



## DOWNTOWN CARLETON PLACE BIA BOARD MEETING MINUTES

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Monday, January 26 2026 - 5:30 p.m.  
Online Meeting via TEAMS

**Attendance:** Sarah Cavanagh (Chair), Mark Lovell (Vice-Chair), Madison Barr (Director), Chanel Murray, (Director), Robert Probert (Director), Paisley Woods (BIA Coordinator)  
BIA Members: Aileen Desmarais, Burcu Genner, Jose Bray, Kaitey Cosgrove, Linda Seccaspina

**Regrets:**

### MINUTES

1. **Call to Order** – Meeting was called to order at 5:35
2. **Declaration of Pecuniary Interest/Conflict of Interest and General Nature Thereof** – None declared.
3. **2026 Budget Presentation** – Staff presented feedback from the membership, priorities for 2026 and a first draft budget for 2026.  
Discussion took place with BIA and Board members and Staff regarding
  - a. Additional staffing
  - b. Asset acquisition for Beautification
  - c. Member Support Grant
  - d. Reserve Levels
  - e. Raising the LevyConsensus was reached to increase the Levy amount by 2% for 2026
4. **Motion:** To approve the proposed draft budget with a 2% Levy increase.  
Mover: Sarah Cavanagh  
Second: Mark Lovell  
Carried.

5. **Adjournment** – 6:44 p.m.

Mover: Chanel Murray

Second: Madison Barr

Carried

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**Old Business**

- Market Square Advertising: Most former advertisers have requested their signage returned following removal (pending)
- Community Promotion: Discussion on the BIA's ability to promote local organizations and groups.
- Subcommittees: The Board reaffirmed the plan to reinstate subcommittees for Promotion, Policy, and Beautification.
- BIA Coordinator will coordinate recruitment and advertise for volunteers.
- A separate Holiday Décor Subcommittee was proposed, independent of Beautification, to handle seasonal projects.
- Policy Committee - Final logistical details for Member Support Grant - application and reimbursement process

**Next Meeting:**

Monday, February 23, 2026 - 5:30 p.m.

Foundry Collective Boardroom