
MINUTES

For the Meeting of the Board of Directors

Thursday, April 30th, 2026

7:30am

Lindsay Downtown BIA Office, 7 York Street South

EXECUTIVE

Chair – Wes Found | Linborough Property Corp.

Vice-Chair – Steve Podolsky | A&L Investments

Co-Treasurer – Sandra Falconer | Appleseed Quiltworks

Co-Treasurer – Sandra Patrick | Down to Earth

DIRECTORS

Reese Burns | Burns Bulk Food

Nicki Dedes | Olympia Restaurant

Jim Garbutt | A Buy & Sell Shop

Adam Hayward | Nesbitt's Meat Market

Mark Doble | CKL Council, Ward 5

Charlie McDonald | CKL Council, Ward 7

LIAISONS

Carlie Arbour | CKL Economic Development

Chief Kirk Robertson | Kawartha Lakes Police Service

Melissa McFarland | LDBIA Executive Director

going into the ground in 2027. Wes Found noted that there is also a lack of digital signage – like in Google Maps – to advise visitors where parking can be found as well, which will be helpful for overall implementation. Carlie Arbour also advised that the Parking Committee is welcome to give recommendations for their goals with the parking wayfinding signage, which could be potentially be fed into the consultants strategy. She also advised that she will send Melissa McFarland information on the City’s Volunteer Appreciation Night being held on May 17th, for circulation to the Board as an invitation for their service to the BIA as volunteers.

6.0 – REPORTS -----

6.1 – Treasurer

No update or discussion outside of the circulated materials.

6.2 – Beautification Committee

No update or discussion outside of the circulated materials.

6.3 – Parking / Advocacy Committee

No update or discussion outside of the circulated materials.

6.4 – Marketing Committee

No update or discussion outside of the circulated materials.

6.5 – Executive Committee

Melissa McFarland updated. Restaurant ‘KB on Kent’ is slated to open in June, and Mill Street Antiques is aiming to open around Mother’s Day. The approved Downtown Gift Card program is proceeding, with the target for launch mid-summer. She and Wes Found attended the OBIAA conference in St. Catherines the previous week and gained a lot of valuable knowledge and connections. A new Marketing Coordinator has been hire and will begin work on Monday, May 4th.

Wes Found updated. Further to the updated about the OBIAA conference, he was approved for a position on their board, which gave him a different lens to the conference, as he’s one of the few property owners ever to sit as a director. A valuable piece of information he observed as a best practice for BIAs was the use of MOU’s between the BIA and the municipality, which he would like to explore more of for ours.

Moved By: Sandra Falconer

Seconded By:

Resolved: That the following Reports and Minutes be received:

- Treasurer’s Report – March 2026
- Marketing Committee – Minutes of April 8th, 2026

Carried RBM2026-17

7.0 – NEW BUSINESS -----

7.1 – 2027 Budget Planning

Melissa McFarland advised that budget discussion will be placed on the Marketing & Beautification committee agendas for May & June meetings, and the Executive Committee will schedule a meeting to draft the Administration and Parking payroll budgets. Her intention is to have a full draft budget to present to the Board at the meeting of June 25th, so that there can be a final approval at the July 30th meeting, well ahead of the CKL Treasurer’s deadline in August. She has not yet received notification from the City, but she anticipates there could be some differences in the timeline due to the municipal election in the fall.

7.2 – 2026 Board Elections

Melissa McFarland reminded the Board that with it being a municipal election year, the BIA Board Elections are also to be conducted. Best practices advise that the BIA elections take place following the municipal elections, which are scheduled for October 26th. This will fall into line with the Annual General Meeting’s general target of the first or second week of November, in which the BIA’s Board Elections can be held during. It is recommended that a strategy be put in place for proactive recruitment of Board members. She requested that the current Board Directors connect with her in the next little while to discuss their intention to run again, or step down in the fall, and also to brainstorm who they think would be a valuable addition to the Board for the next term.

