



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

**Tuesday, May 23<sup>rd</sup>, 2023 7:00 p.m.**

**LOCATION: Municipal offices Boardroom / Microsoft Teams**

**Attendance:** Willie Popp, Todd Snooks, Zed Pickering, Joanne Richter, Todd Miller, Val Little  
**Guests:** Lisa Ritchie, Lisa Ritchie CPA  
**Regrets:** Sabrina Leeder Abby Swagath, John Milne

- **1.0 CALL TO ORDER** by interim Chair, Julia Shipcott – 7:02 p.m.
- **2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF** – none
- **3.0 APPROVAL OF AGENDA** for meeting dated May 23<sup>rd</sup>, 2023
  - Motion to approve agenda: Todd 2<sup>nd</sup>: Zed
- **4.0 ADOPTION OF MINUTES** for Meeting dated April 24<sup>th</sup>, 2023
  - Motion to approve minutes: Willie 2<sup>nd</sup>: Zed
- **5.0 DELEGATION** – Sarah Godbout and Mike Whiston, Uxbridge Tourism – deferred to June 26<sup>th</sup>.
- **6.0 NEW BOARD APPOINTMENTS**
  - **6.1** All attending Directors, excepting Todd Miller, agreed to be added to the OBIAA email list
  - **6.2** Julia introduced new businesses opening in the coming weeks.
  - **6.3** Julia shared the 'Welcome Directors' handout and the OBIAA's 'Business of Accessibility' booklet.
    - Motion to include link to Accessibility handout in next Newsletter, and including a banner on the landing page that links to 'About the BIA' page:  
Willie 2<sup>nd</sup>: Zed

Willie spoke to the benefits of the Accessibility Committee attending an upcoming meeting in order to assist businesses with becoming compliant by 2025
- **7.0 CORRESPONDENCE** – there was none.
- **8.0 REPORTS AND UPDATES**
  - **8.1 New Basket Brackets, planter pickup and install** – Julia reported that 75 + 2 spare brackets have been purchased from Equinox – the basket supplier. Delivery is expected the last week of May. Willie will speak to Ben Kester, Dir. Of Public Works to work with Shear Display on installation of brackets. Alternatively, Willie will request that Public Works kindly complete the install.
  - **8.2 Winter greenery options for baskets** – Discussion regarding alternate winter décor options such as wreaths, lighting or décor rentals. Julia will contact Shear Display to research other options.
  - **8.3 Hut / Sound System sign-out sheet and 'rental' agreement** – Julia will forward the recently created sign-out sheet to Todd Snooks. Todd Miller recommended including an inventory list with the sign-out sheet, and testing of equipment upon return to ensure that no damage has occurred. Julia will confirm with Clerk Debbie Leroux that the sound system is included under the Township's insurance coverage. Zed recommended a refundable damage deposit be considered.
- **9.0 DOWNTOWN REVITALIZATION PROJECT (DRP) UPDATE** – Willie reported that the second meeting is scheduled and the committee is creating working groups for various projects. The Region is providing a contact for the Brock Street area, and additional cross-walks are planned for the area.

- **10.0 WEBSITE UPDATE**
  - **10.1** Julia requested write-ups and images from Todd M., Sabrina and Abby.
  - **10.2** Julia shared an upcoming free webinar by ‘Ontario by Bike’ and confirmed it’s News Release had been posted to the web.
  - **10.3** Willie spoke to the sign by-law and the need for new businesses to apply for sign permits prior to installation, to maintain a consistent look in the downtown area. Joanne shared her concern that there seemed to be no touchpoint at the Township level to gather data on new businesses, and recommended a welcome package to identify items of interest for new businesses, along the lines of a business version of the Welcome Wagon. Julia will research solutions with other BIAs.
  - **10.4** Julia will load ‘Shop where you live’ social media program on the BIA’s FB and Insta pages.
- **11.0 OTHER BUSINESS**
  - **11.1 USS 200<sup>th</sup> Anniversary event** – Julia shared a balloon garland option sourced locally to enhance the downtown during the event, but due to lack of staffing, it was declined.
    - Motion to create 3-up window signage for installation in downtown storefronts:  
Todd Miller      2<sup>nd</sup>: Todd SnooksJulia to acquire artwork, create signage and provide to Willie, Todd S and Joanne for distribution.
  - **11.2 Springtide event – Todd S spoke to Springtide using the Hut and Sound System on Saturday evening of the event. Parks Manager Courtney Clarke requires notification of Hut location.**
  - **11.3 Brock St Parkette project continuation** – Willie discussed the requirement for repairs to the Parkette seating due to damage caused by 2022-23 snow removal equipment. Julia updated the Board on Courtney’s plans to install 2 flower boxes and 1 garbage can in coming weeks.
    - Motion to repair existing bench(es), remove culvert sign and relocate parking curbs:  
Willie Popp      2<sup>nd</sup>: Todd Miller
    - Motion to proceed with purchase of bike repair rack:  
Willie Popp      2<sup>nd</sup>: Zed Pickering
  - **11.4 Upcoming Events** – Willie recommended adding the Santa Claus Parade, Holiday Trail, Easter and AGM to the list. Joanne recommended that the Events Sub-Committee meet in June to begin planning.
- **12.0 FINANCE / BUDGET**
  - **12.1 Donation received** – Julia reported on a \$500 donation received by Skin and Bones Productions as a thank you for disruptions tied to their recent filming. Julia to generate a thank you to Allan Beach.
    - Motion to move \$500 donation into the 2023 budget and if not utilized, redirect to reserves:  
Willie Popp      2<sup>nd</sup>: Todd Miller
  - **12.2 Quarterly Budget** – Julia screenshared the budget and answered questions regarding earmarked funds.
  - **12.3 Draft Financial Statement** – Julia explained that this was received just this afternoon from Treasurer Tobi Lee, and presented it to the Board.
    - Motion to receive Draft Financial Statement for information: Willie Popp      2<sup>nd</sup> : Joanne
- **13.0 BOARD ROUND TABLE**
- **14.0 ADJOURNMENT** - Motion to adjourn at 8:49 p.m.

Next meeting: Monday, June 26, 2023 @ 7pm, **hybrid** – virtual and Boardroom of Town offices.