



AGENDA: Mount Forest BIA Annual General Meeting
November 19th, 2025 8:00 AM @ M.F. Sports Complex Community Hall

BOARD OF DIRECTORS:

Andrew Coburn; Chair
Dwight Benson
Bill Nelson
Jessica McFarlane
Councillor Sherry Burke
Rachel Whetham
Erin Kiers
Kyle Dallaire

STAFF:

Jaime Parker (Treasurer)
Tanya Matthews (Admin)
Robyn Mulder (EDO)

WELCOME AND INTRODUCTIONS

Andrew

REVIEW AND ADOPTION OF THE AGENDA

Pages 1 - 3

ADOPTION OF MINUTES FROM NOVEMBER 2024 AGM

Pages 4 - 8

ITEMS FOR DISCUSSION

1. COMMENTS FROM CHAIR

Andrew

2. UPDATE FROM TREASURER

Jamie

- 2025 Financial Update

3. BIA 2026 WORK PLAN & BUDGET PRESENTATION

Andrew

INCOME

Projected Opening Balance	\$50,500
Property Owners Contributions (82 @ 365.85)	\$30,000

Street Cleaning	\$2,990
HST Rebate	\$1,849
Total Forecast Revenue	\$85,339

EXPENSES

LED Downtown Streetlight Replacement	\$25,000
Flowers	\$10,000
Storage (WPP)	\$500
Main St. Beautification: Reimagined Laneway	\$50,000
Event Marketing: Halloween and Christmas Tree Lighting	\$1,500
Fireworks Festival Donation	\$2,000
Christmas Decorations (Snowflakes, Lighting)	\$4,000
Garbage can replacement	\$3,000
Street Cleaning (first week of May for 26 weeks)	\$3,500
Landscaping Maintenance (BMO, Heritage, Trees)	\$2,000
OBIAA Membership	\$300
OBIAA Conference Attendance	\$1,000
BIA Admin Support	\$3,000
Accounting	\$1,000
Advertising	\$500
Office, misc	\$1,000
Bank Charges	\$100
WiFi	\$3,000
Total Forecast Expenses	\$111,400
Net Loss	-\$26,061

OVERVIEW OF BUDGET AND WORKPLANS:

- Contingent Deficit
- LED Street lights- 50% cost share proposed to TWP
- Reimagined Laneway
- Flowers
- Events
- Wifi

4. MOTIONS TO APPROVE

- Motion to transfer allocation for Reimagined Laneway from 2025 to 2026 Budget
- 2026 Workplan as presented
- 2026 BIA Tax Levy of \$365.85/per property.

5. MOTION TO RECOMMEND AND APPROVE BIA DIRECTORS

Andrew Coburn; Chair
Dwight Benson
Bill Nelson
Jessica McFarlane

Councillor Sherry Burke
Rachel Whetham
Erin Kiers
Kyle Dallaire

6. ESTABLISH DATE FOR NEXT AGM

Wednesday November 18th, 2026

7. ADJOURNMENT



MOUNT FOREST BUSINESS IMPROVEMENT

ANNUAL GENERAL MEETING MINUTES November 13th, 2024 @ 8:00 AM

Lower Leisure Room Mount Forest Arena

CALLING TO ORDER – Andrew Coburn; Chair Mount Forest BIA

DIRECTORS PRESENT

Andrew Coburn, Dwight Benson, Erin Kiers, Kyle Dallaire, Councillor Sherry Burke, Bill Nelson, Maggie Schram, Jessica McFarlane, Rachel Whetham

OTHER ATTENDEES

Jaime Parker (Treasurer), Kailyn Cudney, Penny Renken

APPROVAL OF AGENDA

Moved by Bill Nelson and seconded by Kyle Dallaire to approve the agenda, as circulated. **Motion carried**

ADOPTION OF MINUTES

Moved by Councillor Sherry Burke and seconded by Jessica McFarlane to adopt the minutes from the Nov 15th, 2023, AGM as circulated with the Agenda.
Motion carried

COMMENTS FROM THE CHAIR

Andrew 2024 has been another very productive year and we've welcomed some new members. Andrew personally thanks all the board members for the energy this year & we have a great foundation in this board.

