



**Agenda**  
**The Township of Cavan Monaghan**  
**Millbrook Downtown BIA Board of Management**

**Thursday, April 6, 2023**  
**8:00 a.m. – 10:00 a.m.**  
**Council Chambers Meeting Room – Hybrid**  
**Zoom Link:**

**<https://us02web.zoom.us/j/85365375611?pwd=ckhaVnFkOFY1ZUlwTm9ib3puNGF2dz09>**

**Members in attendance are asked to please turn off all electronic devices during the meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.**

- 1. Open Session**
- 2. Call to Order**
- 3. Approval of the Agenda**
- 4. Disclosure of Pecuniary Interest and the General Nature Thereof**
- 5. Closed Session**
- 6. Election of Officers**
  - 6.1. Welcome new Member: Timmi Brady**
  - 6.2. Resignation of Chair**
  - 6.3. Appointment of New Chair**
  - 6.4. Recruitment of New Members (strategy)**
- 7. Delegations/Presentations**
- 8. Minutes**
  - 8.1. Minutes of the meeting held Thursday, March 2, 2023**
- 9. Business Arising from the Minutes**
- 10. Reports**
  - 10.1. Decorating Committee Report**
  - 10.2. Treasurers' Report**

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**11. General Business**

- 11.1. Confirmation of event dates from Council**
- 11.2. Budget breakdown for each event**
- 11.3. Summer event contracts**
- 11.4. Vendor applications – submission process**
- 11.5. Sub-committees for the events**
- 11.6. Signing authority has to be arranged with the bank.**
- 11.7. Website updates**

**12. Correspondence**

**13. Adjournment**

- Next Meeting Date – May 4, 2023 at 8:00 a.m.**

## Brigid Ayotte

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**From:** Sherri Soucie <outoftheboxvendors@gmail.com>  
**Sent:** March 13, 2023 8:58 AM  
**To:** Kathie Lycett; Ryan Huntley; Brigid Ayotte; Chloe Dewhurst; Sarah Cooling

Dear Kathie, Ryan, Bridid, Chloe, Sarah.

While I so appreciate the confidence you have in me by making me the Chair of the BIA, I have realized that this is not the role I had intended nor want to undertake as a volunteer of this committee. I know that we have an awesome board, that all have the same goals and I am sure there is a more qualified person to assume this role.

When I applied to the BIA, I wanted to work on the events, I started the Out of the Box Vendors group to showcase the amazing talent of artisans, crafters and hobbyists in our area. Not only for BIA events but for other events that I plan on doing. And my hope is to be the event coordinator working with the sub-committees to ensure the events run smoothly.

I am so looking forward to executing on the creative ideas our team has in service to the businesses in our town, as an active member of the committee. My passion lies in planning and executing on events and opportunities to drive increased awareness of everything Millbrook has to offer via social media and I would like that to be my focus.

Please accept this letter as my resignation as Chair of the Millbrook BIA, I will, however, continue as a volunteer member of the committee.

Thank you,  
Sherri Soucie



**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 4 Ending APR 30,2023

| Account   | Description                       | Previous Year Total | Current Year To Date |           | ---Unknown--- | Total Budget |
|---|-----------------------------------|---------------------|----------------------|-----------|---------------|--------------|
|   |                                   |                     | Actual               | Budget    |               |              |
| Fund: 01 General                                  |                                   |                     |                      |           |               |              |
| Category: 4???                                    |                                   |                     |                      |           |               |              |
| 4750 BIA Administration                           |                                   |                     |                      |           |               |              |
| Revenue   |                                   |                     |                      |           |               |              |
| 01-4750-9020                                      | Tsf to/from BIA Surplus/Deficit   |                     | 900.04               | 1,583.90  | 683.86        | 1,583.90     |
| 01-4750-9088                                      | Op Roll-Over Decorating Committee |                     | 0.00                 | 3,600.00  | 3,600.00      | 3,600.00     |
| 01-4750-9183                                      | Sponsorship / Fundraising         |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| 01-4750-9184                                      | AGM / Events Revenue              |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| 01-4750-9186                                      | Municipal Levy                    |                     | 0.00                 | 14,318.10 | 14,318.10     | 14,318.10    |
| 01-4750-9189                                      | Miscellaneous Revenue             |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| 01-4750-9431                                      | Associate Memberships             |                     | 0.00                 | 1,600.00  | 1,600.00      | 1,600.00     |
| 01-4750-9595                                      | Unconditional (Community) Grant   |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| Total Revenue                                     |                                   |                     | 900.04               | 21,102.00 | 20,201.96     | 21,102.00    |
| Expense   |                                   |                     |                      |           |               |              |
| 01-4750-3065                                      | Mileage, Training & Travel        |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| 01-4750-3075                                      | Seminars And Conferences          |                     | 0.00                 | 3,000.00  | 3,000.00      | 3,000.00     |
| 01-4750-3140                                      | Memberships (OBIAA)               |                     | 0.00                 | 490.00    | 490.00        | 490.00       |
| 01-4750-3150                                      | Marketing and Promotion Costs     |                     | 0.00                 | 2,000.00  | 2,000.00      | 2,000.00     |
| 01-4750-3151                                      | Associate Membership Mktg         |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| 01-4750-3155                                      | Honorariums / Donations           |                     | 0.00                 | 200.00    | 200.00        | 200.00       |
| 01-4750-3210                                      | Repairs and Maintenance           |                     | 0.00                 | 1,000.00  | 1,000.00      | 1,000.00     |
| 01-4750-3220                                      | Summer Planters/Beautification    |                     | 0.00                 | 2,000.00  | 2,000.00      | 2,000.00     |
| 01-4750-3224                                      | Decorating Committee              |                     | 0.00                 | 3,400.00  | 3,400.00      | 3,400.00     |
| 01-4750-3431                                      | BIA Breakfast Expense             |                     | 0.00                 | 300.00    | 300.00        | 300.00       |
| 01-4750-3735                                      | AGM / Events                      |                     | 0.00                 | 200.00    | 200.00        | 200.00       |
| 01-4750-3740                                      | Printing/Design/Layout Services   |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| 01-4750-4100                                      | Contracted Services               |                     | 0.00                 | 3,040.00  | 3,040.00      | 3,040.00     |
| 01-4750-5200                                      | Bank Charges                      |                     | 0.00                 | 0.00      | 0.00          | 0.00         |
| 01-4750-5900                                      | Amortization Expense (BIA)        |                     | 378.28               | 0.00      | (378.28)      | 0.00         |
| Total Expense                                     |                                   |                     | 378.28               | 15,630.00 | 15,251.72     | 15,630.00    |
| Dept Excess Revenue Over (Under) Expenditures     |                                   |                     | 521.76               | 5,472.00  | 4,950.24      | 5,472.00     |
| Category Excess Revenue Over (Under) Expenditures |                                   |                     | 521.76               | 5,472.00  | 4,950.24      | 5,472.00     |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 4 Ending APR 30,2023

| Account | Description | Previous Year Total | Current Year To Date |        | ---Unknown--- Total Budget |
|---------|-------------|---------------------|----------------------|--------|----------------------------|
|         |             |                     | Actual               | Budget |                            |

REPORT SUMMARY

|  |                    |  |        |           |           |           |
|--|--------------------|--|--------|-----------|-----------|-----------|
| 01-4750  | BIA Administration |  | 900.04 | 21,102.00 | 20,201.96 | 21,102.00 |
| Fund 01 Total Revenue                            |                    |  | 900.04 | 21,102.00 | 20,201.96 | 21,102.00 |
| 01-4750  | BIA Administration |  | 378.28 | 15,630.00 | 15,251.72 | 15,630.00 |
| Fund 01 Total Expenditure                        |                    |  | 378.28 | 15,630.00 | 15,251.72 | 15,630.00 |
| Fund 01 Excess Revenue Over (Under) Expenditures |                    |  | 521.76 | 5,472.00  | 4,950.24  | 5,472.00  |
| Report Total Revenue                             |                    |  | 900.04 | 21,102.00 | 20,201.96 | 21,102.00 |
| Report Total Expenditure                         |                    |  | 378.28 | 15,630.00 | 15,251.72 | 15,630.00 |
| Report Excess Revenue Over (Under) Expenditures  |                    |  | 521.76 | 5,472.00  | 4,950.24  | 5,472.00  |



