



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

Thursday, September 25, 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- Wendy Bannerman – Christmas in the Village
7. Minutes
 - 7.1 Minutes of Meeting August 21, 2025
8. Business Arising from the Minutes
9. Reports
 - 9.1 Treasury Report
 - 9.1.1. Bank Account Activity

Opening Balance August 1, 2025: \$66,848.32
Cheques Cleared. \$200
Closing Balance as of August 31, 2025 \$66,648.32
 - 9.1.2. Cheque Requisitions

Just in Time Sanitation (porta potties for Fall Festival) GL01-25-299-29009-6150
\$542.40

Ryan Huntley (reimbursement for Fall Festival Insurance) GL01-25-299-29009-6150
\$692.67

Lindsay Hovermale (Fall Festival Entertainer) GL01-25-299-29009-6150 \$850.00

10. General Business

10.1 Decorating Committee Update

10.2 Marketing Committee Update

10.3. Events

10.3.1. Fall Festival – October 4, 2025

10.3.2. Get Your Spook On

10.3.3 AGM

11. Correspondence

12. Adjournment

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



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

August 21, 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	
Kim Blackwell	
Ryan Huntley:	Council Representative

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

The Chair called the meeting to order at 9:06 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 July 10, 2025

There is one amendment to the minutes of the meeting held July 10, 2025.

In 9.1 Treasury Report the June 30, 2025 closing balance should read

\$67,507.23

Motion to Approve the Amended 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 is being placed at the CMCC.

9. Reports

1. Treasury Report (Zack)

1.1. Bank Account Activity as of June 1, 2025

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

None.

Motion to approve Treasury Report

Moved by: Sarah Cooling
Seconded by: Kathie Kycett

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The Decorating Committee does not have any pressing issues. The Decorating Committee has been seen around town deadheading pots they continue to look fabulous even with the intensive heat and drought.

We will be asking the Decorating Committee to provide us with a budget for 2026.

10.2 Marketing Committee Update

The Marketing Committee will be meeting next week to discuss the Fall Festival. Likewise, the Marketing committee has been contacted by Oldies Radio regarding promotions and advertising. The group will discuss this offer at the next Marketing meeting scheduled on Wednesday August 27, 2025.

10.3.Events (All)

10.3.1.Sidewalk Sale August 23, 2025

Stacey Knight has organized this Sidewalk sale, she has spoken with local businesses, placed advertisements and organized social media. Stacey has done a fantastic job on this event.

10.3.2.Fall Festival – October 4, 2025

The Fall Festival is currently being worked on by the Marketing Committee:

- Ryan Huntley has spoken with Dusk to Dawn,
- Kathie has spoken with Children's Entertainers
- Zack has booked Riley Farmer at a cost of approx. \$1600
- Porta Potties to be booked
- SOP to be filed
- Musicians to be booked
- Currently \$1100 left in the original budget estimate
- Road will be closed 12-8- Council to be asked to approve this
- Ryan will organize insurance
- The Town will provide the flatbed truck for a stage, as well, as the generators.
- Sarah has touched base with Chloe Dewhurst and Zach Washburn regarding Food vendors.
- Non-Profits have been invited to set up booths at the event free of charge

10.3.2 Christmas in the Village

The organization of Christmas in the Village to be discussed at the next marketing Committee meeting.

Motion to receive all reports

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

11. Correspondence

None.

12. Adjournment

Motion to adjourn at 9:32 a.m. by: Zack Thibaudeau

Seconded by: Ryan Huntley

Carried

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

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair