



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

Held on Wednesday May 11th 2022 at 6:00PM

In Person at Laverne's Eatery 21 King Street East, Gananoque

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| 1. | Call Meeting to Order |
| 2. | Disclosure of Pecuniary Interest & General Nature Thereof |
| 3. | Approval of Minutes (Adoption) – April 13 th , 2022 and May 4 th , 2022 |
| 4. | Public Question/Comment (Only Addressing Reports on the Agenda) |
| 5. | Disclosure of Additional Items |
| 6. | Delegations – None |
| 7. | Presentations by Staff (Others) – None |
| 8. | Unfinished Business |
| | 1. BIA Board Mandate |
| | 2. Indigenous Wall Mural |
| 9. | Correspondence – None |
| 10. | New Business/ Reports |
| | 1. Grant Application – Amanda |
| | 2. Confederation Park Fountain Feature – Ted |
| | 3. BIA Enhancements – Parking Meter Bag Covers & Flag Banners |
| | 4. BIA Easter Event Report |
| | 5. Les FestivÂLES – July 31 st 2022 – Councillor Osmond, GanaRockWay |
| 11. | Discussion of Additional Items |
| 12. | Next Regular Meeting – June 8, 2022 – 6:00PM |
| 13. | Questions from the Media |
| 14. | 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 on Wednesday April 13th 2022 at 6:00 PM

In person at Laverne's Eatery 21 King Street East Gananoque

| COMMITTEE MEMBERS PRESENT | | STAFF PRESENT |
|----------------------------------|----------------------|---------------------------------------|
| Members: | Kathrine Christensen | Amanda Trafford, Business Coordinator |
| | Ray Stedman | Lynsey Zufelt, Recording Secretary |
| | Lisa Robichaud | |
| | Darren Towriess | |
| | Sarah Preston | |
| | Veronica Fitzgerald | |
| | Randall Smith | |
| | Ted Lojko | |
| Regrets: | Shawna Singers | |

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| 1. | <p>Call Meeting to Order</p> <p>As the Board Chair Lisa Robichaud attended the meeting remotely, Kathrine Christensen acted as Chair and called the meeting to order at 6:03 PM</p> |
| MOTION BIA-2022-07 – Appoint Kathrine Christensen as Acting Chair | |
| | <p>Moved By: Ray Stedman Seconded By: Ted Lojko</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) BOARD APPOINT KATHRINE CHRISTENSEN AS ACTING CHAIR FOR THE BIA BOARD MEETING HELD ON APRIL 13, 2022.</p> <p style="text-align: right;">- CARRIED</p> |
| 2. | Disclosure of Pecuniary Interest & General Nature Thereof – None |
| 3. | Approval of Minutes – Wednesday, March 9, 2022 |

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| MOTION BIA-2022-05 | |
| | <p>Moved By: Ray Stedman Seconded By: Veronica Fitzgerald</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) BOARD ADOPT THE MINUTES OF THE MARCH 9TH, 2022 MEETING.</p> <p style="text-align: right;">- CARRIED</p> |
| 4. | Public Question / Comment |
| | There being none, the Chair moved on to the next order of business. |
| 5. | Disclosure of Additional Items |
| | <ul style="list-style-type: none"> • Ted Lojko – Water Fountain, BIA Events, and request to Council to waive fees for Patio Developments and Parking Spaces • Emancipation Day event proposal |
| 6. | Delegations – None |
| 7. | Presentations by Staff (Others) – None |
| 8. | Unfinished Business |
| | <p>1. BIA Board Mandate Discussion – The Board discussed values that they hold in high regard as a BIA, and ways that goals can be attained by having a plan. <i>Beautification, Events, and Promoting Gananoque BIA, Inclusion and Cleanliness</i> were mentioned as priorities. Acting Chair Kathrine Christensen proposed to work with Sarah and Veronica to come up with a simple mandate.</p> |
| 9. | Correspondence – None |
| 10. | New Business/Staff Reports |
| | <p>1. BIA Easter Event Update - The board discussed the ongoing plans being carried out by staff and Special Events Coordinator for the Easter Event planned for Saturday April 16th. Details included the Bunny Costume Rental, Colouring Contest, Egg Hunt Bingo, Prizes and Volunteers.</p> |
| <p>**Due to a time constraint, Member Ted Lojko spoke to Agenda Item #11 Additional Items, and requested that the Board consider asking Council to waive the fees associated with outdoor patios, including the development and parking space fees. Member Ted Lojko also discussed the Cost Sharing Agreement for the fountain and installation of lights at the confederation basin.</p> | |
| ** Board Member Ted Lojko Left the meeting at 7:00PM ** | |
| MOTION BIA 2022-08 – Request to Council – Waive Patio Fees for 2022 | |

