
AGENDA

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

Councillor Mark Doble | CKL Council, Ward 5

Councillor Charlie McDonald | CKL Council, Ward 7

LIAISONS

Carlie Arbour | CKL Economic Development

Chief Kirk Robertson | Kawartha Lakes Police Service

Melissa McFarland | LDBIA Executive Director

1.0 – CALL TO ORDER

2.0 – ADMINISTRATIVE BUSINESS

2.1 - Adoption of Agenda

2.2 - Declarations of Pecuniary Interest

- 2.3 – Adoption of Minutes
○ *Meeting of March 26th, 2026*

3.0 – DEPUTATIONS

None Scheduled

4.0 – CORRESPONDENCE

None Received

5.0 – LIAISON UPDATES

5.1 – Police

5.2 – Council

5.3 – Economic Development

6.0 – REPORTS

- 6.1 – Treasurer
○ *Receive Treasurer's Report – March 2026*

6.2 – Beautification Committee
○ *No Meeting Minutes to Receive
Spring Walkabout Conducted in Lieu of Meeting*

6.3 – Parking & Advocacy Committee

- *No Meeting Minutes to Receive
Meeting Canceled*

6.4 – Marketing Committee

- *Receive Meeting Minutes of April 8th, 2026*

6.5 – Executive Committee

- *Board Chair Update: Wes Found
Executive Director Update: Melissa McFarland*

7.0 – NEW BUSINESS

7.1 – 2027 Budget Planning

7.2 – 2026 Board Elections

7.3 – Mission Statement & Mandate Exercise

8.0 – NEXT MEETING

Thursday, May 28th, 2026
7:30am
Lindsay Downtown BIA Office
7 York Street South

9.0 – ADJOURNMENT

MINUTES

For the Meeting of the Board of Directors

Thursday, March 26th, 2026

7:30am

Lindsay Downtown BIA Office, 7 York Street South

EXECUTIVE

Chair – Wes Found | Linborough Property Corp.

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LIAISONS

Carlie Arbour | CKL Economic Development

Chief Kirk Robertson | Kawartha Lakes Police Service

Melissa McFarland | LDBIA Executive Director

1.0 – CALL TO ORDER -----

Meeting Called to Order by the Chair: 7:31am

In Attendance: Wes Found, Steve Podolsky, Sandra Patrick, Jim Garbutt, Adam Hayward, Carlie Arbour
Recording Secretary: Melissa McFarland
Guests: None
Late Arrivals: Nicki Dedes (7:34am), Reese Burns (7:44am)
Early Departures: None
Regrets / Absent: Sandra Falconer, Councillor Charlie McDonald

2.0 – ADMINISTRATIVE BUSINESS -----

2.1 - Adoption of Agenda

Moved By: Jim Garbutt **Seconded By:** Steve Podolsky

Resolved: That the agenda be adopted as circulated.

Carried RBM2026-07

2.2 - Declarations of Pecuniary Interest

Wes Found and Adam Hayward advised that at the time of the discussion taking place during 7.3, they will excuse themselves from any vote, as they are standing members of the Committee in question.

2.3 – Adoption of Minutes

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

Resolved: That the Minutes of the meeting held on January 29th, 2026 be adopted.

Carried RBM2026-08

3.0 – DEPUTATIONS -----

None Scheduled

4.0 – CORRESPONDENCE -----

None Received

5.0 – LIAISON UPDATES -----

5.1 – Police

Chief Robertson updated. The KLPS Strategic Plan is in the final stages and he thanked those who participated in the process. Over 500 responses were received for their survey which is great engagement from the community. The final document to the KLPS Board will be received in April, then put out to the public.

An individual known to the community for frequent illegal behaviour has been relocated to another community.

Station Duty Officers is a new position, that is fully uniformed but unarmed are in the final stages of training and certifying, and will be able to assist in community presence and will be able to increase downtown foot patrols this spring and summer.

5.2 – Council

Councillor McDonald sent regrets, and Councillor Doble advised that he had no updates.

5.3 – Economic Development

Carlie Arbour updated. The Municipal Tourism & Wayfinding Signage Strategy is still underway. The draft strategy has been seen internally, and the first few visual concepts are starting to be received for feedback from a small committee. They are anticipating that the full plan will come to Council in July.

Economic Development's five funding programs (Local Economic Development Support Grant; Million Dollar Makeover; Summer Tourism Experience; Cultural Facilities Operational Support Grant, Cultural Development Grant) have been in process with final reports from 2025 being approved and finalized, and they have been busy with the 2026 intake process, receiving and reviewing submissions.

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

The Parking & Advocacy Committee made the following recommendation at their meeting on February 13th, 2026.

“That the Parking & Advocacy Terms of Reference be amended to achieve the following:

- That Advocacy items be removed from Specific Activities;*
- That Frequency of Meetings will be amended to ‘minimum of four meetings annually’, with the meeting schedule to be determined on an ongoing basis by the committee;*
- and that the Executive Committee direct the other sub-committees to include advocacy-themed items on their agendas and develop an Escalation Framework for advocacy items;*
- and that the Community Liaison report be included on the Board Agenda on a monthly basis.*

Moved By: Adam Hayward

Seconded By: Steve Podolsky

Resolved: That the above recommendations be received and approved with a review of efficiencies taking place in the fall.

Carried RBM2026-09

6.4 – Marketing Committee

No update or discussion outside of the circulated materials.

6.5 – Executive Committee

Wes Found updated. He contributed to the whitepaper commissioned by OBIAA on upper-floor vacancies, and received an advance copy as a contributor. It will be publicly available within a few months.

Melissa McFarland updated. The BIA was successful in their application for the Economic Development Support Grant, in the amount of \$20,000. There has not been a result received as of yet for Canada Summer Jobs.

She and Wes Found will be attending the OBIAA Conference from April 19-22nd in St. Catherines.

Studio Gifts is now open at 109 Kent Street, with a variety of home décor and gift items, as well as a makers market with various local vendors. The owner intends to begin to run interactive workshops in the coming weeks.

The BIA’s website development is in its final stages and the preview is extremely encouraging, with the member directory and mapping being really innovative.

Mary Hackett has resigned her position as Marketing Coordinator, and a replacement is being sought.

Moved By: Sandra Patrick

Seconded By: Steve Podolsky

Resolved: That the following Reports and Minutes be received:

- Treasurer’s Report – February 2026
- Beautification Committee – Minutes of February 5th, 2026
- Beautification Committee – Minutes of March 5th, 2026
- Parking & Advocacy Committee – Minutes of February 10th, 2026
- Parking & Advocacy Committee – Minutes of March 10th, 2026
- Marketing Committee – Minutes of February 12th, 2026
- Marketing Committee – Minutes of March 12th, 2026

Carried RBM2026-10

7.0 – NEW BUSINESS -----

7.1 – OBIAA Board Nomination Endorsement for Wes Found

Moved By: Jim Garbutt

Seconded By: Councillor Doble

Resolved: That the Lindsay Downtown BIA Board of Directors supports the nomination for Wes Found to join the Ontario BIA Board of Directors.

Carried RBM2026-11

7.2 – Downtown Gift Card Program

Melissa McFarland presented the information on the Miconex Downtown Gift Card Program and answered questions from the Board.

Moved By: Wes Found

Seconded By: Reese Burns

Resolved: That the BIA adopt the Downtown Gift Card Program, and enter into the contract with Miconex as outlined, with an approximate cost of \$19,527 to come from the Opportunity Fund budget for 2026.

Carried RBM2026-12

7.3 – Activate Kawartha! Events Committee

Wes Found gave an overview of the committee and its intentions to host events in the greater downtown area.

Moved By: Sandra Patrick

Seconded By: Jim Garbutt

Resolved: That the Lindsay Downtown BIA Board of Directors supports the endeavours of the Activate Kawartha! Committee and approves BIA Staff to participate as a committee member.

Carried RBM2026-13

7.4 – Mission Statement & Mandate Exercise

Melissa McFarland circulated worksheets containing templates and examples to the Board for their input on developing a standardized Mission Statement & Mandate. Final input on the Mission Statement will be circulated to the Board via email later in the day for final approval, and the Mandate draft will be on the April Agenda.

8.0 – NEXT MEETING -----

Thursday, April 30th, 2026

7:30am

BIA Office Boardroom, 7 York Street South

9.0 – ADJOURNMENT -----

Moved By: Nicki Dedes

Seconded By: Reese Burns

Resolved: That the March 26th, 2026 meeting of the Board of Directors be adjourned at 9:05am.

Carried RBM2026-14

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	88,456.72	48,771.72	38,326.72	38,416.72	11,471.72	46,081.72	62,006.72	82,996.72	43,251.72
Administration	In	101,300.00	2,000.00	-	-	-	22,000.00	600.00	-	700.00	800.00	900.00	-
	Out	12,014.49	14,643.25	15,425.00	10,270.00	9,620.00	9,620.00	9,620.00	9,620.00	12,575.00	11,870.00	9,720.00	9,820.00
Beautification	In	58,588.00	-	65,000.00	-	-	-	-	5,560.00	-	-	-	-
	Out	2,950.72	4,319.42	10,670.00	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	6,470.99	7,074.82	20,600.00	6,900.00	13,300.00	10,300.00	7,100.00	12,700.00	11,800.00	6,650.00	6,200.00
Parking	In	15,880.00	-	13,402.00	-	-	15,000.00	-	-	15,000.00	-	-	-
	Out	4,963.73	4,935.46	7,280.00	4,880.00	4,880.00	4,880.00	4,880.00	4,880.00	7,280.00	4,880.00	4,880.00	4,880.00
Opportunity Fund	In	-	-	20,000.00	18,000.00	-	-	-	-	-	-	-	-
	Out	-	-	11,000.00	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	78,402.00	3,325.00	50,000.00	37,000.00	8,100.00	61,120.00	65,700.00	55,800.00	900.00	-
	Out	226,561.62	30,369.12	40,449.82	43,010.00	60,445.00	36,910.00	35,045.00	26,510.00	49,775.00	34,810.00	40,645.00	24,760.00
Closing Bank Balance		78,873.66	50,504.54	88,456.72	48,771.72	38,326.72	38,416.72	11,471.72	46,081.72	62,006.72	82,996.72	43,251.72	18,491.72

TOTAL BUDGET SUMMARY	
OPERATING BUDGET	522,380.28
Income Received to Date	307,435.28
Remaining Income Expected	198,347.00
Expenses to Date	56,930.74
Remaining Expenses Expected	411,359.82
<i>Unspent</i>	<i>39,089.72</i>

ADMINISTRATION BUDGET SUMMARY	
TOTAL BUDGET	136,407.76
Income Received	111,407.76
Income Expected	25,000.00
Expenses to Date	26,657.74
Expenses Remaining	108,160.00
<i>Unspent</i>	<i>1,590.02</i>

BEAUTIFICATION BUDGET SUMMARY	
TOTAL BUDGET	145,532.80
Income Received	74,972.80
Income Expected	70,560.00
Expenses to Date	7,270.14
Expenses Remaining	127,975.00
<i>Unspent</i>	<i>10,287.66</i>

MARKETING BUDGET SUMMARY	
TOTAL BUDGET	118,044.36
Income Received	96,659.36
Income Expected	21,385.00
Expenses to Date	13,103.67
Expenses Remaining	102,624.82
<i>Unspent</i>	<i>2,315.87</i>

NOTES


PARKING BUDGET SUMMARY	
TOTAL BUDGET	79,395.36
Income Received	19,395.36
Income Expected	43,402.00
Expenses to Date	9,899.19
Expenses Remaining	53,600.00
<i>Unspent</i>	<i>896.17</i>


