

REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, October 1, 2019

At Town Hall – Council Chambers – 2nd Floor – 30 King Street East

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	Ted Lojko	Shellee Fournier, CAO/Deputy Clerk
Councillors:	Adrian Haird	Penny Kelly, Clerk/CEMC
	Matt Harper	Brenda Guy, Manager of Planning and Development
	Mike Kench	Melanie Kirkby, Treasurer
	Dennis O'Connor	Kari Lambe, Manager of Community Services
	David Osmond	Paul McMunn, Manager of Public Works
		Steve Tiernan, Fire Chief
		Garry Hull, Police Chief
Regrets:	Dave Anderson	

1.	Call Meeting to Order
	Mayor Lojko called the meeting to order at 5:00 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof
	<ul style="list-style-type: none"> Councillor O'Connor declared a pecuniary interest regarding Council Report FIN-2019-05, as he is a member of the Gan Steam Punk Festival Committee.
3.	Closed Meeting of Council
	Move Into Closed Session <ul style="list-style-type: none"> Moved by Councillor Harper that the Council of the Town of Gananoque in accordance with Section 239.2 of the <i>Municipal Act</i>, move into Closed Session at 5:01 PM for the purpose of discussing one (1) item under Personal Matters Concerning an Identifiable Individual, including Municipal or Board Employees. <p style="text-align: right;">CARRIED – UNANIMOUS</p>
4.	Move Out of Closed Session at 6:03 PM
	The Open Session of Council began at 6:08 PM.
5.	Matters Arising Out of Closed Session
	<ul style="list-style-type: none"> Mayor Lojko reported that Council considered one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees. There was nothing to report out.
6.	Disclosure of Additional Items
	1. Council-FIN-2019-05 – Gan Steam Punk Festival – Council Grant Application
7.	Presentations / Awards / Deputations – None
8.	Mayor's Declaration – None
9.	Public Meetings
	1. Class III Development Permit – File No. DP2019-08 – Waterlot Adjacent to 235 South Street (Leeds Condominium Corp. #8) <ul style="list-style-type: none"> A Public Meeting was held regarding a Class III Development Permit – File No. DP2019-08. The Chair requested that the Manager of Planning and Development review Report Council CD-2019-09. The Chair asked members of Council if they had any questions or comments pertaining to the Application. There were none. The Chair asked members of the public if they had any questions or comments pertaining to the Application. There were none.

- The Chair asked the Applicants if they had any comments pertaining to their Application. The Applicants were present and had no comment.

Motion #2019-212 – Class III Development Permit Amendment – File No. DP2019-08 – Waterlot Adjacent 235 South Street – Leeds Condominium Corporation #8

Moved by: Councillor Harper

Seconded by: Deputy Mayor Osmond

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES DP2019-08, LEEDS CONDOMINIUM CORPORATION #8, WATERLOT ADJACENT TO 235 SOUTH STREET FOR AN AMENDMENT TO DOCKING FACILITIES PROVIDED THE CONDITIONS ARE MET, AS PRESENTED IN COUNCIL REPORT CD-2019-09.

CARRIED – UNANIMOUS

By-law No. 2019-098 – Amending Waterlot Lease Agreement – Leeds Condominium Corporation #8

Moved by: Councillor Harper

Seconded by: Deputy Mayor Osmond

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2019-098, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AMENDED WATERLOT LEASE AGREEMENT WITH LEEDS CONDOMINIUM CORPORATION #8, AS PRESENTED IN COUNCIL REPORT CD-2019-09.

CARRIED – UNANIMOUS

10. Unfinished / New Business – None

11. Consent Agenda

Moved by: Councillor Harper

Seconded by: Deputy Mayor Osmond

Be it resolved that the Motions listed on the Consent Agenda be passed accordingly:

MOTIONS:

#19-203 – Approval of Minutes – Tuesday, September 17, 2019

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE MINUTES OF TUESDAY, SEPTEMBER 17TH, 2019, MEETING.

#19-204 – Notice of Motion – Collecting and Recycling Styrofoam – Direction to Staff

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO INVESTIGATE THE FEASIBILITY OF COLLECTING AND RECYCLING STYROFOAM, AND BRING BACK A REPORT FOR THE COMMITTEE’S REVIEW AND CONSIDERATION.

