





Tourism Advisory Panel Agenda

On July 8, 2021 at 10:30am Online meeting through

WebEx Teleconference Toll Free Number: 1-833-311-4101

Access code: 132 569 9961 Meeting Password: pnJMgG327m4

<https://townofgananoque.webex.com/townofgananoque/j.php?MTID=m135c661b2e4383fc51db4b2c819b4ffe>

1.	Call Meeting to Order
2.	Disclosure of Pecuniary Interest & General Nature Thereof
3.	Approval of Minutes – June 3, 2021
4.	Public Question/Comment (Only Addressing Items on the Agenda)
5.	Disclosure of Additional Items
6.	Delegations - None
7.	Presentations by Staff/Others – None
8.	Municipal Accommodation Tax Income Statement 
9.	Unfinished Business
	<ul style="list-style-type: none"> 1. Gananoque 401 Signs / Beautification Project Quotes (John Nagy) <ul style="list-style-type: none"> • TLC Thornbusch Landscaping Company Quote  • Gro-Bark (Gro-Max Planting Soil) Quote 
	<ul style="list-style-type: none"> 2. King Street Walking Bridge Condition <ul style="list-style-type: none"> • Update from Melanie / Public Works
	<ul style="list-style-type: none"> 3. Tourism Advisory Panel Funding Application – Funding Application Update <ul style="list-style-type: none"> • TAP Funding Application Amended 
9.	Correspondence - None
10.	New Business
11.	Discussion of Additional Items
12.	Next Regular Meeting – Thursday, August 5, 2021 at 10:30am
13.	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.

TOWN OF GANANOQUE
General Ledger Trial Balance

GL5030 (T)

Page : 1

Date : Jul 05, 2021

Time : 9:22 am



Fiscal Year : 2021
 Account : 1-4-17000-???? To 1-5-17000-????
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	17000			Municipal Accomodation Tax		
1-4-17000-4000				MAT Levy	-7,793.39	-285,000
Category Total					-7,793.39	-285,000
REVENUE Total					-7,793.39	-285,000
CLASS	5			EXPENDITURE		
CATEGORY	17000			Municipal Accomodation Tax		
1-5-17000-5400				Administration	0.00	15,000
1-5-17000-5431				Tourism Advisory Panel	29,267.28	100,000
1-5-17000-5600				Transfer to TIAP	127,500.00	170,000
Category Total					156,767.28	285,000
EXPENDITURE Total					156,767.28	285,000
OPERATING Total					148,973.89	0
REPORT TOTAL					148,973.89	0



Proposal

Thornbusch Landscaping Company Inc.

Client Name: 401 Sign Beautification
Project Name: -Enhancement
Jobsite Address: Gananoque, Ontario **Billing Address:** Gananoque, Ontario
Estimate ID: EST2608756
Date: Jun 21, 2021

To supply and install all the necessary materials and labour to complete the following using the Canadian Landscape Standard as our minimum professional standard:

Eastbound and Westbound Cloverleaf at Hwy 32 - 401 Welcome to Gananoque Signs	\$15,952.68
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creation of planting beds in front of both of the "Welcome to Gananoque & 1000 Islands" signs at the cloverleaf interchange at Exit 645 on the 401 as per the sketches and dimensions supplied by the committee. Both the gardens would be similar in size (30 x 6' x 12"). The sod/turf would be stripped from the area before framing the area with pieces of 12-14" mocha limestone armourstone set on a clear stone base of up to 6" over geotextile. The garden areas would then be infilled with a minimum of 12" of GroMax garden soil and topped with up to 4" of natural cedar mulch to assist with moisture retention.

Note: all plant material shown in the sketches are NOT included in this proposal

Subtotal	\$15,952.68
Taxes	\$2,073.86
Estimate Total	\$18,026.54

TERMS & CONDITIONS

- 1) Any deviation from agreed specifications and/or terms shall be my mutual agreement and shall be in writing. Payment for extra work and allowances for omissions shall be fixed in advance, on demand, by either party and shall be set forth in writing.
- 2) The contractor will carry Workplace Safety Insurance covering its employees and shall provide adequate public liability and property damage insurance protecting itself.
- 3) All material remains the property of the contractor until full payment has been received for job completion.
- 4) If the customer chooses to terminate the contract or abandon the project in any state of development, the contractor shall be entitled to just and equitable compensation for all services performed on the customer's behalf, up to the time of such notification.
- 5) All drawings and specifications, if any, remain the property of the contractors until the account is paid in full.
- 6) Quotations are valid for thirty (30) days.
- 7) This Agreement is contingent upon weather, Acts of God, product availability, strikes, accidents or delays, beyond our control.
- 8) The client/owner will be responsible for location/stake out of all property lines, underground wiring and piping (e.g. cabling, TV, gas, telephone, hydro, water, irrigation & lighting, etc.)
- 9) The contractor will not be responsible for claims or damages arising from the owner's failure to properly locate property lines and/or utilities and other underground services.
- 10) In any garden renovation, some damage to existing irrigation and/or garden lighting systems may occur. While every reasonable precaution will be taken, contractor cannot be held responsible for any damages incurred. In garden renovations of a large scale, contractor recommends the irrigation and/or lighting systems be redone to accommodate the new design.
- 11) The contractor shall not be responsible for any unforeseen circumstances which may result in damage to the landscape.
- 12) The owner shall be responsible, at cost, for the removal of any obstructions which occur during excavation. This could include buried rocks, stumps, foundations, etc.

GUARANTEE

- 13) All hard landscaping is guaranteed for 3 years against defects in workmanship and materials from the time of completion. This does not reflect any additional transferable product supplier warranties that may exist.
- 14) Plant material supplied by the contractor is guaranteed for one (1) year against defects in workmanship and materials from the time of acceptance, provided that proper maintenance and protection has been performed (watering, weeding, cultivation, etc.) Exceptions are noted in Clauses 15, 16, & 17. The warranty/guarantee is limited to a one-time free-of-charge repair and/or replacement of each item completed by the contractor, within the given time period only. Acts of vandalism and animal damage are not guaranteed. The guarantee does not cover roses, annuals, bulbs, and any other tender plant material specifically noted herein:

If the customer enters into a TLC Maintenance Package, shrubs and plant material installed by the contractor shall be

guaranteed for as long as the maintenance contract exists with the contractor.

15) Accounts must be paid in full before any replacement of materials under this agreement are made.

16) The use of de-icing salt (calcium chloride) on walkways will void guarantees #14 & recommended. 15. use of alternative de-icing products are

17) During the guarantee period, the owner is responsible for the prevention of any damage to the landscaping.

18) Payment Schedule & Terms:

Residential: 1/3 Deposit due on acceptance

Balance due on completion

Commercial: Payment terms to be arranged with contractor

19) In accepting the terms of this contract, the client acknowledges that they have entered into this agreement freely and in no way has Thornbusch Landscaping solicited or coerced them into this contract.

Material Tolerances:

Wood: Pressure treated wood cannot be guaranteed against warp age, checking, or cupping. Cedar is expected to crack especially 6X6 up to 3/8 inch gaps and the entire length of the wood. Ipe is expected to crack especially 4X4 up to 3/8 inch gaps and the entire length of the wood.

Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product and the Client accepts this as a natural and acceptable quality of the stone.

Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation.

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots. Colored concrete consistencies vary from truck to truck; therefore it is not possible to produce an exact match with pours over nine meters. The Client absolves the Contractor of liability if "smooth" concrete is the desired finish (due to slippage).

Warranty Time Period: the Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system.

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements in order for the Warranty to remain in affect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of the Contractor. For example, flooding eaves troughs that damage plants, fallen branches, animal caused damage, frozen/ burst irrigation or drainage pipes that were not seasonally drained at the proper time, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations – void all warranties provided by the Contractor.

Use of Client Selected and Approved Substandard Materials: Client recognized and agrees that if the Client has chosen and approved the use of substandard materials for any application that the one year warranty will be void or otherwise limited in writing on those items so impacted, but will remain in affect for all other elements of the project not impacted directly or indirectly by use of substandard materials. the Contractor will notify in writing to the Client any material that the Client has selected that would negatively impact the one year warranty of the Contractor – prior to purchasing and/or installing such materials.

Material Grades: The Client recognizes that all materials come in a range of grades of quality and finishes, and that natural materials are not perfect. Natural wood have knots, and other natural materials have variability in color due to a wide range of factors, and that sample while useful in material selection decision-making, cannot be expected to accurately represent the total completed surface of a given construction or installation. the Contractor shall endeavor to enable the Client to see or understand the representative range of

color, surface texture, and related of all materials begin seriously considered for installation on a project, however, it will be responsibility of the Client for the final selection of those materials. Once the selection has been approved by the Client, the Client will be responsible for all costs associated with changing any given material should the Client change their mind during or after material is purchased or constructed.

Procedure for Extra Work and Changes:

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, software, reports or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary. Extras to the Contract are payable by the Owner forthwith upon receipt of the Company's invoice.

Change Notice: Any Contract change in scope in excess of one thousand dollars (\$1,000.00) requires a Contract Change Notice under which Work is to proceed. Work will not commence under a Contract Change Notice (CNN) unless with written Owner approval.

For Changes in scope of less than one thousand dollars (\$1,000.00), the Contractor will provide the Customer notification by way of its Progress Report. In either instance, such notification shall be plain and clear in terms of scope and reason. Any record, telephone conversation or meeting in which such change in scope was introduced, shall be attached as supporting documentation.

1

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____

GRO-BARK®



GRO-BARK (ONTARIO) LTD.

Gro-Max®

Gro-Max® Planting Soil

- Well balanced complete soil
- Sustainable blend of composted soil ingredients
- Well-draining soil that resists compaction
- Formulated for optimum root growth and plant health
- High organic matter content, optimum pH, water holding and porosity

Gro-Max® can be used for a variety of plants including annuals, perennials, biennials, herbs, vegetables and indoor plants.

Typical Analysis:

pH: 6.8-8.0

EC: <3.0 mS/cm

Organic Matter Content: 25-35% by weight

Air Porosity: >20%

Total Porosity: >60%

Bulk Density: < 1.4 g/cc

How to Optimize Results:

As with any soil, it is highly recommended that plants are watered regularly to ensure optimum moisture content. Soil should be moist below the surface.

Organic or synthetic fertilizer should be used to optimize plant growth, especially in vegetable gardens. Fertilizer will supply plants with necessary nutrients to produce healthy plants.

Fruit and vegetable plants are heavy feeders. Increased fertilizer may be required for crop yield. Fertilizer formulated for fruits or vegetables should be used to avoid excessive plant growth and optimum vegetable/fruit production.

August 2017



2021

Tourism Advisory Panel (TAP)
Request for Funding
(Tourism Event)

Contents

1.0 What You Need to Know Before You Apply	3
Overview	3
Important Definitions	3
Objectives	3
Priorities	4
2.0 Eligibility Requirements	5
Eligible Applicants	5
Eligible Expenses	6
Ineligible Expenses	6
Number of Applications Allowed	6
3.0 Funding Criteria	7
Formula	7
4.0 Assessment Criteria	8
5.0 How to Apply?	8
Submission Checklist: Mandatory Documents	8
Application Submission Deadline	9
6.0 TOURISM ADVISORY PANEL GRANT APPLICATION	10
APPENDIX 1	13
Example – Budget	
APPENDIX 2	14
Special Event Planning Checklist – Gananoque Community Services	

1.0 What you Need to Know Before You Apply

Before filling out the application:

Read the entire Application Guide before completing the Application Form.

