Speech Transfer Intercom System with volume controls for both staff and customers - this can be in a counter system or speaking port.
 - ii. Gooseneck or cordless microphone; or
 - iii. Telephone system with voice/speech amplification.
- E. Lighting must be at least 300 lux at the counter surface to assist in reading bills or menus and at least 100 lux on the customer and service providers' face to assist lip-reading

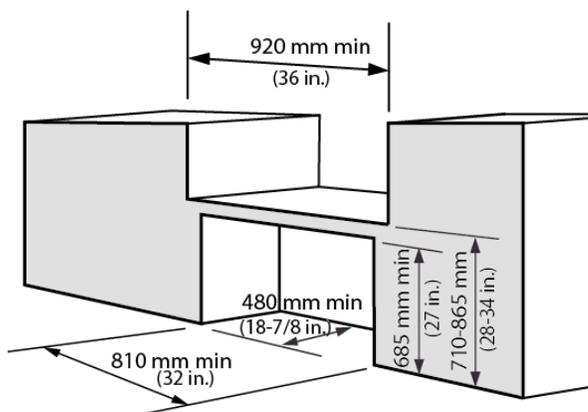


Figure 4: Accessible service counter with clear knee space of 810 mm by 480 mm minimum.





5. Sample Patio Layouts

Here are some sample patio layouts for café's, bars, and restaurants. Many of the design requirements mentioned above are visually demonstrated in these layouts. Use them as inspiration to make your patio accessible to all visitors!

Café Patio

The café patio layout is recommended for businesses with space on the sidewalk in front of their establishment.

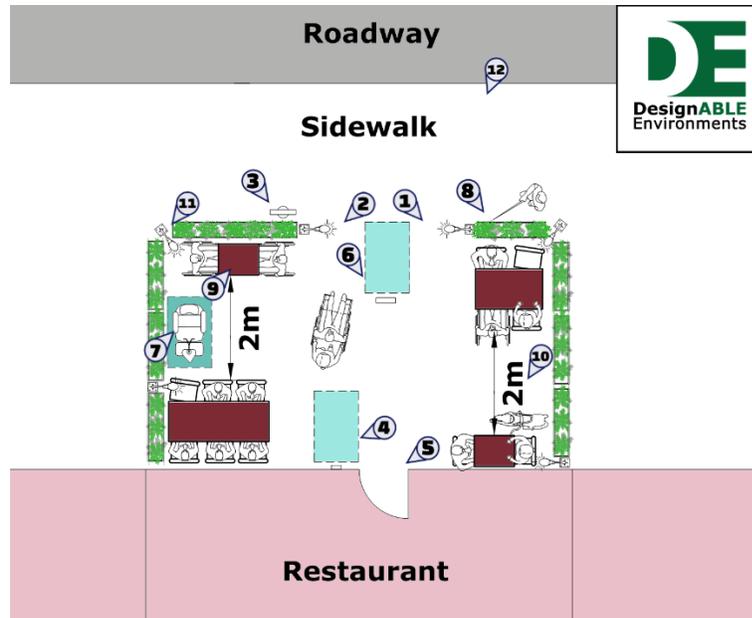


Figure 5: Diagram demonstrating an accessible layout for storefront patios.

Legend:

1. Flat, flush entrance or temporary curb ramp i.e. StopGap;
2. One-way entrance or exit;
3. Accessible signage with directions and information;
4. Clear space in front of push door operator;
5. Accessible entrance into restaurant;
6. Clear space in front of hand sanitizer;
7. Mobility scooter parking space;
8. Cane detectable physical barrier;
9. Table with appropriate knee and toe space or height adjustable;
10. Physical distance between patrons 2 metres wide;
11. Ambient lighting illuminating routes, service and seating areas;
12. Unobstructed sidewalk





Bar Patio

The bar patio layout is recommended for businesses with space in a closed curb lane approved by local municipal authority.