#19-205 – Marina Master Plan Request for Proposals (RFPs) – Scope of Work

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO INCLUDE IN THE MARINA MASTER PLAN REQUEST FOR PROPOSALS (RFP) THE SCOPE OF WORK, AS PRESENTED IN COW REPORT RECM-2019-16;

AND FURTHER THAT THE RFP SCOPE OF WORK INCLUDES CONSIDERATION OF A BLUE FLAG DESIGNATION AND CONSULTATION WITH ROTARY CLUB REGARDING FUTURE DEVELOPMENT OF ROTARY PARK.

#19-206 – Waterlot Management and Development Policy – Direction to Staff

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO BRING FORWARD A REPORT WITH RESPECT TO WATERLOT MANAGEMENT AND DEVELOPMENT POLICY.

#19-207 – Capital Matters Pending

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE CAPITAL MATTERS PENDING UPDATE, AS PRESENTED IN COW REPORT FIN-2019-32.

#19-208 – Community Grants Applications – Intake Three (3) – Girls Inc.

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COMMUNITY GRANT OF \$650 TO GIRLS INC., TOWARD THE COST OF THE 2019 STEM PROGRAM, AS PRESENTED IN COMMITTEE OF THE WHOLE REPORT FIN-2019-33.

#19-209 – Community Grants Applications – Intake Three (3) – Gananoque Repair Café

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COMMUNITY GRANT OF \$425 TO THE GANANOQUE REPAIR CAFÉ TOWARD START UP COSTS, AS PRESENTED IN COMMITTEE OF THE WHOLE REPORT FIN-2019-33.

#19-210 – Community Grants Applications – Intake Three (3) – Gananoque and District Humane Society

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COMMUNITY GRANTS OF \$3,750 TO THE GANANOQUE AND DISTRICT HUMANE SOCIETY TOWARDS THE COST OF CONSTRUCTING A WINTERIZED QUARENTINE ROOM, AS PRESENTED IN COMMITTEE OF THE WHOLE REPORT FIN-2019-33.

#19-211 – Gananoque Public Library Quarterly Report

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE GANANOQUE PUBLIC LIBRARY QUARTERLY REPORT AS PRESENTED IN COW REPORT LIB-2019-03.

CARRIED – UNANIMOUS

12. Motions (Council Direction to Staff) – None

13. Notice Required Under the Notice By-law – None

14. Committee Updates (Council Reps)

- Councillors reported on activities / meetings that took place over the last two (2) week period.

15. Discussion of Additional Items

Council-FIN-2019-05 – Gan Steam Punk Festival – Council Grant Application (Report Distributed on October 1, 2019 and attached)

****Councillor O'Connor declared a pecuniary interest as he is a member of the Gan Steam Punk Festival Committee, and refrained from voting.**

Motion #19-213 – Gan Steam Punk Festival – Request for Council Grant

Moved by: Councillor Harper

Seconded by: Deputy Mayor Osmond

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COUNCIL GRANT IN THE AMOUNT OF \$2,500, FOR THE GAN STEAM PUNK FESTIVAL BEING HELD ON SATURDAY, OCTOBER 12TH, 2019, IN THE TOWN OF GANANOQUE, AS PRESENTED IN COUNCIL REPORT 2019-FIN-05.

CARRIED – UNANIMOUS, by those voting

16. Miscellaneous

Council-ED-2019-04 – Heritage Permit Application – 10 King Street East

Motion #19-214 – Heritage Permit Application – 10 King Street East

Moved by: Councillor Harper

Seconded by: Deputy Mayor Osmond

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A HERITAGE ALTERATION APPLICATION NO. H-2019-001 FOR 10 KING STREET EAST, AS PRESENTED IN COUNCIL REPORT ED-2019-04.

CARRIED – UNANIMOUS



Council Report – FIN-2019-05

Date: October 1, 2019

IN CAMERA

Subject: Gan Steam Punk Festival – Council Grant Application

Author: Melanie Kirkby, Treasurer

OPEN SESSION

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COUNCIL GRANT IN THE AMOUNT OF \$ _____, FOR THE GAN STEAM PUNK FESTIVAL BEING HELD ON SATURDAY, OCTOBER 12TH, 2019, IN THE TOWN OF GANANOQUE, AS PRESENTED IN COUNCIL REPORT 2019-FIN-05.

