



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

**Thursday, August 21, 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 July 10, 2025
8. Business Arising from the Minutes
 - 8.1. Placement of the Bike Rack
9. Reports
 - 9.1 Treasury Report
 - 9.1.1. Bank Account Activity

Opening Balance July 1, 2025 \$67,507.23

Cheques Cleared
\$50.00
\$4.50
\$200.00
\$404.41

No deposits

Closing Balance July 31, 2025: \$66,848.32

9.1.2. Cheque Requisitions

Kathie Lycett - Reimbursement for Kids Entertainer Fall Festival.
\$385 01-25-299-29009-6150

Danny Bronson - Fall Festival Band \$1200 01-25-299-29009-6150

Riley Farmer - Sound and Lighting Fall Festival \$1571.50 01-25-299-29009-6150

Millbrook and District Lions Club - Sidewalk Sale Advertising
\$50 01-25-299-00000-6128

Millbrook Times - Sidewalk Sale Advertising - \$226 01-25-299-00000-6128

10. General Business

10.1 Decorating Committee Update

10.2 Marketing Committee Update

10.3. Events

10.3.1. Sidewalk Sale August 23, 2025

10.3.2 Fall Festival – October 4, 2025

10.3.3 Christmas in the Village

11. Correspondence

12. Adjournment

Next Meeting Date – September 11, 2025 at 9:00 a.m.



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

July 10, 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
Zack Thibaudeau	Treasurer
Ryan Huntley:	Council Representative

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

The Chair called the meeting to order at 9:03 a.m.

- 3. Approval of the Agenda:**

Motion to approve the Agenda

Moved by: Zack Thibaudeau
Seconded by: Ryan Huntley

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 June 12, 2025**

Motion to Approve Minutes.

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

8. **Business arising from the Minutes**

8.1. **Placement of the Bike Rack**

Ryan Huntley indicates that he has spoken with Chris Allison and the Bike rack takes up a full parking space, as such it will be installed at the CMCC, near the splash pad. Ryan to speak with Chris about placing a plaque on it advising residents that the bike rack is compliments of the BIA.

9. **Reports**

1. **Treasury Report (Zack)**

1.1. Bank Account Activity as of June 1, 2025

Opening Balance June 1, 2025- \$71,971.39

Deposits: none

Cheques Cleared:

\$131.97

\$2355.03

\$425.76

\$239.48

\$5.64

\$11.28

\$339.00

\$226.00

\$226.00

\$504.00

Closing Balance June 30, 2025 - \$76,507.23

9.1.2. Cheque Requisitions

Lori Wilson (Decorating Committee) - \$4.50 01-25-299-00000-6224

Community Care Millbrook (Advertising) - \$200.00

01-25-299-00000-6128

Motion to approve Treasury Report and pay cheque requisition

Moved by: Ryan Huntley

Seconded by: Sarah Cooling

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The Decorating Committee does not have any pressing issues. The hanging baskets and Planters around town look fabulous even with the intensive heat of the last 2 weeks.

10.2 Marketing Committee Update

The Marketing Committee met to discuss the Fall Festival feasibility. There is also an upcoming Sidewalk Sale that the local businesses had been in discussions about. Kathie Lycett will speak with Stacey Knight at Blank Canvas to advise her that the BIA would be pleased to assist with advertising money should it be required.

10.3.Events (All)

10.3.1.Fall Festival

The Marketing Committee looked at hiring an event co-ordinator to put on a Fall Event. However the event co-ordinator has decided not to take the job on due to timelines. The Marketing Committee will meet Wednesday July 16, 2025 to discuss planning the fall festival without Vendors.

Motion to receive all reports

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

10.4.Associate Membership

None.

11. Correspondence

None.

12. Adjournment

Motion to adjourn at 9:23 a.m. by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

Next Meeting Date – August 14, 2025 at 9:00 a.m.

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair