



AGENDA: Mount Forest BIA
September 15th, 2026 at 8am Meeting Room
Mount Forest Arena. 850 Princess St

BOARD OF DIRECTORS:

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

OTHERS:

Robyn Mulder
Tanya Matthews

CALL TO ORDER

WELCOME AND INTRODUCTIONS

Andrew

REVIEW AND ADOPTION OF THE AGENDA

Andrew

ITEMS FOR DISCUSSION

- | | |
|--|--------|
| 1. Laneway Cedars | Andrew |
| 2. Flower beds/pots | Dwight |
| 3. Reimagined Laneway - signage | Robyn |
| 4. Corner of Main - renderings update | Robyn |
| 5. Recycle Bins Survey | Andrew |
| 6. Financials | Andrew |
| 7. Downtown Safety | Andrew |
| 8. Downtown Businesses Ongoing Items | |
| a. Update New/Closed Businesses | All |
| i. Homemaker's Pantry, Fieldstone Counselling & Wellness | |
| b. Marketing Update | Tanya |
| i. Downtown Mount Forest Gift Cards, Newsletter prep | |

NEW BUSINESS

ESTABLISH DATE FOR NEXT BOARD MEETING

ADJOURN

Bank statement Mount Forest Business Improvement Area

Date	Debit	Credit	Balance	Chq #	Date	Vendor	Inv #	Description	Total Cost	Net	HST	Notes
2025 Forwarding			\$									
5-Jan	\$ 12.76		\$ 46,815.42		5-Jan	RX Drug Mart		Card for David Robinson in memorium	\$ 12.76	\$ 11.29	\$ 1.47	
7-Jan	\$ 50.00		\$ 46,752.66		7-Jan	Withdraw. Donation	Donation	In memorium David Robinson	\$ 50.00	\$ 50.00	\$ -	
7-Jan	\$ 1.98		\$ 46,750.68		7-Jan	Canada Post		US stamp	\$ 1.98	\$ 1.75	\$ 0.23	
7-Jan	\$ 185.32		\$ 46,565.36		7-Jan	Wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
31-Jan	\$ 6.00		\$ 46,559.36			bank charges		bank charges	\$ 6.00	\$ 6.00	\$ -	
2-Feb	\$ 536.75		\$ 46,022.61		30-Jan	Tanya Matthews Design	1064	admin support Dec-Jan	\$ 536.75	\$ 475.00	\$ 61.75	
2-Feb	\$ 1.00		\$ 46,021.61			bank charges		bank charges	\$ 1.00	\$ 1.00		
9-Feb	\$ 185.32		\$ 45,836.29			wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
27-Feb	\$ 6.00		\$ 45,830.29			bank charges		bank charges	\$ 6.00	\$ 6.00	\$ -	
8-Mar	\$ 201.99		\$ 45,628.30		28-Feb	Jaime Parker	3368	bookkeeping Dec25-Mar26	\$ 201.99	\$ 178.67	\$ 23.32	
9-Mar	\$ 1.00		\$ 45,627.30			bank charges		bank charges	\$ 1.00	\$ 1.00	\$ -	
9-Mar	\$ 185.32		\$ 45,441.98			wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
31-Mar	\$ 6.00		\$ 45,435.98			bank charges		bank charges	\$ 6.00	\$ 6.00	\$ -	
2-Apr	\$ 536.75		\$ 44,899.23		Mar 30/26	Tanya Matthews Design	1067	admin support Feb-Mar	\$ 536.75	\$ 475.00	\$ 61.75	
2-Apr	\$ 1.00		\$ 44,898.23			bank charges		bank charges	\$ 1.00	\$ 1.00	\$ -	
7-Apr	\$ 185.32		\$ 44,712.91			wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
13-Apr	\$ 440.70		\$ 44,272.21		Apr 2	Robertson Landscape	5879	spring cleaning beds, parkette and archives	\$ 440.70	\$ 390.00	\$ 50.70	
Apr 13	\$ 1.00		\$ 44,271.21			bank charge		bank charges	\$ 1.00	\$ 1.00	\$ -	
20-Apr	\$ 216.96		\$ 44,054.25			Canada Post		PO box renewal	\$ 216.96	\$ 192.00	\$ 24.96	
20-Apr	\$ 284.76		\$ 43,769.49			Wix		website renewal	\$ 284.76	\$ 252.00	\$ 32.76	
30-Apr	\$ 6.00		\$ 43,763.49			bank charges		bank charges	\$ 6.00	\$ 6.00	\$ -	
7-May	\$ 185.32		\$ 43,578.17			wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
13-May	\$ 20,781.83		\$ 22,796.34	243	May 4	Yake Electric Limited	7499	Lighting retrofit	\$ 20,781.83	\$ 18,391.00	\$ 2,390.83	
20-May	\$ 260.00		\$ 22,536.34	233	16-May	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
29-May	\$ 30,000.00		\$ 52,536.34		Dec 31/25	Township of Wellington North		Property Owner Contributions 2026	30000	\$ 30,000.00	\$ -	
29-May	\$ 260.00		\$ 52,276.34	234	May 29	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
29-May	\$ 6.25		\$ 52,270.09			bank charges		bank charges	\$ 6.25	\$ 6.25	\$ -	
8-Jun	\$ 170.91		\$ 52,099.18		31-Mar	Jaime Parker	3442	bookkeeping Mar-May 2026	\$ 170.91	\$ 151.25	\$ 19.66	
8-Jun	\$ 1.00		\$ 52,098.18			bank charges		bank charges	\$ 1.00	\$ 1.00	\$ -	
8-Jun	\$ 185.32		\$ 51,912.86			wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
9-Jun	\$ 10,390.92		\$ 62,303.78		May 7/26	Township of Wellington North	MF Lighting	50% MF Lighting	10390.92	\$ 9,195.50	\$ 1,195.42	
15-Jun	\$ 892.70		\$ 61,411.08		5-Jun	Robertson Landscape	5943	bmo parkette gardens	\$ 892.70	\$ 790.00	\$ 102.70	
15-Jun	\$ 1.00		\$ 61,410.08			bank charges		bank charges	\$ 1.00	\$ 1.00	\$ -	
15-Jun	\$ 260.00		\$ 61,150.08	235	12-Jun	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
19-Jun	\$ 5,000.00		\$ 56,150.08		Jun 4	Alex Williamson	49653	painting and repairs to alleyway	\$5,000.00	\$5,000.00	0	
26-Jun	\$ 260.00		\$ 55,890.08	236	June 26	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
30-Jun	\$ 6.25		\$ 55,883.83			scotia		bank charges	\$ 6.25	\$ 6.25	\$ -	
7-Jul	\$ 185.32		\$ 55,698.51			wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
15-Jul	\$ 30,204.90		\$ 25,493.61	245	Jun 23	Robertson Landscaping	5,957	alley walkway (pizza hut)	\$30,204.90	\$26,730.00	\$ 3,474.90	
16-Jul	\$ 260.00		\$ 25,233.61	237	10-Jul	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
31-Jul	\$ 260.00		\$ 24,973.61	238	Jul 24	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
31-Jul	\$ 6.00		\$ 24,967.61			scotia		bank charges	\$ 6.00	\$ 6.00	\$ -	
7-Aug	\$ 260.00		\$ 24,707.61	239	Aug 7	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
7-Aug	\$ 185.32		\$ 24,522.29			wightman		auto payment downtown internet	\$ 185.32	\$ 164.00	\$ 21.32	
10-Aug	\$ 1,500.00		\$ 23,022.29		Jul 30	Makellbren Industries	1444	edison bulb string lights for walking path	\$ 2,932.35	\$ 2,595.00	\$ 337.35	
12-Aug	\$ 1,432.35		\$ 21,589.94					(etransfer daily limit 1500)				
aug 10 & 12	\$ 2.00		\$ 21,587.94			scotia		bank charges	\$ 2.00	\$ 2.00	\$ -	
Aug 12	\$ 7,378.90		\$ 14,209.04	246	Jul 27	mount forest greenhouses	20786	hanging baskets, ground planters, fertilizer	7378.9	6530	848.9	
13-Aug	\$ 896.93		\$ 13,312.11		Aug 5	Tanya Matthews Design	1,073	admin	\$233.06	\$206.25	\$ 26.81	
			\$ 13,312.11		Aug 5	Tanya Matthews Design	1,074	admin	261.31	\$ 231.25	\$ 30.06	
			\$ 13,312.11		5-Aug	Tanya Matthews Design	1,075	admin	\$ 204.81	\$ 181.25	\$ 23.56	
			\$ 13,312.11		5-Aug	Tanya Matthews Design	1,076	admin	\$ 197.75	\$ 175.00	\$ 22.75	896.93
13-Aug	\$ 1.00		\$ 13,311.11			scotia		bank charges	\$ 1.00	\$ 1.00	\$ -	
19-Aug	\$ 474.17		\$ 12,836.94		29-Jul	Maple Lane	l328290	Dwight's account. brackets for lamps	\$ 474.17	\$ 419.62	\$ 54.55	
20-Aug		\$ 4,287.61	\$ 17,124.55		Dec 31/25	Township of Wellington North		2025 Street Cleaning	2600.00	\$ 2,600.00	\$ -	
			\$ 17,124.55		Dec 31/25	Township of Wellington North		2025 HST Refund	1687.61	\$ 1,687.61	\$ -	
21-Aug	\$ 260.00		\$ 16,864.55	240	Aug 21	Jamie Hartwright		street cleaning (2 weeks)	\$ 260.00	\$ 260.00	\$ -	
31-Aug	\$ 7.50		\$ 16,857.05			scotia bank		bank charges	\$ 7.50	\$ 7.50	\$ -	
			\$ 16,857.05									
			\$ 16,857.05									