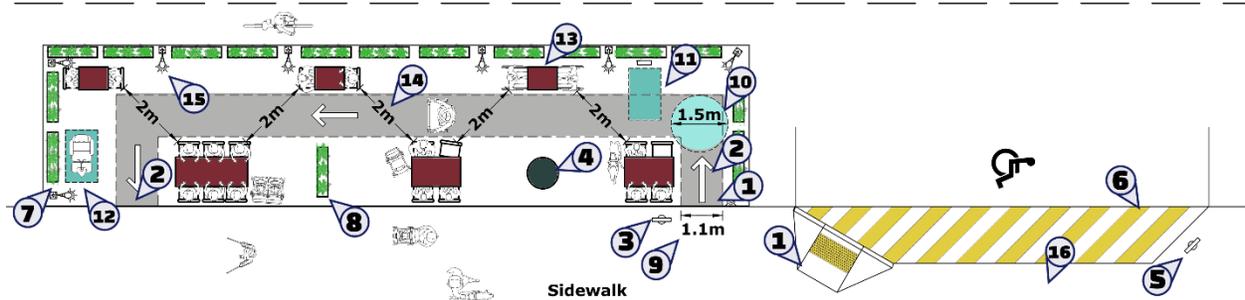


Figure 6: Diagram demonstrating an accessible layout for a built or street-level patio in a closed curb lane.

Legend:

1. Flat, flush entrance or temporary curb ramp i.e. StopGap;
2. One-way entrance or exit;
3. Accessible signage with directions and information;
4. Reception, service or payment counter;
5. Accessible signage with parking near entrance and accessible path;
6. Pedestrian access aisle;
7. Cane detectable physical barrier;
8. Cane detectable sound and privacy barrier;
9. One-way accessible route 1.1 metres wide;
10. Mobility device turn space 1.5 metre diameter;
11. Clear space in front of hand sanitizer;
12. Mobility scooter parking space;
13. Table with appropriate knee and toe space or height adjustable;
14. Physical distance between patrons 2 metres wide;
15. Ambient lighting illuminating routes, service and seating areas;
16. Unobstructed sidewalk





Restaurant Patio

The restaurant patio layout is recommended for businesses with space in a parking lot or expanded onto a closed street as approved by local municipal authority.

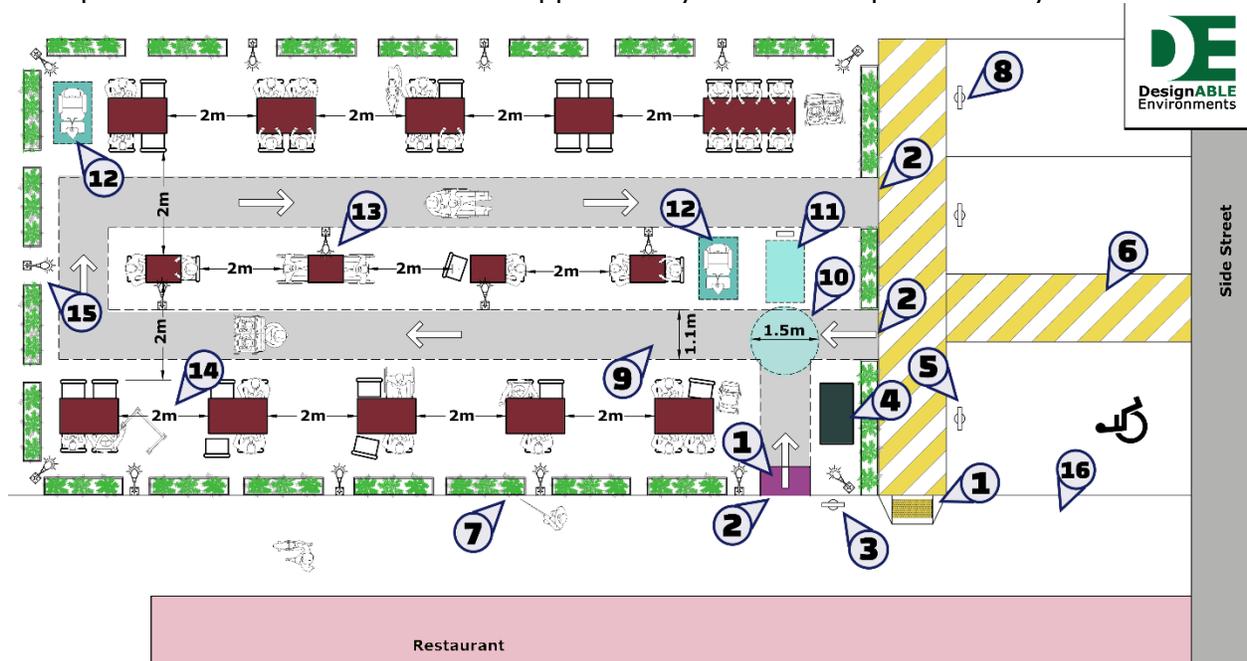


Figure 7: Diagram demonstrating an accessible layout for a patio in a re-purposed parking lot.

Legend:

1. Curb cut or temporary curb ramp i.e. StopGap;
2. One-way entrance or exit;
3. Accessible signage with directions and information;
4. Reception, service or payment counter;
5. Accessible signage with parking near entrance and accessible path;
6. Pedestrian access aisle;
7. Cane detectable physical barrier;
8. Order pick-up and drop-off parking;
9. One-way accessible route 1.1 metres wide;
10. Mobility device turn space 1.5 metre diameter;
11. Clear space in front of hand sanitizer;
12. Mobility scooter parking space;
13. Table with appropriate knee and toe space or height adjustable;
14. Physical distance between patrons 2 metres wide;
15. Ambient lighting illuminating routes, service and seating areas;
16. Unobstructed sidewalk





6. Additional Accessibility Considerations

As per **AODA Information and Communication Standards** and **AODA Customer Service Standards**, consider these accessibility provisions:

- A. Braille and large print menus
- B. The needs of customers with service or support animals
- C. Adult change bench facilities in washrooms

7. Reference Materials

Below are nine links to useful resources:

- A. Ontario Human Rights Code legislation: <http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>
- B. Illustrated Technical Guide to the AODA Design of Public Spaces: <https://gaates.org/DOPS/loc.php>
- C. AODA Customer Service Standards: <https://aoda.ca/customer-care-standard/>
- D. AODA Information and Communication Standards: <https://aoda.ca/what-is-the-information-and-communications-standards/>
- E. City of Mississauga's Facility Accessibility Design Standards: http://www7.mississauga.ca/Departments/Marketing/Websites/Accessibility/Mississauga_FADS.html#a4.3.16
- F. CNIB Clearing Our Path: http://www.clearingourpath.ca/8.0.0-design-needs_e.php
- G. Effective Colour Contrast: https://pages.mtu.edu/~nilufer/classes/cs3611/interesting-stuff/designing-with-colors-1/color_contrast.htm
- H. Portable Hearing Loop: <https://www.harriscomm.com/equipment/loop-systems-receivers/loop-systems.html>
- I. Learn about Universal Design Principles: <http://designable.ca/universal-design.html>

DesignABLE Environments Inc. (DE) is a consultation firm that provides expertise to public and private sector clients on how to create built environments that meet the needs of all people, including persons with disabilities and the elderly. Since 1987, DE has been instrumental in developing and popularising the philosophies of barrier-free and universal design. Our staff work within project teams to ensure that the opportunities and options for inclusive design are simple and easy for our clients to take advantage of. We are skilled in the interpretation and application of a variety of accessibility standards and best practices, locally and from around the world. Our goal is to provide supportive built environments that promote independence, dignity, and safety for all.





My Uxbridge Downtown

Be a Part of #MyUxbridgeDowntown

Project Timelines

- **Spring/Summer 2021**
Collect ideas, design recommendations and complete concept drawings
- **Fall 2021**
Public feedback and refining the final design
- **Winter 2021/22**
Create strategic plan to achieve the vision

The **#myuxbridgedowntown** project is now collecting public input through a resident survey.

We would like your support to encourage a high rate of participation and survey completion across a wide range of residents. The Resident Survey is open until the end of August. Here is how you can help:

1. Encourage your network of friends, family, colleagues to complete the survey online at <https://www.surveymonkey.com/r/GRT7N9X>.
2. If you have a business consider displaying a poster or handing out cards with information about the survey. Talk to your clientele about why participating is important.
3. If you know individuals who would prefer to complete a paper survey please help us distribute them. Paper copies are available from Town Hall and the Uxbridge Library. Surveys can be dropped in the 'Red Barn' Drop Box in front of Town Hall, in the book return on the lower level of the Uxbridge Library or by mail.