7.3 – Mission Statement & Mandate Exercise

Melissa McFarland thanked the Board for their input of the specific Mission Statement following last month’s meeting. The approved statement is as follows: *“The Lindsay Downtown BIA strengthens downtown vitality by supporting local businesses with targeted marketing, beautification and advocacy; fostering a strong sense of community pride in a vibrant downtown destination for residents and visitors.”*

Draft formats of a Mandate and Core Organizational Activities were distributed for review.

Moved By: Sandra Patrick

Seconded By: Sandra Falconer

Resolved: That drafted and presented Mandate & Core Organizational Activities be approved.

Carried RBM2026-18

7.4 – Property Sewage Issues

Sandra Falconer advised that she has had sanitary sewage issues at her Kent Street property. It was determined from the contractor that it was caused by a blockage in the clay piping under the road, and it was determined that it was on municipal property. It’s assumed that when reconstruction occurred, new sewage lines were to go to each building, but stopped at clay piping, then carried on to the building, and the clay piping is causing the blockage. There are 5 approved plumbing contractors on the City’s website that can address the issue, and she recommends that property owners contact one of them to review their properties as well, as it’s unclear which properties in the reconstruction area may be similarly affected.

8.0 – NEXT MEETING -----

Thursday, May 28th, 2026

7:30am

BIA Office Boardroom, 7 York Street South

9.0 – ADJOURNMENT -----

Moved By: Jim Garbutt

Seconded By: Councillor McDonald

Resolved: That the April 30th, 2026 meeting of the Board of Directors be adjourned at 9:05am.

Carried RBM2026-19



MINUTES

For the Meeting of the Beautification Committee

Thursday, May 7th, 2026

8:00am

Lindsay Downtown BIA Office, 7 York Street South

CHAIR

Steve Podolsky | A&L Investments

VICE-CHAIR

Sandra Falconer | Appleseed Quiltworks

VOTING MEMBERS

Kevin Brasier | Lingerie Loft

Reese Burns | Burns Bulk Food

Theresa Henry | Lingerie Loft

Melissa Wemyss | Wards Lawyers PC

LIAISONS

Tessa Smith | CKL Parks

Melissa McFarland | LDBIA Executive Director

Mary Hackett | LDBIA Marketing Coordinator

LINDSAY DOWNTOWN BUSINESS IMPROVEMENT AREA

7 YORK STREET SOUTH, LINDSAY | 705-324-7710 | HELLO@LINDSAYDOWNTOWN.CA

1.0 – CALL TO ORDER -----

Meeting Called to Order by the Chair: 8:17am

In Attendance: Steve Podolsky, Sandra Falconer, Reese Burns, Melissa Wemyss
Recording Secretary: Melissa McFarland
Guests: None
Late Arrivals: None
Early Departures: None
Regrets / Absent: Kevin Brasier, Theresa Henry, Tessa Smith

2.0 – ADMINISTRATIVE BUSINESS -----

2.1 - Adoption of Agenda

Moved By: Melissa Wemyss **Seconded By:** Sandra Falconer

Resolved: That the agenda be adopted as circulated.

Carried BC2026-11

2.2 - Declarations of Pecuniary Interest

2.3 – Adoption of Minutes

Moved By: Melissa Wemyss **Seconded By:** Reese Burns

Resolved: That the Minutes of the meeting held on April 2nd, 2026 be adopted.

Carried BC2026-12

3.0 – DEPUTATIONS -----

None Scheduled

4.0 – CORRESPONDENCE -----

None Received

5.0 – NEW BUSINESS -----

5.1 – 2026 Budget Updates

Melissa McFarland updated. No major changes.

5.2 – Spring Task List

The Committee reviewed the list prepared following the spring walkabout (included below). Many items were able to be checked off by the committee and staff, and others are still pending from Public Works or other municipal departments. Some of the items are longer term initiatives that can stay on the list through the summer for eventual completion.

5.3 – Maintenance Schedule & Canada Summer Jobs

The Committee discussed the upcoming summer maintenance schedule. Flowers are targeted for the first week of June, and Melissa McFarland will touch base with both Hill's Florist and Johnston's Greenhouse for installation dates. The committee will be on hand for the storefront installation day, so that the planter bases can come down from upstairs, ideally be power washed, and then placed out at the storefronts just prior to the Hill's team placing the inserts. Steve Podolsky advised that the water access in Victoria Park has already been turned on. Melissa McFarland will provide a laminated map of all the planter locations that can be kept with Scott Wood's Gator, so that if any of his team is watering in his absence, they can ensure nothing is missed.

Melissa McFarland advised that the BIA's application for a maintenance position through Canada Summer Jobs was approved. The position will be 8 weeks long, for 35 hours a week and is already posted on the CSJ job search site. A detailed schedule will have to be developed in order to be able to fill a full-time position, and the BIA will purchase any supplies and tools needed. The position will also be able to assist with her asset mapping project, which may be a good addition to the task list and can be completed here and there throughout the summer at slower times or during inclement weather. The committee will continue to brainstorm tasks that would be helpful as they're noticed.

5.4 – Historical Banner Update

Melissa McFarland updated. The banner content is still being reviewed, and additional photos were able to be obtained from Kawartha Lakes Museum. Due to other tasks taking priority over the last few weeks, she was unable to dedicate much time, but will be able to focus on the project again. Additionally, she has been in conversation with Public Works about inquiries about usage of the poles for the advertising of community events, which has historically never been the case, and she has asked that the BIA be directly involved in the conversations if the management directive for the downtown poles is being reviewed or changed.

6.0 – NEXT MEETING -----

Thursday, June 4th, 2026

8:00am

LDBIA Boardroom | 7 York Street South





7.0 – ADJOURNMENT -----

Moved By: Reese Burns

Seconded By: Sandra Falconer

Resolved: That the Beautification Committee Meeting of May 7th, 2026 be adjourned at 9:10am.

Carried BC2026-13

BEAUTIFICATION SPRING TASKS			
 TREES			
Task	Dates	Responsibility	Notes
Conduct updated tree inventory	April	Tessa & Melissa	<i>Melissa to complete mapping with location, species, photos etc</i>
Collect Gator Bags from last year's new trees	April	Committee	<i>Completed by Steve & Kevin 04/14</i>
Decide on plan for side streets' tree pits	May Mtg	Committee	<i>Test loose mulch with mulch glue & sprayer</i>
 STREET FURNITURE, ETC			
Task	Dates	Responsibility	Notes
Bench in front of Burns Bulk Food to be bolted down	ASAP	Public Works	<i>Steve emailed Enzo 04/05</i>
Ashtray installation	April	Committee	<i>Replace damaged ones, determine new locations if possible</i>
Garbage can to be located at bus transit area	ASAP	Public Works	<i>Melissa emailed Dave & Enzo 04/06</i>
Bumpout @ Scotiabank - metal corners ripped off	ASAP	Public Works	<i>Steve emailed Corby 04/05</i>
#1 Kent Welcome Sign	Spring	Steve & Melissa	<i>Lettering to be touched up, hardware installed for sign panels</i>
 PLANTINGS			
Task	Dates	Responsibility	Notes
Preparation for bumpout flowerbeds	May	Committee	<i>Determine what work needs to be completed to prepare beds</i>
Drainage issues - bumpout at Kent & York	ASAP	Steve & Melissa	<i>Steve emailed Corby Purdy 04/05 & 05/08</i>
#1 Kent Welcome Sign flowerbed	ASAP	Tessa	<i>Confirm Parks' intention to plant & plan for materials</i>
 GENERAL CLEANUP & OTHER TASKS			
Task	Dates	Responsibility	Notes
Snowmen out of bumpouts	ASAP	Steve & Melissa	<i>Completed by Scott & Team 04/10</i>
Snowflakes moved upstairs	ASAP	Scott & Team	<i>Completed by Scott & Team 04/10</i>
Garbage can cleanup	ASAP	Scott & Team	<i>Cleaned out underneath and liners replaced if necessary</i>
Sidewalk & street sweeping	ASAP	Public Works	<i>Steve emailed Enzo 04/05</i>
Repairs at Kent & Lindsay fire hydrant	ASAP	Public Works	<i>Steve emailed Enzo 04/05</i>
Water access at Victoria Park	01-Jun	Parks	<i>Confirm with Tessa that water will be turned on</i>



MINUTES

For the Meeting of the Executive Committee

Tuesday, May 19th, 2026

8:00am

Lindsay Downtown BIA Office, 7 York Street South

CHAIR

Wes Found | Linborough Property Corp.

VICE-CHAIR

Steve Podolsky | A&L Investments

TREASURER(S)

Sandra Falconer | Property Owner

Sandra Patrick | Down to Earth

STAFF

Melissa McFarland | LDBIA Executive Director

LINDSAY DOWNTOWN BUSINESS IMPROVEMENT AREA

7 YORK STREET SOUTH, LINDSAY | 705-324-7710 | HELLO@LINDSAYDOWNTOWN.CA

1.0 – CALL TO ORDER -----

Meeting Called to Order by the Chair: 8:03am

In Attendance: Wes Found, Steve Podolsky, Sandra Patrick
Recording Secretary: Melissa McFarland
Guests: None
Late Arrivals: None
Early Departures: None
Regrets / Absent: Sandra Falconer

2.0 – ADMINISTRATIVE BUSINESS -----

2.1 - Adoption of Agenda

Moved By: Steve Podolsky **Seconded By:** Sandra Patrick

Resolved: That the agenda be adopted as circulated.

Carried RBM2026-20

2.2 - Declarations of Pecuniary Interest

None Declared

2.3 – Adoption of Minutes

Moved By: Sandra Patrick **Seconded By:** Steve Podolsky

Resolved: That the Minutes of the meeting held November 13th, 2026 be adopted.

Carried RBM2026-21

3.0 – DEPUTATIONS -----

None Scheduled

4.0 – CORRESPONDENCE -----

None Received

5.0 – NEW BUSINESS -----

5.1 – 2027 Administration & Parking Budgets

Melissa McFarland presented the previous year’s budget worksheets for comparison. She advised that she doesn’t see much need for large increases to the Administration budget, but will add a small percentage to each category for general cost increases. The Parking budget, containing only payroll and a small uniform and supply category isn’t expected to change dramatically, but a conversation will be held with Wayne English regarding his intentions to stay in the Community Liaison position through 2027 so that any changes could potentially be accounted for. An increase will be added to the subsidy request to By-Law Enforcement, noting as always that the subsidy is on a reimbursement model, so if the funds are not used for the BIA’s payroll, they won’t be received.

Discussion was held about the payroll items moving to their own budget (still separated by position) for better ease and clarity in bookkeeping and tax tracking. This would eliminate the need for a completely separate parking budget, and only having one employee each under the Administration, Marketing & Beautification budgets. Moving forward, it was agreed that having all staff payroll managed by the Executive Committee (whose mandate includes Human Resources) instead of the individual committees, is logical. Melissa McFarland will also draft this setup for review.

Melissa McFarland will update all of the notations made by the committee into an updated draft, and circulate to the committee to review again prior to the Board’s June meeting.

5.2 – Advocacy Issue Escalation Framework

Due to the elimination of Advocacy from the Parking Committee Terms of Reference, it was requested that a basic framework be developed for how Advocacy issues are identified and assigned moving forward. Melissa McFarland will draft this for review, with clear definitions of what constitutes an Advocacy issue and some guidelines as to where it should be placed for discussion (Executive Committee, Beautification Committee, Marketing Committee, Board of Directors, Staff).

5.3 – Associate Membership Eligibility

Melissa McFarland brought forth a request for Associate Membership from Tammy Thurston of Board & Nibble. The business is operating out of the People’s Full Gospel Church on Cambridge Street North, which is in the Associate Membership Boundary, but the current policy, developed internally, doesn’t specifically address businesses who are not the direct leaseholder. The committee agreed that if there is a formal agreement in place between the church and Board & Nibble, essentially making the business a tenant of the church, that would serve sufficiently to allow for Associate Membership. Melissa McFarland will make that query and advise.

5.4 – Canada Summer Jobs Events & Marketing Position

Melissa McFarland brought forth a proposal for use of the Canada Summer Jobs marketing & events position that was approved for the BIA. The BIA was granted an 8 week / 35 hours position as in years past. During a recent meeting of Activate Kawartha! (the special events committee operating under the Kawartha Art Gallery, that both she and Wes Found sit on) it came to their attention that the Kawartha Gallery was surprisingly not awarded the grant as they were expecting. The gallery’s summer position was intended to be used toward the planning and execution of the committee’s Winter Market, taking place during the Holiday Kickoff weekend in November, and if successful will have a great impact on the downtown and complement the BIA’s own initiatives.

With the BIA’s full-time Marketing Coordinator position just having been filled, and that staff still in training, and with the BIA’s reduced involvement with Classics on Kent, there could be clear benefit to shifting a large portion of the workload from the BIA’s internal projects towards the Winter Market, under the Gallery’s direction. Melissa McFarland prepared a proposal where the official supervision and payroll remains with the BIA in order to honour the CSJ agreement, but that the youth position assume the BIA’s role on the Activate Kawartha committee for the summer, with a focus on the Winter Market event, directed by the gallery. The Executive Committee agreed with this direction, pending the Kawartha Gallery’s input.

8.0 – NEXT MEETING -----

TBD

9.0 – ADJOURNMENT -----

Moved By: Jim Garbutt

Seconded By: Councillor McDonald

Resolved: That the May 19th, 2026 meeting of the Board of Directors be adjourned at 9:15am.

Carried RBM2026-22



MINUTES

For the Meeting of the Marketing Committee

Wednesday, May 19th, 2026

5:30pm

Lindsay Downtown BIA Office, 7 York Street South

CHAIR

Sandra Patrick | Down to Earth

VOTING MEMBERS

Alexsandra Barley | Cathy Allan Ladieswear

Reese Burns | Burns Bulk Food

Nicki Dedes | Olympia Restaurant

Katelyn Graham | Big Brothers Big Sisters

Joel Pringle | Coldwell Banker/Pringle Real Estate Team

Michele Sauve | Gridley's Creative Bath & Body

LIAISONS

Melissa McFarland | LDBIA Executive Director

Sydney Pringle /Marketing Coordinator

LINDSAY DOWNTOWN BUSINESS IMPROVEMENT AREA

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5.5 – Planning: Downtown Gift Card Program

Melissa McFarland updated. The program is on target to be launched mid-summer, and any marketing initiatives around it will need to be planned well in advance due to the program’s requirement of pre-approval. She will begin to onboard businesses through the summer with an internal goal of 50-60 participating businesses by launch.

5.6 - Planning: 2027 Budget

Melissa McFarland presented a worksheet for the 2027 budget, with comparisons for each category from 2025 & 2026. The increase of the levy ask will automatically be high, due to the Gift Card program’s inclusion in this budget, but this was already Board approved. Increases will be applied to the Summer Saturday program and other small edits. Melissa McFarland will make the discussed edits and bring a draft to the June meeting for approval.

6.0 – NEXT MEETING -----

TBD

7.0 – ADJOURNMENT -----

Moved By: Alex Bartley

Seconded By: Reese Burns

Resolved: That the Marketing Committee Meeting of May 19th, 2026 be adjourned at 7:18pm.

Carried MC2026-16

Lindsay Downtown BIA | 2026 Financials (Operating)