Mount Forest Business Improvement Area
Income stmt- Accrual Basis
Jan 1- Sept 3, 2026

Income	
Property Owner Contributions	\$ 30,000.00
Street Cleaning & HST 2025 Reimbursement	\$ 4,287.61
Reimburse Lighting	\$ 9,195.50
Gross Income	\$ 43,483.11
Expenses	
Flowers/Planters/Banners	\$ 6,530.00
Storage	
Wifi Downtown	\$ 1,312.00
Landscaping Maintenance	\$ 1,180.00
Garbage Can Maintenance/ Extra waste	
Promotions, Giveaways, Contests	
Christmas Decorating/ Snow Flakes/ Lighting	\$ 18,810.62
Street Cleaning	\$ 2,600.00
OBIAA Membership	
BIA Accounting Support	\$ 329.92
BIA Admin Support	\$ 1,743.75
Advertising	
Office Expenses, Misc	\$ 507.04
Bank Charges	\$ 59.00
Donation	
Pole Wiring Expenses	
Pizza Hut Alley Walkway	\$34,325.00
Net Expenses	\$ 67,397.33
Net Surplus (Loss)	-\$ 23,914.22
Current bank balance	\$ 16,857.05
Accounts Receivable	\$ -
Current HST refund	\$ 8,954.99
Accounts Payable	\$ 520.00
Projected bank balance	\$ 25,292.04