If you would like a copy of any paper materials please contact Judy Risebrough at jrisebrough@uxbridge.ca.



Building on Yesterday - Planning for Tomorrow

businessfacilitator@uxbridgebia.com

From: Willie Popp <wpopp@uxbridge.ca>
Sent: June 9, 2021 1:19 PM
To: businessfacilitator@uxbridgebia.com
Cc: Hailey Weatherbee; Todd Snooks; christinkacurry
Subject: Re: Downtown Parking Update

Follow Up Flag: Follow up
Flag Status: Flagged

Putting on my Accessibility hat here, Muskoka chairs are difficult for those with back issues and seniors to sit in and to stand back up. They may not be seen as the most inclusive of selections.

Willie Popp
Deputy Mayor, Ward 4 Councillor
Township of Uxbridge
51 Toronto St. Uxbridge, ON
Cel: (416) 735-4851
Email: wpopp@uxbridge.ca

On Jun 9, 2021, at 12:05 PM, businessfacilitator@uxbridgebia.com wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Hailey – I have utilized these chairs in Huntsville and they sure are an improvement on the hard benches that are usually provided!
I will add this idea to our upcoming BIA Board meeting. Can anyone confirm the cost is \$350 per? Do we have a contact for a manufacturer/retail outlet from which I may collect quotes as background to this point?
Thanks for your suggestion!

Julia Shipcott
Uxbridge BIA Membership Services Coordinator
businessfacilitator@uxbridgebia.com

Please note I am in the office Thursdays ~ your message will be responded to within 48 hours.
<image002.jpg>

From: Hailey Weatherbee <haileyweatherbee@gmail.com>
Sent: June 5, 2021 10:00 PM
To: Todd Snooks <tsnooks@uxbridge.ca>
Cc: Bia <businessfacilitator@uxbridgebia.com>; christinkacurry <christinkacurry@gmail.com>; Willie Popp <wpopp@uxbridge.ca>
Subject: Re: Downtown Parking Update

Ya. Those are good points. I see the recycled composite one here in bracebridge and Huntsville. They are heavy to may avoid thief? Vandalism ... ya. Crap. I donno.
I meant to photo some. I have one in the attached. Two random chairs at a park.

<image006.jpg>

HAILEY WEATHERBEE M.Arch + B.A.S
Principal + Architectural Designer

hailey@hbearchitecture.com
[88 Brock Street Uxbridge, ON](#)
[6479697237](#)

On Jun 5, 2021, at 9:09 PM, Todd Snooks <tsnooks@uxbridge.ca> wrote:

Hey Hailey,

I like the idea in theory – my concern is theft and vandalism (sad I know, but I have seen it all). Worth a trial run if we have some BIA funds available - \$350 each but they may lower price depending on purchasing numbers?

Others thoughts – other business for Tuesday?

Todd

Todd M. SNOOKS
Ward 5 Councillor
Township of Uxbridge
416-571-3076
tsnooks@uxbridge.ca

“Attitude is more important then the past, than education, than money, than circumstances, than what people do or say. It is more important than appearance, giftedness or skill.” – WC Fields

From: Hailey Weatherbee <haileyweatherbee@gmail.com>
Sent: June 3, 2021 10:53 PM
To: Bia <businessfacilitator@uxbridgebia.com>
Cc: christinkacurry <christinkacurry@gmail.com>; Todd Snooks <tsnooks@uxbridge.ca>; Willie Popp <wpopp@uxbridge.ca>
Subject: Re: Downtown Parking Update

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey guys

I am in Bracebridge - Lake of Bays region.
I have pitched this idea before .. but I think it has more merit with COVID days. A time where people need to sit / wait / meet outdoors.

The town has provided muskoka chairs throughout the town. A variety of colours here. I think a uniform black or hunter green would be good for Uxbridge.
Anyways, it is welcoming and they are used!

Imagine 4 on the Tim Hortons hill, 8 by Kwartha dairy, some downtown, maybe a few in the parks.

