



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

Attendance: Katlyn Jones, Joanne Richter, Lisa Ritchie, Todd Snooks, Zed Pickering, Lee Hawn, Lindsey Golden

Regrets: Willie Popp, Dana Middleton, Carrie-Lyn Dufton,

Guests:

1.0 CALL TO ORDER	6:31pm by Joanne Richter
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: Joanne</p>
3.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	None
4.0 APPROVAL OF AGENDA: dated October 27th, 2025	<p>Motioned by: Lisa</p> <p>2nd: Lee</p>
5.0 ADOPTION OF MINUTES: dated September 22nd, 2025	<p>Motioned by: Lee</p> <p>2nd: Todd</p>
6.0 DELEGATIONS	None
7.0 BOARD BUSINESS	<p>7.1 Ladies Night Recap</p> <p>Thank you to our sponsors and partners. The event was a huge success online and in stores. The line-dancing was a great addition. Feedback from some business owners included its closeness to spooky</p>

	<p>Saturday, and the addition of a map would be helpful. Councillor Pickering had the chance to speak with guests and found many were from out of town. When speaking with owners, they felt ready and felt there was great communication, and the theme worked well.</p> <p>Discussion for changing the timing/date is tabled for a future meeting.</p> <p>7.2 Spooky Saturday Recap</p> <p>Lots of kids out, most businesses had 2-3 boxes of candy provided by the BIA and then supplemented with their own candy to meet the demands. Councillor Pickering business owners seemed to find their rhythm this year.</p> <p>7.3 Donation for Remembrance Wreath</p> <p>Motion to make a \$50.00 donation to the Legion: Lisa</p> <p>2nd: Lindsey</p> <p>7.4 Lights on Brock</p> <p>Pilot lighting program at no cost to the BIA was met with positive reviews. Staff noticed they were drilled into the trees and would preferably be affixed differently and higher to account for snowbanks. This project will be tabled until 2026. The board will thank the company for this pilot and ask for the removal of the lights.</p> <p>Katlyn to source 3 quotes for this project as per our procurement process. As well as warranty, lifespan and tech support.</p> <p>7.5 Santa Claus Parade</p> <p>BIA Hut will be at the Circle K lot, Todd will deliver Claus's to the Hut. Hot chocolate will be sourced from Tim Hortons. Katlyn will bring the speaker.</p>
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	<p>The hut can be decorated once it is delivered the Friday before. Todd recommends picking up a few more decorations.</p> <p>The board was approached to sponsor an additional choir to sing at the hut. The board respectfully declines and suggests the SCP committee approach an individual business.</p> <p>Motion to donate \$1500.00 to the Santa Claus Parade: Lee</p> <p>2nd: Lindsey</p> <p>7.6 Holiday Trail/Christmas Crawl</p> <p>Dec 5th and 6th from 5-8pm. Sounds of the Season theme. Sign-up went out today. Cindy Wood team is also partnering again and proceeds from their raffle go to the Hospital Foundation. There will be live music, trolley rides, and the warming station.</p> <p>7.7 Banner Quote</p> <p>Katlyn to ask Jesse to remove the wreaths from the quote and to take a photo of them, in their poor condition to send and to save any that are in good quality. To save on storage, they should be disposed of.</p> <p>Motion to remove and dispose of the wreaths: Lindsey</p> <p>2nd: Todd</p> <p>Katlyn to ask Jesse if we can spread the snowflakes out amongst the whole BIA district, and stick to only locations that would face them outwards. Katlyn to ask if he is available to come on site to explain which locations would be facing sidewalk side.</p> <p>Zed to get the Legion's mapping system for the banners/poles.</p>
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8.0 CORRESPONDENCE	<p>8.1 Misty from NDCOC:</p> <p>Name change is now official! After a special meeting and member vote, we received a unanimous vote to officially change the name to North Durham Chamber. NDCC at your service! Website and financials are being updated asap.</p> <p>Business Excellence Awards being planned for March 2026.</p> <p>AGM planned for May 2026</p> <p>Motion to receive: Lisa 2nd: Lee</p>
9.0 REPORTS AND UPDATES	<p>None</p>
10.0 OTHER BUSINESS	<p>10.1 UDRC</p> <p>From Councillor Snooks: If there are businesses having issues with tariffs, there is a contact at the Region who can assist.</p> <p>10.2 BIA Hut</p> <p>Councillor Snooks suggests getting electrical put into the hut to assist with events. Katlyn to get 3 quotes for this for 2026.</p>
11.0 FINANCE / BUDGET	<p>11.1 Q3 BIA Report for 2025</p> <p>Katlyn shared the September YTD with the board.</p> <p>Motion to accept the budget update:</p> <p>1st: Lisa 2nd: Todd</p>

	<p>11.2 Budget Review for submission</p> <p>Katlyn shared the BIA OB Budget that was submitted to Treasury, Lisa explained.</p> <p>Motion to amend budget to increase Christmas Program from \$17,500.00 to \$35,000 to accommodate for replacing the wreaths, and to increase special events from \$1500.00 to \$3000.00 (not reflected in draft budget shared this meeting but in email exchanges with treasury): Lindsey</p> <p>2nd: Lee</p>
12.0 NEW BUSINESS	<p>12.1 Eggstravaganza Event</p> <p>Board members shared the possibility of changing the Egg hunt event for 2026. Further discussion will be tabled for future meetings.</p>
13.0 BOARD ROUND TABLE	<p>Board members shared their updates.</p>
14.0 ADJOURNMENT	<p>7:51 pm by Joanne</p> <p>Next meeting: November 24th, 2025</p>