OPPORTUNITY FUND BUDGET SUMMARY	
TOTAL BUDGET	43,000.00
Income Received	5,000.00
Income Expected	38,000.00
Expenses to Date	-
Expenses Remaining	19,000.00
<i>Unspent</i>	<i>24,000.00</i>


ACCOUNT TRANSFERS	
Remaining in GIC (redeemable)	200,000.00
Remaining in GIC (collateral)	5,150.00

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>	<input type="checkbox"/>
Collect Gator Bags from last year's new trees	April	Committee	<i>Completed by Steve & Kevin - 04/17</i>	<input checked="" type="checkbox"/>
Decide on plan for side streets' tree pits	May Meeting	Committee	<i>Test loose mulch with mulch glue & sprayer</i>	<input type="checkbox"/>

 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>	<input type="checkbox"/>
Ashtray installation	April	Committee	<i>Replace damaged ones, determine new locations if possible</i>	<input type="checkbox"/>
Garbage can to be located at bus transit area	ASAP	Public Works	<i>Melissa emailed Dave & Enzo 04/06</i>	<input type="checkbox"/>
Bumpout @ Scotiabank - metal corners ripped off	ASAP	Public Works	<i>Steve emailed Corby 04/05</i>	<input type="checkbox"/>
#1 Kent Welcome Sign	Spring	Steve & Melissa	<i>Lettering to be touched up, hardware installed for sign panels</i>	<input type="checkbox"/>

 PLANTINGS				
Task	Dates	Responsibility	Notes	✓
Preparation for bumpout flowerbeds	May	Committee	<i>Determine what work needs to be completed to prepare beds</i>	<input type="checkbox"/>
Drainage issues - bumpout at Kent & York	ASAP	Steve & Melissa	<i>Steve emailed Corby Purdy 04/05</i>	<input type="checkbox"/>
#1 Kent Welcome Sign flowerbed	ASAP	Tessa	<i>Confirm Parks' intention to plant</i>	<input type="checkbox"/>

 GENERAL CLEANUP & OTHER TASKS				
Task	Dates	Responsibility	Notes	✓
Snowmen out of bumpouts	ASAP	Steve & Melissa	<i>Removed and stored as soon as weather allows - done 04/15</i>	<input checked="" type="checkbox"/>
Snowflakes moved upstairs	ASAP	Scott & Team	<i>BIA will pay for general labour for team - done 04/13</i>	<input type="checkbox"/>
Garbage can cleanup	ASAP	Scott & Team	<i>Cleaned out underneath and liners replaced if necessary</i>	<input type="checkbox"/>
Sidewalk & street sweeping	ASAP	Public Works	<i>Steve emailed Enzo 04/05 - done</i>	<input checked="" type="checkbox"/>
Repairs at Kent & Lindsay fire hydrant	ASAP	Public Works	<i>Steve emailed Enzo 04/05</i>	<input type="checkbox"/>



MINUTES

For the Meeting of the Marketing Committee

Wednesday, April 8th, 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

Vacant /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: 5:39pm

In Attendance: Sandra Patrick, Alex Bartley, Reese Burns, Nicki Dedes, Katelyn Graham, Joel Pringle, Michele Sauve
Recording Secretary: Melissa McFarland
Guests: None
Late Arrivals: None
Early Departures: None
Regrets / Absent: None

2.0 – ADMINISTRATIVE BUSINESS -----

2.1 - Adoption of Agenda

Moved By: Reese Burns **Seconded By:** Katelyn Graham

Resolved: That the agenda be adopted as circulated.

Carried MC2026-11

2.2 - Declarations of Pecuniary Interest

Alexsandra Bartley advised that she will excuse herself from any voting during 5.5, pertaining to the grant applications submitted by Cathy Allan Ladieswear.

