



MINUTES OF THE UXBRIDGE BIA BOARD OF MANAGEMENT
Monday, January 27th, 2025, 6:30p.m.
LOCATION: Municipal Offices boardroom A / Microsoft Teams

Attendance: Dana Middleton, Lisa Ritchie, Katlyn Jones, Zed Pickering, Lee Hawn, Todd Snooks, Joanne Richter, Lindsay Golden
Regrets: Willie Popp

1.0 CALL TO ORDER	6:32pm by Dana Middleton
2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	None
3.0 APPROVAL OF AGENDA: dated January 27 th , 2025	Motioned by: Lisa 2 nd : Lee
4.0 ADOPTION OF MINUTES: dated November 25 th , 2024	Motioned by: Lee 2 nd : Lisa
5.0 DELEGATIONS	<p>5.1 LEA Consulting Inc.: Parking Study Results:</p> <ul style="list-style-type: none"> • <u>Study Overview:</u> looking at current needs and future needs to support the revitalization and goals • <u>Key Goals:</u> optimized downtown parking supply, develop an improved policy framework, develop context-specific strategies to manage short- and long-term parking and other considerations (bike parking, accessible parking, EV charging) • <u>Surveyed:</u> Total supply of 469 on-street and off-street parking spaces • <u>Dates covered:</u> Sunday October 6th, 2024 & Thursday October 10th, 2024 • Thursday peak demand was 259 parked vehicles at 1:00pm

	<ul style="list-style-type: none"> • Maximum residual capacity of 210 spaces between the two survey days • 87% of vehicles parked within the 2-hour limit; 13% parked longer (Along Brock Street) • Compared best practices with Orillia, Scugog, Collingwood, Clarington, Stouffville • Online survey over 4 weeks received 207 responses • <u>Survey responses with existing challenges:</u> Perceived lack of available parking, unclear/lack of parking signage, illegal parking and lack of enforcement, unsafe angled parking, limited accessible parking spaces at desirable location, lack of daytime parking permits for businesses • <u>Future Demand Forecasting:</u> 3 future scenarios • Total existing on-and-off-street residual supply (w/o 23 Brock St): min 139 spaces (68 off & 71 on-street) • Parking demand is forecasted to increase up to 114 spaces by 2051 (scenario 1 – most conservative) • Residual supply of at least 25 spaces under all scenarios • <u>Recommendations:</u> convert angled parking on Brock St., support infill development through a cash-in-lieu program, redevelop an additional off-street municipal lot, or (option) maintain status quo but no need to add additional municipal parking • <u>Recommendations for parking management and enforcement:</u> revise structure of overnight parking program and increase monthly fees in line with other municipalities, harmonize time limits for on-and off- street parking to improve consistency and function, assess feasibility of implementing daytime permit for eligible businesses, implement a parking survey program based on industry standard approach (5 to 10 years) • <u>Recommendations for Angled parking/:</u> implement ‘pull forward ‘and ‘small car only’
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	<p>signate, reconfigure to parallel parking, have 15 minute loading zones</p> <ul style="list-style-type: none"> • Other recommendations given and can be accessed in final report.
6.0 BOARD BUSINESS	<p>6.1 Banners Update:</p> <ul style="list-style-type: none"> • Heard back from Emily Elliot with the Accessibility Committee: “with them being banners, it should be fine. They aren’t a document that people would be trying to read with a screen reader for example. I think for the purpose they serve we should be fine to go forward now.” • Action items: Katlyn to arrange for printing with Shear display when arranging for the 2025 banner schedule. To come back to BIA with pricing. Katlyn to source pull-up banners from a BIA business for signs as well.
	<p>6.2 New Board member application:</p> <ul style="list-style-type: none"> • Received one application from business owner, Carrie-Lyn Dufton of Curves • Motion to endorse: Lisa, 2nd: Joanne • Action: Katlyn to send to Clerks department for Council approval
	<p>6.3 Lights on Brock Street</p> <ul style="list-style-type: none"> • Lights on the trees (see previous minutes for issues) • Action: Katlyn to get Public Works plan for trees to bring back to BIA (who does the work, costs, maintenance etc.) • With regards to snowflake lighting, Katlyn has been in contact with Jesse from Shear display. The shipment is still in transit. Jesse will install one light when they remove the winter banners and provide us with an image of it working. 2nd half of payment was processed.

