

**Memorandum of Understanding
The Township of Uxbridge
And
Uxbridge BIA**

In order to ensure a full and complete understanding of the responsibilities for the parties noted in the joint management and maintenance of the Uxbridge BIA, the following are conditions and responsibilities which will form the Memorandum of Understanding between the Uxbridge BIA and the Township of Uxbridge

Definitions:

- A. 'BIA' means Uxbridge Business Improvement Area
- B. 'Township' means the Township of Uxbridge
- C. 'BIA Area' means the Business Improvement Area as stipulated in the Township Official Plan

Conditions:

Plant/Basket program

1. Plant/flower Basket Program: including purchasing, installing, watering, fertilization, deadheading and removing be coordinated by the BIA and considered a BIA program.
2. The BIA shall place orders for all baskets and the three common areas.
3. Once delivered the BIA shall place on the black coated poles no earlier than the first week of June, weather dependant
4. Baskets will be removed from the poles no later than the week following Labour Day, weather dependant.
5. The BIA shall be responsible to make payments to the contractor based on the agreed cost of the program to the BIA
6. Pricing for the program shall be set at an annual Budget meeting for the following year and will be reviewed and adjusted annually.
7. The Township will be responsible for the on-the-ground planters (owned by the Township) on lower Brock St. between Toronto St. and First Avenue. This will include installation in the spring, purchasing plants, planting, watering and weeding, removing plants in fall and storing at Parks depot.

Brock Street Pole Banners

1. All BIA banners are the property of the BIA. There are sets of 5 BIA banners that say Shop Dine Discover Relax and Explore
2. All Christmas Banners are the property of the BIA.
3. Purchase, installation costs and maintenance of the BIA and Christmas banners shall be the sole responsibility of the BIA
4. All post brackets and post ends on the black coated poles on Brock Street shall be the responsibility of the Township.
5. All banners and brackets to be installed on the black coated poles are subject to the approval of the Township. Banners only relate to promotion of the BIA area or events and shall not display advertising but may be sponsored.
6. All non BIA banners ie. Canada Day, Veterans, Celebration of the Arts are the sole responsibility of the Township. Purchase, installation cost and maintenance shall be the responsibility of the Township.
7. Banner installation coordination shall be the responsibility of the BIA.

Street Benches

1. All benches are the property of the Township
2. Any required maintenance of benches shall be the responsibility the Township

Street Trees

1. Street trees are the responsibility of the Township of Uxbridge
2. New, replacement and repair of twinkle lights in trees is the responsibility of the BIA

Black Coated Poles on Brock St and Toronto Street South

1. All black coated poles are the property of the Township
2. Maintenance painting repair and/or replacement of all GFI boxes and posts are the responsibility of the Township

3. Purchase/installation of any new black coated pole will be the responsibility of the Township.

Hydro Poles

1. All hardware, arms and post caps shall be the responsibility of the BIA. Installation adjustments and purchases of new hardware will be the sole responsibility of the BIA
2. Christmas wreaths are the property of the BIA. Purchase, installation and maintenance shall be the sole responsibility of the BIA
3. Christmas nylon banners (20) are the property of the Township. Purchase, installation, Maintenance shall be the sole responsibility of the Township

Waste Management

1. The Township shall be responsible to coordinate waste removal and any contracts associated with this program
2. All waste receptacles shall be the property of the Township. Purchases, installation and maintenance shall be the sole responsibility of the Township

Sidewalk Street Maintenance

1. Sidewalk weed removal shall be coordinated a minimum of 2 times per year and will be coordinated by the Township
2. Street sweeping shall be the responsibility of the Township and will be coordinated by the Township
3. Sidewalk sweeping shall be the responsibility of the Township once in the spring
Sidewalk snow clearing abutting Township property (excluding boulevards shall be coordinated by the Township with the level and frequency of service to be determined by the Township
4. Removal of 'windrows' as the result of excessive snow fall shall be the responsibility The Township. The Township will remove windrow as time and weather allows.
5. BIA businesses are responsible for their sidewalk snow removal as per the Township Uxbridge by laws

BIA Ground Signage @ Toronto St. South

1. The Toronto Street Welcome sign is the joint property of the BIA and Township
2. The BIA shall have the sole responsibility for the purchase and planting of plants under the sign and also for the three common areas on Toronto Street South
3. The Township will have the sole responsibility of maintenance/ watering/ fertilizing the plants under the sign and the three common areas
4. Any alterations to the existing sign must be mutually agreed to by both parties
5. Improvements to the noted signs and gardens will be considered as part of the annual Budget process and may be considered by the Township upon written request from The BIA providing that the BIA is prepared to fund 50% of the proposed Improvements and Council is willing to fund as part of the approved budget process
6. The Township shall maintain the gardens along Brock Street

The BIA and the Township acknowledges this memorandum of understanding and shall be considered an appendix to the annual budget report to the Township Council

The BIA and the Township acknowledges that requests from the BIA regarding partnership opportunities shall be forwarded in writing to the Town Council.

Dated this 6th day of April 2015
Amended on the 26th day of September 2016

Execution authorized by By-Law

Uxbridge Business Improvement Area



Chair of the BIA

Township of Uxbridge



Gerri Lynn O'Connor
Mayor



Debbie Leroux
Clerk