



MINUTES OF THE UXBRIDGE BIA BOARD OF MANAGEMENT
Monday, November 24th, 2025, 6:30p.m.
LOCATION: Municipal Offices boardroom A / Microsoft Teams

Attendance: Katlyn Jones, Joanne Richter, Lisa Ritchie, Zed Pickering, Lee Hawn, Lindsay Golden, Willie Popp, Dana Middleton, Carrie-Lyn Dufton

Regrets: Todd Snooks

Guests: Misty Santos, Emily Torrens

1.0 CALL TO ORDER	6:36pm by Dana
2.0 LAND ACKNOWLEDGEMENT	<p>The Township of Uxbridge is situated on the traditional territory of the Huron-Wendat, Haudenosaunee, and Anishinaabe people. We acknowledge that these lands are covered under the Williams Treaties and are home to many Indigenous communities. We honour, recognize, and respect this nation and Indigenous Peoples as the traditional stewards of the lands and waters on which we now live, work and play.</p> <p>Read by: Dana</p>
3.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	Joanne item #7.5
4.0 APPROVAL OF AGENDA: dated November 24th, 2025	<p>Motioned by: Lisa</p> <p>2nd: Lindsay</p>
5.0 ADOPTION OF MINUTES: dated October 27th, 2025	<p>Motioned by: Lisa</p> <p>2nd: Lee</p>
6.0 DELEGATIONS	None
7.0 BOARD BUSINESS	<p>7.1 Santa Claus Parade Recap</p> <p>Nov. 15 the SCP occurred during the day. Great turn out for the parade. A big thanks to Tim Hortons for donating hot chocolate to give out for free, as well as The Bridge Social for helping with extra cups.</p>

	<p>The weather was poor, and there was not a great turn out for Santa photos at the hut at the end. A photo was submitted to the Cosmos.</p> <p>The Board discussed possible alternatives to get visitors into the shops.</p> <p>7.2 Snowflake lights</p> <p>Snowflake lights are up and working. They look amazing, big thank you to Ed for working to get them lit.</p> <p>Only approx. 15 more poles with power. Snowflakes will come down early February.</p> <p>7.3 AGM Planning</p> <p>Sub-committee to help plan: Dana, Joanne, Willie, Lee</p> <p>Date: March 23rd, 2026; 6:30-8:30pm</p> <p>Possible locations: Corner House downstairs room, The Second Wedge Brewery Co., FIG Kitchen and Market etc.</p> <p>Sub-committee to visit possible locations and choose accordingly. Joanne will abstain from choosing a location.</p> <p>7.4 Holiday Trail/Christmas Crawl updates</p> <p>Over 30 businesses signed up.</p> <p>Motion for BIA to make their annual \$1500.00 sponsorship donation to tourism for Holiday Trail/Cindy Wood Christmas Crawl.</p> <p>1st: Joanne</p> <p>2nd: Lee</p> <p>7.5 Lighting: additional light posts</p>
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	<p>Request to investigate the addition of a light post down by the train station on Brock Street, in order to bring that end of the BIA visually “into the fold”.</p> <p>Action: Katlyn to inquire with public works about the logistics and possible fees.</p> <p>7.6 Report for Council</p> <p>Katlyn shared a draft report and work plan with the board. Katlyn will finalize the report and share it with Dana before submission for Dec. 1st General Committee Meeting of Council.</p>
8.0 CORRESPONDENCE	<p>8.1 Recreation – Trivia Proposal</p> <p>The board thanks Recreation for the proposal. The BIA is happy to pass along sponsorship opportunities to BIA Businesses, and the NDCC.</p> <p>There are a few BIA businesses offering Trivia nights, and the board wants to be aware and respectful, and stay on our mandate.</p> <p>8.2 Toy Drive</p> <p>Received. Katlyn will add to the BIA newsletter.</p>
9.0 REPORTS AND UPDATES	None
10.0 OTHER BUSINESS	<p>10.1 Ladies Night Date 2026</p> <p>Discussion around event date. October 22nd was chosen. Spooky Saturday will take place on October 31st.</p> <p>10.2 Spring Shopping Event 2026</p> <p>In light of the Mayor’s Egg Hunt event, the BIA is contemplating a new spring event that will drive shoppers into businesses. The tentative date is Thursday May 7th, the Thursday before Mother’s Day. Sub-committee: Dana, Lee, Katlyn, Lindsay, Joanne</p>

11.0 FINANCE / BUDGET	<p>11.1 Banner quote review - 2026</p> <p>Katlyn shared 2026 quote with Board from Shear Display for installations and storage.</p> <p>11.2 Budget Meeting Update</p> <p>Katlyn shared the Budget with Council, and it was well received. They expressed remarks about outstanding events, beautification, and decor.</p> <p>11.3 OBIAA Membership</p> <p>Katlyn shared a quote with the Board for membership. Fees will slightly increase as they are based on levy fees.</p> <p>11.4 October YTD Report</p> <p>Katlyn shared the October YTD with the board.</p> <p>Motion to accept the budget update:</p> <p>1st: Willie</p> <p>2nd: Lisa</p>
12.0 NEW BUSINESS	<p>12.1 Walmart and Canadian Tire</p> <p>Walmart and Canadian Tire have new leadership in Uxbridge. Katlyn to assist in introductions between the BIA.</p> <p>12.2 Sundays Restaurant</p> <p>Mayor Dave, Katlyn, and representatives from BIA and TAC to present a certificate to owners of Sundays on Dec. 19th around 10:30am.</p> <p>Katlyn to send a calendar invite.</p>
13.0 BOARD ROUND TABLE	<p>Board members shared their updates.</p>
14.0 ADJOURNMENT	<p>8:18pm by Dana</p> <p>Next meeting: January 26th, 2025</p>

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