Anyways... just a thought that I think it positively viewed for function as well as styled for a homey' vibe.

HAILEY WEATHERBEE M.Arch + B.A.S

Principal + Architectural Designer

hailey@hbearchitecture.com

88 Brock Street Uxbridge, ON

6479697237

On Thu, Jun 3, 2021 at 10:27 PM <businessfacilitator@uxbridgebia.com> wrote:

The Township has received official notice from Shell Corporation that they will be terminating the Township's lease for the temporary parking lot on the NW corner of Spruce and Brock Street West. Shell is proceeding with demolition of the Home Hardware building at 89 Brock Street in July and requires the site to maintain safety and equipment during the process.

It is expected that signs notifying the public of the imminent closure of the parking lot will be posted by the Township shortly.

This map (https://discoveruxbridge.ca/plan/parking/bia_parking_map/) indicates the downtown municipal parking locations available for your customers. With the Culvert project coming to its conclusion, we can look forward to additional parking spots opening up soon.

Best wishes,

Julia Shipcott

Uxbridge BIA Membership Services Coordinator

businessfacilitator@uxbridgebia.com

Please note I am in the office Thursdays ~ your message will be responded to within 48 hours.

<image001.jpg>



315 Medd Rd
 Port Perry, ON L9L 1B2
 905-852-4187

ottergreenhouses@andrewswireless.net
 www.ottergreenhouses.com

Invoice

Date	Invoice #
6/01/21	3848

Invoice To	Ship To
Uxbridge BIA	

PO Number	Store Number	Ship Via	Terms
		Picked-up	Net 10 Days 2% Interest on Overdue Accounts

Quantity	Description	Price Each	Amount
85	Custom Planted - 20" Hanging Basket	69.00	5,865.00
85	Replacement Moisture Mat	9.00	765.00
	HST (ON) on sales	13.00%	861.90
		Total Before Tax	\$6,630.00

Thank you!

Total	\$7,491.90
Payment/Credit	\$0.00

Balance Due	\$7,491.90
--------------------	-------------------

HST No. 840967251

BIA Bingo

Plan A

Plan A if still in lockdown

- Our proposed game of town BIA Bingo is to get people out of their homes venturing around the businesses in town. To do this they can print off a Bingo Card with business names on it and start making their way around to all the locations

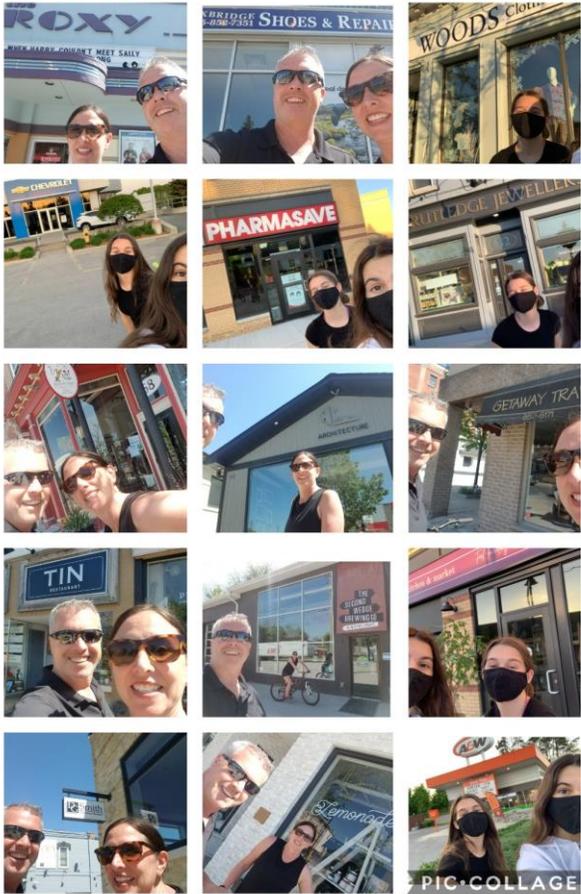
Example card

Once they print off card it can look like example on this page.

