

BOARD OF DIRECTORS

MEETING AGENDA

MEETING DETAILS

DATE	Thursday, September 24, 2026
TIME	8:00am
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

COMPOSITION

CHAIR	Wes Found	Linborough Property Corp.
VICE-CHAIR	Steve Podolsky	A&L Investments
TREASURER	Sandra Falconer	Property Owner
TREASURER	Sandra Patrick	Down to Earth
DIRECTOR	Reese Burns	Burns Bulk Food
DIRECTOR	Nicki Dedes	Olympia Restaurant
DIRECTOR	Jim Garbutt	A Buy & Sell Shop
DIRECTOR	Adam Hayward	Nesbitt's Meat Market
DIRECTOR	Councillor Mark Doble	CKL Council, Ward 5
LIAISON	Councillor Charlie	CKL Council, Ward 7
LIAISON	Carlie Arbour	CKL Economic Development
LIAISON	Chief Kirk Robertson	KL Police Service
LIAISON	Melissa McFarland	LDBIA's Executive Director

1.0 ADMINISTRATIVE BUSINESS

1.1	Call to Order
1.2	Declarations of Pecuniary Interest
1.3	Adoption of Minutes: Meeting of August 27, 2026

2.0 DEPUTATIONS

2.1	SCHEDULED DEPUTATIONS	None
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3.0 CORRESPONDENCE

3.1	RECEIVED CORRESPONDENCE	None
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4.0 LIAISON UPDATES

4.1	Kawartha Lakes Police Service
4.2	City of Kawartha Lakes Council
4.3	City of Kawartha Lakes Economic Development

5.0 REPORTS

4.1	TREASURER	August 2026
4.2	BEAUTIFICATION COMMITTEE	Meeting Minutes of September 10th
4.3	MARKETING COMMITTEE	Meeting Minutes of September 9th
4.4	PARKING COMMITTEE	n/a
4.5	EXECUTIVE COMMITTEE	n/a

6.0 NEW BUSINESS

4.1	Policy & Procedure Changes – Establish Timeline
4.2	2026 Board Election Procedures

7.0 NEXT MEETING

DATE	Thursday, October 29, 2026 or ☐ TBA
TIME	8:00am
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

8.0 ADJOURNMENT

BOARD OF DIRECTORS

MEETING MINUTES

MEETING DETAILS

DATE	Thursday, August 27, 2026
TIME	7:30am
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

ATTENDANCE

			PRESENT	REGRETS	ABSENT	LATE ARRIVAL	EARLY DEPARTURE
CHAIR	Wes Found	Linborough Property Corp.	☒	☐	☐	☐ Time	☐ Time
VICE-CHAIR	Steve Podolsky	A&L Investments	☒	☐	☐	☐ Time	☐ Time
TREASURER	Sandra Falconer	Property Owner	☒	☐	☒	☐ Time	☐ Time
TREASURER	Sandra Patrick	Down to Earth	☒	☐	☐	☐ Time	☐ Time
DIRECTOR	Reese Burns7	Burns Bulk Food	☐	☐	☒	☐ Time	☐ Time
DIRECTOR	Nicki Dedes	Olympia Restaurant	☐	☐	☒	☐ Time	☐ Time
DIRECTOR	Jim Garbutt	A Buy & Sell Shop	☒	☐	☐	☐ Time	☐ Time
DIRECTOR	Adam Hayward	Nesbitt's Meat Market	☐	☒	☐	☐ Time	☐ Time
DIRECTOR	Councillor Mark Doble	CKL Council, Ward 5	☒	☐	☐	☐ Time	☐ Time
DIRECTOR	Councillor Charlie McDonald	CKL Council, Ward 7	☐	☐	☒	☐ Time	☐ Time
LIAISON	Carlie Arbour	CKL Economic Development	☒	☐	☐	☐ Time	☐ Time
LIAISON	Chief Kirk Robertson	KL Police Service	☒	☒	☐	☐ Time	☐ Time
LIAISON	Melissa McFarland	LDBIA's Executive Director	☒	☐	☐	☐ Time	☐ Time

