



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

Thursday, November 14, 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

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

3. Approval of the Agenda
4. Disclosure of Pecuniary Interest and the General Nature thereof
5. Closed Session
6. Delegations – none
 - 6.1. Michelle Mayne and Chloe Dewhurst – Christmas In the Village (Bring forward item 10.3.1)
 - 6.2. Brittany Markovski from Nexicom – New Website Proposal (Bring forward item 10.2.1)
7. Minutes
 - 7.1. Minutes of the October 17th, 2024 Meeting
8. Business arising from the Minutes
9. Reports
 - 9.1. Treasury Report (Zack)
 - 9.1.1. Bank Account Activity as of October 31, 2024:
 - Opening Balance as of October 1, 2024 = \$62,505.44
 - Deposits:

- October 3, 2024 \$200.00 BIA Bucks purchased by The Wine Shoppe (Karen Berends to provide code)
- October 3, 2024 \$400.00 Donation from Nexicom, Fall Festival - 01-25-299-29009-4550
- October 7, 2024 \$1,232.25 Beer and Cider Sales Cash, Fall Festival - 01-25-299-29009-4808
- October 7, 2024 \$763.64 Beer and Cider Sales from the Square, Fall Festival - 01-25-299-29009-4808
- October 8, 2024 \$2,000.00 Tall Pines Filming Revenue –
- 01-25-299-00000-4700
- October 9, 2024 \$960.00 Eventbrite deposit Vendor Fees Fall Festival - 01-25-299-29009-4808

Total Deposits: \$5,555.89

Cheques Cleared: \$10,866.35

Balance as of October 31, 2024 = \$57,194.98

9.1.2. Cheque Requisitions;

- Earl Cochrane - CITV GL 01-25-299-29002-6150 - \$2260.00
- Puddleduck Farm - Decorating Committee (Flowers and items for planters) - GL 0-25-299-00000-6224 \$944.58
- Susan Rice - Decorating Committee (decor for hanging baskets) GL 0-25-299-00000-6224 \$523.13
- Sharon Roffey - Decorating Committee (decor for planters) GL 0-25-299-00000-6224 \$279.08
- RCL Branch 402 - Honorarium - GL 01-25-299-00000-6131 \$200
- Peterborough Police Services - Fall Festival Contracted Services - GL 1-25-299-29009-6150 \$1340.50
- OBIAA - Memberships - GL 01-25-299-00000-6240 \$281.01
- Ken Fines - Fall Festival (vendor refund) GL 01-25-299-29009-4808 \$60.00
- Foodland - AGM - GL 01-25-299-00000-6123 \$232.34
- Community Care Millbrook - Donations - GL 01-25-299-00000-6131

9.1.3. Filming Revenue Update

9.1.4. Budget Review ((Budget to Actual report to end of September 2024 attached)

10. General Business

10.1. Decorating Committee Update (Ryan)

10.2. Marketing Committee Update (Timmi)

10.2.1. Proposal for New Website

10.3. Events (All)

10.3.1. Christmas in the Village

10.3.2. AGM

10.3.3. Check list for 2025 events to comply with Health, Fire and Insurance requirements

10.4. Associate Membership (no new applications – one new regular member – Kirsi Sheppard, “The Brook”)

11. Correspondence

12. Adjournment

Next Meeting Date – December 12, 2024 at 8:00 a.m.



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

**October 17, 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
 Zack Thibaudeau

Council: Ryan Huntley: Council Representative

- **Open Session**
- **Call to Order & Land Acknowledgement**

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

- **Approval of the Agenda:**

Motion to Approve the amended Agenda with the addition of 9.1.5 to the Treasury Report- Refund Requests from the Fall Festival.

Moved by: Zack Thibaudeau
Seconded by: Ryan Huntley

Carried

- **Disclosure of Pecuniary Interest and the General Nature Thereof:**

There were no pecuniary interests noted.

- **Closed Session:**

There was no closed session.

- **Delegations/Presentations**

There were no Delegations.

- **Minutes**

- **Minutes of the Meeting held Thursday September 19, 2024**

There was two amendments, where Executive Committee appears, it should read Board of Management, and, Zack Thibaudeau's name was spelled incorrectly in one location.

Motion to Approve Amended Minutes.

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

- **Business arising from the Minutes**

None

- **Reports**

- **Treasury Report (Kathie & Zack)**

- **9.1.1 Bank Account Activity as of September 30, 2024**

- Opening Balance as of September 1, 2024 = \$62, 445.44
 - Deposits:

- September 23, 2024 - \$30.00 by E-transfer Fall Festival discounted Vendor Fee
 - September 26, 2024- \$30.00 by E-transfer Fall Festival discounted Vendor Fee
- Total Deposits: \$60.00
 Cheques Cleared: 0\$
 Balance as of September 30, 2024 = \$62, 505. 44

9.1.2 Cheque Requisitions

- Nexicom: \$121.36, email hosting, GL 01-25-299-00000-6128 Marketing
- Dusk to Dawn Brewing Co., \$1,121.00, debit against Vendor Revenue GL 01-25-299-29009-4808, Fall Festival
- Rice Lake Hard Cider, \$275.50, debit against Vendor Revenue GL 01-25-299-29009-4808, Fall Festival
- Susan Rice \$1, 012.10 Fall Decorating GL 01-25-299-00000-6224, Decorating Committee
- Zack Thibeadeau, \$13.96, Water & Ice, GL-01-25-299-29009-6224, Materials and Supplies, Fall Festival.