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| | <p>Moved By: Ray Stedman Seconded By: Sarah Preston</p> <p>BE IT RESOLVED THAT THE GANANOQUE DOWNTOWN BIA BOARD RECOMMEND THAT COUNCIL WAIVE PATIO DEVELOPMENT FEES AND WAIVE PARKING SPACE FEES FOR PATIOS LOCATED WITHIN THE BIA FOR 2022.</p> <p style="text-align: right;">5 Ayes, 1 Nay – Carried</p> |
| | <p>2. Report – Treasurer’s Meeting re: 2022 BIA Budget information update provided by Ray Stedman. It was noted during this time, that the BIA Board will coordinate the Indigenous Mural.</p> |
| | <p>3. Report – Holiday Lighting Removal: Staff provided the Board with a report on the removal of the holiday lighting. Public Works removed 8 lights and Jet Electrical Contractors removed the remainder. In invoice was provided an invoice to the Town in the amount of Staff are shipping the broken lights for repair as they are still under warranty. The Board discussed the light installation process moving forward.</p> |
| MOTION BIA-2022-06 | |
| | <p>Moved By: Kathrine Christensen Seconded By: Ray Stedman</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) BOARD APPROVE THE PAYMENT OF AN INVOICE FROM JET ELECTRICAL CONTRACTORS INC. IN THE AMOUNT OF \$1,624.94 FOR THE REMOVAL OF THE BIA HOLIDAY LIGHTING.</p> <p style="text-align: right;">- CARRIED</p> |
| ** Board Member Darren Towriess left the meeting at 7:33 ** | |
| | <p>4. BIA Enhancements were discussed including lights for confederation park, street banners, and parking meter bag covers.</p> <p>5. Banners – Amanda and Sarah to work on King Street banner ideas and costing.</p> |
| ** Board Member Lisa Robichaud left the meeting (virtually) at 7:50, due to laptop battery exhaustion ** | |
| MOTION BIA 2022-09 | |
| | <p>Moved By: Randall Smith Seconded By: Sarah Preston</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD SEEK FACTS ON PARKING METER BAG COVER COSTS.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p> |
| 11. | Discussion of Additional Items |
| | <ul style="list-style-type: none"> • Emancipation Day – August 1st Event – <i>Not Supported</i> |

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| | <ul style="list-style-type: none"> • Marketing Ideas – Ray spoke to the Board about marketing and checking in on social media to connect and share information • BIA Event Ideas – Baseball game – <i>Supported</i> |
| 12. | Next Meeting – Wednesday, May 11, 2022 at 6:00PM |
| 13. | Questions from the Media – None |
| 14. | Adjournment |
| | <p>Moved by: Ray Stedman</p> <p>Be it resolved that the Downtown BIA Board hereby adjourns the April 13th 2022 meeting at 8:16 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p> |
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| Kathrine Christensen, Acting Chair | Lynsey Zufelt, Recording Secretary |



Downtown Business Improvement Area (BIA) Board
UNADOPTED MINUTES – Special Meeting
Held on Wednesday May 4th 2022 at 6:00 PM
 Online via Zoom

| COMMITTEE MEMBERS PRESENT | | STAFF PRESENT |
|----------------------------------|----------------------|---------------------------------------|
| Members: | Kathrine Christensen | Amanda Trafford, Business Coordinator |
| | Ray Stedman | Lynsey Zufelt, Recording Secretary |
| | Lisa Robichaud | |
| | Shawna Singers | |
| | Randall Smith | |
| | Ted Lojko | |
| Regrets: | Darren Towriess | |
| | Sarah Preston | |
| | Veronica Fitzgerald | |

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| 1. | <p>Call Meeting to Order</p> <p>Board Chair Lisa Robichaud called the meeting to order at 6:15 PM</p> |
| 2. | <p>Disclosure of Pecuniary Interest & General Nature Thereof – As the purpose of this Special Meeting was to discuss the FedDev Tourism Relief Fund, Member Ray Stedman noted that he too, will be applying for this funding for his business. It was agreed upon that as the applications were separate and that there was no pecuniary interest.</p> |
| 3. | <p>Public Question / Comment</p> <p>There being no member of the public present, the Board discussed their experiences with RT09 acceptances. The Chair then moved on to the next order of business.</p> |
| 4. | <p>New Business/Reports</p> <p>1. FedDev Tourism Relief Fund - The Board discussed the involvement of other service clubs and eligibility) incorporated /not-for profit, etc Lynsey read over the RT09 Application Guide p. 6 re: Financial Support.</p> |

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| ** Staff Member Amanda Trafford joined the meeting at 6:25PM ** | |
| | <p>Amanda provided clarification regarding eligibility for 50% vs 100% of funding costs and the importance of having Community Partners, such as Service Clubs.</p> <p>*Action: Amanda to seek Letter of Support from Community Partners and to research “Not-for-Profit”, Ray to meet with Meg for the Chamber side.</p> |
| MOTION BIA 2022-010 – FedDev Tourism Relief Fund (TRF) | |
| | <p>Moved By: Ray Stedman Seconded By: Kathrine Christensen</p> <p>BE IT RESOLVED THAT THE GANANOQUE DOWNTOWN BIA USE UP TO \$48,000 DOLLARS FROM THE BIA BUDGET TO APPLY FOR THE FEDDEV TOURISM RELIEF FUND WHICH IS 50% MATCHING DOLLARS TO FUND TOURISM INITIATIVES.</p> <p style="text-align: right;">UNANIMOUS – Carried</p> |
| 5. | Next Meeting – Wednesday, May 11, 2022 at 6:00PM |
| 6. | Adjournment |
| | <p>Moved by: Ray Stedman</p> <p>Be it resolved that the Downtown BIA Board hereby adjourns the April 6th 2022 meeting at 6:43 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p> |
| <p>_____ Lisa Robichaud, Chair</p> | <p>_____ Lynsey Zufelt, Recording Secretary</p> |



22-Apr-22

Town of Gananoque

Otterbine 15HP Giant Fountain

| <u>QTY</u> | <u>ITEM DESCRIPTION</u> | <u>UNIT PRICE</u> | <u>EXTENSION</u> |
|------------|----------------------------------|-------------------|--------------------|
| 1 | Otterbine 15HP 460/3/60 Fountain | \$40,300.00 | \$40,300.00 |
| 1 | Pattern | \$5,500.00 | \$5,500.00 |
| 1 | Lights | \$6,000.00 | \$6,000.00 |
| 350 | Cable | \$16.00 | \$5,600.00 |
| | | Total | \$57,400.00 |

Aquastar



Spay Height ft 40
 Spray Width ft 37
 GPM 350

Mystic



Spay Height ft 50
 Spray Width ft 6
 GPM 500

TERMS

Taxes & Freight Extra

Payment: Net 20

Prices are Subject to Change Without Notice

Turf Care reserves the right to withdraw any Transaction Approval due to a material adverse change in circumstances affecting financial markets, equipment supply, the customer of Turf Care.

From: [Ted Lojko](#)
To: [Lisa Robichaud](#)
Cc: [Ray Stedman](#); [Lynsey Zufelt](#)
Subject: FW: Confederation Park - Fountain Feature
Date: April 26, 2022 1:12:02 PM
Attachments: [Gananoque - Otterbine 15HP Giant Fountain Ooute, April 22, 2022.pdf](#)

Lisa:

As Chair of the Business Improvement Area I would like the BIA at the next meeting to put forward a **motion** to consider providing funds from current reserve fund of \$27,000 to replace the fountain feature in the middle of confederation pond.... which will undoubtedly be a huge attraction.

Originally the Rotary Club paid for the water fountain many years ago. The fountain was replaced by another fountain and both are beyond repair.

The total amount for a similar replacement fountain to the original is approximately \$60,000 which includes aeration of the water (to ensure that there is circulation of the water to avoid green sludge).

I will be requesting funding of \$15,000 each from 4 different organizations.

1. Rotary Club
2. Tourist Advisory Panel
3. Business Improvement Area
4. TIAP

Obviously all the funding from each organizations will **contingent** on the other organizations providing their contribution.

Unfortunately the Town of Gananoque does not have the funds currently to contribute to the community effort.

I respectfully ask that the Board of the BIA authorize a contribution of \$15,000 for the Fountain Feature.

It is hoped if all goes well that the Fountain will be installed and launched no later than July 1, 2022.

Regards

Ted Lojko
Mayor - Gananoque
613 382-7261

Le FestivÎLES

Gananoque's first bilingual festival focusing on celebrating our Francophone visitors by making them part of our community.



Gananoque has been a popular destination for Francophone tourists for several years and our economy especially during the Quebec Construction holiday relies on them heavily.