1.0 ADMINISTRATIVE BUSINESS

1.1	MEETING CALLED TO ORDER BY THE CHAIR	7:36am
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1.2	ADOPTION OF THE AGENDA		
	MOVED BY	Steve Podolsky	SECONDED BY Sandra Falconer
	RESOLUTION	That the Agenda of the August 27, 2026 meeting of the Board of Directors be adopted as circulated.	
		MOTION RESULT	Carried RBM2026-30

1.3	DECLARATIONS OF PECUNIARY INTEREST	None
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1.4	ADOPTION OF MINUTES		
	MOVED BY	Councillor Doble	SECONDED BY Jim Garbutt
	RESOLUTION	That the Minutes of the July 30, 2026 meeting of the Board of Directors be adopted.	
		MOTION RESULT	Carried RBM2026-31

2.0 DEPUTATIONS

2.1	SCHEDULED DEPUTATIONS	None
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3.0 CORRESPONDENCE

3.1	RECEIVED CORRESPONDENCE	None
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4.0 LIAISON UPDATES

4.1	KAWARTHA LAKES POLICE SERVICE	Chief Kirk Robertson
Chief Robertson was not in attendance.		

4.2	CITY OF KAWARTHA LAKES COUNCIL	Councillor Charlie McDonald	Councillor Mark Doble
Councillor Doble updated. Council has entered “lame duck” season, ahead of the municipal elections in October.			

4.3	CKL ECONOMIC DEVELOPMENT	Carlie Arbour
Carlie Arbour updated. Economic Development in “grant season”. Starter Company Plus opens on September 4 th , and Million Dollar Makeover the week after, closing at the end of October. The Business Count project is wrapping up, the report will be available in the new year. There is a new resource page on tariffs, which is just about to go live with information and supports, and an email will follow later today to launch.		

5.0 REPORTS

5.1	TREASURER	Sandra Falconer	Sandra Patrick	Melissa McFarland
	TO RECEIVE	Treasurer’s Report – July 2026		
	ADDITIONAL	n/a		

5.2	BEAUTIFICATION COMMITTEE	Steve Podolsky, Committee Chair
	TO RECEIVE	Meeting Minutes of August 6 th , 2026
	ADDITIONAL	n/a

5.3	MARKETING COMMITTEE	Sandra Patrick, Committee Chair
	TO RECEIVE	Meeting Minutes of August 12 th , 2026
	ADDITIONAL	n/a

5.4	PARKING COMMITTEE	Councillor Charlie McDonald, Committee Chair
TO RECEIVE	n/a	
ADDITIONAL	n/a	

5.5	EXECUTIVE COMMITTEE	Wes Found, Board Chair	Melissa McFarland, Executive Director
TO RECEIVE	Meeting Minutes of August 13 th , 2026		
ADDITIONAL	The motions recommended by the Executive Committee in regards to the requested changes to the By-Law and Constitution were reviewed. <i>MOTION #1:</i> That the Executive Committee recommend to the Board of Directors that the position noted at By-Law 2008-212, Section 2.02(b)(i) be filled through an open public application process rather than by vote of the membership, and that the LDBIA Constitution be amended to provide that a Director appointed under that Section is not eligible to hold office as Chair, Vice-Chair or Treasurer. - Further conversation and approval of this motion will take place once clarification is provided from the City Clerk on if this change would be permitted under the Municipal Act and the proper wording needed, if so. <i>MOTION #2:</i> That the Executive Committee recommend to the Board of Directors that Section 2.02(b)(i) of By-Law 2008-212 provide for up to three (3) 'Appointed Directors', each being either an owner or operator of a business in the City of Kawartha Lakes located outside of the Lindsay Downtown Business Improvement Area, or a resident of the City of Kawartha Lakes who is not a Member of the Lindsay Downtown Business Improvement Area, provided that no more than one (1) Appointed Director at any time shall be a person who is not an owner or operator of such a business. - Approved as written in regards to Composition. The term 'Appointed Director' will be reviewed and a possible alternative presented if it's determined that it's not the most accurate way to reflect this position versus regularly elected Directors that are BIA members. <i>MOTION #3:</i> That the Executive Committee recommend to the Board of Directors that the amendments to By-Law 2008-212 and to the LDBIA Constitution set out in this document be adopted, including the addition of the definition of Appointed Director at Section 1.0 and the amendment to Section 6.02 respecting quorum; And that the Constitution amendments be brought forward to the August 27 Board Meeting with the notice required under Section 14.01, and to the Annual General Meeting of November 12, 2026 for ratification under Section 14.02; And that the requested amendment to By-Law 2008-212 be included in the Board's year-end report to Economic Development for consideration by Council. Deferred until clarification on Motion #1 is received and a correct order of approvals is established.		

5.6	RECEIPT OF REPORTS				
MOVED BY	Sandra Falconer	SECONDED BY	Councillor Doble		
RESOLUTION	That all above reports and updates be received.				
			MOTION RESULT	Carried	RBM2026-32

6.0 NEW BUSINESS

6.1 2026 ELECTIONS

Details of this agenda item were covered extensively in the conversation pertaining to changes to the By-Laws above.

7.0 NEXT MEETING

DATE	Thursday, September 24, 2026 or ☐ TBD
TIME	7:30am
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

8.0 ADJOURNMENT

7.1	ADJOURNMENT				
	MOVED BY	Steve Podolsky	SECONDED BY	Sandra Falconer	
	RESOLUTION	That the August 27, 2026 meeting of the Board of Directors be adjourned at 8:50am			
			MOTION RESULT	Carried	RBM2026-33



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	22,664.94	67,230.06	44,020.96	23,480.21	18,752.63	52,482.63	75,492.63	99,802.63	59,612.63
Administration	In	101,300.00	2,000.00	-	-	1,200.00	900.00	457.53	1,700.00	1,900.00	900.00	-	-
	Out	11,794.49	14,127.54	11,636.05	13,235.21	9,907.63	7,961.22	9,449.28	8,340.00	11,240.00	8,340.00	8,340.00	8,340.00
Beautification	In	58,588.00	-	-	65,000.00	-	-	-	5,560.00	-	-	-	-
	Out	3,170.72	4,664.38	3,929.85	3,297.11	23,807.48	14,825.25	30,424.20	5,700.00	18,000.00	7,200.00	20,300.00	4,790.00
Marketing	In	95,220.00	-	-	2,325.00	500.00	150.00	2,065.92	5,560.00	5,000.00	7,500.00	-	-
	Out	6,632.68	6,555.96	8,992.67	18,348.67	6,642.33	9,256.80	13,398.02	10,200.00	12,400.00	13,700.00	6,700.00	6,700.00
Parking	In	15,880.00	-	13,402.24	-	-	14,804.91	-	-	15,000.00	-	-	-
	Out	4,963.73	5,021.24	5,451.07	5,878.89	5,467.57	4,352.39	3,979.53	4,850.00	7,250.00	4,850.00	4,850.00	4,850.00
Opportunity Fund	In	-	-	-	18,000.00	20,915.91	-	-	-	-	-	-	-
	Out	-	-	11,232.20	-	-	-	-	-	6,900.00	3,500.00	1,017.00	1,017.00
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	85,325.00	22,615.91	15,854.91	52,523.45	62,820.00	71,900.00	58,400.00	-	-
	Out	226,561.62	30,369.12	41,241.84	40,759.88	45,825.01	36,395.66	57,251.03	29,090.00	48,890.00	34,090.00	40,190.00	24,680.00
Closing Bank Balance		78,873.66	50,504.54	22,664.94	67,230.06	44,020.96	23,480.21	18,752.63	52,482.63	75,492.63	99,802.63	59,612.63	34,932.63