**Minutes  
The Township of Cavan Monaghan  
Millbrook Downtown BIA Board of Management**

**Thursday, March 2, 2023  
8:00 a.m. – 10:00 a.m.  
Council Chambers Meeting Room -  
Hybrid**

**Those members in attendance were:**

|            |                |                                      |
|------------|----------------|--------------------------------------|
| Committee: | Sherri Soucie: | Chair                                |
|            | Kathie Lycett: | Vice Chair                           |
|            | Chloe Dewhurst | Secretary                            |
|            | Sarah Cooling: | Treasurer                            |
| Council:   | Ryan Huntley:  | Council Representative               |
| Staff:     | Brigid Ayotte: | Economic Development & Comm. Officer |

**Those members absent were:**

|            |                |                 |
|------------|----------------|-----------------|
| Committee: | Louise Bedford | Member at Large |
|------------|----------------|-----------------|

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**1. Open Session**

**2. Call to Order**

The Chair called the meeting to order at 8:11am

**3. Approval of the Agenda:**

Moved by: Ryan Huntley

Seconded by: Kathy Lycett

That the agenda for the March 2<sup>nd</sup> agenda be approved with additions.

**Carried**

**4. Disclosure of Pecuniary Interest and the General Nature Thereof :**

There were no pecuniary interested noted.

**5. Closed Session:**

There was no closed session.

**6. Delegations/Presentations:**

There were no delegations/presentations.

**7. Minutes**

**7.1. Minutes of the Executive Committee Meeting Thursday, February 9, 2023:**

Moved by: Chloe Dewhurst

Seconded by: Ryan Huntley

That the minutes from the Executive Committee Meeting held February 9<sup>th</sup>, 2023 be adopted as presented.

**Carried.**

**8. Business arising from the Minutes:**

Sherri has registered for the upcoming OBIAA 2023 Conference and has submitted expenses.

**9. Reports**

**9.1. Treasurer's report:**

Moved by: Sherri Soucie

Seconded by: Ryan Huntley

That the two expenses noted below be paid and cheque requisitions be prepared:

- Susan Rice from the Decorating committee for a total of \$20.32,
- Sherrie Soucie for a total of \$1574.17 for conference expenses.

**Carried.**

**10. General Business**

**10.1 Event dates, criteria for vendors/costs:**

Moved by: Kathie Lycett

Seconded by: Chloe Dewhurst

That the event dates as presented be approved and that by next meeting, Council approves the dates and the road closures.

**Carried**

- Lion's Club , Car Show – TBD (July),
- Ladies Night: Thursday, August 3<sup>rd</sup>
- Spring (Kick off to Summer) Saturday, June 3<sup>rd</sup>
- Fall event: Saturday, September 23<sup>rd</sup>
- Christmas in the Village: Thursday, December 7<sup>th</sup>



**10.2 Email set up for new BIA board:**

Sherri and Sarah will set up emails for the BIA

**10.3 Membership list:**

Kathy discussed how we can communicate to all BIA affiliates (Building Owners, Business members and the Municipality) regarding BIA updates. Ryan discussed having a subscription option on the Township website where they can register for the ability to receive updates. Brigid will set that up.

**10.4 Meeting with Tony Fleming \$2000 plus HST for an hour presentation**

Kathy discussed accepting and reviewing the free material provided at this time, in order to avoid the \$2000 fee. Brigid to have Cindy circulate to the Committee for next meeting.

**10.5 Sub committees:**

The liaison to the Decorating Committee will be Chloe Dewhurst and the Event Committee will be Sherri Soucie,

**10.6 Website updates:**

Brigid informed the Committee that the BIA has their own directory. Sherri Soucie will take over this responsibility until new members are appointed. There is training available for Committee members on March 23/24<sup>th</sup>. Brigid will ask if a video will be prepared to view at a later date.

**10.7 Louise letter of resignation:**

Moved by: Ryan Huntley

Seconded by: Chloe Dewhurst

That the Committee accepts the resignation of Louise Bedford with regrets.

**Carried.**

**10.8 Decorating committee update:**

Kathy provided a verbal update from the Committee

**11 Correspondence:**

Sherri Soucie reviewed some correspondence for information

**12 Adjournment**

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Moved by: Ryan Huntley  
Seconded by: Chloe Dewhurst

That the Executive Committee Meeting for March 2, 2023 be adjourned.