BIA BINGO				
Getaway Travel	The Roxy Theatre	Zehrs	The Passionate cook	Tin Restaurant
Main Street Pools	Boyds Sports	DG Smith Insurance	Holistic Salt Therapy Cave	Rutledge Jewellers
A & W	Woods Clothing	Uxbridge Trails or Parks	Pharmasave	Sharpe Farm Supplies
Uxbridge Shoes & repair	The Second Wedge	Perla Dental	Keith's Flowers	Lemonade stand
Fig Kitchen & Market	H Bee Architectural	Viper	Sugar FX	Williamsons

Example of picture collage

- Once they have been to all the locations on the Bingo card, they can do a collage of pictures and post both the card and picture collage to social media to be entered in a draw for a gift card to a business in town.



Bia Bingo

Plan B

Plan B if business are open

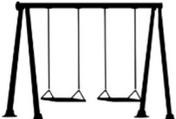
- We can still play the same bingo cards and do the selfies the same as plan A. The only change would be to bring in card inside and have it initialed at each location. This will bring potential customers into that business which they may have not been in before.

Another option for participants could be a game of "Where to Find This" We could make a list of items that cannot be found in just any store and the participants will have to go and take a selfie if were not open in front of that store.

* One more fun option could be the game of Clue and we could make a mystery and participants will have to find the Who, What, Where & How by visiting stores / If were closed the store who participate could post a clue on their window.

BIKE MONTH BINGO

Share a picture from your ride with #BikeMonthUxbridge

<p>Ride the Uxbridge rail trail</p> 	<p>Ride to Kawartha Dairy for an ice cream</p> 	<p>Ride to a Little Library and take/share a book</p>	<p>Learn and practice bike hand signals</p> 	<p>Ride a food bank donation to the CARE-A-VAN</p> 
<p>Pump your bike tires and oil your chain</p> 	<p>Ride a loop in Quaker Park</p>	<p>Ride to the Uxbridge Farmers' Market</p> 	<p>Ride to the museum and watch the moonrise</p> 	<p>Test your skills at the pump park</p> 
<p>Circumnavigate Elgin Pond on your bike (can you spot the swans?)</p>	<p>Use your bike to run an errand</p> 	<p>FREE RIDE!</p> 	<p>Take a picture of your bike at a bike parking rack</p>	<p>Ride on the Bird Loop in the Countryside Preserve</p> 
<p>Learn the name of a bike part you didn't know before</p> 	<p>Ride to a local shop for a cool treat</p>	<p>Take a picnic to Elgin Park on your bike</p> 	<p>Go for a bike ride in Durham Forest</p> 	<p>Ride to the library to pick up books</p> 
<p>Ride to a neighbourhood playground</p> 	<p>Ride to the Barton Farms Pond</p> 	<p>Do a "2-V-1" helmet check</p> 	<p>Go for a family bike ride on the South Balsam Trail</p>	<p>Ride to the splash pad and cool down</p> 

Financial statements of
The Corporation of the
Township of Uxbridge Business
Improvement Area

December 31, 2020

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Statement of operations	5
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Draft

Independent Auditor's Report

To the Board members of the Township of Uxbridge Business Improvement Area and Members of Council of the Corporation of the Township of Uxbridge

Opinion

We have audited the financial statements of The Corporation of the Township of Uxbridge Business Improvement Area (the "BIA"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, change in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2020, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the BIA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
June 15, 2021

The Corporation of the Township of Uxbridge Business Improvement Area

Statement of financial position

As at December 31, 2020

	2020	2019
	\$	\$
Asset		
Financial asset		
Due from Township of Uxbridge	68,639	21,560
Non-Financial asset		
Prepaid expenses	146	—
	68,785	21,560
Liability		
Due to Township of Uxbridge	—	—
Accumulated surplus	68,785	21,560

The accompanying notes are an integral part of the financial statements.

Approved by the Board

_____, Director

_____, Director

Draft

The Corporation of the Township of Uxbridge Business Improvement Area
Statement of change in net financial assets
Year ended December 31, 2020

	Budget	2020	2019
	\$	Actual	Actual
	\$	\$	\$
Annual surplus/(deficit)	(10,522)	47,225	(5,932)
Acquisition of tangible capital assets	—	—	—
Amortization of tangible capital assets	—	—	—
Change in net financial assets	(10,522)	47,225	(5,932)
Acquisition of prepaid expenses	—	(146)	—
Net financial assets, beginning of year	72	21,560	27,492
Net financial assets, end of year	(10,450)	68,639	21,560

The accompanying notes are an integral part of the financial statements.