STRATEGIC PLAN COMMENTS:

Sector 1: Economic Prosperity – Strategic Initiative #1 - To create an economically prosperous and vibrant downtown business district.

Sector 6 – Governance – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations.

BACKGROUND:

On Monday, September 30th, 2019, the attached Council Grant Application for the Gananoque Steam Punk Festival was received by Staff.

Due to the time sensitivity, Mayor Lojko requested that the Application go directly to Council as the event is being held on October 12th, 2019, and the next scheduled Council meeting is October 15th, 2019.

INFORMATION/DISCUSSION:

Attached is the Gan Steam Punk Festival Business Plan for the festival.

As of September 30th, net revenues collected total \$976 and a Council Grant of \$2,500 will bring this to \$3,476. Net expenses are budgeted at \$2,800.

If the projected ticket sales are achieved, the total revenues, including a Council Grant of \$2,500 will total \$8,000 which would mean that the festival will make a profit of \$5,200. While ticket sales are still coming in, any profit would go towards seed funding for 2020.

This event has been advertised throughout Ontario and is expected to bring many visitors to Town.

To date Council has spent \$34,900 and committed \$12,000 to the Biodegradable food packaging grants, for a total of \$46,900 of the \$50,000 budget. The remaining balance is \$3,100 for 2019.

APPLICABLE POLICY/LEGISLATION:

By-law No. 2015-061, Council Grant Policy

FINANCIAL CONSIDERATIONS:

As described

CONSULTATIONS:

None

ATTACHMENTS:

By-law No. 2015-061 – Council Grant Policy

Council Grant Application – Gananoque Steam Punk Festival

Gananoque Steam Punk Festival Business Plan

APPROVAL	<p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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CORPORATION OF THE TOWN OF GANANOQUE

BYLAW NO. 2015-061

**BEING A BY-LAW TO ESTABLISH A
COUNCIL GRANT POLICY.**

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 Bylaw; and

AND WHEREAS the Municipal Act, S.O. 2011, c. 25, section 8 (1) provides in part that the powers of a municipality under the Municipal Act shall be interpreted to enable the municipality to govern its affairs as it considers appropriate.

NOW THEREFORE the Council of the Corporation of the Town of Gananoque hereby enact as follows;

1. That the Council Grant Policy attached hereto as Schedule 'A' and forming part of this by-law is hereby adopted.
2. That this by-law come into force and effect on the date of passing.

READ THREE TIMES and finally passed this 02nd day of June, 2013.



Mayor, Erika Demchuk



Clerk, Bonnie Dingwall



The Corporation of the Town of Gananoque

POLICY AND PROCEDURE MANUAL

POLICY NO.	ADM 17-2015	POLICY TYPE:	Administrative
AUTHORITY	Treasury Department	APPROVAL DATE:	June 2, 2015
		EFFECTIVE DATE:	June 2, 2015
		LAST REVISION DATE:	n/a
SUBJECT	Council Grant Policy		

1. PURPOSE:

The Town of Gananoque acknowledges the efforts of our local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations. Council Grant funding demonstrates Council's commitment to working with community organizations without eroding their strength and independence and encourages organizations to work toward financial self-sufficiency. The Council Grant program provides financial assistance to provide direct services, events or programs to the benefit of the residents of Gananoque.

This policy establishes eligibility requirements and the application process. Applicants are further encouraged to pursue other opportunities for financial support.

2. ELIGIBILITY CRITERIA:

Local organizations are eligible for a Town of Gananoque Council Grant if they are based within the Town of Gananoque delivering programs, events or services to the residents of Gananoque. Applicants must provide, a completed application form, a budget and a business plan demonstrating how their service, event or program will directly benefit the overall economy of Gananoque.

3. Ineligible Activities

The Council Grant Program is not intended to provide funding:

- To organizations with a political mandate, such as political parties or individual, citizen ratepayers associations, etc.;
- To individuals;
- To organizations that provide services or programs that are the responsibility of another level of government;
- To organizations indebted to the Town of Gananoque;
- To organizations who may be receiving municipal funding through other grants, rates subsidies, etc.; or
- For debt repayment

4. FUNDING CATEGORIES:

Recreation/Health and Wellness – is defined as those organizations offering athletic or leisure opportunities which promote a healthy life style and are not offered by the Municipality.

