

DOWNTOWN CARLETON  
PLACE BIA BOARD  
MEETING MINUTES



Wednesday December 16, 2025  
5:00 p.m.

**Attendance:** Sarah Cavanagh (Chair), Paisley Woods (BIA Coordinator), Madison Barr (Director), Chanel Murray, Robert Probert (Director), Mark Lovell (Vice-Chair) signing on at 5:20.

**MINUTES**

1. **Call to Order** – Sarah Cavanagh called the meeting to order at 5:10 p.m.
2. **Declaration of Pecuniary Interest/Conflict of Interest and General Nature Thereof** – None.
3. **Motion:** To move the meeting to ‘in camera’ to discuss personal matters about an identifiable individual  
Moved by Robert Probert, seconded by Chanel Murray  
- Passed
4. **Motion:** To move the meeting out of ‘in camera’.  
Moved by Mark Lovell, seconded by Madison Barr  
-Passed

**Rise and Report:** Staff was given direction.

5. **Motion:** To adjourn the meeting  
Moved by Madison Barr, seconded by Chanel Murray  
- Passed