2.3 – Adoption of Minutes

Moved By: Alex Bartley **Seconded By:** Michele Sauve

Resolved: That the Minutes of the meeting held on March 12th, 2026 be adopted.

Carried MC2026-12

3.0 – DEPUTATIONS -----

None Scheduled

4.0 – CORRESPONDENCE -----

None Received

5.0 – NEW BUSINESS -----

5.1 - Update: Marketing Coordinator Position

Melissa McFarland advised that Mary Hackett had resigned from her position as Marketing Coordinator, and her final day of work was April 4th. The position has been posted, and interviews are being scheduled for the following week. Some social media posts were completed and scheduled through April. Melissa McFarland and Sandra Patrick will take over the rest of the creation, printing and distribution of Pulse magazine.

5.2 - Update: 2026 Budget

Melissa McFarland provided the year-to-date financials. Easter Scavenger Hunt required additional materials to be purchased, but will be able to be used for future years. Pulse magazine ads did not generate quite as much revenue as targeted, but there is still more than adequate funds to balance the print and distribution costs from the general budget. By rearranging the costs initially budgeted for the Summer Kickoff, she was able to increase the funding for the Event Grant Program and Summer Saturdays.

5.3 - Update: Easter Scavenger Hunt

Melissa McFarland updated. Despite the unfortunate weather on the Saturday, the event was reasonably well attended, with 76 ballots submitted and businesses reporting lots of families out and about. All of the materials were collected, the draws done and winners given their prizes.

5.4 - Update: Pulse Magazine, Spring & Summer

Melissa McFarland updated. She has reviewed the status of all ad bookings, their level of completion, and all the content that

is still outstanding. She and Sandra Patrick will work through the rest of the tasks, but the magazine may be delayed by a week or two past it's original goal for distribution. The committee was helpful in volunteering to assist in providing content ideas for this issue.

5.5 - Review: Event Grant Submissions

Melissa McFarland presented a chart with the details of all the submissions, laid out for review in event date order. There were 10 submissions received, with a total of \$18,185 requested. The total budget for support is \$8,000. The committee reviewed all submissions and debated the merit of each, mostly on the metric of driving traffic downtown for the overall benefit of all businesses and the downtown as a whole, and the degree of which each event has a revenue generation portion.

Moved By: Michele Sauve

Seconded By: Reese Burns

Resolved: That the Marketing Committee support the following events via the LDBIA Event Support Grant Program:

Event	Date	Organizer	\$ Awarded
"Women in Sport" Downtown Shopping Night	Thu, June 4	Jessica Moynes, Unwrapped	\$1,000
Downtown Fall Block Party	Sept 11 & 12	Jessica Moynes, Unwrapped & Kelly Patton, Homethreads	\$2,000
Kent Street Fashion Show	Fri Sept 11	Liz Grimes & Alex Bartley, Cathy Allan Ladieswear	\$2,000
Winter Market	Nov 20-22	Activate Kawartha	\$2,000
Holiday Shopping Night	Fri Dec 4	Liz Grimes & Alex Bartley, Cathy Allan Ladieswear	\$1,000

Carried MC2026-10

The committee agreed that support in the form of gift certificate prizes and advertising can be offered to the candidates whose applications were not successful.

5.6 - Planning: Summer Saturdays

Melissa McFarland advised that she was able to secure DJ Dave Bell for all Saturdays from June 27th through September 5th, as well as the Saturday of Victoria Day Weekend and Thanksgiving, and for the Halloween event, and Holiday Kickoff weekend. Other items for activation on Saturdays will be explored and discussed at the next meeting.

6.0 – NEXT MEETING -----

Wednesday, May 20th, 2026
 5:30pm
 LDBIA Boardroom | 7 York Street South

7.0 – ADJOURNMENT -----

Moved By: Alex Bartley

Seconded By: Reese Burns

Resolved: That the Marketing Committee Meeting of April 8th, 2026 be adjourned at 7:08pm.

Carried MC2026-10