



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

**Thursday, April 11, 2024**  
**8:00 a.m. – 10:00 a.m.**  
**Council Chambers Meeting Room**

**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 & Land Acknowledgement
3. Approval of the Agenda
4. Disclosure of Pecuniary Interest and the General Nature Thereof
5. Closed Session
6. Delegations/Presentations
7. Minutes
  - 7.1. Minutes of the Meeting held Thursday March 7, 2024
8. Business arising from the Minutes
  - 8.1. Letter from Fire Chief Bill Balfour advising requirements for Vendors at events
9. Reports
  - 9.1. Treasury Report (Kathie)
    - 9.1.1. Bank Account Activity as of March 31, 2024
      - Opening Balance as of March 1, 2024 = \$46,417.21
      - Cheques cleared - \$1,894.80
      - Deposits + \$16,157.01 (2024 Levy \$1,600.00; Eventbrite deposit of Leap Day Breakfast Sales \$157.01)
      - Balance as of March 31, 2024 = \$60,679.42
    - 9.2. Cheque Requisitions
      - Susan Rice: \$1,097.20; Decorating Committee, Spring Decor for planters  
GL 01-25-299-00000-6224

- Kate DeKlerck: \$225.30; Contracted Services, reimbursement for credit card charge by Go Daddy for renewal of Millbrook BIA Domains GL 01-25-299-00000-6150
- Moody's: \$100.00 for BIA Bucks redemptions (4 x \$25 Certificates 2023-07-07; 2023-08-20; 2023-12-21 & 2023-12-24) 2023 GL 4750-3158

#### 10. General Business

- 10.1. Decorating Committee Update (Ryan)
- 10.2. Marketing Committee Update (Timmi/Kathie)
  - 10.2.1. BIA Bucks Update
- 10.3. Events (All)
- 10.4. Associate Membership Program (Kathie)
- 10.5. Board of Management Director Recruitment
- 10.6. Social Media Accounts Update (Timmi & Stacey)
- 10.7. Website and Business Directory Update (Brigid)

#### 11. Correspondence

#### 12. Adjournment

**Next Meeting Date – May 9, 2024 at 8:00 a.m.**



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

**March 7, 2024**  
**8:00 a.m. – 10:00 a.m.**  
**Council Chambers Meeting Room**

**Those members in attendance were:**

Committee:	Kathie Lycett:	Chair
	Sarah Cooling:	Vice Chair
	Timmi Brady	
	Stacey Knight	

Council:	Ryan Huntley:	Council Representative
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- 1. Open Session**
- 2. Call to Order & Land Acknowledgement**

The Chair called the meeting to order at 8:07 a.m.

- 3. Approval of the Agenda:**

Motion to Approve the amended the Agenda

Moved by: Ryan Huntley  
Seconded by: Stacey Knight

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session:**

There was no closed session.

**6. Delegations/Presentations**

**6.1.** Fire Chief Bill Balfour attended the meeting to present on Fire Regulations pertaining to downtown Millbrook events and Vendors. The Fire Chief is preparing a letter to be provided to all vendors when they register for events. This will allow us to better educate our Event Vendors on the Fire Regulations and requirements when they fill out the Vendor Application form in future.

We will invite the Fire Department to all future Events.

We will further look at the BIA tents to ensure that they comply with the requirements.

This was an informative and extremely helpful presentation.

**7. Minutes**

**7.1. Minutes of the Meeting held Thursday February 8, 2024**

Moved by: Ryan Huntley

Seconded by: Stacey Knight

**Carried**

**8. Business arising from the Minutes**

None

**9. Reports**

**9.1 Treasury Report (Kathie)**

**9.1.1. Bank Account Activity as of February 29, 2024 (Kathie)**

Opening Balance as of February 1, 2024 = \$46, 367.21

Cheques Cleared = \$0

Deposits = \$50 (Leap Day Breakfast ticket sales by e-transfer)

Closing Balance as of February 29, 2024 = \$46, 417.21

### **9.1.2 Cheque Requisitions**

- Royal Canadian Legion Br 402 - \$300 – BIA Breakfast
  - GL 01-25-299-00000-6271
- Kathie Lycett- \$1278.80 – Reimburse Expenses:
  - OBIAA Membership \$281.01 GL 01-25-299-00000-6240
  - OBIAA Conference \$997.79 GL 01-25-299-00000-6052

Motion to accept the Treasury Report and Cheque Requisitions.

Moved by: Sarah Cooling

Seconded by: Ryan Huntley

**Carried**

## **10. General Business**

### **10.1 Decorating Committee Update (Ryan)**

The Decorating Committee is gearing up for Spring. They are planning the co-ordinate the hanging baskets with the Street Baskets. We eagerly await the results.

### **10.2 Marketing Committee Update (Timmi)**

The Marketing Committee has decided not to buy bags with logos at the moment. They are looking at door knockers and are working on ideas for the upcoming year.

#### **10.2.1 BIA Bucks Update (Kathie)**

There is nothing to report at this time. The marketing Committee will be speaking with the local businesses about the utility of the BIA program to determine whether or not the program should be abandoned or kept and infused with a marketing plan.

### **10.3 Events Schedule**

The events schedule is not yet on the website. That will be done in the near future. A committee for event planning needs to be established for each event. A FB invitation to business on the Millbrook BIA will be sent out.

#### **10.10.1.Contract Services**

Need to be booked as soon as possible. The Event Committees for each event should look into which Contracted Services are required and book them well in advance.

#### **10.4 BIA Associate Membership Program (Kathie)**

There have been no new applications submitted. This program needs better promotion. We need to get together a package for Associate Members to give out at events. We are actively looking for Associate Members. Sarah will investigate the Associate Membership list on the BIA portion of the website and work with Brigid to keep it current.

#### **10.5 Upcoming Education Workshops (Brigid)**

The upcoming workshops taking place in our Township include, [Small Business Websites 101](#) – April 9, 2024 – 9 a.m to 12 p.m. – Township of Cavan Monaghan CMCC and [Social Media Essentials](#) – May 15, 2024 9 a.m. to 12pm. - CMCC

#### **10.6 Social Media Accounts Update (Timmi/Stacey)**

Stacey Knight and Timmi have been doing a great job with the Social Media and there has been many more postings and the activity has increased.

#### **10.7 Recruitment of New Board Members**

We need new Board members. Stacey will speak with Revibe to see if they are interested in becoming Board Members and Sarah will speak with The Mill.

#### **10.8 Leap Year Breakfast (Kathie)**

The Leap year Breakfast was quite successful with a turnout of 31 attendees. The event made \$207.01 and the Breakfast itself cost \$300.00. It was a success.

#### **10.9 1<sup>st</sup> Quarter Newsletter (Kathie)**

Kathie is working on the Newsletter.

Motion to Receive the Reports.

Moved by: Ryan Huntley

Seconded by: Stacey Knight

**Carried**

## **11. Correspondence**

None.

- **Adjournment**

Motion to adjourn at 9:42 a.m. by Stacey Knight

Seconded by: Ryan Huntley

**Carried**

**X**

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Kathie Lycett  
Chair

**Next Meeting Date – April 11, 2024 at 8:00 a.m.**

**X**

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Sarah Cooling  
Co-Chair



## Fire Department

988 County Road 10  
Millbrook, Ontario  
LOA 1G0

**Tel:** 705-932-2765  
**Fax:** 705-932-3458  
[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

March 11, 2024

Kathie Lycett – Chair  
Millbrook BIA  
46 King St E  
Millbrook, ON  
LOA 1G0

Re: Vendor Standards for 2024 Events

Dear Millbrook BIA,

Further to our meeting on Thursday March 7, 2024, I am writing to you regarding annual events hosted by the BIA. The Fire Department has thoroughly enjoyed working with you and attending BIA events and look forward to continuing this practice through 2024.

