

**AGENDA**  
and Schedule "A"  
to the minutes of the meeting of the  
**Windsor BIA Advisory Committee**  
**held Wednesday, November 21, 2018**  
**at 4:30 o'clock p.m.**  
**Room 407, 400 City Hall Square West**

1. **Call to Order**
2. **Declarations of Conflict**
3. **Adoption of the Minutes**  
Adoption of the minutes of the meeting held February 15, 2018 – *attached*.
4. **Business Items**
  - 4.1 **Universal Constitutional By-law Template Update and Next Steps**  
The Economic Development Officer to provide an update. The document entitled "The City of Windsor Business Improvement Area Constitutional By-law" is *attached*.
  - 4.2 **Flower Planting within the BIA's**  
Discussion regarding how the BIA's provide floral beautification within their BIA's at a reasonable cost. Wanda Letourneau, Manager Horticulture to be in attendance.
  - 4.3 **Digital Main Street Program**  
  
E-mail from Nancy Creighton, Senior Business Advisor, Southwestern Ontario Region, Ministry of Economic Development, Job Creation and Trade dated October 31, 2018 – *attached*.
5. **New Business**
6. **Date of Next Meeting**  
To be determined.
7. **Adjournment**