Civic - is defined as those organizations providing events or services promoting the Town of Gananoque which could be expected to bring economic and/or public relation benefits to the Town.

Social - is defined as those organizations offering a specific service (other than Recreational/Health and Wellness) to residents of the Town, which is not considered to be the responsibility of another level of government.

5. PURPOSE OF GRANT:

Grants may be provided to eligible activities as defined above, for:

- Activities/events that benefit the community as a whole and generally occurring within Town boundaries;
- Activities/events that directly benefit children or youth of the Town and/or aged friendly; or
- For programs, activities and events addressing a community need or contributing to the positive image of the Town.

6. COUNCIL GRANT APPLICATION:

Applications are available from the Municipal Office and/or the Town's website. Complete applications are due by the first municipal business day in November for the following year's budget process. Late submissions will be accepted pending the availability of funds, and will be reviewed by Council on a case by case basis.

- a) Applications will be accepted from organizations with an elected executive. Other organizations will be considered who have one of the following: - a constitution; a mission statement; a statement of purpose; and minutes showing an Annual General Meeting.
- b) All requests for funding must be accompanied by a fully completed "Council Grant Application" and must include:
 - b.1) a budget showing a list of anticipated revenues and expenditures;
 - b.2) a business plan showing what is entailed in the project or event and what the target population is, registration or entry fees, and anticipated number of participants, and the plan should also include a statement as to how and when the event will become self-sustainable; and
 - b.3) be forwarded to the Finance Department for inclusion in the following year's budget.
- c) Applications must be legible, completed in full, signed, and include all required documentation.

- d) Applications may be submitted not more than two (2) consecutive years; or three (3) in five years; excluding commitments already extended to certain organizations prior to the adoption of this policy.
- e) The maximum amount that can be applied for at any one application process is ten thousand dollars (\$10,000); excluding commitments already extended to certain organizations prior to the adoption of this policy.

7. VETTING PROCESS:

All applications received, by the Finance Department, for a Council grant will be circulated to the Senior Management Team for comment and vetted to ensure that there is no duplicate municipal funding and that the application meets the criteria of this policy.

Once vetted the request will be included in the budget process. If the application is received outside the budget process the application will be taken to, and considered by, Council for approval on a case-by-case basis.

All successful applicants must provide accreditation/recognition to the Town of Gananoque in their promotional material for the funding received.

8. REPORTING REQUIREMENTS:

Successful applicants shall be required to submit an accounting of all grant dollars received within sixty (60) days after the event; or by year end whichever comes first. Said report shall include but not limited to: a financial statement showing how the grant was utilized, a summary of the event indicating how successful it was, local and regional attendance, age demographic of participants and attendees, and how the project or event benefitted the Town of Gananoque residents.

Failure to file the required report will disqualify the possibility of any future funding for any event or project the applicant may be involved in/with.

9. ACCESS TO INFORMATION:

As Council Grants are provided from public funds the application process is open for public review, including the application and any documents attached thereto.

10. RECORDS RETENTION:

All records relative to Council grants will be kept, as part of the budget documents, in accordance with the Town's Records Retention Policy.

COUNCIL GRANT APPLICATION

(PLEASE PRINT CLEARLY)

Organization Name:	
Purpose of Grant: (Specify what the grant will be used for)	
Date:	Application Year:
Name of Person Completing the Application:	Title of Person Completing Application:
Contact Information:	Phone #:
	Mailing Address:
	Email:
Signing Officer's Name: (Please print clearly)	
Signature:	
Other Funding or Reduced Rates Received: (Please check off)	
Community Grant <input type="checkbox"/> Reduced Facility Rate <input type="checkbox"/> P.O.P. Funding <input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/>	
Please specific any other funding received from other sources:	
Funding Applied For: (Please check which type of funding)	
Recreation/Health and Wellness <input type="checkbox"/> Civic <input type="checkbox"/> Social <input type="checkbox"/>	

ATTACHMENTS: The following items must be attached.


- Proposed Budget – showing all revenues and expenditures.
- Business Plan – in the business plan please include a description on how this application benefits the Town and its residents.