**Carried.**

**Next Meeting Date – April 6, 2023 at 8:00 a.m.**

**X**

Chair

**X**

Treasurer



## Regular Council Meeting

|                |  |
|----------------|--|
| To:            | Mayor and Council  |
| Date:          | April 3, 2023  |
| From:          | Brigid Ayotte, Economic Development & Communications Officer |
| Report Number: | PEB 2023-16  |
| Subject:       | Road Occupancy Permits for 2023 Special Events               |

### Recommendations:

1. That Council authorize Staff to work with the County to issue Road Occupancy Permits for Special Events on County Roads in the Township for events/festivals in 2023 as outlined in Table 1 below; and
2. That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for the above listed 2023 events/festivals listed in this Report.

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### Overview:

Traditionally, Council has requested that all road closure/occupancy dates be presented at one time so that the Township was aware of activities being hosted through-out the year. This allows for maximum exposure of the events in the downtown as well as the numerous social activities for participants and vendors scheduled throughout the year.

Staff have consulted with the various organizers and support the events, dates and road occupancies listed in the table below. Staff will continue to assist with these events as resources permit.

**Table 1: Schedule of Events and Road Closures**

| Date    | Time                  | Event                     | Location/Closures  |
|---------|-----------------------|---------------------------|--|
| June 3  | 9:00 a.m. – 9:00 p.m. | Kick off to Summer        | King Street from Tupper Street to Union Street.  |
| June 11 | 9:00 a.m. – 3:00 p.m. | Millbrook Fair Parade     | King Street from Tupper Street to Main Street, South on Main Street to Frederick Street East on Frederick Street to Fairgrounds. |
| July 8  | 6:00 a.m. – 6:00 p.m. | Millbrook Legion Car Show | King Street from Tupper Street to Union Street,  |

|              |                         |                          |  |
|--------------|-------------------------|--------------------------|--|
|              |                         |                          | Distillery Street from Anne Street to King Street, Hay Street  |
| August 3     | 12:00 p.m. – 10:00 p.m. | Ladies Night             | King Street from Tupper Street to Union Street   |
| September 23 | 9:00 a.m. – 9:00 p.m.   | Fall Event               | King Street from Tupper Street to Union Street   |
| November 11  | 9:00 a.m. – 1:00 p.m.   | Remembrance Day Parade   | King Street from Tupper Street to Union Street   |
|              |                         |                          |  |
| December 7   | 4:00 p.m. – 9:00 p.m.   | Christmas In the Village | King Street from Tupper Street to Union Street   |
| December 9   | 11:00 am – 2:00 pm      | Santa Claus Parade       | Gathers at the Millbrook Christian Assembly, travels east on King Street to Needler's Lane in behind the arena |

### **Background:**

In May of 2022, the Township entered into a Memorandum of Understanding (MOU) with the County of Peterborough for a one (1) year Pilot Project of Delegation of Authority for Event/Road Occupancy Permits on County Roads within the Millbrook Urban Area (See Attachment No. 1).

Throughout the year, the Township is busy with events and filming happening on King Street (County Road 21) and Tupper Street (County Road 10) among other areas within the Millbrook Urban Area. The intent of the MOU is to streamline the duplication of work between Township and Peterborough County Staff when issuing road occupancy permits on County roads. This MOU delegated the authority for the approval of road occupancy permits within Millbrook Urban Area along King Street (County Road 21) and Tupper Street (County Road 10) to the local level. The MOU has been working very well for both parties. Staff will be meeting with the County in April to discuss extending the MOU to be in place on a more permanent basis. Until that new arrangement is in place, Staff will follow the regular process to ensure these events proceed as planned.

As part of the permit process, Staff circulate a copy of this report along with a Certificate of Insurance and a traffic management plan to the County Public Works Department, Peterborough Police, Peterborough County EMS and the Fire Department for information ahead of these events. Staff will continue to work with Community Policing to facilitate the road closures on the day of the event.

### **Financial Impact:**

Road occupancy permits are issued at no cost.

### **Attachment:**

1. By-law No. 2022-31

Respectfully Submitted by:

Reviewed by:

Brigid Ayotte  
Economic Development & Comm. Officer

John Connolly  
Executive Director of Planning &  
Development

Reviewed by:

Yvette Hurley  
Chief Administrative Officer

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