



downtowndundasbia.ca

Board of Management Meeting Minutes	
Date: Oct 14, 2025	Time: 8:30 AM
Location: Downtown Dundas BIA Office, Telephone and Online (Google Meet)	
Present: Jenn Hayes (virtual), Lyndsay McAlpine (virtual), Tara Crugnale (virtual), Alex Wilson (virtual), David Tayler	
Absent: D. Miculius	Regrets: Lynsay Connell
	Minute Taker: D. Tayler

1.	Meeting Call to Order by Jenn Hayes at 8:42 AM Present: J. Hayes (virtual), L. McAlpine (virtual), T. Crugnale (virtual), A. Wilson (virtual), D. Tayler
2.	Updates to the Agenda None
3.	Approval of Agenda Motion to approve the meeting agenda (L. McAlpine/T. Crugnale) CARRIED
4.	Declarations of Interest No declarations of interest indicated
5.	Approval of Minutes: September 16, 2025 Motion to approve the meeting minutes from September 16, 2025 (T. Crugnale/ J. Hayes) CARRIED
6.	Treasury Report (presented by David Tayler) D. Tayler provided a treasury report focusing on bank balances, highlighting a current checking account balance of \$67,429.48. Noted a significant influx of \$24,569 from unclaimed 2023 shared parking revenue and an additional \$24,569 for 2024 parking revenue share, which was accounted for in the budget. Written report was distributed (attached here) Motion to approve the Treasurer's Report (L. McAlpine/J. Hayes) CARRIED
7.	Executive Director Report D. Tayler presented written report with comments. Written report was distributed (attached here) Some items discussed but not on the report: Detailed the content creation for “the neighborhood”, including a successful video for French Revolution bakery. Mentioned upcoming videos for Aloha Cafe, Urban Vine, Weir's Lane, Kids and Crafts, Mrs. Greenway, and planned introductions for Grays Flores and Amaretto's. Tara Crugnale requested to be added to the list of businesses for video features. Motion to approve the verbal and written Executive Director's Report (L. McAlpine /J. Hayes) CARRIED
8.	COMMITTEE REPORTS: 8.1: Beautification (presented by T. Crugnale, D. Tayler) 8.1.1: Planters, Baskets, Fall, Dickens: D. Tayler confirmed that the Canada banners and Fall Decor would come down before Remembrance Day. Dickens décor (greenery in planters, garlands and bows on businesses, window painting (as needed and approved) and wreaths will be done over November 14-19 8.1.2: Placemaking Funding: discussed plans for the \$15,000 placemaking fund, focusing on improving existing street elements. Ideas included refurbishing benches and garbage cans, updating donation plaques, upgrading gateway signs and acquiring three unused planters near RBC for decor 8.1.3: Street Sign Replacement: D. Tayler reported that the city is due to replace street signs (e.g., King Street, Memorial Square), presenting an opportunity for redesign, potentially changing colors to create a consistent look throughout downtown

8.1.4: TODS Update: D. Tayler raised the issue of TODs - which the BIA had committed to paying for in the past but had not yet written the cheque. The signs direct people to attractions like the Carnegie Gallery, Dundas Valley School of Art, Freewheel Cycle, Dundas Museum, and Urquhart Butterfly Garden. T. Crugnale questioned why the BIA would pay for businesses outside its direct scope and whether there was a firm commitment to pay. A. Wilson recalled previous discussions about the admin burden versus the cost, noting the BIA is not obligated to participate but would need to explain the absence of signs. L. McAlpine explained that the Todd's signs highlight generic concepts and tourism draws rather than specific businesses, such as the eco-tours offered by Freewheel Cycle, to bring people into Dundas. J. Hayes and A. Wilson agreed to gather more information, clarify the commitment, and assess whether the BIA should continue with the program, potentially using the signs to direct people to all of Dundas

8.1.5: Next Meeting (Tues. Oct 21, 9am)

8.2: Events & Promotions Committee (presented by L. McAlpine, D. Tayler)

8.2.1: Scarecrow Saturday: general overview give – all is in place and ready to go.

