



CLOSED SESSION Meeting beginning at 4:45 PM
Downtown Gananoque Business Improvement Area (BIA) Board
MEETING AGENDA


Held on Thursday April 6th 2023 at 5:00 PM

In Person and Online via Webex at Council Chambers Town Hall - 30 King Street East, Gananoque

Meeting Link: [Click Here](#)

1.	Call Meeting to Order
2.	Closed Meeting of BIA Board (Beginning at 4:45 PM)
	Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees <ul style="list-style-type: none"> • BIA Board Member Appointments
3.	Reporting Out of Closed Session
4.	Public Question/Comment (Only Addressing Reports on the Agenda)
5.	Disclosure of Additional Items
6.	Delegations – None
7.	Presentations by Staff (Others)
	Commercial Curbside Recycling Collection Changes – David Armstrong
8.	Approval of Minutes (Adoption) – BIA Inaugural Meeting February 8, 2023
9.	Unfinished Business
	1. RED Funding Update – Amanda Trafford
	2. Integrity Commissioner Opinion – Potential Conflict of Interest
	3. Council Approved Budget (Third Reading)
10.	Correspondence
	1. Facebook Post/Article from CTV News showcasing 1000 Islands Wanderer featuring Beggars Banquet Books Click Here
	2. Town Council News – March 21, 2023

The Town invites and encourages people with disabilities to attend and voice their comments in relation to accessibility related reports. For those who are unable to attend, the Town encourages the use of the Customer Feedback Form found on the Accessibility Page on the Town's website.

11.	New Business/ Reports
	1. Set Regular Meeting Schedule
	2. Main Street Recovery / Public Art Supports – I HeART Main Street Summer 2023 
	3. Easter Event
12.	Discussion of Additional Items
13.	Next Regular Meeting – _____
14.	Questions from the Media
15.	Adjournment

The Town invites and encourages people with disabilities to attend and voice their comments in relation to accessibility related reports. For those who are unable to attend, the Town encourages the use of the Customer Feedback Form found on the Accessibility Page on the Town's website.



**Downtown Business Improvement Area (BIA) Board
UNADOPTED MINUTES**

**Held in Person (& Online via WebEx) at Town Hall 30 King Street East
Wednesday February 8th, 2023 at 6:00 PM**

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Members:	Lisa Robichaud, Chair	Lynsey Zufelt, Recording Secretary
	Ray Stedman	Amanda Trafford, Business Coordinator (Online)
	Carolyn Harding	
	Randall Smith	
	Kathrine Christensen (Online)	
	Councillor David Osmond	
Others Present:	Jan Murray, Executive Director, 1000 Islands Gananoque Chamber of Commerce	
	John Beddows, Mayor	

1.	Call Meeting to Order Chair, Lisa Robichaud called the meeting to order at 6:05 PM.
2.	Welcome and Introduction At this time, the Acting Chair, Lisa Robichaud briefly introduced those in attendance.
3.	Adoption of Minutes BIA Motion #2023-04 – Approval of AGM Minutes - February 1, 2023 Moved By: Ray Stedman Seconded By: Randall Smith BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA ADOPT THE MINUTES OF THE FEBRUARY 1ST 2023 AGM MEETING. - CARRIED
*** BIA Board Member Carolyn Harding joined the meeting at 6:11PM ***	
4.	Public Question/Comment (Only Addressing Reports on the Agenda) <ul style="list-style-type: none"> • Jan Murray, Executive Director, 1000 Islands Gananoque Chamber of Commerce, inquired about the Notice circulated to BIA properties regarding

