



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

Held on Wednesday November 22nd 2023 at 6:30PM

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

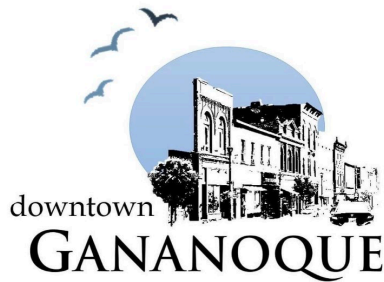
Meeting Link: <https://townofgananoque.webex.com/townofgananoque/j.php?MTID=m39f0d13ae55c0d42c6ed567f28e9e557>

1.	Call Meeting to Order
2.	Disclosure of Pecuniary Interest & General Nature Thereof
3.	Approval of Minutes (Adoption) – October 19, 2023
4.	Public Question/Comment (Only Addressing Reports on the Agenda)
5.	Disclosure of Additional Items
6.	Delegations – None
7.	Presentations by Staff – Hallowe’en Post Event Verbal Report
8.	Treasurer’s Report – 2023 Year to Date Report and 2024 Draft Budget
9.	Unfinished Business
	1. Festival of Lights & Holiday 2023 Events
10.	Correspondence
	1. OBIAA Newsletter – November 9, 2023 Click Here 2. Town of Gananoque Town News – October 17 & November 7, 2023
11.	New Business/ Reports
	1. Christmas Parking Meter Bags 2. 2023 Santa Claus Parade 3. 2024 Event Planning 4. 2024 AGM Date 5. Application to TAP – Solar Eclipse April 2024
12.	Discussion of Additional Items

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.

13.	Next Regular Meeting
14.	Questions from the Media
15.	Adjournment

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Downtown Business Improvement Area (BIA) Board

UNADOPTED MINUTES

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

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

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

1.	Call Meeting to Order
	Chair, Lisa Robichaud called the meeting to order at 6:30 PM
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Approval of Minutes – September 20, 2023
	<p>BIA Motion #23-030 – Approve Minutes – September 20th, 2023</p> <p>Moved By: Randall Smith Seconded By: Lesley Poole</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPROVE THE MINUTES OF THE SEPTEMBER 20, 2023 MEETING.</p> <p align="right">CARRIED – UNANIMOUS</p>
4.	Public Question/Comment (Only Addressing Reports on the Agenda) – None
5.	Disclosure of Additional Items – None

6.	Delegations – None
7.	Presentations by Staff (Others) – None
8.	Unfinished Business
	1. Halloween Event
	<p>BIA Motion #23-031 – Contribute \$2,500 to 2023 Parade – October 19, 2023</p> <p>Moved By: Randall Smith Seconded By: Lesley Poole</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD CONTRIBUTE \$2,500 TO THE 1000 ISLANDS GANANOQUE CHAMBER OF COMMERCE TOWARDS THE 2023 SANTA PARADE.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	2. Festival of Lights/Holiday Events
	<p>BIA Motion #2023-032 – Direction to Staff to Purchase Holiday Lighting</p> <p>Moved By: Lesley Poole Seconded By: Randall Smith</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD DIRECT STAFF TO PURCHASE HOLIDAY LIGHTING/DECORATIONS FOR THE BIA FOR AN AMOUNT UP TO \$6,000.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
9.	Correspondence
10.	New Business/Reports
11.	Discussion of Additional Items – None
12.	Next Regular Meeting – Thursday, November 9, 2023 at 6:30 PM
13.	Questions from the Media – None
14.	Adjournment
	<p>BIA Motion #2023-033 – Adjournment</p> <p>Moved By: Carolyn Harding</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ADJOURN THE OCTOBER 19, 2023 MEETING AT 8:03 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Lisa Robichaud, Chair</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Lynsey Zufelt, Recording Secretary</div> </div>	

TOWN OF GANANOQUE
Provisional Budget Report



GL5220

Date : Nov 07, 2023

Page : 1

Time : 11:15 am

Account Code : 1-?-70000-????
 To 1-?-70000-????
 Fiscal Year : 2023

Account Code	Account Description	2022 YTD ACTUAL VALUES	2022 BUDGET VALUES	2023 YTD ACTUAL VALUES	2023 BUDGET VALUES	2024 PROVISIONAL BUDGET -
1 OPERATING						
REVENUE						
BIA						
1-4-70000-4000	BIA Levy	-46,851	-46,225	-47,620	-47,610	-47,610
1-4-70000-4034	Grants	-28,466	-25,000	0	0	0
1-4-70000-5901	Transfer from Reserves	-8,598	0	0	0	0
	Total BIA	-83,915	-71,225	-47,620	-47,610	-47,610
	Total REVENUE	-83,915	-71,225	-47,620	-47,610	-47,610
EXPENDITURE						
BIA						
1-5-70000-4067	Special Projects	15,000	0	12,000	0	12,240
1-5-70000-4901	Levy Adjustments	0	0	327	0	0
1-5-70000-5101	FT wages	11,980	11,980	0	12,000	0
1-5-70000-5102	PT wages	0	0	474	0	0
1-5-70000-5115	EHT	0	0	26	0	0
1-5-70000-5116	Source Deductions	0	0	99	0	0
1-5-70000-5118	WSIB	0	0	44	0	0
1-5-70000-5301	Ads, Publications, Subscriptions	800	1,500	248	1,000	310
1-5-70000-5302	Memberships	0	0	0	0	250
1-5-70000-5304	Conventions / KM / Travel	0	0	0	0	1,785
1-5-70000-5311	Mural Project	27,476	25,000	0	0	0
1-5-70000-5318	Misc	222	435	0	330	0
1-5-70000-5319	Lights & Signage	10,691	12,210	949	8,000	6,000
1-5-70000-5400	Contracted Services	0	0	0	4,000	4,500
1-5-70000-5401	Audit Fees	1,109	1,200	0	1,100	1,100
1-5-70000-5431	Beautification	11,954	15,500	8,594	9,740	16,425
1-5-70000-5432	Events	4,682	3,400	3,022	11,440	5,000
	Total BIA	83,914	71,225	25,783	47,610	47,610
	Total EXPENDITURE	83,914	71,225	25,783	47,610	47,610
	Total OPERATING	-1	0	-21,837	0	0

TOWN OF GANANOQUE
General Ledger Trial Balance



Fiscal Year : 2023
 Account : 1-?-70000-???? To 1-?-70000-????
 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	-47,619.56	-47,610
Category Total					-47,619.56	-47,610
REVENUE Total					-47,619.56	-47,610
CLASS	5			EXPENDITURE		
CATEGORY	70000			BIA		
1-5-70000-4067				Special Projects	12,000.00	0
1-5-70000-4901				Levy Adjustments	327.06	0
1-5-70000-5101				FT wages	0.00	12,000
1-5-70000-5102				PT wages	474.32	0
1-5-70000-5115				EHT	26.45	0
1-5-70000-5116				Source Deductions	98.71	0
1-5-70000-5118				WSIB	44.35	0
1-5-70000-5301				Ads, Publications, Subscriptions	248.10	1,000
1-5-70000-5318				Misc	0.00	330
1-5-70000-5319				Lights & Signage	948.53	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	8,593.64	9,740
1-5-70000-5432				Events	3,022.30	11,440
Category Total					25,783.46	47,610
EXPENDITURE Total					25,783.46	47,610
OPERATING Total					-21,836.10	0
REPORT TOTAL					-21,836.10	0

Account_Code	Description	2022		2023		2023		2024		Notes
		Actual	Budget	At Oct 12	Budget	Draft				
1-4-70000-4000	BIA Levy	-\$ 46,851.00	-\$ 46,225	-\$ 47,620.00	-\$ 47,610	-\$ 47,610			0% Increase to the Levy	
1-4-70000-4034	Grants	-\$ 28,466.00	-\$ 25,000	\$ -	\$ -	\$ -				
1-4-70000-5901	Transfer from Reserves	-\$ 8,598.00	\$ -	\$ -	\$ -	\$ -				
1-5-70000-4067	BIA Coordinator/Staff	\$ 15,000.00	\$ -	\$ 12,000.00	\$ 12,000	\$ 12,240			Non-Union Cola Increase	
1-5-70000-4901	Levy Adjustments	\$ -	\$ -	\$ 327.00	\$ -	\$ -				
1-5-70000-5101	FT wages	\$ 11,980.00	\$ 11,980	\$ -						
1-5-70000-5115	EHT	\$ -	\$ -	\$ 17.00	\$ -	\$ -				
1-5-70000-5116	Source Deductions	\$ -	\$ -	\$ 68.00	\$ -	\$ -				
1-5-70000-5118	WSIB	\$ -	\$ -	\$ 29.00	\$ -	\$ -				
1-5-70000-5301	Ads, Publications, Subscriptions	\$ 800.00	\$ 1,500	\$ 248.00	\$ 1,000	\$ 310			Facebook and Instagram Ads	
1-5-70000-5302	Memberships					\$ 250			OBIAA	
1-5-70000-5304	Conventions/KM/Travel					\$ 1,785			OBIAA Conference April 28-May 1 - Mississauga	
1-5-70000-5311	Mural Project	\$ 27,476.00	\$ 25,000	\$ -	\$ -	\$ -				
1-5-70000-5318	Misc	\$ 222.00	\$ 435	\$ -	\$ 330	\$ -				
1-5-70000-5319	Lights & Signage	\$ 10,691.00	\$ 12,210	\$ 949.00	\$ 8,000	\$ 6,000			Festival of Lights	
1-5-70000-5400	Contracted Services	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,500			Electrical Light Standard Decorations	
1-5-70000-5401	Audit Fees	\$ 1,109.00	\$ 1,200	\$ -	\$ 1,100	\$ 1,100				
1-5-70000-5431	Beautification	\$ 11,954.00	\$ 15,500	\$ 8,594.00	\$ 9,740	\$ 16,425			Minakers contract for BIA elements	
1-5-70000-5432	Events	\$ 4,682.00	\$ 3,400	\$ 265.00	\$ 11,440	\$ 5,000			Santa Claus Parade \$2,500, Easter and Halloween	
		-\$ 1.00	\$ -	-\$ 25,123.00	\$ -	\$ -				

TOWN OF GANANOQUE NEWS

Council October 17, 2023

- Robert George was appointed to the Tourism Advisory Panel, replacing Natalie Robertson.
- Town Council officially named the Gananoque Trails system as the Murray/Bickerton Gananoque Trails after Doug Bickerton and the late Peter Murray and referred an amount of \$6,000 to the 2024 budget deliberations to update the signage.
- Ernie Olivo and Bill Spencer appeared before Council representing Habitat for Humanity Thousand Islands proposing to build 5 affordable freehold townhouses on the lot located at the southeast corner of William and Arthur Streets. Council directed staff to bring back a report.
- Tracy Birtch and Alison Tutak, United Counties of Leeds and Grenville, presented a Power Point to Council regarding the issue of Homelessness in Gananoque.
- Mayor Beddows declared October 11th 2023 as the Day of the Girl.
- Council received the monthly capital matters pending report.
- The Water and Wastewater Operating and Capital Budget Rates By-law was amended to add in Section 3, a quarterly fee of \$250 for utility accounts for owners that have not complied with the water meter replacement program.
- Gananoque Royals Hockey received a \$2,500 Community Grant towards the cost of purchasing hockey socks for all players.
- D-Squared Construction Ltd., was awarded the contract for the supply and delivery of Road Salt.
- A report on the 2023 Waterfront Concert Series was received for information.
- The year-end report on the Consumption of Liquor in Public Places was received for information.
- Council upheld the requirement for 100% security in the amount of \$456,275 for 775 King Street West following a request for security reduction by the developer.
- The Gananoque Fire Department presented the 2nd and 3rd Quarter Reports.
- The Gananoque Public Library Quarterly Report was received.
- Councillor Osmond's motion to direct staff to investigate the benefits of Green Concrete for future municipal projects was approved.
- Mayor John Beddows and another Councillor to be determined were authorized to register for the Rural Ontario Municipal Association (ROMA) 2024 Annual Conference in Toronto January 21-23, 2024. An upset limit amount of \$3,200.00 was pre-approved in the 2024 Conference Budget, for registration, accommodations and mileage.
- Council provided advance Notice of a Public Meeting scheduled to be held during the regular Council meeting of Tuesday, November 7, 2023 at 6:00PM, regarding: Class III Development Permit for 670 Charles Street North (Sean Brophy, Owner and Tony Del Guidice, Applicant).
- Mayor Beddows advised that a second Public Meeting scheduled for November 7, 2023, regarding a Class III Development Permit -DP2023-15 – 377 King Street East, has been postponed to a later date.
- In recognition of Local Government Week, Mayor Beddows put forth a motion to direct the Clerk to arrange for an open session of Council to be held at Gananoque Intermediate and Secondary School (G.I.S.S.) during school hours in 2024.