Please Submit Application to: mkirkby@gananoque.ca; or Town of Gananoque, 30 King St E., PO Box 100, Gananoque, ON K7G 2T6. Please direct questions to: Melanie Kirkby at 613-382-2149 Ext. 1124; or mkirkby@gananoque.ca

FOR TOWN USE ONLY:
Circulated to Management Team: Yes ____ No ____
Attach any comments before adding to the Council Agenda – Date of Council Meeting _____, 20

COUNCIL GRANT APPLICATION

(PLEASE PRINT CLEARLY)

Organization Name: 1000 Islands Steam Punk Festival Inc.	
Purpose of Grant: (Specify what the grant will be used for) The grant will be used to cover the cost of Gan Steam Punk Festival entertainment and promotion.	
Date: 12 October, 2019	Application Year: 2019
Name of Person Completing the Application: Pam Hudson	Title of Person Completing Application: Chairperson
Contact Information:	Phone #: 613-329-9778
	Email: gansteampunk@gmail.com
	Mailing Address: 249 Pine Street Gananoque, Ontario K7G 1C9
Signing Officer's Name: (Please print clearly) Pamela Forsyth Hudson	Signature: 
Other Funding or Reduced Rates Received: (Please check off)	
Community Grant <input type="checkbox"/> Reduced Facility Rate <input type="checkbox"/> P.O.P. Funding <input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/>	
Please specific any other funding received from other sources: Private loan by Mayor Ted Lojko. Gananoque Boatline sponsorship. TIAP sponsorship. Gala ticket sales.	
Funding Applied For: (Please check which type of funding)	
Recreation/Health and Wellness <input checked="" type="checkbox"/> Civic <input type="checkbox"/> Social <input type="checkbox"/>	

ATTACHMENTS: The following items must be attached.

- Proposed Budget – showing all revenues and expenditures.
- Business Plan – in the business plan please include a description on how this application benefits the Town and its residents.

Please Submit Application to: mkirkby@gananoque.ca; or Town of Gananoque, 30 King St E., PO Box 100, Gananoque, ON K7G 2T6. Please direct questions to: Melanie Kirkby at 613-382-2149 Ext. 1124; or mkirkby@gananoque.ca

FOR TOWN USE ONLY:

Circulated to Management Team: Yes _____ No _____

Attach any comments before adding to the Council Agenda – Date of Council Meeting _____, 20



2019 Business Plan

Pam Hudson, Festival Chairperson
gansteampunk@gmail.com

September 2019

Executive Summary

The Gan Steam Punk Festival is a family-friendly event that welcomes the local community and tourists and members of the steampunk community from throughout Ontario and Quebec. The steampunk culture is one inspired by 19th-century technology and design from the British Victorian and the American 'Wild West' Era and has a vast community akin to communities involved in historical reenactment. The steampunk community is inspired by science fiction and fantasy of the late 19th and early 20th century, as found in the writing of authors Jules Verne and H. G. Wells and more recently can be seen in films like *Hugo* and *Wild Wild West*. Because of its strong ties to industrial era technology and its strong arts community Gananoque makes for an excellent host for a steampunk festival and would benefit the community both economically and culturally.

The event will take place in downtown Gananoque on October 12th from 1:00pm to Midnight and will include:

- **The Mad Professor's Playground**
- **High Tea with Charlie Donovan at the Library**
- **A Magic, Minstrels and Makers Market**
- **A Photo Booth**
- **A Victorian Walking Tour & Scavenger Hunt**
- **A Mini Makers Lab at the Arts & Crafts Collective**
- **Merchants of King Street; and**
- **The Octopus' Garden Gala with entertainment and an Electro-Swing dance.**

Our Mission

The 1000 Island Steam Punk Festival will plan, organize and coordinate an annual SteamPunk Festival in Gananoque and the 1000 Island Region. Its mission is to promote the arts and culture of the region and build tourist interest in the region in the fall shoulder season.

Our Objectives

To provide a unique cultural experience to the community.

To draw the steampunk community in Ontario and Quebec to the town of Gananoque.

To inspire others with the innovative and historic attributes of steampunk.