	<p>waste and recycling collection to seek information on behalf of the businesses.</p> <ul style="list-style-type: none"> • Written correspondence was received from BIA Member Jeannie Catchpole was received as public comment. Acting Chair requested that Councillor Osmond read aloud the email from Ms. Catchpole.
5.	Disclosure of Additional Items
	Councillor Osmond reported that the Council is looking at amending the Mobile Canteen By-law.
*** Staff Member Amanda Trafford joined the meeting remotely at 6:32PM ***	
6.	Appointment of Executive
	At this time, nominations were received for BIA Board Executive positions.
	<p>BIA Motion #2023-05 – Appointment of Executive Moved By: Kathrine Christensen Seconded By: Carolyn Harding</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPOINT THE FOLLOWING MEMBERS TO THE EXECUTIVE:</p> <ol style="list-style-type: none"> 1. LISA ROBICHAUD, CHAIR 2. RANDALL SMITH, VICE-CHAIR 3. RAY STEDMAN, TREASURER <p style="text-align: right;">- CARRIED</p>
7.	Presentations by Staff (Others) – None
8.	New Business/Reports
2021 Audited Financial Statements	
	<p>BIA Motion #2023-06 – 2021 Audited Financial Statements Moved By: David Osmond Seconded By: Carolyn Harding</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ACCEPTS THE 2021 AUDITED FINANCIAL STATEMENTS AS PREPARED BY KPMG.</p> <p style="text-align: right;">- CARRIED</p>
Direct Staff to Apply for RED Funding	
	<p>BIA Motion #2023-07 – Direct Staff to Apply for RED Funding Moved By: David Osmond Seconded By: Kathrine Christensen</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD DIRECT STAFF TO APPLY FOR THE NEXT INTAKE FOR RED FUNDING IN PARTNERSHIP WITH THE TOWN OF GANANOQUE, UNDER THE REVITALIZATION STREAM.</p> <p>AND FURTHER, THAT THE DOWNTOWN GANANOQUE BIA CONTRIBUTE UP TO \$10,000 TOWARDS THE PROJECT.</p>

Annual OBIAA Membership Renewal	
	<p>BIA Motion #2023-08 – Direct Staff to Renew Annual Membership with OBIAA Moved By: David Osmond Seconded By: Kathrine Christensen</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD DIRECT STAFF TO RENEW MEMBERSHIP WITH ONTARIO BUSINESS IMPROVEMENT AREA ASSOCIATION (OBIAA) IN THE FEE AMOUNT OF \$275.51 FOR THE YEAR 2023. - CARRIED</p>
9.	Correspondence
	Correspondence (& Survey) was received regarding Gananoque Public Transit Bus Service. The Chair invited BIA Board, Members and Staff, to take the Survey.
10.	Next Regular Meeting – Set Meeting Regular Schedule
	The BIA Board had generally agreed to hold monthly meetings on the second Wednesday at 6:00PM. Due to a scheduling conflict in the month of March, the Board Members decided upon Wednesday March 15 at 7:00PM at Laverne's.
11.	Questions from the Media – None
12.	Adjournment
	<p>BIA Motion #2023-09 – Adjournment Moved By: Randall Smith</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ADJOURN THE FEBRUARY 8, 2023 MEETING AT 7:40PM. - CARRIED</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr/> Lisa Robichaud, Chair </div> <div style="width: 45%; text-align: center;"> <hr/> Lynsey Zufelt, Recording Secretary </div> </div>	



Cunningham Swan

LAWYERS

• EST 1894 •

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

CONFIDENTIAL

March 7, 2023

SENT BY EMAIL TO: SFournier@gananoque.ca

Town of Gananoque
30 King Street East
Gananoque, Ontario
K7G 1E9

Attention: Shellee Fournier, CAO

Dear Ms. Fournier:

**RE: Town of Gananoque – Code of Conduct Advice
Our File No. 16418-131**

We have considered your request as to whether a conflict of interest exists due to Mr. Stedman being treasurer of both the BIA and the Chamber of Commerce.

The BIA would be considered a “local board” subject to the requirements of the *Municipal Conflict of Interest Act* and the Code of Conduct.

Under Section 2 of the *MCLA*, a member of a local board has an indirect pecuniary interest if the member is a member of a body that has a pecuniary interest in the matter under consideration.

Under the Code of Conduct, members of local boards are required to avoid conflicts of interest, both apparent and real.

00962575.DOCX:

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: INFO@CSWAN.COM
WEB: WWW.CSWAN.COM

In our opinion, if the Chamber of Commerce has a pecuniary interest in a matter being considered by the BIA, Mr. Stedman is required to declare a conflict of interest and follow the required procedures under the *MCLA* and the Code of Conduct. We understand that the only matter that may be of concern is funding provided by the BIA to the Chamber of Commerce for the Santa Claus Parade. We note that it is our opinion that Mr. Stedman is required to declare a conflict of interest regarding any consideration of this funding.