Thousands of Francophone visitors from Quebec and the Maritimes visit Gananoque every summer to enjoy our Islands (ÎLES), hotels and restaurants. Historically our community has done very little to accommodate let alone celebrate our neighbour's culture including music, food and language. We could even say as a destination we have become complacent and simply relied on our beauty and location to do all the work.

Gananoque can no longer take this relationship for granted, we compete with other destination and if we act quickly can be a leader in diversity in our region and let our visitors know we appreciate them and want them to return next year and or hopefully again during the same season but perhaps during the shoulder months. Gan is an easy commute from Quebec and can as should be a destination for our Francophone tourists year round but we need to up our game if we want to compete especially now that travel restrictions are reduced to the US which is another very popular destination for Quebec tourists.

We are also likely headed into tough financial times for many families in the next few years so tourism dollars may be on the decline in the not so far away summers and we will rely on our neighbours from the East to keep coming back.....but for what?

They will come back if they feel welcome, we need to toss aside the concept of the “French Navy” taking over town and embarrass the fact they choose Gan.



Michel Pagliaro is a Canadian Rock Legend with international success in both official languages. Options are limited as it relates to performers that can entertain such a diverse audience. A free Pagliaro concert during the Quebec construction holiday would be an amazing way to influence some much needed in town and would also entertain both tourists and residents.

The idea of a Rock concert as a main event at Joel Stone Heritage Park should seed other ideas and events during the Construction Holiday, TAP and other community partners can explore other innovative projects that can build from this main event.

Other ideas could include menu translation for local establishments, some basic French language training including general salutations and other common words of appreciation, food contest (poutine please), children's activities, bilingual banners at the gates and some flying of the Quebec flags around town. Much of this is not about cost but focuses on effort.

GanaRockWay started as a source to provide funding to local artists and establishments that were hit hard by COVID. In our first year we received a Grant from the Town for \$10,000 and we supported 9 local venues, 26 musicians and 35 micro concerts in Gan between March and September of 2021. Covid limited the amount of patrons in a space when venues were open at all making it very difficult for establishments to hire talent which hit our residents just as hard as we all needed a chance to relax with friends and family and feel normal during very strange times. This year we received \$7500 from council and these funds have already committed and have and will be supporting many of the live shows you see around town over the next few months. We have had a few stories in the local press and our Facebook page that promotes all the events has nearly 600 followers already.

GananRockWay is excited to partner with TAP, the BIA, Chamber, TIAP and the Town to promote Le FestivÎLES and as a group collaborate on other ideas during the Construction Holiday to keep our hotels and restaurants full by keeping our visitors happy, comfortable and full.

Le FestivÎLES will follow all Environmental demands of the Town and will explore every option to reduce the footprint of the event including advising patrons to bring water in their own containers and that plastic cups will not be welcome.

Paper cups will be purchased and provided and any vendors that attend will be held to the same standards.

People are more likely to grab dinner and a few drinks before and after a show, more visitors will require accommodation and seasonal boaters are more likely to invite friends and family down for a few days. An artist of this caliber is also likely to draw from Ottawa and the Toronto Region as well. Our waterfront Venue will also attract boaters from other communities on the St. Lawrence from both sides of the border this year.

Marketing will include Social media, local radio, news papers as well as being supported by local partners and venues. The artist also advertises the show on his website. This is a NEW concept, bilingual entertainment in the 1000 Islands so in our first year competition will be minimal.

Knowing this will be a free concert GanaRockway is looking at setting up a link where patrons can make donations to GanaRockway where all funds received will go directly into supporting local musicians and next years main event. We will set a goal of raising \$2000 which will also help us measure success. We can canvas local restaurants and hotels to enquire on the impact of the event.

Thanks in advance for your consideration, we are hopeful you see that Le FestivILES aligns with your objectives.

Yours in partnership and collaboration, GanaRockWay



22 April 2022

Councillor Osmond, for GanaRockWay,

We are in receipt of the Le FestivLES communication and the BIA Board will be considering the ways in which the Downtown Gananoque BIA Board and Constituents can support this event as well as our tourism industry as it pertains to Gananoque's Francophone visitors.

At the next meeting on May 11th, the Board will discuss how the BIA can act in making French-speaking visitors feel welcomed as part of the Gananoque community. Additionally, the BIA Board will discuss the ways in which we can support the mid-summer celebrations and the main event taking place on July 31st 2022.

Sincerely,

Lisa Robichaud, Chair

Downtown BIA Board