

**Downtown Gananoque Business Improvement Area (BIA) Board  
MEETING AGENDA**

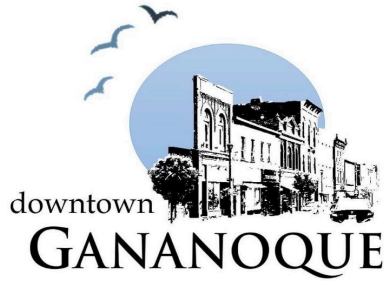
**Held on Thursday October 19, 2023 at 6:30PM**

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

Meeting Link: [Click Here](#)

1.	<b>Call Meeting to Order</b>
2.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
3.	<b>Approval of Minutes</b> (Adoption) – September 20, 2023
4.	<b>Public Question/Comment</b> (Only Addressing Reports on the Agenda)
5.	<b>Disclosure of Additional Items</b>
6.	<b>Delegations</b> – None
7.	<b>Presentations by Staff (Others)</b> – None
8.	<b>Unfinished Business</b>
	1. Halloween Event
	2. Festival of Lights/Holiday Events
9.	<b>Correspondence</b> – None
10.	<b>New Business/ Reports</b>
	1. 2023 Budget Review and Deviation
11.	<b>Discussion of Additional Items</b>
12.	<b>Next Regular Meeting</b> – Wednesday, November 8th ____ @ ____ pm
13.	<b>Questions from the Media</b>
14.	<b>Adjournment</b>

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 on Wednesday, September 20<sup>th</sup> 2023 at 6:30 PM

Held in Person (& Online via WebEx) at Town Hall 30 King Street East

BOARD MEMBERS PRESENT		STAFF PRESENT
<b>Members:</b>	Lisa Robichaud, Chair	Lynsey Zufelt, Recording Secretary
	Randall Smith, Vice-Chair	Amanda Trafford, Economic Development & Cultural Heritage Coordinator
	Councillor David Osmond	
	Kathrine Christensen (Online)	
	Ryan Chartrand	
<b>Regrets:</b>	Shannon Treanor	
	Carolyn Harding, Treasurer	
	Lesley Poole	

<b>1.</b>	<b>Call Meeting to Order</b>
	Chair, Lisa Robichaud called the meeting to order at 6:36 PM
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>
<b>3.</b>	<b>Approval of Minutes – June 8, 2023</b>
	<p><b>BIA Motion #23-026 – Approve Minutes – June 8, 2023</b></p> <p><b>Moved By:</b> David Osmond    <b>Seconded By:</b> Lisa Robichaud</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPROVE THE MINUTES OF THE JUNE 8, 2023 MEETING.</p> <p align="right"><b>CARRIED – UNANIMOUS</b></p>

4.	<b>Public Question/Comment</b> (Only Addressing Reports on the Agenda) – None
5.	<b>Disclosure of Additional Items</b> – None
6.	<b>Delegations</b> – None
7.	<b>Presentations by Staff (Others)</b> – None
8.	<b>Unfinished Business</b>
	1. Curbside Recycling – At this time, Staff Member Amanda Trafford informed the Board Members that due to low participation in the first round of surveying, an online survey will be re-circulated to BIA Members.
9.	<b>Correspondence</b>
	1. Town News – Council Highlights – June 20, 2023 to September 5, 2023
0	2. OBIAA Newsletter – September 14, 2023 – It was discussed that Amanda Trafford and a Member of the Board would attend the future OBIAA Conference in April 2024.
10.	<b>New Business/Reports</b>
	<b>BIA Motion #2023-027 – 2022 Year-End Financial Results</b>  <b>Moved By:</b> Lisa Robichaud <b>Seconded By:</b> Randall Smith BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD RECIEVES AND ACCEPTS THE 2022 YEAR END FINANCIAL RESULTS, AS PRESENTED.  <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
	<b>BIA Motion #2023-028 – 2023 Halloween Event</b>  <b>Moved By:</b> Ryan Chartrand <b>Seconded By:</b> Lisa Robichaud BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPROVE A BUDGET OF UP TO \$3,000.00 FOR THE PURPOSE OF FUNDING A HALLOWEEN EVENT IN THE BIA ON SATURDAY, OCTOBER 28 <sup>TH</sup> 2023.  <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
11.	<b>Discussion of Additional Items</b> – None
12.	<b>Next Regular Meeting</b> – Thursday October 12, 2023 at 6:30 PM
13.	<b>Questions from the Media</b> – None
14.	<b>Adjournment</b>

**BIA Motion #2023-029 – Adjournment**

**Moved By:** Randall Smith

BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ADJOURN  
THE SEPTEMBER 20, 2023 MEETING AT 7:58 PM.

**CARRIED – UNANIMOUS**

\_\_\_\_\_  
Lisa Robichaud, Chair

\_\_\_\_\_  
Lynsey Zufelt, Recording Secretary

**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**

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**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 1<sup>st</sup> 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 1<sup>st</sup>, 2023.

Read a first and second time this 21<sup>st</sup> day of February 2023.



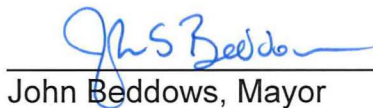
John Beddows, Mayor



Penny Kelly, Clerk

(Seal)

Read a third time and finally passed this 7<sup>th</sup> 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
				<b>Category Total</b>	<b>0.00</b>	<b>-47,610</b>
				<b>REVENUE Total</b>	<b>0.00</b>	<b>-47,610</b>
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
				<b>Category Total</b>	<b>0.00</b>	<b>47,610</b>
				<b>EXPENDITURE Total</b>	<b>0.00</b>	<b>47,610</b>
				<b>OPERATING Total</b>	<b>0.00</b>	<b>0</b>
				<b>REPORT TOTAL</b>	<b>0.00</b>	<b>0</b>

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