In a more general sense, it is our opinion that Mr. Stedman can hold both positions as long as he remains diligent regarding conflicts of interest which may arise as a result of his role with the Chamber of Commerce. If the Chamber has a pecuniary interest in a matter being considered by the BIA, then Mr. Stedman would be considered to have a conflict of interest and should declare a conflict or seek advice to see if there are any applicable exceptions. If there is another benefit to or interest of the Chamber with respect to a matter being considered by the BIA, there is potential for a conflict under the Code of Conduct as it considers conflicts of interest "both apparent and real".

Based on the facts provided that the only interaction between the two organizations is through funding for the Santa Clause Parade we are comfortable that Mr. Stedman can hold both roles if he declares a conflict and follows the applicable procedure with respect to this funding. Should there be any other circumstances that arise that potentially create a conflict we encourage Mr. Stedman to contact the Integrity Commissioner for guidance or we are happy to provide a legal opinion to the Town.

Please do not hesitate to contact us should you have any questions or require any additional information.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:ls

**CORPORATION OF THE TOWN OF GANANOQUE
BY-LAW NO. 2023-021**

**BEING A BY-LAW TO ADOPT THE 2023 BUSINESS IMPROVEMENT AREA (BIA)
OPERATING AND CAPITAL BUDGET**

WHEREAS by Section 5 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 2 of Section 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of every Council are to be exercised by By-law;

AND WHEREAS the municipality shall annually raise the amount required for the purposes of a board of management, including any interest payable by the municipality on money borrowed by it for the purposes of the board of management;

AND WHEREAS the Gananoque Business Improvement Area Board held an AGM on February 1st 2023 and voted to approve the 2023 Budget;


AND WHEREAS the Council of The Town of Gananoque considered Council Report-FIN-2023-10, and concurs with the staff recommendation;

AND WHEREAS the Council of The Corporation of the Town of Gananoque deems it appropriate to pass a By-law to adopt the 2023 Business Improvement Area (BIA) Operating and Capital Budget.

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Town of Gananoque hereby enacts as follows:

1. That the 2023 Operating and Capital budget for the Business Improvement Area, attached hereto as Schedule 'A', is hereby adopted.
2. That the total 2023 amount to be raised from a special charge for Business Improvement Area shall be \$47,610.
3. That the Special Charge on each ratable property shall be set out and attached hereto as Schedule "B".
4. That this By-law come into force and effect as of January 1st, 2023.

Read a first and second time this 21st day of February 2023.



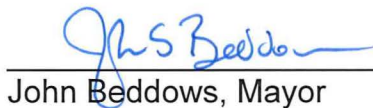
John Beddows, Mayor



Penny Kelly, Clerk

(Seal)

Read a third time and finally passed this 7th day of March 2023.



John Beddows, Mayor



Penny Kelly, Clerk

(Seal)

TOWN OF GANANOQUE
General Ledger Trial Balance



By-law No. 2023-021, Schedule 'A'

Fiscal Year : 2023
 Account : 1-4-?????-???? To 1-5-?????-????
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	70000			BIA		
1-4-70000-4000				BIA Levy	0.00	-47,610
				Category Total	0.00	-47,610
				REVENUE Total	0.00	-47,610
CLASS	5			EXPENDITURE		
CATEGORY	70000			BIA		
1-5-70000-5101				FT wages	0.00	12,000
1-5-70000-5301				Ads, Publications, Subscriptions	0.00	1,000
1-5-70000-5318				Misc	0.00	330
1-5-70000-5319				Lights & Signage	0.00	8,000
1-5-70000-5400				Contracted Services	0.00	4,000
1-5-70000-5401				Audit Fees	0.00	1,100
1-5-70000-5431				Beautification	0.00	9,740
1-5-70000-5432				Events	0.00	11,440
				Category Total	0.00	47,610
				EXPENDITURE Total	0.00	47,610
				OPERATING Total	0.00	0
				REPORT TOTAL	0.00	0

2023 Gananoque Business Improvement Area - Levy Allotment

1-4-70000-4000	2023 Total Levy Total Assessment Tax Rate	\$47,610 10,903,043 0.00436667
ROLL NO.	Assessment	Levy
015 00400	227,000	\$ 991.23
015 00500	106,500	\$ 465.05
015 00600	292,500	\$ 1,277.25
015 00700	106,000	\$ 462.87
015 00800	201,000	\$ 877.70
015 00900	155,400	\$ 678.58
015 01100	543,600	\$ 2,373.72
015 01200	467,000	\$ 2,039.24
015 01201	505,000	\$ 2,205.17
015 01300	81,200	\$ 354.57
015 01400	254,900	\$ 1,113.06
015 01500	155,000	\$ 676.83
015 01600	109,100	\$ 476.40
015 01700	120,343	\$ 525.50
015 01800	141,300	\$ 617.01
015 01900	258,000	\$ 1,126.60
015 02000	155,000	\$ 676.83
015 02100	164,500	\$ 718.32
015 02200	358,000	\$ 1,563.27
015 02300	187,800	\$ 820.06
015 02400	169,200	\$ 738.84
015 02500	277,000	\$ 1,209.57
015 02600	165,000	\$ 720.50
015 02700	190,000	\$ 829.67
015 02800	181,500	\$ 792.55
020 23601	212,000	\$ 925.73

Town of Gananoque
2023 BIA Levy

By-Law 2023-021

Schedule B

020 23700	629,200	\$	2,747.51
020 23701	251,400	\$	1,097.78
020 23800	107,700	\$	470.29
020 23900	130,800	\$	571.16
020 24000	104,200	\$	455.01
020 24100	48,000	\$	209.60
020 24200	80,500	\$	351.52
020 24300	72,500	\$	316.58
020 24400	EXEMPT		
020 24500	248,400	\$	1,084.68
020 24600	EXEMPT	\$	-
020 24700	177,400	\$	774.65
020 24800	184,500	\$	805.65

ROLL NO.	Assessment		Levy
020 24900	296,500	\$	1,294.72
020 25000	362,000	\$	1,580.73
020 25100	292,000	\$	1,275.07
020 25200	61,500	\$	268.55
020 25300	147,600	\$	644.52
020 25400	191,000	\$	834.03
020 25500	111,000	\$	484.70
020 25600	176,000	\$	768.53
020 25700	267,000	\$	1,165.90
020 25800	243,000	\$	1,061.10
020 25900	121,500	\$	530.55
020 26000	320,000	\$	1,397.33
020 26100	114,500	\$	499.98
020 26200	124,000	\$	541.47
020 26300	EXEMPT		
020 26400	257,000	\$	1,122.23
Total BIA Levy		\$	47,610.00