TOTAL BUDGET SUMMARY

OPERATING BUDGET 490,276.79

Income Received to Date 447,156.79
Remaining Income Expected 43,120.00

Expenses to Date 278,404.16
Remaining Expenses Expected 189,374.00

Unspent 22,498.63

ADMINISTRATION BUDGET SUMMARY

TOTAL BUDGET 123,465.29

Income Received 118,965.29
Income Expected 4,500.00

Expenses to Date 78,111.42
Expenses Remaining 44,600.00

Unspent 753.87

BEAUTIFICATION BUDGET SUMMARY

TOTAL BUDGET 145,532.80

Income Received 139,972.80
Income Expected 5,560.00

Expenses to Date 84,118.99
Expenses Remaining 55,990.00

Unspent 5,423.81

MARKETING BUDGET SUMMARY

TOTAL BUDGET 119,760.28

Income Received 101,700.28
Income Expected 18,060.00

Expenses to Date 69,827.13
Expenses Remaining 49,700.00

Unspent 233.15

NOTES

PARKING BUDGET SUMMARY

TOTAL BUDGET 62,602.51

Income Received 47,602.51
Income Expected 15,000.00

Expenses to Date 35,114.42
Expenses Remaining 26,650.00

Unspent 838.09

OPPORTUNITY FUND BUDGET SUMMARY

TOTAL BUDGET 38,915.91

Income Received 38,915.91
Income Expected -

Expenses to Date 11,232.20
Expenses Remaining 12,434.00

Unspent 15,249.71

ACCOUNT TRANSFERS

Remaining in GIC (redeemable) 150,000.00

Remaining in GIC (collateral) 5,150.00

BEAUTIFICATION COMMITTEE

MEETING MINUTES

MEETING DETAILS	
DATE	Thursday, September 10, 2026
TIME	8:00am
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

ATTENDANCE			PRESENT	REGRETS	ABSENT	LATE ARRIVAL	EARLY DEPARTURE
CHAIR	Steve Podolsky	A&L Investments	☒	☐	☐	☐ Time	☐ Time
MEMBER	Kevin Brasier	Lingerie Loft	☒	☐	☐	☐ Time	☐ Time
MEMBER	Reese Burns	Burns Bulk Food	☒	☐	☐	☐ Time	☐ Time
MEMBER	Sandra Falconer	Property Owner	☒	☐	☐	☐ Time	☐ Time
MEMBER	Maria Francis	Wards Lawyers PC	☐	☐	☒	☐ Time	☐ Time
MEMBER	Theresa Henry	Lingerie Loft	☒	☐	☐	☐ Time	☐ Time
MEMBER	Melissa Wemyss	Wards Lawyers PC	☒	☐	☐	☐ Time	☐ Time
LIAISON	Tessa Smith	CKL Parks	☒	☐	☐	☐ Time	☐ Time
LIAISON	Melissa McFarland	LDBIA's Executive Director	☒	☐	☐	☐ Time	☐ Time

1.0 ADMINISTRATIVE BUSINESS

1.1	MEETING CALLED TO ORDER BY THE CHAIR	8:04am
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1.2	ADOPTION OF AGENDA		
	MOVED BY	Reese Burns	SECONDED BY Kevin Brasier
	RESOLUTION	That the Agenda of the September 10, 2026 meeting of the Beautification Committee be adopted as circulated.	
		MOTION RESULT	Carried BC2026-14

1.3	DECLARATIONS OF PECUNIARY INTEREST	None
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1.4	ADOPTION OF MINUTES		
	MOVED BY	Melissa Wemyss	SECONDED BY Sandra Falconer
	RESOLUTION	That the Minutes of the August 6, 2026 meeting of the Beautification Committee be adopted.	
		MOTION RESULT	Carried BC2026-15

2.0 DEPUTATIONS

2.1	SCHEDULED DEPUTATIONS	None
None		

3.0 CORRESPONDENCE

3.1	RECEIVED CORRESPONDENCE	None
None		

4.0 NEW BUSINESS

4.1	Update: 2026 Budget
Melissa McFarland updated. There have been no major updates or unexpected changes since last meeting.	

4.2	Update: Graffiti Removal & Prevention
Melissa McFarland advised that she received further information from Goodbye Graffiti on their Ever-Clean program, as requested. The \$499 per month (plus HST, fuel surcharge and environmental fee) covers the whole downtown, up to a maximum of 10 feet from the ground. 4 visits per month will be conducted, and on-call services are always available. Additional services not covered under the monthly subscription will receive a 25% discount. A form to circulate to private property owners will be developed for authorization for work to be conducted on their property, provided to Goodbye Graffiti and kept on file with the BIA.	

MOVED BY	Reese Burns	SECONDED BY	Sandra Falconer
RESOLUTION	That the BIA subscribe to the Ever-Clean program with Goodbye Graffiti at a monthly cost of \$499.99, plus taxes and fees		
MOTION RESULT			Carried
			BC2026-16

4.3	Planning: Fall Removals, Plantings & Decor
Melissa McFarland advised of the following updates for the week of September 21st: Storefront Planters – Roger Hill will remove the inserts from the planters, and install the mum pots. He will then bring the inserts back to his greenhouse to dispose of the summer material and store the inserts for winter. Hanging Baskets – Johnston’s Greenhouse crew will remove the baskets. They will advise of a specific day so that watering can cease a few days ahead so they won’t be so heavy. Bumpouts – Stellmar Farms will be installing a fall display in each of the 9 bumpouts at a cost of \$600. Lamppost Bows – an example was presented, and a plan for the assembly of the 75 bows will be determined.	

4.4 Planning: Holiday Tree & Decor

Tisha Hicks of Skedaddle has advised that she will donate her tree decorating services again this year. She provided the cost for installation of lit garland on 35 lampposts, no change from last year. She will also install in-line GFCI plugs on each, for no additional cost. This should satisfy the Ontario Electrical Safety Code. Jason Willock will likely donate a tree this year, and this will be confirmed. The tree needs to be installed prior to November 14th for decorating. All other décor can take place anytime between November 12th and 19th, in time for the Holiday Kickoff on November 20th.

4.5 Lamppost Banners

Steve Podolsky advised that he received a call from Enzo Ingribelli at Public Works that they received another request for show advertising banners for the Academy Theatre. He wanted input from the BIA on thoughts on banners of this nature being allowed in certain areas, limited quantities, or both.

The committee discussed the request, noting that ultimately it's not the decision of the BIA, as the asset of the poles belongs to the municipality – but it's appreciated that we are being considered. It was suspected that with the allowance of the advertising banners in the summer would create a difficult precedent, and the committee agreed that a formalized policy is needed, and would request input to that – namely the discussion of the intended use of the poles being changed from largely beautification purposes to advertising – include the BIA.

If amenable, and due to the Academy Theatre's valued presence in the downtown, the committee would be willing to endorse the use of the 3 poles on Lindsay Street North be designated for the Academy's use on a regular basis. Steve Podolsky and Melissa McFarland will relay this to Public Works.

4.6 Planning: 2027 RFPs

Melissa McFarland provided the template from last year's RFP for discussion for 2027. The committee discussed desired changes, with an agreement to focus budget and efforts on hanging baskets and bumpouts, and eliminating storefront planters all together, possibly with a future goal of permanent sidewalk planters throughout the furniture zones. The updated document will be drafted and presented at the next meeting.

5.0 NEXT MEETING

DATE	Thursday, October 1, 2026 or ☐ TBD
TIME	8:00am
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

6.0 ADJOURNMENT

6.1	ADJOURNMENT				
	MOVED BY	Sandra Falconer	SECONDED BY	Kevin Brasier	
	RESOLUTION	That the September 10, 2026 meeting of the Beautification Committee be adjourned at 9:10am			
			MOTION RESULT	Carried	BC2026-17

MARKETING COMMITTEE

MEETING MINUTES

MEETING DETAILS

DATE	Wednesday, September 9, 2026
TIME	5:30pm
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

ATTENDANCE

			PRESENT	REGRETS	ABSENT	LATE ARRIVAL	EARLY DEPARTURE
CHAIR	Sandra Patrick	Down to Earth	☐	☒	☐	☐ Time	☐ Time
MEMBER	Alexsandra Bartley	Cathy Allan Ladieswear	☒	☐	☐	☐ Time	☐ Time
MEMBER	Reese Burns	Burns Bulk Food	☒	☐	☐	☐ Time	☐ Time
MEMBER	Nicki Dedes	Olympia Restaurant	☒	☐	☐	☐ Time	☒ 6:35pm
MEMBER	Joel Pringle	Coldwell Banker	☒	☐	☐	☐ Time	☐ Time
MEMBER	Michele Sauve	Gridley's Creative Bath & Body	☒	☐	☐	☐ Time	☐ Time
LIAISON	Sydney Pringle	LDBIA'S Marketing Coordinator	☒	☐	☐	☐ Time	☐ Time
LIAISON	Melissa McFarland	LDBIA's Executive Director	☒	☐	☐	☐ Time	☐ Time