Highlighted some projects from this year, including an events sub-committee which has been met with great success and positive remarks, we've implemented new garbage pick up, annual town florals, new banners, and repair of our winter snowflake lights. We also provided support through the fireworks festival.

Andrew thanks Wellington Produce who has been ultra receptive working alongside us and moving our trailer around, it doesn't go unnoticed.

We are eager as the BIA continues to grow, lets continue to increase our BIA reach & are eager for 2025.

2024 TREASURER'S REPORT

Jaime went over the financial statement for the current term. Net Income \$41,288.21, Net Expenses \$35,549.58, Net Surplus (loss) \$5,738.63.

Current bank balance \$48,926.51

Accounts Receivable \$0

Current HST Refund \$3,655.34

Accounts Payable \$281.01

Projected Bank Balance \$52,300.84

2025 WORKPLAN AND BUDGET PRESENTATION

Andrew presented the workplan and budget estimate as follows:

<u>Income</u>	
Projected Opening Balance	\$ 48,927
Property Owners Contributions (82 @ \$365.85)	\$ 30,000
Street Cleaning	\$ 2,990
HST Rebate	\$ 3,655
Total Forecast Revenue	\$ 85,4211

<u>Expenses</u>	
Flowers (additional needed for upcoming season)	\$ 10,000
Storage (WPP)	\$ 500
Main St Beautification (ReImagined Laneway, Parkette, etc)	\$ 50,000
Event Marketing, Promotion (Fireworks, Christmas Tree Lighting, Retail ,etc.)	\$ 7,500
Fireworks Festival Donation	\$2,000
Christmas Decorations (Purchase and repair snowflakes, misc lighting, christmas tree)	\$ 4,000
Main St Maintenance (garbage can replacement)	\$ 16,000
Pole Wiring Expenses	\$ 5,000
Street/Parkette Cleaning	\$ 3,500
Landscaping Maintenance	\$1,500
OBIAA Membership	\$ 500
BIA Admin Support	\$ 3,000
Accounting	\$ 1000
Advertising	\$ 1,000
Office, Misc	\$1,000
Bank Charges	\$ 100
WiFi	\$ 2,000
Total Forecast Expenses	\$ 108,600
<u>Ending Balance</u>	\$ (23,389)

OVERVIEW OF 2025 AND BEYOND WORKPLANS

- Hardscape Projects/ ReImagined Laneway/Outdoor Gallery
- Garbage Can Replacement
- Events

MOTIONS TO APPROVE:

- 2025 Workplan as presented
- 2025 BIA Tax Levy increase to \$365.85

Moved by Bill Nelson and seconded by Jessica McFarlane to approve the 2025 work plan as presented, and increase the 2025 BIA Tax Levy to \$365.85. **Motion carried.**

CURRENT BUSINESS

Erin Kiers presents the outdoor gallery that is being implemented in the driveway beside Royal Lepage. Erin Kiers motions for the BIA to cover various expenses totalling \$3147.31 for the outdoor gallery, and the implementation of this gallery effective in 2024, seconded by Jessica McFarlane. **Motion carried.**

MOTION TO RECOMMEND AND APPROVE BIA DIRECTORS

Andrew Coburn; President
Dwight Benson
Bill Nelson
Jessica McFarlane
Councillor Sherry Burke
Maggie Schram
Rachel Whetham
Erin Kiers
Kyle Dallaire
Allison Litt
Amanda Boylan

CLOSING

Dwight extends thanks to Andrew Coburn for being the chair of our committee and for his commitment over the past 6 years.

NEXT MEETING

Proposed date of the next AGM is November 12th, 2025.

ADJOURNMENT

Moved by Dwight Benson seconded by Kyle Dallaire to approve the BIA board of directors. Meeting adjourned at 8:18am.