



MINUTES OF THE UXBRIDGE BIA BOARD OF MANAGEMENT
Monday, September 22nd, 2025, 6:30p.m.
LOCATION: Municipal Offices boardroom A / Microsoft Teams

Attendance: Katlyn Jones, Joanne Richter, Lisa Ritchie, Dana Middleton, Todd Snooks, Zed Pickering, Lee Hawn, Carrie-Lyn Dufton

Regrets: Willie Popp, Lindsey Golden

Guests: Kimberley Kwan

1.0 CALL TO ORDER	6:36pm 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 September 22nd, 2025	<p>Motioned by: Lisa</p> <p>2nd: Carrie-Lyn</p>
5.0 ADOPTION OF MINUTES: dated August 25th, 2025	<p>Motioned by: Dana</p> <p>2nd: Lee</p>
6.0 DELEGATIONS	None
7.0 BOARD BUSINESS	<p>7.1 Ladies Night</p> <p>Update from sub-committee. Stampede card and prizes finalized. Main Street Pools has sponsored the line-dancing at Wixan's. The BIA Hut will be at the old Circle K (Outpost). Hay, corn stalks and fall mums,</p>

	<p>cowboys and cowgirls are all ready. Advertising in the Cosmos and Hits 105.5 FM.</p> <p>Action: Katlyn will drop off printed copies to Lee and Lindsey of the poster this week and begin sponsored ads online.</p> <p>7.2 Spooky Saturday</p> <p>Sign-up has been released. Closing on October 10th, once we have the number of participating businesses we will purchase candy.</p> <p>7.3 Christmas Tree Festival</p> <p>Katlyn to go shopping for snowflake related ornaments, clear and silver ornaments, ribbon, etc. And to pull graphics from BIA Banners to put into capsule ornaments.</p> <p>7.4 Lights on Brock</p> <p>Meek and Ed are working on testing new lights. Will get back to Katlyn.</p> <p>Snowflakes have been shipped. Katlyn to check with treasury what was put into GL, to ensure new invoice gets paid. Snowflakes will go up following Remembrance Day banners.</p> <p>7.5 Hanging Baskets</p>
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	<p>Board discussed colours: Yellow, Salmon, and similar greenery</p> <p>Petunias (upright and trailing)</p>
8.0 CORRESPONDENCE	<p>8.1 Letter of Support – ROD Grant</p> <p>Motion to support: Lee</p> <p>2nd: Dana</p> <p>Katlyn to send signed letter.</p>
9.0 REPORTS AND UPDATES	
10.0 OTHER BUSINESS	<p>10.1 Guest attendee: Business directory concerns, up to date businesses, photos etc. Offered to volunteer to assist to get BIA business information up to date and photos. Tourism board might be open to this. Website is maintained by Township of Uxbridge, and businesses are uploaded by businesses directly. Katlyn to send email to BIA members to update their listings and to check if volunteer can access backend to assist. New website training is on this Friday.</p>
11.0 FINANCE / BUDGET	<p>11.1 BIA August YTD Report</p> <p>Katlyn shared the August YTD with the board.</p> <p>Katlyn to check with Treasury regarding winter decoration GL and audit number.</p> <p>Motion to accept the budget update:</p> <p>1st: Lee</p>

	<p>2nd: Todd</p> <p>11.2 BIA Draft Budget Review</p> <p>Katlyn shared the draft BIA OB Budget that was submitted to Treasury, Lisa explained.</p> <p>Motion to accept the draft budget: Dana</p> <p>2nd: Carrie-Lyn</p>
12.0 NEW BUSINESS	None
13.0 BOARD ROUND TABLE	Board members shared their updates.
14.0 ADJOURNMENT	<p>7:56 pm by Joanne</p> <p>Next meeting: October 27th, 2025</p>