1.0 ADMINISTRATIVE BUSINESS

1.1	MEETING CALLED TO ORDER BY THE CHAIR (Melissa McFarland, Acting)	5:35pm
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1.2	ADOPTION OF AGENDA		
	MOVED BY	Reese Burns	SECONDED BY Alexsandra Bartley
	RESOLUTION	That the Agenda of the September 9, 2026 meeting of the Marketing Committee be adopted as circulated.	
		MOTION RESULT	Carried MC2026-26

1.3	DECLARATIONS OF PECUNIARY INTEREST	None
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1.4	ADOPTION OF MINUTES		
	MOVED BY	Nicki Dedes	SECONDED BY Michele Sauve
	RESOLUTION	That the Minutes of the August 12, 2026 meeting of the Marketing Committee be adopted.	
		MOTION RESULT	Carried MC2026-27

2.0 DEPUTATIONS

2.1	SCHEDULED DEPUTATIONS	None
None		

3.0 CORRESPONDENCE

3.1	RECEIVED CORRESPONDENCE	None
None		

4.0 NEW BUSINESS

4.1	Update: 2026 Budget
Melissa McFarland reviewed. Adjustments have been made to some categories as activations have concluded. Most overages are being re-assigned to Halloween Trick or Treating. The Executive Committee approved the Committee's request to fund the increased cost of magazine circulation for the Fall & Winter and Holiday Gift Guides via the Opportunity Fund.	

4.2	Update: Summer Saturdays Wrap-Up
Sydney Pringle updated. The Saturday schedule has concluded. She prepared a full overview and execution guide to assist in planning for next year, that includes her observations of the success of each week's elements. The Long Weekend Passports continued to be slow in participation, and some future options were discussed that won't require direct participation from businesses. The DJ being there weekly was a great asset, both for the music and as a point of contact for the activations, and it was agreed that his location should remain consistent. The planning for 2027's calendar will be placed on the February agenda for early discussion so that the calendar of events can be determined and promoted early.	

4.3	Update: Pulse, Fall & Winter
Content is coming in, and committee members agreed to fill a couple of the article gaps. Melissa McFarland is awaiting confirmation from Canada Post for distribution, as special authorization is needed for items weighing more than 50g. She was able to plan out the location and desired demographics of the 9000 copies, and estimated cost for this distribution is approximately \$2,400.	

4.4	Planning: Halloween
The committee discussed changes to the format of the event (scheduled for Saturday, October 24th) from the previous year, and ultimately decided to stay with more standard trick or treating, versus the suggested format of a passport or scavenger hunt style event, with treat bags provided at the end. To alleviate the issues with inconsistencies of the smaller candy pieces being given out in multiples, and businesses running out, each participant will be provided one variety of a larger/more high quality treat or item, and exactly 150 pieces. The event will also be shortened to 3 hours (10:00am – 1:00pm). The DJ is already booked for this day.	

4.5 Planning: Holiday Kickoff & Passport

The event will be taking place on Friday, November 20th, and Activate Kawartha's Winter Market will be taking place at the same time. Entertainment options will be looked at, as well as the Chamber of Commerce's provision of hot chocolate, and if not, another organization will be sought. More planning will be done at the next meeting.

5.0 NEXT MEETING

DATE	Wednesday, October 14, 2026 or ☐ TBD
TIME	5:30pm
LOCATION	Lindsay Downtown BIA Office 7 York Street South, Lindsay

6.0 ADJOURNMENT

6.1	ADJOURNMENT				
	MOVED BY	Reese Burns	SECONDED BY	Joel Pringle	
	RESOLUTION	That the September 9, 2026 meeting of the Marketing Committee be adjourned at 7:15pm			
			MOTION RESULT	Carried	MC2026-28