	<ul style="list-style-type: none"> • Motion: To order the second round of snowflakes (20) for 2025 phase 2 of plan; Lee, 2nd: Lisa • Action: Katlyn to place order for phase 2 of snowflakes
	<p>6.4 Springtide Proposal:</p> <ul style="list-style-type: none"> • Katlyn met with Springtide Director, Tania. Wanted to gage BIA's feedback from previous years to see how Springtide can benefit storefronts and other venues. • Asked to use the BIA communication channels to message about Springtide, which has been dubbed a significant municipal event by Council. • BIA Ideas: Working with that weekend, looking to have a street party (Sidewalk sales, Midnight Madness); shut down part of Brock (not intersections); • June 12th – 14th • Action: Katlyn to take ideas back to Springtide; can add to newsletters
	<p>6.5 2025 AGM:</p> <ul style="list-style-type: none"> • Date: Monday, March 24th, 2025 • Time: 7pm – 9pm • Location: possible Wixans basement • Comms statement for levy increase is ready • Handouts, agenda, and presentation • Action: BIA Board members to prepare an agenda of topics to cover at the AGM, handouts, and come to a decision on gree food/drinks • Action: Katlyn to send information out to membership once Board has provided it and print materials for meeting. Katlyn to send pervious agenda materials to AGM team. • AGM Team: Dana, Joanne, and potentially more • Action: Todd to check if Wixan's is available

	<ul style="list-style-type: none"> • Motion: To approve plans made by the AGM sub-committee to be sent out prior to next BIA Board Meeting; Lisa, 2nd: Lee
	6.6 Appointment of Vice-Chair: <ul style="list-style-type: none"> • Nomination: Joanne • Motion to Endorse: Lee; 2nd: Lindsay
7.0 CORRESPONDENCE	7.1 Accessibility - LEAD Wrap-Up Report: <ul style="list-style-type: none"> • Motion to receive and send to membership: Lisa; 2nd: Lindsay • Action: Katlyn to send to membership in Newsletter
	7.2 Business Relocation: <ul style="list-style-type: none"> • Motion to receive and reply to clerks and connect with Rural Durham Economic Advisor: Lisa; 2nd: Lee • Action: Katlyn to reply • Ideas: Old Fire Hall, check with local Real Estate companies
8.0 REPORTS AND UPDATES	None
9.0 OTHER BUSINESS	
10.0 FINANCE / BUDGET	10.1 Budget approval: <ul style="list-style-type: none"> • 2025 BIA Budget was approved by Council • Proposed levy-increase passed • Comms statement has been prepared by Sierra for announcement • Action: Katlyn to send comms statement to Board
11.0 NEW BUSINESS	11.1 Add a Land Acknowledgment to meeting agenda

	<ul style="list-style-type: none"> • Motion: To add Land Acknowledgement to start of meetings; Lindsay; 2nd: Joanne • Action: Katlyn to add <p>11.2 All Committee Open House:</p> <ul style="list-style-type: none"> • Feb 6th • What we do, what is upcoming, AGM • 5-7pm @ the Seniors Centre • Will need volunteers to work the table <ul style="list-style-type: none"> ○ Lisa, • Motion to print ‘Explore’ Banner for meeting, cost to be approved up to \$250.00 including taxes; Lindsay; 2nd: Lee. • Action: Katlyn to get banners printed for meeting, using lowest quote from Todd, Tania and Dana.
12.0 BOARD ROUND TABLE	Board members shared their updates.
13.0 ADJOURNMENT	<p>8:33 pm by Dana Middleton</p> <p>Next meeting:</p>