Program Overview

The Tourism Advisory Panel is an application based, cost-sharing program designed to provide funding to projects and events that encourage the development of new tourism products, support tourism investment and encourage more visitors to Gananoque.

Important Definitions

A **tourist/visitor** is an individual (including an Ontario resident) who travels 40 kilometers or more (one-way) to visit/experience a tourism product.

Program Objectives

The Tourism Advisory Panel grant funding aims to support projects that will increase tourist visitation and visitor spending in Gananoque by:

1. Developing innovative tourism products, events, and experiences
2. Increasing private sector tourism investment
3. Supporting workforce development, including employment opportunities in the tourism sector and building the capacity of the tourism workforce
4. Supporting tourism sector associations' effort to advance the competitiveness and growth of the tourism industry.

Program Priorities

Each application will be evaluated according to how well it demonstrates alignment with the TAP grant funding objectives and priorities. The evaluation criteria are listed in this Guide under the section “Evaluation Process and Assessment Criteria.”

Applicants are expected to demonstrate the following:

- Strong organizational and leadership capacity, including a track record of tracking project metrics and experience in managing previous projects
- A solid tourism-based rationale for the proposed project, including tourism industry analysis, research, future trends and linkages to regional and/or provincial tourism plans
- Tourism/hospitality, business and community partnerships that support the project either through cash or through in-kind contributions. Partners that support the project but do not contribute to cash or in-kind contributions are required to submit a Letter of Support
- Innovative product development projects, new events and creative solutions to address the reduction in global travel as a result of the Covid-19 pandemic.

2.0 Eligibility Requirements

Applications which do not meet the following eligibility requirements will not be considered.

Eligible Applicant Organizations

- Indigenous Organizations
- Tourism organizations
- Not-for-Profit Organizations (with a clearly defined tourism focus)
- For-Profit Tourism Organizations
- Events

In addition, to be eligible for the TAP grant funding, the project and applicants must meet all the following eligibility requirements:

- Events must take place in Gananoque
- Have an applicant organization which is a legal entity, incorporated in Canada
- Applicant is not in default of terms and conditions of any current or previous grant or loan agreement with the Town of Gananoque
- Applications must be submitted 4 months prior to project start
- Applicant is required to complete and submit the Municipal Facility Use Request form. This must be received before any TAP funding can be approved.
- Information provided in the application is true, correct and complete.

If successful, the applicant organization will enter into an agreement with the Town of Gananoque. The applicant must be the organization that will incur and pay the project expenses and report via the appropriate report to the Tourism Advisory Panel (representing the Town of Gananoque) on usage of the funds.

Eligible Expenses

Eligible program expenses include, but are not limited to:

- Contract staff to support the delivery of the project
- Festival and event costs related to programming and operations
- Marketing costs including advertising, promotion, branding, websites and apps
- Speaker fees

Ineligible Expenses

Ineligible expenses for the Tourism Advisory Panel Grant funding include, but are not limited to:

- Operating costs for organizations including administration, permanent staff salaries and on-going maintenance costs.
- Legal, audit or interest fees
- Insurance, buyouts, restructuring costs
- Costs related to alcohol or cannabis

Number of Applications Allowed

- Maximum of two applications per lead organization (within same fiscal year)

3.0 Funding Criteria

The Tourism Advisory Panel cannot guarantee funding to all applicants, nor ensure that the total amount requested by successful applicants will be granted.

The decision to fund all or part of an applicant's request will depend on its fit with the program objectives and assessment criteria, as well as the overall demand for program funds.

Formula

- There is no maximum number of partners a project can have, but at least 10% of total cash expenses must come from the lead applicant organization.
- The program has no predetermined limit on the funding amount requested. However, you must provide solid rationale to support the funding amount you are requesting.