Next Council Meeting

Tuesday, November 7, 2023

Council and Committee Meetings will take place in person and virtually.

TOWN OF GANANOQUE NEWS

Council November 7, 2023

- Mayor Beddows declared the month of November as the 2023 Woman Abuse Prevention Month. In support of the Leeds & Grenville Interval House, the LGIH Flag will be raised at Town Hall from November 17th to November 24th, 2023 in recognition of Woman Abuse Prevention Month.
- Joanne Van Dreumel and Richard Gilbert from the Thousand Islands Heritage Museum presented two PowerPoint presentations regarding the Museum's 2023 Year-In-Review and the Town of Gananoque Civic Collection. Council also received the 2023 Artefacts Oversight Committee Report.
- The Town voted to end its contract for Electrical Services with JET Electrical Contractors by providing the required 45 days notice.
- A Public Meeting was held regarding a proposal from VX Resources Canada Inc., 670 Charles Street North, to operate a manufacturing facility for the processing of raw vermiculite for the purpose of horticulture within the existing main building, subject to conditions. The raw material is sourced from asbestos-free mines and is certified asbestos-free.
- Council voted to include a part time Events Coordinator in the 2024 Draft Budget to be funded from the Municipal Accommodation Tax (MAT).
- Council declared 375 William Street and 50 Birch Street surplus to the municipality's needs and directed staff to issue an Expression of Interest to invite developers to submit proposals thereby maximizing the number of affordable housing units for both lots. The CAO will bring back criteria for the EOI before it is issued.
- Council approved the Artifact Oversight Committee's recommendation to approve the addition of Parmenter & Bulloch Belt Rivets and Burrs; and the Grice Family Collection into the Town's Civic Collection.
- The 2024 Council Schedule was approved.
- Council voted in favour to refer the 1000 Islands History Museum funding proposal in the amount of \$57,191 to the 2024 Budget deliberation process.
- Council received for information the Emergency Purchase Disclosure – Traffic Controller at Carmichael Street Report in the amount of \$25,393 plus the Town's share of HST.
- Council awarded the contract to Doornekamp Construction for the rehabilitation works to the Water Street Swing Bridge, to an upset limit of \$120,402.00.
- Mayor Beddows put forth a motion to direct the Clerk to investigate and recommend a means of recording and making publicly available recordings of open Council sessions of the Town of Gananoque.
- Council authorized the Mayor to make delegation at ROMA to the Minister of Municipal Affairs and Housing, the Minister of Transportation, and; the Leader of the Opposition on the subject of Provincial Subsidy of Operating Costs of Rural Transit, including a Request For Support for a Rural Transit Route between Gananoque and Kingston and to the Minister of Municipal Affairs and Housing on the subject of the Town's pending Wastewater Recapitalization.
- Council voted to uphold the Town's Waterworks By-law regarding the request for waived penalty.
- Council supported the City of Burlington's New Fiscal Frameworks request for support.

Next Council Meeting

Tuesday, November 21, 2023

Council and Committee Meetings will take place in person and virtually.