



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

**Date: Thursday June 16th, 2022
Time: 8:00 am
VIRTUAL VIDEO MEETING VIA ZOOM**

Present: Councillor Ryan Huntley, Christine McCulloch, Louise Kennedy, Heather Clarke, Chloe Dewhurst

Township Representative: Brigid Ayotte

Regrets: John Frizzle

- 1. Open Session**
- 2. Call to Order
8:01am**
- 3. Approval of the Agenda Motion to approve: 1st Huntley, 2nd Clarke, Carried.**
- 4. Disclosure of Pecuniary Interest and the General Nature Thereof, N/A**
- 5. Closed Session N/A**
- 6. Presentations/Delegations: Karen Morton Community Care, Golf Tournament: the BIA will sponsor a hole: \$200. Motion to donate, 1st Huntley, 2nd Kennedy, Carried.**
- 7. Minutes**
 - 7.1. Approval of the Minutes of the meeting held May 5th, 2022, Motion to accept Minutes, 1st Huntley, 2nd Clarke, Carried.**
- 8. Business Arising from the Minutes: N/A**
 - 8.1. AGM: Considering to hold the AGM on a Saturday. McCulloch will go back to Melissa at the CMCC with a few dates. Motion to accept report: 1st Clarke, 2nd Kennedy, Carried.**

9. EVENTS

9.1 Review/Takeaways of “Kick off to Summer- June 4th, 2022 (LK/RH/HC): Kennedy said she spoke with those who attended the event and the feedback was very positive. Everyone had a good time.

9.1.2 “Kick Off to Summer” Dunk Tank Funds Raised and Charities for Funds to be Disbursed (HC): \$197.73 each was donated from Dunk Tank proceeds, they were Legion, Nutrition program and Community Care.

9.1.3 Ladies Night: Sunday, August 7th. Looking for vendors currently.

10. Reports

10.1. Decorating Committee: no reports at this time

10.2. Treasurer’s Report (HC): Clarke reviews attached report. Waiting on invoicing from Millbrook Times for June 4th event advertisement.

Motion to issue payments in Clarke’s report, 1st Dewhurst, 2nd Clarke, carried.

11. General Business

11.1 Filming: report provided by Brigid Ayotte regarding road closures and apologized for lateness but advised they the proper paperwork wasn’t given until the 14th. Filming for Netflix’s Titans will be setting up shortly, Road Closure: June 22 – 25. Tupper, Anne and Hays street will be accessible to the old arena for parking. Huntley asks if in the future, film companies should be included in BIA meetings prior to filming – Ayotte responds that in the past the film company held a meeting with a BIA representative and township, including Emergency services, discussing the filming, however due to the last storm and power outages and pandemic these types of meetings didn’t occur. Going forward these meetings will start taking place again.

Garbage removal; will be standard procedure for tenants and businesses. The film crew will be responsible for displacing and replacing the bins to accommodate filming.

LK mentions that Filming personnel still haven’t finalized their negotiations with businesses. Ayotte to forward the street closure contract to Board.

11.2 Storage Move (CM): Kennedy has found a Home Depot Shed, 10x14 cost \$1629 plus tax. The money will come from the BIA reserve. Two separate motions.

#1 Motion by McCulloch to move an upset limit of \$2000 from Reserves G/L 01-4750-9020 to pay for the storage shed and pay for the building of unit.
and move to Repairs and Maintenance G/L 01-4750-3210

2nd Huntley, Carried.

#2 Motion that upon installation of storage unit at ^{KC's 3} acres, we will cancel the contract at Access Storage.

Motion by: McCulloch, 2nd Dewhurst, Carried.

11.3 Canada Day Township event, taking place at CMCC. 11am-2pm Clarke will look for beach balls to include in welcome bags that can have our BIA. Lance will donate Nexicom pens. Beach volleyball courts will be open, Lions club will be there with their food truck, DJ and giveaway bikes. Kawartha Downs is going to be doing fireworks on July 2nd. McCulloch will be at KD on July 2nd for their Canada Day event to hand out bags. Brigid will reach out to Kawartha Tourism for information boards that BIA could then adapt for their needs.

11.4 Associate Membership: Kennedy brings up that the BIA needs to do a more thorough job at advertising associate members. Kennedy suggests that at the next board meeting we discuss how we can address making associate members more visible on social media and board roles.

The board would like to return to council chambers for monthly BIA meetings starting July 7th. CM to contact Township office to confirm.

Motion to accept reports under 11.1 and 11.3, Kennedy, and Clarke, Carried.

McCulloch opens discussion to the floor:

Lance Nachoff from the Mercantile requests that a BIA member write up a letter to hand out to all businesses requesting that all staff and members of associations located on King Street, refrain from using street parking, in order to leave for customers. He also suggest that we utilize the lions den board to alert everyone coming into the village that there is filming and where to find parking.

Karla from the Library: Library is doing a silent auction and requesting the BIA promote the silent auction on Social Media. They are trying to raise funds so they remain fine free. Mercantile has donated a charcuterie board as a silent auction item.

12. Correspondence: N/A

13. Adjournment 9:21am : Motion to adjourn, Kennedy, Clarke, Carried.

Date: July 13, 2022

Signed by: Debbie Clarke

Title: Treasurer

Dated: July 18th 2022

Signed by: [Signature]

Title: Chair