Motion for to accept Treasury Report and make payments.

Moved by: Ryan Huntley

Seconded by: Timmi Brady

Carried

9.1.3 Filming Revenue Update

Brigid will check the status of the filming revenue. August has been received however, July and October have not.

9.1.4 Budget 2025

Budget was reviewed.

Motion to receive additional budget documents and filming revenue update.

Moved by: Ryan Huntley

Seconded by: Kathie Lycett

Carried

A further motion was presented to receive a draft budget, including a 12% levy increase and to present such budget to Council and to designate Ryan Huntley to present it on our behalf.

Moved by: Kathie Lycett

Seconded by: Sarah Cooling

Carried

9.1.4.1 2025 Contract with KC Multi Solutions Ltd.

The Contract cost for 2025 for 1 year of storage for the shed and contents is \$1200.00. This amount will become owing as of January 1, 2025.

Motion to approve the contract.

Moved by: Ryan Huntley

Seconded by: Timmi Brady

Carried

9.1.5 Request for Refund at Fall Festival

2 Food Vendors have requested a refund, Colin Clement and Ken Fines.

Motion to refund Colin Clement and Ken Fines \$60.00 for our error.

Moved by: Ryan Huntley

Seconded by: Zack Thibeadeau

Carried

- **General Business**

10.1 Decorating Committee Update (Ryan)

The Decorating Committee did a fabulous job on the Fall Festival Decor.

They will be switching to the winter planters in November.

10.2 Marketing Committee Update (Timmi)

The Marketing Committee last me to develop their budget for next year. Their

next meeting will focus on door hangers, outlining the dates of future events, however the dates are needed for next years events before this can happen. There is also a move to develop the planning teams for each of the events next year.

10.2.1 Proposal for the New Website

A quote has been received to set up and manage a new BIA website. The total cost is quoted at \$440.00 a year. We have asked staff to provide a breakdown of what we are currently paying for. We will discuss at the next meeting.

- **Events (All)**

10.3.1 Christmas in the Village

October 24, 2024 is the next scheduled meeting for Christmas in the Village. There has been some great work done on this event and they have forward momentum. They have been instructed to set out their budget and to let us know if they have any costs that they need assistance with for our review. They do wish to have the zig zag trees installed. Timmi has agreed to speak with Nexicom to see if they can assist with this.

10.3.2 AGM

The AGM will be held at Mill Valley Funeral and Cremation Centre.

10.3.3 Get Your Spook On

Timmi will speak with the local businesses and provide them with printed materials outlining the event.

10.3.4 Check list for 2025 events to comply with Health, Fire and Insurance requirements

Deferred.

10.4 Associate Membership Program (Kathie)

No new applications.

Motion to Receive the Reports.

Moved by: Ryan Huntley

Seconded by: Timmi Brady

Carried

- **Correspondence**

None.

12. Adjournment

Motion to adjourn at 9.54 a.m. by Ryan Huntley

Seconded by: Kathie Lycett

Carried

Next Meeting Date – November 14, 2024 at 8:00 a.m.

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair

**Township of Cavan Monaghan
Budget Comparison - Revenue and Expense
For the period ending Monday, September 30, 2024**

		BIA				
		Actual Period to date	Actual YTD	Budget Approved 2024	Budget Remaining 2024	Budget Available %
Fund: 01 General						
BIA Administration						
Revenue						
01-25-299-00000-4503	Conditional Grant	0.00	(400.00)	(2,000.00)	(1,600.00)	80.0%
01-25-299-00000-4700	Misc Revenue	(3,500.00)	(7,720.00)	0.00	7,720.00	-
01-25-299-00000-4808	Other Revenue - Gov't Bus.	0.00	(16,000.00)	(16,000.00)	0.00	-
01-25-299-00000-4920	Tsf to/from BIA Surplus/Deficit	0.00	0.00	(6,082.00)	(6,082.00)	100.0%
Total Revenue		(3,500.00)	(24,120.00)	(24,082.00)	38.00	(0.2%)
Expense						
01-25-299-00000-6000	Bank/Interest/Payroll Charge	0.00	12.99	0.00	(12.99)	-
01-25-299-00000-6052	Seminars/Conferences	0.00	1,381.27	1,500.00	118.73	7.9%
01-25-299-00000-6056	Mileage	0.00	189.11	400.00	210.89	52.7%
01-25-299-00000-6123	AGM / Events	0.00	90.00	500.00	410.00	82.0%
01-25-299-00000-6128	Marketing/Promo	661.44	661.44	2,500.00	1,838.56	73.5%
01-25-299-00000-6131	Honorariums	0.00	200.00	200.00	0.00	-
01-25-299-00000-6150	Contracted Services	0.00	764.20	4,700.00	3,935.80	83.7%
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	2,293.67	2,850.00	556.33	19.5%
01-25-299-00000-6224	Decorating Committee	0.00	1,142.96	4,400.00	3,257.04	74.0%
01-25-299-00000-6240	Memberships	0.00	253.07	250.00	(3.07)	(1.2%)
01-25-299-00000-6271	BIA Breakfast Expense	0.00	300.00	520.00	220.00	42.3%
01-25-299-00000-6353	BIA Bucks (Vendor Reimburse)	25.00	125.00	0.00	(125.00)	-
Total Expense		686.44	7,413.71	18,820.00	11,406.29	60.6%
Total BIA Administration		(2,813.56)	(16,706.29)	(5,262.00)	11,444.29	(217.5%)
Car Show BIA						
Revenue						
Expense						
01-25-299-29001-6126	Advertising	0.00	200.00	200.00	0.00	-
Total Expense		0.00	200.00	200.00	0.00	-
Total Car Show BIA		0.00	200.00	200.00	0.00	-
Christmas in th Village BIA						
Revenue						
01-25-299-29002-4808	Other Revenue - Gov't Bus.	0.00	0.00	(900.00)	(900.00)	100.0%
Total Revenue		0.00	0.00	(900.00)	(900.00)	100.0%
Expense						
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%
Total Expense		0.00	0.00	2,000.00	2,000.00	100.0%
Total Christmas in the Village BIA		0.00	0.00	1,100.00	1,100.00	100.0%
Ladies Night BIA						
Revenue						
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	(1,202.79)	(1,350.00)	(147.21)	10.9%
Total Revenue		0.00	(1,202.79)	(2,150.00)	(947.21)	44.1%
Expense						
01-25-299-29003-6126	Advertising	0.00	661.44	300.00	(361.44)	(120.5%)

Township of Cavan Monaghan
Budget Comparison - Revenue and Expense
For the period ending Monday, September 30, 2024

		BIA				
		Actual Period to date	Actual YTD	Budget Approved 2024	Budget Remaining 2024	Budget Available %
01-25-299-29003-6150	Contracted Services	0.00	237.57	1,500.00	1,262.43	84.2%
01-25-299-29003-6274	Materials and Supplies	0.00	0.00	350.00	350.00	100.0%
	Total Expense	0.00	899.01	2,150.00	1,250.99	58.2%
	Total Ladies Night BIA	0.00	(303.78)	0.00	303.78	-
	BIA Signage/Banners Revenue					
	Total Revenue					
	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.	(60.00)	(60.00)	(1,350.00)	(1,290.00)	95.6%
	Total Revenue	(60.00)	(60.00)	(3,350.00)	(3,290.00)	98.2%
	Expense					
01-25-299-29009-6126	Advertising	0.00	0.00	300.00	300.00	100.0%
01-25-299-29009-6150	Contracted Services	6,447.67	6,459.67	6,000.00	(459.67)	(7.7%)
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	17.03	300.00	282.97	94.3%
	Total Expense	6,447.67	6,476.70	7,312.00	835.30	11.4%
	Total Fall Festival (Outdoor Arts)	6,387.67	6,416.70	3,962.00	(2,454.70)	(62.0%)
	Summer Festival Revenue					
	Expense					
01-25-299-29010-6169	Insurance and License	150.00	150.00	0.00	(150.00)	-
	Total Expense	150.00	150.00	0.00	(150.00)	-
	Total Summer Festival	150.00	150.00	0.00	(150.00)	-

**Township of Cavan Monaghan
Budget Comparison - Revenue and Expense
For the period ending Monday, September 30, 2024**

BIA					
	Actual Period to date	Actual YTD	Budget Approved 2024	Budget Remaining 2024	Budget Available %
SUMMARY BIA					
BIA Administration	(2,813.56)	(16,706.29)	(5,262.00)	11,444.29	(217.5%)
Car Show (BIA)	0.00	200.00	200.00	0.00	-
Christmas in the Village (BIA)	0.00	0.00	1,100.00	1,100.00	100.0%
Ladies Night (BIA)	0.00	(303.78)	0.00	303.78	-
Fall Festival (Outdoor Arts)	6,387.67	6,416.70	3,962.00	(2,454.70)	(62.0%)
Summer Festival	<u>150.00</u>	<u>150.00</u>	<u>0.00</u>	<u>(150.00)</u>	<u>-</u>
Total Revenue:	(3,560.00)	(25,382.79)	(30,482.00)	(5,099.21)	16.7%
Total Expenses:	<u>7,284.11</u>	<u>15,139.42</u>	<u>30,482.00</u>	<u>15,342.58</u>	<u>50.3%</u>
Report Net	<u><u>3,724.11</u></u>	<u><u>(10,243.37)</u></u>	<u><u>0.00</u></u>	<u><u>10,243.37</u></u>	<u><u>-</u></u>