8.2.2: Dickens: tabled to next meeting

8.2.3: Digital and Social Update: no specific update

8.2.4: Next Meeting (Thurs. Oct 16 – 6pm)

8.3: Membership

8.3.1: BIA Member “Social” Board considered pro's and con's of trying to arrange something between now at January AGM. Agreed to look to do something after the AGM

8.3.2: OBIAA Professional Development Day (L. McAlpine, D. Tayler attended and reported). L. McAlpine noted the networking component was valuable despite not knowing many attendees. Both felt that while the content and intentions were good, the presentations often fell short, particularly regarding interactive workshops like the AI toolkit session, which was primarily a read-through rather than a hands-on experience. Agreed to share valuable take-aways with the board

8.3.3: Minutes and Meetings on Website, Standard Meeting Schedule in 2026: D. Tayler noted that he is working to get all 2024, 2025 minutes and agendas posted on the website. Suggests a standardized meeting schedule for 2026

8.3.4: Board Member Recruitment: various Board members will continue to talk to various members regarding joining the Board in 2026

8.3.5: Annual General Meeting: set as Tuesday January 27, 8am

Motion to approve the Committee Reports (L. McAlpine / J. Hayes)

CARRIED

9.	Other Business <p>9.1: Holiday Parking Program: D. Tayler confirmed BIA participation in the holiday parking program, clarifying that while there were communication issues, the immediate priority was confirming their involvement (as discussed at previous meeting)</p> <p>9.2: Sign By-Law Review Update: D. Tayler informed the group that the sign bylaw is currently under general review, which includes various sign types like A-frames and business signs. A. Wilson clarified that there is also a specific targeted review concerning posters on hydro poles and other unauthorized placements. The group discussed how information about bylaw changes would be disseminated, typically through the BIA advisory council</p>
10.	Next Meetings <p>Next Board Meeting(s) were set as follows: Tuesday November 11 (830am), (December off), Tuesday January 6 (Budgets) (time tbd)</p>
11.	Adjournment: Motion to adjourn made by J. Hayes at 9:51 AM

CARRIED

Treasury Report @ Oct 10 2025

>>> Chequing Account: \$67,429.48 <<<< Visa: \$0

GIC #1: \$0 (1@\$25000 was cashed out March 28 2025)

GIC #2: \$20000 (\$5000 was cashed out May 28 2025)

GIC #3: \$4257.30

Notable \$ coming:

- \$24,568.94 (2023 Parking Revenue Share, unclaimed)
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- \$11,477.60 (2025 Contribution to Operating Fund)
- Balance of CYSJ funding (approx. \$2200.00)
- \$15,000 (“one-time” Placemaking fund from City, unclaimed)

2024 Audit is underway. Still.

Levy Status: received in full

CEF Fund intake open shortly (Promotions)

2026 CYSJ intake open shortly

Executive Director's Report @ October 13, 2025

Excludes Specifics of Promotion, Beautification and standard Day-to-Day

- Sept 16: BIA Board Meeting (Parking)
- Sept 16: BIAAC Meeting
- Sept 16: TODS Update ***
- Sept 18 – Promo Action Plan with L. McAlpine
- Sept 22 – Call re: Holiday Parking Opt-In Or Out ***
- Sept 23 – finalize Holiday parking with C Geissler
- Sept 23 – Aloha Café content creation (intro Weirs)
- Sept 24 – Weir's Lane content creation (Intro Urban Vine)
- Sept 25 – Dundas Today meet
- Sept 25 – Board call to decide opt-in or out with Holiday Parking ***
- Sept 26 – Urban Vine Content Creation (Intro Kids N Krafts)
- Sept 26 – Generator Scarecrow Meeting
- Sept 29 – OBIAA: AI and Advocacy
- Sept 30, Oct 1: DT off
- Oct 2 – Meet “Best Side” Magazine
- Oct 7 – Events Committee
- Oct 7 – Mrs Greenway content creation (Intro Grays Florist)
- Oct 8 – Street Signs replacement meeting ***
- Oct 8 – Partnership? Farm Crawl in 2026?
- Oct 8 – Meet with Metroland / Spectator
- Oct 9 – Kinds N Krafts content creation (Intro Amarettos)
- Oct 9 – Partnership Discussion – Routes Youth Centre

What's happening on King Street?

- **The Kitchen Co.** at 148 King West coming soon?
- **Street Name Sign Replacement** rebranding as “Aloha Café”
- **Barrel Heart Brewing** is now Michelin “Bib Gourmand” Recognized
- **BrokerLink** has closed
- **Eccles** expansion

Beautification Highlights

- Baskets down, summer stock removed from planters
- Added Corn stalks, mums in planters
- City watering continues until October 15
- Mums out, greenery in / Wreaths up, flags down / Garlands and bows on businesses November 14-17
- Pricing out some ideas for \$15,000 unclaimed “one-time only” placemaking grant
- Street signs replacement
- TODS update