



MOUNT FOREST BUSINESS IMPROVEMENT

ASSOCIATION MEETING MINUTES October 14 , 2025 @ 8:00 AM

Meeting Room Mount Forest Arena

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

PRESENT ATTENDEES

Members: Andrew Coburn, Dwight Benson, Jessica McFarlane, Councillor Sherry Burke, Rachel Whetham, Kyle Dallaire

Staff: Robyn Mulder, Tanya Matthews

Community Members: Penny Renken

ABSENT ATTENDEES

Erin Kiers, Bill Nelson

WELCOME AND INTRODUCTIONS

Andrew

REVIEW AND ADOPTION OF THE AGENDA

Andrew

Dwight requested to add flowerpots to the agenda as new business, Andrew had motioned and Jessica seconded, carried. Garbage was also added. Dwight had motioned and Kyle seconded, carried.

ITEMS FOR DISCUSSION

1. Light Posts

Dwight

Dwight updates the council about the light posts, specifically the details about the bulbs that are being tested. The trial run was completed, the fixture of the bulb itself requires some adjustment. The LED sample is installed in the lower lamp post in front of Dwight's business. Tammy Stevenson had emailed Dwight, letting him know that the town has looked at it and are satisfied with it. Currently Dwight is looking for a sleeve to fit the bulb in the upper portion of the lamp. Still aiming for this project to come out of the 2025 budget.

2. Reimagined Laneway - Pizza Hut

Jessica

Two weeks ago Jessica had a meeting on location with the Township - Councillor Sherry Burke, Malcolm Robertson, township staff, board of works to discuss snow removal. Councillor Burke shared that at the Wellington North Council meeting, members of Council approved the pilot project for snow removal for the laneway, subject to an agreement. Township staff will be reaching out to the landowners to discuss the terms. Councillor Burke also informed the BIA that one parking space in front of the bank (Scotia Bank side) was eliminated due to the bump out crosswalk, but a parking space could be regained in front of the reimagined laneway.

3. Mount Forest Green Team/Tree Trust/Accessibility

Erin

Tabled to the next meeting, Erin was not present.

4. Signage at Parkette

Andrew

Andrew has been in conversation with Mandy Jones, Manager of Recreation, Community and Economic Development from the Township. BMO has rejected the proposal of placing the signage at their corner. Mandy has asked for the BIA's input on placing the signage in an alternate location.

5. Community Signage

Robyn

Robyn shares the new signage in front of the library is in full operation, with flyers already posted. A note has been placed within the unit that anything to be posted within needs to be forwarded to Economic Development. Community Events will only be permitted to be posted.

6. Crosswalk Financial Contribution

Andrew

\$20,000 was budgeted to contribute to the bumpout crosswalk that was recently installed in front of BMO. It is agreed that the bumpout has encouraged traffic to slow down significantly, even though there's been a loss of a parking space, which would then be replaced (at the Reimagined Laneway as discussed earlier) has continued the support of the project. It was also agreed on to ensure that the BIA is shown some recognition from the Township in social media, newsletters, and websites that the BIA had advocated for, and supplied financial support for the crosswalk.

Robyn had informed the BIA about a back-page in the Wellington Advisor where the BIA can share some recent projects. Jessica makes a motion to put the \$20,000 towards the project in addition to the Township making the social media post. Dwight seconded. Carried.

7. Hallowe'en Haunt

Rachel

Rachel updates the committee on the Hallowe'en Haunt. Tanya emailed the businesses downtown regarding the event, asking for participation confirmation. Several businesses have already agreed to participate. A couple of social media posts have been made with a positive reception. The church and legion are piggy-backing off of the event, so downtown will be hopping. Rachel has asked for permission to print flyers (30 qty) off at PrintOne, Dwight has offered to take care of the printing. The BIA plans to have a table in the parkette beside BMO to give out candy, with the candy supplies being from BIA. Tanya was requested to send the flyer out to the committee. Kyle and Rachel will be helping on the 25th to hand out candy.

8. Christmas Tree

Dwight

Dwight shared that it's been difficult this year to find a large tree for the downtown from the BIA. But there are a couple of locations that he's been in contact with to find the perfect tree. Dwight has made the formal request to purchase more lights. Councillor Burke confirms that the fire departments will help with the installation of the tree and lights this year. Installation would be at the end of November. Discussion followed regarding having a lighting event, where Amanda had previously helped to coordinate. Dwight would like to reach out to Amanda to see if she'll help again this year. Dwight makes a motion to allocate \$300 for more Christmas lights for the tree. Kyle seconds, Carried.

9. Flowerpots

Dwight

Some discussion was had about the pocket of space that sits beside the Chinese restaurant at the main intersection, and that some extra flowerpots might help compliment the space. The Municipality, however, is planning to have the space formally designed, so having extra flowerpots might not be a necessity right now. The BIA will be involved in the planning of the space, so this topic is going to be tabled for the time being.

10. Garbage

Andrew

Township was in contact with Andrew again regarding the garbage - a biweekly pilot project that would provide a secondary garbage pickup downtown. Even though the BIA has agreed that it will not continue the project, there is still an outstanding balance of \$4,400 for the service from January to June. After some negotiation half of that amount has been proposed to be paid by the BIA and the other half by the Township. Motion was made by Dwight to settle the matter and pay the \$2,200. Kyle seconded, carried.

11. AGM Preparation

Andrew

Thirty days notice is required for the AGM to be announced. The date has been set for the AGM to take place November 19th at 8am in the Lower Leisure Room at the Mount Forest Arena. Discussion followed regarding the budget for 2026, and it is attached. Gift cards will be going out to Wellington Produce Packaging and the street cleaner for their service. This coming year's board list will include Andrew, Bill, Kyle, Rachel, Jessica, Dwight and Erin.

NEW BUSINESS

1. NEXT MEETING

AGM, 8am in the Lower Leisure Room @ Mount Forest Arena, November 19th, 2025

ADJOURNMENT