



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

Thursday, April 10, 2025
9:00 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 - None
7. Minutes
 - 7.1. Minutes of Meeting March 13, 2025 (attached)
8. Business Arising from the Minutes
9. Reports
 - 9.1. Treasury Report
 - 9.1.1. Bank Account Activity as of March 1, 2025:
Opening Balance March 1, 2025: \$75,020.43
Cheques Cleared: \$266.68
Deposits: none
Closing Balance March 31, 2025: \$74,753.75
 - 9.1.2. Cheque requisitions:

Jeanne Shields (Decorating Committee) \$185.34. 01-25-299-00000-6224 - Decorating Committee - Spring Decor for spring planter

10. General Business

10.1. Decorating Committee Update (Ryan)

10.2. Marketing Committee Update

10.2.1 New Website Proposal

10.2.2 Bench at Harvest Community Park marketing proposal

10.2.3 Publication of Schedule of Events

10.3. Events

10.3.1. Easter in the Village, April 19

10.3.2. Lion's Classic Car Show, July 6- Cancelled

10.3.3. BIA Breakfast – March 27- Cancelled- reschedule as an evening event?

10.3.4. Ladies Night- Event Organizer Volunteer

10.4. Associate Membership

10.5. BIA policies, By-law Amendment to allow Non-BIA members to sit on Board of Management (Sarah, Kathie)

11. Correspondence

12. Adjournment

Next Meeting Date – May 8, 2025 at 9:00 a.m.



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

March 13, 2025
9:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room

Those Directors on the Board of Management were:

Kathie Lycett:	Chair
Sarah Cooling:	Vice Chair
Kim Blackwell	
Zack Thibaudeau	Treasurer
Ryan Huntley:	Council Representative

- 1. Open Session**
- 2. Call to Order & Land Acknowledgement**

The Chair called the meeting to order at 8:59 a.m.

- 3. Approval of the Agenda:**

Motion to add 10.7 to the Agenda concerning the sponsoring a bench at Harvest Park and to approve the amended Agenda

Moved by: Sarah Cooling
Seconded by: Zack Thibaudeau

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

Dave Britton of Home Hardware requested time to present ideas regarding BIA Events. The Chair moved to add Dave Britton as a delegation to the agenda and allow his issues to be heard during discussion of item 10.3.

Moved by: Kathie Lycett

Seconded by: Kim Blackwell

Carried

7. Minutes

7.1. Minutes of the Meeting held Thursday February 13, 2025

Motion to Approve Minutes.

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

8. Business arising from the Minutes

None

9. Reports

1. Treasury Report (Zack)

9.1.1 Bank Account Activity as of February 1, 2025: \$58,538.17

Cleared

\$593.14

\$474.60

\$450

Total - \$1517.74

Deposits

\$18000 levy 01-25-299-00000-4808

Closing Balance February 28, 2025

\$75,020.43

Motion to receive the Treasury report moved by: Ryan Huntley
Seconded by: Sarah Cooling

Carried

9.1.2 Cheque Requisitions

Millbrook PC - Print and Copy \$266.68
01-25-299-00000-6128 - Marketing (General)

Motion to pay cheque requisition moved by: Ryan Huntley
Seconded by: Sarah Cooling

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The Decorating Committee is working on planning and organizing the Summer baskets and co-ordinating the baskets with the Planters. The Zig Zag trees have been taken down today and moved back to the shed. A big thanks to Nexicom for their assistance with this.

It was reported by the Township Financing Department to the Chair and Treasurer that there was an outstanding cheque for approximately \$2,500 which would now be stale-dated.

10.2 Marketing Committee Update

The Marketing Committee is currently proposing hiring a local website developer to create a new BIA website. Further information and cost estimates are required. Kathie Lycett will get quotations on the cost and maintenance fees of the development of such a website.

Brigid has agreed to sit down with the marketing committee to instruct them on how to operate the current website to see if it would work for the committee. Unfortunately, at this point the marketing committee is not functioning as the marketing committee liason is currently on a leave of absence.

The marketing committee is recommending an ad be placed in the Millbrook Times setting out the event dates, replacing the door hangers. There is concern that some events won't happen due to a shortage of volunteers to organize these events.

There is a meeting tonight regarding Easter in the Village.

10.3.Events (All)

10.3.1.Easter in the Village- April 19

There will be an Easter Egg hunt and the organizing committee is looking for local businesses to sponsor eggs.

Millbrook Christian Assembly is willing to put on a free breakfast. Unfortunately the Legion is unable to put on the breakfast because there is a Celebration of Life scheduled for the same day.

Road closures are scheduled to allow for vendors and kids events.

Dave Britton outlined the issues he had with Road Closures during these events, noting that his business suffers when the roads are closed, he

noted a lack of parking generally in the downtown, particularly as he indicates that there is a local business owner consistently taking up parking spots on the main street.

Dave Britton was advised that complaints about parking in general are not the purview of the BIA and that this is a complaint that could be brought before Council.

The suggestion to the Easter in the Village event organizers was that King Street remain open and that Needlers lane be closed for Vendors if needed.

10.3.2. Lion's Classic Car Show- July 6

The Lion's do not have any one able to take on organizing the car show. While they have asked for a road closure this event is unlikely to proceed. The BIA has \$200.00 in the budget to assist the Lion's with advertising the car show. The BIA will hold onto the \$200.00 for advertising and will advance it to the Lion's when requested for advertising.

10.3.3.BIA Breakfast

Scheduled for March 27, 2025 at the Legion from 8 a.m. to 9:30 a.m.

Brigid will discuss the Community Improvement Plan with members.

John Stewart will discuss video promotions.

10.4.Associate Membership

None.

However the EarlyON Child and Family Centre has indicated that they are interested in becoming Associate Members. Invoice to be sent.

10.5.BIA policies, By-law Amendment to allow Non-BIA members to sit on Board of Management (Sarah, Kathie)

This issue is being canvassed with the Town. A meeting to discuss it will be scheduled.

10.5.1.Change Start time of Meetings to 9 a.m.

There was discussion regarding moving the start time of the meetings to 9 a.m. to accommodate child care issues.

Motion to Change the Start time of Meetings to 9:00 a.m. moved by: Zack Thibaudeau

Seconded by: Sarah Cooling

Carried

10.6.OBIAA Conference 2025

No one is able to attend this event this year.

Motion to accept reports moved by: Zack Thibaudeau

Seconded by: Kathie Lycett

Carried

11. Correspondence

Millbrook Christian Assembly is offering up advertising space to the BIA to sponsor one of the benches in Harvest Park. The sponsorship cost is \$1200.00 a year.

This issue is to be deferred to the marketing committee for discussion.

12. Adjournment

Motion to adjourn at 10:28 a.m. by: Sarah Cooling

Seconded by: Zack Thibaudeau

Carried

Next Meeting Date – April 10, 2025 at 9:00 a.m.

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair