



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

**Date: Thursday November 4<sup>th</sup>, 2021  
Time: 8:00 am**

**VIRTUAL VIDEO MEETING VIA ZOOM  
<https://zoom.us/j/93870959809?pwd=Q1VyVGZyVTJlVWVpZShlOUhwbEp>  
pUT09**

**Present: Councillor Huntley, Christine McCulloch, Louise Kennedy, Heather Clarke, Chloe Dewhurst and John Frizzle**

**Township Staff Representative: Brigid Ayotte**

- 1. Open Session**
  - 2. Call to Order**  
8:04 am
  - 3. Approval of the Agenda: Motion to approve agenda with amendment: Huntley, 2<sup>nd</sup> Clarke - Carried.**
  - 4. Disclosure of Pecuniary Interest and the General Nature Thereof: N/A**
  - 5. Closed Session: N/A**
  - 6. Presentations/Delegations (N/A) :**
  - 7. Minutes**
    - 7.1 Minutes of the meeting held October 2, 2021 – Motion to accept minutes: Clarke, 2<sup>nd</sup> Huntley– Carried.**
  - 8. Business Arising from the Minutes**
    - 8.1 Classic Displays**
      - Delivery of Christmas décor, shipping date is November 9<sup>th</sup> or 11<sup>th</sup>.
      - Media works will be ready to put up lights/decorations on the 15<sup>th</sup> at 9:00am. Delivery will be to Clarke's Service Centre.
      - Electricity for Christmas lights/decorations - There's a switch that's located by the legion, Brigid says she'll send someone down prior the delivery to make sure everything is working properly.
- Motion to accept business arising from the minutes: Huntley, 2<sup>nd</sup> Frizzle– Carried.**

## 9. EVENTS (LBK/CD)

### 9.1 Christmas in the Village:

- No gingerbread houses this year, however in replace is a colouring contest, running from November 12<sup>th</sup>, to December 7<sup>th</sup>.
- The main downtown Christmas tree will go up on November 27<sup>th</sup>.
- Asking BIA if we can purchase a Santa suit.
- Currently gross expense is \$2,500; however, after vendor fees net expense will be between \$300 and \$500.
- Frizzle recommends increasing vendor cost from \$80 to \$100 in the future.
- Discussion of wagon route, change course from previous years. Public works to block off route – Brigid will take care of this.
- Extra lighting – Brigid to ask Chris about lightening. Brigid to find two generators.
- Christmas Passports will be required.
- Tree lighting, Dewhurst to contact Millbrook/South Cavan Public school and have them appoint a child/children for Christmas tree lighting ceremony.

**Motion to accept Louise's report (section 9): Clarke, 2<sup>nd</sup> Frizzle, Carried.**

## 10. Reports

### 10.1 Decorating Committee (CM)

- Shed purchase: DC asks to roll purchase of shed to 2022.
- CM will contact DC requesting that a member of committee attend meeting in order to address any issues or questions during meetings.

### 10.2. Treasurer's Report (HC/CM)

See attached report:

- Cash donation to the food bank: The receipt from the fall festival was \$106.70 for Millbrook Food Share. Kennedy dropped off the cash, and Clarke has receipt of donation.
- Clarke inquired about receiving funds from FELL Productions, has not received payment yet. Brigid will follow up with Kimberly and let us know.
- CM/HC presented draft budget for next year, that they received from Kimberly, and explained changes made to the draft budget. Further meetings will take place to finalize budget.
- Further discussion about raising revenue to offset expenses. Frizzle asks that McCulloch, Clarke and Huntley meet to go over 2022 Budget and bring report to board December meeting

**Capture Decorating Committee Report: Motion to receive decorating committee report: Huntley, 2<sup>nd</sup> Kennedy. Carried.**

**Treasurer's report, capture motion to pay the following, refer to attached Heather's report. Motion 1<sup>st</sup> Frizzle, 2<sup>nd</sup> Dewhurst, Carried.**

## 11. General Business


**11.1 Donation to Legion: CM requests to make a donation to Legion in lieu of the purchase of wreath.**

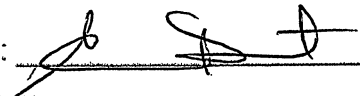
Frizzle makes motion to pull \$100 from GL 01-4750-9020 to donate to Legion, 2<sup>nd</sup> Huntley,

Carried.

11.2 Kennedy requests in person meetings. Brigid reviews procedures to attend in person meetings at township office, board decides to continue with zoom meetings at this time.

12. Adjournment: 9:17am. Motion to adjourn. Frizzle, 2<sup>nd</sup> Clarke, Carried.

Signed:   
Chair  
Date: Dec 9, 2021

Signed:   
Secretary  
Date: Dec 9, 2021