Draft

The Corporation of the Township of Uxbridge Business Improvement Area

Statement of operations

Year ended December 31, 2020

	Notes	Budget \$	2020 Actual \$	2019 Actual \$
Revenue				
Municipal tax levy		106,450	103,297	104,588
Sponsorship and other revenue		—	—	—
		106,450	103,297	104,588
Expenses				
Beautification	2	44,711	32,832	58,507
Administrative		44,761	14,941	42,018
Promotions and special projects		22,500	5,709	8,745
Christmas program		5,000	2,590	1,250
		116,972	56,072	110,520
Annual surplus/(deficit)		(10,522)	47,225	(5,932)
Accumulated surplus, beginning of year		72	21,560	27,492
Accumulated surplus, end of year		(10,450)	68,785	21,560

The accompanying notes are an integral part of the financial statements.

Draft

The Corporation of the Township of Uxbridge Business Improvement Area

Notes to the financial statements

December 31, 2020

1. Significant accounting policies

The financial statements of the Corporation of the Township of Uxbridge Business Improvement Area (the "BIA") are the representations of management prepared in accordance with accounting standards recommended by the Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants of Canada.

Revenue recognition

The business improvement area municipal tax levy is based on a special downtown business levy that is recognized in the calendar year to which the tax assessment applies.

Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts in the financial statements. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

2. Contributes services

The Township of Uxbridge staff contribute many hours per year in back office financial services to assist the BIA in carrying out its activities. During the year, the Township of Uxbridge performed maintenance services for the BIA's Beautification Program and the BIA incurred \$15,000 (2019 - \$nil) of expenses for these services.

3. Statement of cash flows

A statement of cash flows has not been included as the related information is readily determinable from the information presented.

4. Significant event

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the BIA in future periods.

Township of Uxbridge
51 Toronto Street South
Uxbridge, ON. L9P 1T1

Invoice # : 130967
Project : 11201500
Project Name : Business Directory with BIA Filter
Invoice Group : 05
Invoice Date : 05/27/2021
Purchase Order :

Attention: Debbie Leroux

TERMS: Net 30 Days. Service Charge of 1½% per month payable on overdue accounts.

For Professional Services Rendered through: 05/29/2021

Uxbridge, ON
***AEM - dleroux@uxbridge.ca

Total Project Fee Authorized		4,500.00
Percent Complete as of 05/29/2021		<u>100.00</u>
Fee Earned To Date		4,500.00
Less Previous Billings		0.00
Current Billing Amount		4,500.00
Harmonized Sales Tax (ON)	13.00%	585.00
823392873 RT0001		
Amount Due this Invoice		<u>5,085.00 CAD \$</u>

Julia Dunham

Remit EFT/Direct Deposit To:

HSBC Bank Canada
Bank Code 016 Transit # 10252
Account #: 195035-001 CAD
Account #: 195035-070 USD
Remittance Advice to:
cdnremittance@ghd.com

Remit Checks To:
eSolutions Group Limited
455 Phillip Street
Waterloo, ON N2L 3X2

APPROVED BY _____

Approved by: _____

Date: May 28 / 21

G/L #: 1.18.18 | 0193.5230.

Voucher #: _____

OTTAWA, ON
179 Colonnade Road, Suite 400
T. 613-727-6947

NEWMARKET, ON
1195 Stellar Drive, Unit 1
T. 905-850-5656

TORONTO, ON
184 Front Street East, Suite 302
T. 416-360-1600

WATERLOO, ON
455 Phillip Street
T. 519-884-3352

Debbie Leroux

From: Marion Gray <mgray@esolutionsgroup.ca>
Sent: February 4, 2021 8:46 AM
To: Mackenzie Marcaccio
Cc: Legal-NorthAmerica
Subject: 11201500 BIA website-approval
Attachments: BIA Landing Page with Business Directory Uxbridge.docx

New Phases:
Uxbridge BIA Landing Page
\$8,900 LS

Business Directory w/BIA filter
\$4,900 LS

BIA Hosting
\$300/year (\$50/domain plus \$250) – will need to be prorated from go live

From: Karen Mayfield <kmayfield@esolutionsgroup.ca>
Sent: Thursday, February 4, 2021 8:15 AM
To: Ali Carden <Ali.Carden@ghd.com>; Marion Gray <mgray@esolutionsgroup.ca>
Cc: Shannon McCaffrey <Shannon.McCaffrey@ghd.com>
Subject: FW: Status of BIA website

Marion pls setup
Alison pls assign a PM or PC
Shannon update with the exact numbers in Hubspot and only have this one in for the BIA – Contact below

Please note the BD will be coming from Durham and a view on it and was approved by Dave/ Jay the costs.

From: Christina Curry <christinkacurry@gmail.com>
Sent: Wednesday, February 3, 2021 8:04 PM
To: BIA Facilitator (businessfacilitator@uxbridgebia.com) <businessfacilitator@uxbridgebia.com>
Cc: Karen Mayfield <kmayfield@esolutionsgroup.ca>
Subject: Re: Status of BIA website

Hi Karen,

I am sorry I was under the impression the build had begun. Yes please proceed and we will advise of the direction with the directory in early march.

Many thanks,
Christina

On Wed, Feb 3, 2021 at 7:14 PM <businessfacilitator@uxbridgebia.com> wrote:

Thank you Karen – once Christina has a chance to look over the quote we will definitely respond!

With appreciation,

Julia

From: Karen Mayfield <kmayfield@esolutionsgroup.ca>
Sent: February 3, 2021 5:36 PM
To: businessfacilitator@uxbridgebia.com
Cc: 'christinkacurry' <christinkacurry@gmail.com>
Subject: RE: Status of BIA website

Thank you Julia

We had a meeting to work everything out but I never received written approval on the work. The last email was October 19, 2020 and the quote is attached.

I need approval and we can get started 😊

Welcome to the Team.

Cheers karen

From: businessfacilitator@uxbridgebia.com <businessfacilitator@uxbridgebia.com>
Sent: Wednesday, February 3, 2021 4:39 PM
To: Karen Mayfield <kmayfield@esolutionsgroup.ca>
Cc: 'christinkacurry' <christinkacurry@gmail.com>
Subject: Status of BIA website

Good afternoon Karen,

I am the interim Coordinator for the Uxbridge BIA (Brittany left the position in November). Christina has asked that I reach out to you for an update on the status of the BIA website build. Can you provide any details on where the project is, and if you require any information from us?

Thanking you for your assistance,

Julia Shipcott

BIA Membership Services Coordinator

businessfacilitator@uxbridgebia.com

UXBRIDGE BIA

Please note your URL will be redirected <https://uxbridgebia.com/site/> to uxbride.ca/bia

DESCRIPTION	COST*
Project Management <ul style="list-style-type: none"> Weekly meetings Preparation of meeting agendas and notes, timelines, and general administration items. 	\$1,100
Phase One: Landing Page Setup	
Sitemap <ul style="list-style-type: none"> Create sitemap for BIA Includes meeting with BIA to refine (2-3hours) 	\$1,300
Create a Landing Page with Landing Page Interior Based upon www.uxbridge.ca template <ul style="list-style-type: none"> Add in blank pages No design changes If you need a calendar you would use the existing calendar Add in a new – news category in existing system Form builder (no ecommerce required) 	\$5,500
Phase Two: Content Population	
Content Population	To be completed by BIA
Phase Three: Go Live	
Go Live Activities	\$1,000
TOTAL:	\$8,900

*Exclusive of applicable taxes

BUSINESS DIRECTORY

DESCRIPTION	COST*
Business Directory Module <ul style="list-style-type: none"> eSolutions to add in the Business Directory Module like https://directory.explorekawarthalakes.com/ Uxbridge to complete the Business Directory Import Uxbridge to maintain / update as they see fit 	\$4,500 one-time charge
Training	\$1,250

*Exclusive of applicable taxes

*Approved by the Board of Directors of the Uxbridge BIA on Thursday April 29th 2021.
K. J. Spina*