4.0 Assessment Criteria

Assessment Criteria	Scoring Weight
1. Organizational capacity	15%
2. Project description	10%
3. Alignment to program objectives	20%
4. Project includes a clearly articulated Covid-19 plan to address and increase tourist visitation	15%
5. Confirmed partnerships and support from stakeholders	15%
6. Project performance measures	15%
7. Budget	10%

5.0 How to Apply?

The Tourism Advisory Panel Grant Applications can be downloaded from www.gananoque.ca and are fillable online.

Submission Checklist: Mandatory Documents

For an application to be considered complete and eligible for assessment, all mandatory documents listed below must be attached to your application.

1. Tourism Advisory Panel Grant application completed in full.
2. Proof of insurance of at least 2 million commercial general liability coverage naming the Town of Gananoque as additional insured.
3. Optional: **‘Letters of support’** from organizations and partners that support the project but are not making cash or in-kind contributions.

Application Submission and Deadline

Applications must be submitted **at least four (4) months** prior to the project start date. The Recording Secretary will contact you within two (2) weeks of submission to confirm completeness of if your application requires clarification and/or additional documentation. Once your application has been confirmed as complete and presented to the Tourism Advisory Panel, a decision from Council will be provided as soon as possible.

It is the applicant's responsibility to ensure that your application has been successfully submitted. If you do not receive confirmation or your grant submission within 72 hours, please contact the Recording Secretary at specialevents@gananoque.ca or 613-217-2260.

All funding decisions, recommended by the Tourism Advisory Panel, are made by the Council of the Town of Gananoque and are final.

Once a decision has been rendered on an application, the applicant will be notified of the funding decision.

Questions or support?

Monday – Friday 8:30am – 4:30pm

- Telephone: 613-217-2260
- Email: specialevents@gananoque.ca



Tourism Advisory Panel – Request for Funding APPLICATION (Tourism Event)

Organization	
Contact Name	
Title	
Address	
Phone #	
Email	
Event Website	
Event Information	
Event Name	
Event Dates	
Event Organizer Name	
Event Organizer Phone #	
Event Organizer Email	
Brief description of event	
Who is your target market/audience	

Estimated # of people your event will attract to Gananoque (from 40+km away)	
How and where will the event be advertised/marketed?	
Has this event been hosted before? If yes, when and where?	

Additional items to be attached to the application:

- List of Board of Directors or Event Organizing Committee including emails and phone numbers
- Full Schedule of Events
- Detailed Event Budget/Financial Plan to include at a minimum the following. Include cash and in-kind contributions. See attached sample.
 - o Income
 - Registration
 - Sponsorship
 - Sales
 - Fundraising
 - Grants
 - o Expenses
 - Product Development
 - Infrastructure
 - Marketing and Advertising

THE CORPORATION OF THE TOWN OF



Canadian Gateway to the 1000 Islands

You agree that the information provide in this application is accurate. This is an application for funding and does not guarantee funding approval. Should the TAP and Council approve funding to your event, a funding agreement outlining the details of the funding and any associated recognition will be signed by both the Town of Gananoque and the organization receiving the funding.

Date: _____ Title: _____

Name: _____ Signature: _____

Completed application (with all requested attachments) to be submitted to:

Emily Parker
Tourism Advisory Panel, Recording Secretary
specialevents@gananoque.ca
613-217-2260

APPENDIX 1

SAMPLE EVENT BUDGET

Host/Organization Name	Name of Event	Event Date			Granted Funding Amount	Confirmed
Jane Doe's Service Club	Canada Day in Joel Stone Park	2021-06-01			\$20,000	Y/N
Revenue						Confirmed
Name	Description Item	Income (\$)		HST (13%)	Total	Y/N
Concession Stand Sales	Sale of hot dogs & drinks	\$ 10,000.00			\$ 10,000.00	
Activity Brochure	Ad space sold to local businesses	\$ 5,000.00			\$ 5,000.00	
TOTAL REVENUE		\$ 15,000.00			\$ 15,000.00	
Product Development						Confirmed
Name	Description of Item	Cost (\$)	In-Kind	HST (13%)	Total	Y/N
Facebook	Facebook Paid Ads	\$ 500.00		\$ 65.00	\$ 565.00	
MyFM - Invoice #	Radio Ad Spot	\$ 1,500.00		\$ 195.00	\$ 1,695.00	
John Smith Designs	Activity Brochure Designed & Printed	\$ 1,000.00		\$ 130.00	\$ 1,130.00	
Subtotal Product Development		\$ 3,000.00		\$ 390.00	\$ 3,390.00	
Expenses						Confirmed
Name/Invoice#	Description of Item	Cost (\$)	In-Kind	HST (13%)	Total	Y/N
Invoice# 20210205000	Fireworks	\$ 10,000.00		\$1,300	\$1,300	
Food Stand	Hot dogs, hot dog buns, canned soda	\$ 4,000.00		\$ 520.00	\$ 4,520.00	
Dollarama	Craft supplies	\$ 700.00		\$ 91.00	\$ 791.00	
Subtotal Expenses		\$ 14,700.00		\$1,911	\$6,611	
TOTAL EXPENSES		\$ 17,700.00		\$2,301	\$10,001	
NET TOTAL (REVENUE - EXPENSES)					\$ 4,999.00	
In Kind Requests/Community Grants						Confirmed
Name	Description of Service (Hours @15 per hour)	Total Value (\$)	Y/N			
Town of Gananoque Fire	6 Firefighters to set off fireworks (1hr)	\$ 72.00				
Town of Gananoque Works						
Volunteers (Set up, tear down, etc.)	5 Volunteers to set up & run canteen (6hr)	\$ 360.00				
Public space rental	Granting of Joel Stone Park for the day	\$ 2,500.00				
Sound System						
Parking Spaces						
Dockage						
TOTAL IN KIND VALUE		\$ 2,932.00				



SPECIAL EVENT PLANNING CHECKLIST

Provided by the Town of Gananoque Community Services Department

Event Planning Task:	Complete
<p>Municipal Facility Use Policy To request use of municipal facilities, road closure permits and/or find more information on Municipal Facilities Use Policies.</p>	
<p>Appendix 'A': REQUEST FOR USE OF MUNICIPAL FACILITIES</p>	<input type="checkbox"/>
<p>Appendix 'B': SPECIAL EVENTS PERMIT ROAD CLOSURE</p>	<input type="checkbox"/>
<p>Facility Booking - Town of Gananoque Parks and Recreation https://app.booking.ca/ganpub/ To view facility availability or make facility-booking request, visit the Town of Gananoque Facility Bookings portal.</p>	<input type="checkbox"/>
<p style="text-align: center;">Facility Booking Payment Completed: (Initial or Check)</p>	<input type="checkbox"/>
<p>Application to Place a Banner (ON KING ST EAST – Across Roadway)</p>	<input type="checkbox"/>
<p style="text-align: center;">Banner Placement Payment Completed: (Initial or Check)</p>	<input type="checkbox"/>
<p>Equipment Rental: See General Fees & Rates SCHEDULE 'H' (Optional)</p>	<input type="checkbox"/>
<p>Available Funding Opportunities (Optional):</p> <p>Tourism Advisory Panel Funding Application The Tourism Advisory Panel is an application-based, cost-sharing program designed to provide funding to projects and events that encourage the development of new tourism products, support tourism investment and encourage more visitors to Gananoque.</p> <p>Community Grants Program Application By resolution of the Town Council, 5% of Casino-derived revenues has been earmarked to support a program of Community Grants. Please apply at the link above and contact the Town of Gananoque for further information about this program.</p>	
<p style="text-align: center;">For more information on Special Event and Festival Funding Opportunities, please visit Event and Festival Funding The Corporation of the Town of Gananoque (Gananoque.ca).</p>	
<p style="text-align: center;">Contact: Emily Parker, Special Events Coordinator specialevents@gananoque.ca or 613-217-2260</p>	