Attached you will find an outline to provide all vendors fire safety standards for the use of tents and cooking **prior to any events that they may attend**. Please ensure that all vendors are informed of the attached information and adhere to prior to the event.

Should you have any questions or concerns please contact my office.

Yours in Service,



**Bill Balfour**  
**Fire Chief**

BB/ca





## Fire Department

988 County Road 10  
Millbrook, Ontario  
L0A 1G0

**Tel:** 705-932-2765  
**Fax:** 705-932-3458  
[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

March 11, 2024

Dear Vendor,

Please be advised the following standards shall be met when attending any events hosted by the Millbrook BIA.

1. As per the Ontario Fire Code, all tents and air-supported structures shall be in conformance with the Building Code. They must be certified to **CAN/ULC-S109**, "Flame Tests of Flame-Resistant Fabrics and Films", or **NFPA 701**, "Fire Tests for Flame Propagation of Textiles and Films". The Fire Department also recognizes **F-572.01**, California Regulation for Flame Spread Rating as a valid standard. All tents are required to have the rating displayed on them; tents not having the rating displayed will be asked to be removed from the premises. See attached examples for accepted flame spread rating tags.
2. All commercial cooking producing grease laden vapours, i.e. food trucks, require a fire suppression system in conformance with NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations", as specified in the Ontario Fire Code, Division B, Part 2. **Note:** This requires a **Class K fire extinguisher** for cooking appliance hazards that involve combustible cooking media (vegetable oils, and animal oils and fats). The Fire Department will have a "zero tolerance" approach; non-conforming food trucks/vendors will be asked to be removed from the premises.

Yours in Service,

  
**Bill Balfour**  
**Fire Chief**

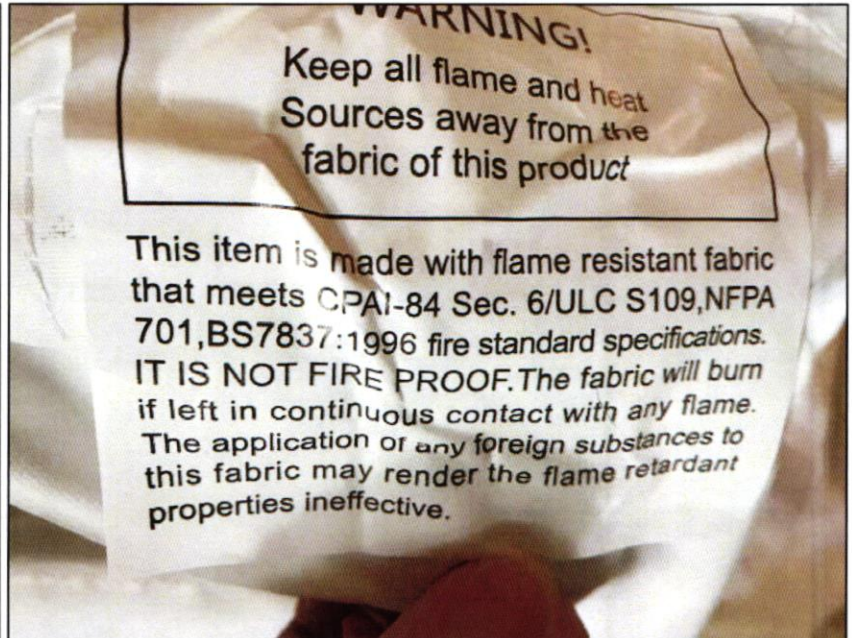
BB/ca



**INHERENTLY FLAME RETARDANT**  
Manufactured by P.T.M. Inc., Pleasanton, CA 94723  
Item No.: 17W DO NOT REMOVE THIS TAG  
Warning: Use of this material is subject to the fire code requirements of California, NFPA 701, California Title 19.  
**WARNING: KEEP ALL FLAME AND HEAT SOURCES AWAY FROM THIS TENT FABRIC.**  
THIS TENT IS MADE WITH FLAME RESISTANT FABRIC. WHEN IN CONTACT WITH FLAME OR HEAT, IT WILL NOT BURN. THE FABRIC WILL BURN IF LEFT IN CONTINUOUS CONTACT WITH ANY FLAME SOURCE. THE APPLICATION OF ANY FOREIGN SUBSTANCE TO THE TENT FABRIC MAY RENDER THE FLAME RESISTANT PROPERTIES INEFFECTIVE.

SIZE:

**F-572.01.** California Regulation for Flame Spread Rating: tent label accepted by Cavan Monaghan Fire Department



**CAN/ULC-S109**, "Flame Tests of Flame-Resistant Fabrics and Films", or **NFPA 701**, "Fire Tests for Flame Propagation of Textiles and Films": tent label accepted by Cavan Monaghan Fire Department

4/5/2024	Township of Cavan Monaghan					&P of &N
2:44 PM	Budget Comparison - Revenue and Expense					
	For the period ending Thursday, February 29, 2024					
	BIA					
		Actual	Actual	Budget	Budget	Budget
		Period		Approved	Remaining	Available
		to date	YTD	2024	2024	%
	<b>Fund: 01 General</b>					
	<b>BIA Administration</b>					
	<b>Revenue</b>					
01-25-299-00000-4503	Conditional Grant	0.00	0.00	-2,000.00	-2,000.00	100.0%
01-25-299-00000-4700	Misc Revenue	-50.00	-50.00	0.00	50.00	-
01-25-299-00000-4808	Other Revenue - Gov't Bus.	0.00	0.00	-16,000.00	-16,000.00	100.0%
01-25-299-00000-4920	Tsf to/from BIA Surplus/Deficit	0.00	0.00	-6,082.00	-6,082.00	100.0%
	<b>Total Revenue</b>	<b>-50.00</b>	<b>-50.00</b>	<b>-24,082.00</b>	<b>-24,032.00</b>	<b>99.8%</b>
	<b>Expense</b>					
01-25-299-00000-6052	Seminars/Conferences	0.00	0.00	1,500.00	1,500.00	100.0%
01-25-299-00000-6056	Mileage	0.00	0.00	400.00	400.00	100.0%
01-25-299-00000-6123	AGM / Events	90.00	90.00	500.00	410.00	82.0%
01-25-299-00000-6128	Marketing/Promo	0.00	300.00	2,500.00	2,200.00	88.0%
01-25-299-00000-6131	Honorariums	0.00	0.00	200.00	200.00	100.0%
01-25-299-00000-6150	Contracted Services	203.52	203.52	4,700.00	4,496.48	95.7%
01-25-299-00000-6210	Building Repair/Maintenance	0.00	0.00	1,000.00	1,000.00	100.0%
01-25-299-00000-6214	Summer Planters/Beautification	0.00	0.00	2,850.00	2,850.00	100.0%
01-25-299-00000-6224	Decorating Committee	0.00	0.00	4,400.00	4,400.00	100.0%
01-25-299-00000-6240	Memberships	0.00	0.00	250.00	250.00	100.0%
01-25-299-00000-6271	BIA Breakfast Expense	300.00	300.00	520.00	220.00	42.3%
	<b>Total Expense</b>	<b>593.52</b>	<b>893.52</b>	<b>18,820.00</b>	<b>17,926.48</b>	<b>95.3%</b>
	<b>Total BIA Administration</b>	<b>543.52</b>	<b>843.52</b>	<b>-5,262.00</b>	<b>-6,105.52</b>	<b>116.0%</b>
	<b>Car Show BIA</b>					
	<b>Revenue</b>					
	<b>Expense</b>					
01-25-299-29001-6126	Advertising	0.00	0.00	200.00	200.00	100.0%
	<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>	<b>100.0%</b>
	<b>Total Car Show BIA</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>	<b>100.0%</b>
	<b>Christmas in th Village BIA</b>					
	<b>Revenue</b>					
01-25-299-29002-4808	Other Revenue - Gov't Bus.	0.00	0.00	-900.00	-900.00	100.0%
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>-900.00</b>	<b>-900.00</b>	<b>100.0%</b>
	<b>Expense</b>					
01-25-299-29002-6126	Advertising	0.00	0.00	300.00	300.00	100.0%
01-25-299-29002-6150	Contracted Serrvices	0.00	0.00	1,600.00	1,600.00	100.0%
01-25-299-29002-6274	Materials and Supplies	0.00	0.00	100.00	100.00	100.0%
	<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>100.0%</b>
	<b>Total Christmas in the Village BIA</b>	<b>0.00</b>	<b>0.00</b>	<b>1,100.00</b>	<b>1,100.00</b>	<b>100.0%</b>
	<b>Ladies Night BIA</b>					
	<b>Revenue</b>					
01-25-299-29003-4550	Donations	0.00	0.00	-800.00	-800.00	100.0%
01-25-299-29003-4808	Other Revenue - Gov't Bus.	0.00	0.00	-1,350.00	-1,350.00	100.0%
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,150.00</b>	<b>-2,150.00</b>	<b>100.0%</b>
	<b>Expense</b>					
01-25-299-29003-6126	Advertising	0.00	0.00	300.00	300.00	100.0%
01-25-299-29003-6150	Contracted Serrvices	0.00	0.00	1,500.00	1,500.00	100.0%
01-25-299-29003-6274	Materials and Supplies	0.00	0.00	350.00	350.00	100.0%
	<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>2,150.00</b>	<b>2,150.00</b>	<b>100.0%</b>
	<b>BIA Signage/Banners</b>					
	<b>Revenue</b>					
	<b>Total Revenue</b>					

		Actual	Actual	Budget	Budget	Budget
		Period		Approved	Remaining	Available
		to date	YTD	2024	2024	%
	Expense					
	Fall Festival (Outdoor Arts)					
	Revenue					
01-25-299-29009-4550	Donations	0.00	0.00	-2,000.00	-2,000.00	100.0%
01-25-299-29009-4808	Other Revenue - Gov't Bus.	0.00	0.00	-1,350.00	-1,350.00	100.0%
	Total Revenue	0.00	0.00	-3,350.00	-3,350.00	100.0%
	Expense					
01-25-299-29009-6126	Advertising	0.00	0.00	300.00	300.00	100.0%
01-25-299-29009-6150	Contracted Services	0.00	0.00	6,000.00	6,000.00	100.0%
01-25-299-29009-6169	Insurance and License	0.00	0.00	712.00	712.00	100.0%
01-25-299-29009-6274	Materials and Supplies	0.00	0.00	300.00	300.00	100.0%
	Total Expense	0.00	0.00	7,312.00	7,312.00	100.0%
	Total Fall Festival (Outdoor Arts)	0.00	0.00	3,962.00	3,962.00	100.0%
	Summer Festival					
	Revenue					
	Expense					

		Actual	Actual	Budget	Budget	Budget
		Period		Approved	Remaining	Available
		to date	YTD	2024	2024	%
	<b>SUMMARY BIA</b>					
	BIA Administration	543.52	843.52	-5,262.00	-6,105.52	116.0%
	Car Show (BIA)	0.00	0.00	200.00	200.00	100.0%
	Christmas in the Village (BIA)	0.00	0.00	1,100.00	1,100.00	100.0%
	Fall Festival (Outdoor Arts)	0.00	0.00	3,962.00	3,962.00	100.0%
	<b>Total Revenue:</b>	<b>-50.00</b>	<b>-50.00</b>	<b>-30,482.00</b>	<b>-30,432.00</b>	<b>99.8%</b>
	<b>Total Expenses:</b>	<b>593.52</b>	<b>893.52</b>	<b>30,482.00</b>	<b>29,588.48</b>	<b>97.1%</b>
	<b>Report Net</b>	<b>543.52</b>	<b>843.52</b>	<b>0.00</b>	<b>-843.52</b>	<b>-</b>