



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

**Thursday, May 8, 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
7. Minutes
  - 7.1. Minutes of Meeting April 10, 2025 (attached)
8. Business Arising from the Minutes
9. Reports
  - 9.1. Treasury Report
    - 9.1.1. Bank Account Activity as of April 1, 2025:  
Opening Balance April 1, 2025: \$74,753.75  
Cheques Cleared: \$50.00; \$185.34  
Deposits: none  
Closing Balance April 29, 2025: \$74,518.41
    - 9.1.2. Cheque Requisitions  
  
Mitchel's Cake and Chocolate Company - Reimbursement for Balloon Artist (Easter Event) \$254.00 01-25-299-29009-6150

Nancy Robinson - Decorating Committee \$404.41 01-25-299-00000-6224  
Rosemary Bushell - Decorating Committee \$11.28 01-25-299-00000-6224  
Sherline Challice - Decorating Committee \$6.77 01-25-299-00000-6224  
Millbrook Times - Easter Event Advertising \$226.00 01-25-299-29009-6126  
100 Acre Brewing - BIA Social (Advertising) \$131.97 01-25-299-00000-6128  
Millbrook Lions - Car Show (Fishing Derby in place of) \$200.00  
01-25-299-29001-6126  
Mitchel's Cake and Chocolate Company - BIA Social (Advertising) \$250.00  
01-25-299-00000-6128

10. General Business

10.1. Decorating Committee Update (Ryan)

10.2. Marketing Committee Update

10.3. Events

10.4. Associate Membership

11. Correspondence

12. Adjournment

**Next Meeting Date – June 12, 2025 at 9:00 a.m.**



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

**April 10, 2025**  
**9:00 a.m. – 10:00 a.m.**  
**Council Chambers Meeting Room**

**Those Directors on the Board of Management were:**

Committee:	Kathie Lycett:	Chair
	Sarah Cooling:	Vice Chair
	Zack Thibaudeau	

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 9:01 a.m.

- 3. Approval of the Agenda:**

Motion to add 10.6 to the Agenda concerning the positioning of the bike rack and to approve the amended Agenda

Moved by: Ryan Huntley  
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**

None

**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 March 1, 2025: \$75,020.43**

**Cleared**

\$266.68

Total - \$266.68

**Deposits**

None.

**Closing Balance March 31, 2025**

\$74,753.75

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

**Carried**

### **9.1.2 Cheque Requisitions**

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

Motion to approve Treasury Report and pay cheque requisition

Moved by: Kathie Lycett  
Seconded by: Ryan Huntley

**Carried**

## **10. General Business**

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

The Decorating Committee is hard at work completing the spring baskets and organizing the summer baskets. Johnson's has agreed to do the planters.

### **10.2 Marketing Committee Update**

There is currently no marketing committee in operation. John Stewart is the only current member of the marketing committee.

#### **10.2.1 New Website Proposal**

Brad Guitard has provided information on the approximate price for a new website. The marketing committee will be meeting to discuss this issue at a later date upon the return of Timmi Brady.

#### **10.2.2 Bench at Harvest Community Park Marketing proposal**

There was discussion about the benefits of using this bench as an advertising platform for local businesses and the BIA, however it is a pre-mature conversation as there is currently no marketing committee, as such this issue is to be deferred.

### **10.2.3 Publication of Schedule of Events**

There was discussion about publishing the schedule of events, despite the possibility of certain events not happening. It was decided to proceed with publication and Kathie Lycett, Chair, will ask Brittany (Nexicom) to send the digital copy of the proposed event schedule minus the car show which has definitely been cancelled.

### **10.3.Events (All)**

#### **10.3.1.Easter in the Village- April 19**

Easter in the Village will proceed on the scheduled day without any street closures.

#### **10.3.2. Lion's Classic Car Show- July 6**

This event has been cancelled.

#### **10.3.3.BIA Breakfast**

This event was cancelled. Kathie Lycett (Chair) and Zack Thibaudeau will organize another event to be scheduled at night. More information will be provided shortly.

#### **10.3.4.Ladies Night Event Organizer Volunteer**

There will be a call put out for Ladies night volunteers to work on this event.

### **10.4.Associate Membership**

None.

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

Nothing to report at the moment. Deferred.

### **10.6.Bike Rack**

Ryan Huntley has agreed to speak with Chris Allison regarding the Bike Rack.

**11. Correspondence**

The BIA received a letter from the Lion’s President, Janet Kennedy, regarding the cancellation of the Car Show. The Lion’s are asking that the \$200.00 that the BIA agreed to donate towards advertising for the Car Show, be re-allocated to go towards the cost of porta potty’s for the Fishing Derby.

Motion to accept reports and reallocate \$200.00 to Fishing Derby costs moved  
by: Sarah Cooling  
Seconded by: Zack Thibaudeau

**Carried**

**12. Adjournment**

Motion to adjourn at 9:54 a.m. by: Ryan Huntley  
Seconded by: Zack Thibaudeau

**Carried**

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

X  
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Kathie Lycett  
Chair

X  
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Sarah Cooling  
Co-Chair