		February	March	April	May	June	July	August	September	October	November	December	January
Opening Bank Balance		34,447.28	78,873.66	50,504.54	<i>22,664.94</i>	<i>47,228.94</i>	<i>38,190.94</i>	<i>23,325.94</i>	<i>(2,274.06)</i>	<i>33,642.94</i>	<i>51,855.94</i>	<i>76,102.94</i>	<i>37,214.94</i>
Administration	In	101,300.00	2,000.00	-	-	-	5,700.00	600.00	-	700.00	800.00	900.00	-
	Out	11,794.49	14,127.54	11,636.05	8,850.00	8,750.00	8,750.00	8,750.00	8,750.00	10,740.00	8,750.00	9,050.00	9,050.00
Beautification	In	58,588.00	-	-	65,000.00	-	-	-	5,560.00	-	-	-	-
	Out	3,170.72	4,664.38	3,929.85	7,260.00	39,045.00	9,110.00	10,245.00	4,910.00	17,220.00	6,260.00	19,395.00	3,860.00
Marketing	In	95,220.00	-	-	3,325.00	-	-	7,500.00	5,560.00	-	5,000.00	-	-
	Out	6,632.68	6,555.96	8,992.67	22,776.00	6,368.00	12,830.00	9,830.00	6,668.00	12,252.00	11,668.00	6,468.00	6,168.00
Parking	In	15,880.00	-	13,402.24	-	-	15,000.00	-	-	15,000.00	-	-	-
	Out	4,963.73	5,021.24	5,451.07	4,875.00	4,875.00	4,875.00	4,875.00	4,875.00	7,275.00	4,875.00	4,875.00	4,875.00
Opportunity Fund	In	-	-	-	38,000.00	-	-	-	-	-	-	-	-
	Out	-	-	11,232.20	8,000.00	-	-	-	-	-	-	-	-
Transfers to Chequing	In	-	-	-	-	50,000.00	-	-	50,000.00	50,000.00	50,000.00	-	-
	Out	200,000.00	-	-	-	-	-	-	-	-	-	-	-
TOTALS BY MONTH	In	270,988.00	2,000.00	13,402.24	<i>68,325.00</i>	<i>50,000.00</i>	<i>20,700.00</i>	<i>8,100.00</i>	<i>61,120.00</i>	<i>65,700.00</i>	<i>55,800.00</i>	<i>900.00</i>	-
	Out	226,561.62	30,369.12	41,241.84	<i>43,761.00</i>	<i>59,038.00</i>	<i>35,565.00</i>	<i>33,700.00</i>	<i>25,203.00</i>	<i>47,487.00</i>	<i>31,553.00</i>	<i>39,788.00</i>	<i>23,953.00</i>
Closing Bank Balance		78,873.66	50,504.54	22,664.94	<i>47,228.94</i>	<i>38,190.94</i>	<i>23,325.94</i>	<i>(2,274.06)</i>	<i>33,642.94</i>	<i>51,855.94</i>	<i>76,102.94</i>	<i>37,214.94</i>	<i>13,261.94</i>

TOTAL BUDGET SUMMARY	
OPERATING BUDGET	489,482.52
Income Received to Date	307,435.28
Remaining Income Expected	182,047.24
Expenses to Date	94,242.73
Remaining Expenses Expected	351,977.85
<i>Unspent</i>	<i>43,261.94</i>

ADMINISTRATION BUDGET SUMMARY	
TOTAL BUDGET	120,107.76
Income Received	111,407.76
Income Expected	8,700.00
Expenses to Date	37,558.08
Expenses Remaining	81,440.00
<i>Unspent</i>	<i>1,109.68</i>

BEAUTIFICATION BUDGET SUMMARY	
TOTAL BUDGET	145,532.80
Income Received	74,972.80
Income Expected	70,560.00
Expenses to Date	7,835.10
Expenses Remaining	121,234.85
<i>Unspent</i>	<i>16,462.85</i>

MARKETING BUDGET SUMMARY	
TOTAL BUDGET	118,044.36
Income Received	96,659.36
Income Expected	21,385.00
Expenses to Date	22,181.31
Expenses Remaining	95,028.00
<i>Unspent</i>	<i>835.05</i>

NOTES

PARKING BUDGET SUMMARY	
TOTAL BUDGET	62,797.60
Income Received	19,395.36
Income Expected	43,402.24
Expenses to Date	15,436.04
Expenses Remaining	46,275.00
<i>Unspent</i>	<i>1,086.56</i>

OPPORTUNITY FUND BUDGET SUMMARY	
TOTAL BUDGET	43,000.00
Income Received	5,000.00
Income Expected	38,000.00
Expenses to Date	11,232.20
Expenses Remaining	8,000.00
<i>Unspent</i>	<i>23,767.80</i>

ACCOUNT TRANSFERS	
Remaining in GIC <i>(redeemable)</i>	200,000.00
Remaining in GIC <i>(collateral)</i>	5,150.00