



downtowndundasbia.ca

Board of Management Meeting Minutes	
Date: July 21 2026	Time: 8:30 AM
Location: BIA Office (in person) / Online (Google Meet)	
Present: Lyndsay McAlpine (virtual), Tara Crugnale (virtual), Jenn Hayes (virtual), David Orde, Ben Prowse, David Tayler	
Absent: A. Wilson	
Minute Taker: D. Tayler	

1.	Meeting Called to Order by T. Crugnale at 8:40 AM <i>Present: T. Crugnale, J. Hayes (virtual), L. McAlpine (virtual), D. Orde, B. Prowse, D. Tayler</i>
2.	Updates to the Agenda None presented
3.	Approval of Agenda Motion to approve the meeting agenda (T. Crugnale/D. Orde) CARRIED
4.	Declarations of Interest No declarations of interest indicated
5.	5.1: Approval of Minutes – June 2 2026 Motion to approve the meeting minutes from June 2, 2026 (T. Crugnale/D. Orde) CARRIED
6.	6.1: Treasury Report (plus General Office and Operations) D. Tayler presented. The current bank balance is approximately \$61,117.55, payables and receivables are up-to-date. Issue with replacement for now-expired credit card - has not been received and bank has not responded to request for assistance. D. Orde and D. Tayler to fix. Also noted that D. Orde and D. Tayler are working to replace the existing door lock with a digital lock. Progress will be reported as available. D. Tayler reports on-going issues around receipt of emails. D. Orde will assist in trying to rectify this issue (and possibly other related issues)
7.	Committee Reports: 7.1: Beautification Overview T. Crugnale and D. Tayler presented. - o Recycling update: Through efforts by all City BIAs, various councillors, etc., City will continue commercial recycling pick up through to the end of the current agreement (2029). More details to follow as they are available Also noted on-going attempts to have all BIA member properties (and tenants) respecting the garbage and recycling schedule, as we continue to have issues with items out on wrong days, etc. Also trying to communicate changes and last minute cancellations effectively to reduce mess. - o Flower and Plant donation: D. Tayler mentioned the significant donation of plants and flowers from Canadian Tire. Has been used in some of our existing planters, filled some previously unused ones, and handed to BIA members and local groups. D. Tayler to prepare a social media “thank you”. Noted improved connections to local partners.

	7.2: Events & Promotions Committee Overview L. McAlpine and D. Tayler presented. ○ Live and Local: Full day/road closure event was Saturday June 6. Some discussion about disappointing participating members, and low public turnout. L. McAlpine noted receipt of, and read, letter from Lily at Urban Vine who has concerns about vendors, fees, etc. She will formulate a response as Chair, and further discussion of this one-day road closure version of the event will be discussed further at Events committee and referred back to the Board for 2027 ○ Live and Local - smaller events on Saturdays all summer. These events continue, on a tight budget and with varying degrees of success/engagement. D. Tayler noted that we have not yet been advised if we have received the Ward 13 grant we hoped to use for this event, despite numerous enquiries. Discussed “Ward 13 Candidates Event” has been scrapped based on concerns of BIA “remaining impartial” ○ Cactus Festival: D. Tayler reports continued discussions with Committee around cooperation for this year’s festival. No invitation/response to our request to be a part of vendor placement. We are parade sponsors. 7.3: Membership Overview D. Tayler report meeting with management of La Valle Gelateria (former Cumbrae’s) and the new tenants at 66 King West (former Brokerlink).
8.	Executive Director Report (tabled to next meeting)
9.	Other Business 9.1 Policies for Consideration / Expansion Plans No updates available, tabled to next meeting. Reminder of who is doing what: ● Social Media: Ben (backup: Lyndsay) ● Board Duties: Jenn ● Procurement Policies: David O. (Draft policy has been received for review) ● Filming: Tara ● Expansion/Associate Membership: Lyndsay 9.2 BIA Vacancy Supplemental Grant The BIA is eligible for a \$5,000 “vacancy” grant, designed to assist BIAs in improving or filling vacant properties. Tabled to next meeting 9.3 2026 BIA Revenue Share & Holiday Free Parking Program D. Tayler updated that this is to be addressed at BIA Advisory Council meeting (later this day) as Parking Committee has not been willing to discuss changes with any BIA, and BIAs are cooperating to elevate the issue. Tabled until update is available 9.4 2026 Municipal Election <> BIA Elections, AGM, Budgets D. Tayler notes that he will distribute “Election Guidelines” for BIA’s, Boards and Members regarding the upcoming municipal election. D. Tayler further reports that we have been advised of potential shutdowns and slowdowns at the City because of the election - and that we will need to plan our timelines for AGM and Board elections accordingly. Further discussion at the next meeting.
10.	Next Scheduled Meeting(s): Board: Tuesday August 4, 830am Events: Thursday July 23, 530pm Beautification: Thursday Aug 11, 9am
11.	Adjournment: Motion to adjourn made by L. McAlpine at 9:35 AM CARRIED