TOWN OF GANANOQUE NEWS

COUNCIL MARCH 17th, 21st and 28th, 2023

Update from Town Council

- The Town provided a \$7,000 Tourism Advisory Panel grant for the 2023 First Peoples' Performing Arts Festival.
- Mayor Beddows proclaimed April 7th be recognized as "Green Shirt Day" and that the month of April be observed as "Be a Donor Month" in the Town of Gananoque.
- Therese Conway was appointed to the Municipal Heritage Advisory Panel.
- Chad Haffie, Marilyn Thivierge and Ronnie Thompson were selected as the recipients of the 2022 Champions of Gananoque. Their names will be etched on the plaque located at the entrance of the Lou Jeffries Arena.
- Mayor Beddows advised that three (3) Public Meetings are scheduled to take place during the next Council Meeting held on Tuesday, April 4, 2023, at 6:00 PM:
 - **1.1. Public Meeting** – Proposed Class III Development – Tennant's Welding Ltd. – 200 James A. Brennan Road
 - **1.2. Public Meeting** – Proposed Class III Development – Thousand Islands Foundation – 690 Charles Street
 - **1.3. Public Meeting** – Proposed Class III Development – Brown's Hospitality – 399 King Street East Notice of Class III Development Brown Hospitality – 399 King Street East
- Tom Dailey appeared before Council and presented concerns with his utility bill at 341 Garden Street. Council directed Staff to prepare a report regarding Mr. Dailey's Utility Billing.
- Jackie Baird, Mohammed Nasar, and Andrew Paul, from Eastern Ontario Power (EOP), a FortisOntario Inc. Company gave a presentation on the overview of past and future planned upgrades in the community.
- Council received the monthly Capital Matters Pending update.
- The Treasurer provided the 2022 Council Remuneration and Reimbursement for Expenses Report.
- Council received a staff report regarding Floating Accommodations (e.g. house boats etc.) and Camping on Water Over Public Lands Proposal, from the Ministry of Natural Resources and Forestry (MNR) regarding their proposed amendments under the Public Lands Act. This amendment will eliminate any camping on water within 300m of the Town's shorelines. The Marina and Water lot Leases are excluded, as they are already subject to an agreement authorizing use.
- The Traffic and Parking By-law was amended to accommodate Bay Road re-opening. Amendments will include:
 - **Schedule I Parking Prohibited** – amend to prohibit parking on Bay Road from Clarence Street to King Street West on both sides of road (parking permitted within bump-out on west side of Bay Road – 4-5 spaces via Honk Mobile only)
 - **Schedule III Maximum Parking Limit** – amend to identify parking time details
 - **Schedule XI One-Way Roadways** – amend to include from Clarence Street to King Street West
 - **Schedule XII Increased and Decreased Speeds Limits** – adding 40 km/hour maximum
 - **Schedule XVIII Parking on Public Property** – amend to provide additional parking at 121 Main Street with limitations.
- The Mobile Canteen By-law was discussed. Staff are directed to bring back recommendations.
- Council approved the design for the Arthur Street reconstruction. The Tender will be issued shortly.
- An Emergency Purchase Procurement Disclosure was received for the repair to the Loader.
- A By-law was passed to receive \$25,000 for a Safe and Accessible Community Project under the New Horizon for Seniors Program through the Ministry of Employment and Social Development.
- The Town signed a transfer payment agreement to receive \$620,000 from the Solicitor General to support the Next Generation 9-1-1 system.
- The Town awarded the NG 9-1-1 contract to Owen Sound Police Services in the amount of \$493,155.51 to implement the Next Generation 9-1-1 Services.

From: [Krupa Patel](#)
Cc: [Madison Kennedy](#)
Subject: Main Street Recovery / Public Art Supports - I HeART Main Street Summer 2023
Date: March 28, 2023 8:01:43 AM

Hello,

I hope this email finds you well. My name is Krupa Patel and I am the Placemaking Associate at STEPS Public Art, a charitable organization that activates public spaces through art and community engagement. We offer a range of services for BIAs from [main street recovery](#) to public art grant development, cultural planning, murals, and a wide variety of other public art activations.

STEPS is pleased to announce that we are accepting applicants to our I HeART Main Street Summer 2023 program!

The [I HeART Main Street program](#) was launched during the pandemic in 2020 to support BIAs in developing creative community recovery strategies, by providing the following:

- Artist fee subsidies to create public art in your BIA
- Pro-bono public art & creative placemaking services
- Connections to multidisciplinary artists and designers
- Photo and video assets to use in promotions
- Promotional and public programming to drive traffic to local businesses
- Over \$30,000 in prizes to support continued main street recovery

To date, we have supported over 70 BIAs across Ontario and are excited to extend this program across Canada. Learn more about summer activations [here](#) or through the [STEPS Public Art App!](#)

We invite you to attend our **online information session** about I HeART Main Street on **Tuesday, 4th April from 3:30 - 5:00 p.m. EDT** where you can learn more about the program and other ways that STEPS can help you leverage arts and culture to breathe new life into your main street. **Register for our info session [here](#).**

We are hoping to work with more southern Ontario BIAs to help bring public art to your community! **We encourage you to apply [here](#)!**

If you have questions after reviewing the program [FAQ](#) or would like to discuss other ways of bringing public art to your community we would be happy to set up a meeting!

I hope to hear from you.

Best,

Krupa Patel



Krupa Patel (she/her)

Placemaking Associate
STEPS Public Art

e: krupa@stepspublicart.org

w: www.stepspublicart.org