The Gan Steam Punk Festival was conceptualized by Susan Halle in consultation with counselor Dennis O'Connor. In the early months of 2019 Susan developed a comprehensive plan for the festival and with private backing was able to develop a logo and marketing materials. In the spring, promotion began through Social Media and through Su's attendance at Steampunk Events throughout Eastern Ontario. The interest in the Gan Steam Punk Festival quickly grew a following of over 2,000 on social media. The Festival was incorporated as a not for profit on May 27th once a volunteer board was secured with Pam Hudson as Chairperson, Lorraine Payette as Secretary and Dennis O'Connor as Treasurer. Susan Halle remained in the role of Coordinator. A bank account was established in early August and the organizing

body was then able to proceed with fundraising, entertainment and vendor booking, invitations to buskers, volunteer recruitment and further promotion.

Event Requirements

Facilities

Access to public washrooms and air-conditioned space at the Gananoque Public Library, the Visitor Centre, the Arts & Crafts Collective and the Royal Theatre.

Staffing

Event Organizers. Community volunteers. Town Crier. Vendors. Entertainers. **Town council and emergency services.**

Security and Health & Safety

Gananoque Town Police, Gananoque Fire Department (made aware of event).

Production

Sound equipment will be provided by event organizers.

Legal and Insurance

Coverage provided through community partners.

Marketing & Communications Plan

The event will be promoted through MyFM through sponsorship of the Thousand Islands Accommodation Partners, social media of the body and all partners, posters and rack cards, and local papers. Graphic design services are being volunteered by Susan Halle and Pam Hudson. The library will provide small run printing.

Financial Plan & Considerations

Our event is made financially viable and achievable through the joint partnership of community organizations with both paid and volunteer staff. Income streams will be made possible through vendors, revenue from the evening gala, grants and sponsorship.

Economic Impact Estimation

The event will continue to add to the vibrant character of the town.

Management

April & May – Electro-swing DJ booked from Montreal and research for additional entertainers. Prospective steampunk communities reached. Entry in tourism guide. Promotional materials circulated. Incorporation of 1000 Islands Steampunk Festival.

June, July & August – Banking arranged. Gala location and partners confirmed. Festival revised for one day with focus to raise funds for a greater event in following years.

September – Finalization of entertainers and vendors. Increased promotion with posters, radio, social media posts. Release of scheduled events.

October – Confirmation calls to partners, vendors and entertainers. 1 **DAY PRIOR** Event setup. Schedule management. Event take down. Library: 3pm Town Park: 5pm Arts & Crafts Co.: 5pm Royal Theatre:

Sunday morning.

The committee will communicate and collaborate to complete individual tasks with bi-weekly meetings. Three weeks prior to the festival meetings will occur weekly.

Evaluation of Outcomes

Outcomes will be measured against objectives through attendance and a survey. A report will be provided to all partners with a financial statement, marketing successes, with survey information and attendance details.

Risk Factors

Weather

Should poor weather affect the outdoor celebration, outdoor elements will be relocated to the library or the Royal Theatre where attendance will be monitored to meet fire code regulations.

Health, Safety and Security

Organizers request the support of the town police and the fire department. Staff and volunteers will be on hand who are trained in First Aid and CPR, Child and Infant First Aid and CPR, and Mental Health First Aid.

Finances

Should a shortfall be identified, organizers will reach out to other groups for sponsorship.

Reputation

The event will be well organized and promoted. Susan Halle has background in Public Relations and Marketing, Graphic Design; and Parks, Recreation and Leisure. She has firsthand experience with steampunk and related festivals throughout Ontario and Quebec that she attends as a vendor for her business *Triptastica!* Her relationship with the organizer of the Coldwater Steampunk Festival has secured a dependable guide and contact for Gananoque's own steampunk festival. Pam Hudson has previous success and experience as the organizer for library programs and events, as Artistic Director from 2016-2018 for the 1000 Islands Writers Festival, co-organizer of the Joel Stone Birthday Celebration, and as an organizer of Pegasus Soccer in Gananoque from 2015-2018. She also has a background in Communications and Graphic Design.

Audience

Daytime venues will be fully accessible and will appeal to all ages. Evening venues will be monitored for adults and will be fully accessible.



Proposed 2019 Budget

Expenses

DJ Semira (Gas and 4 hours performance)	\$250
Escape Room	\$350
Storyteller/MC Professor Taelstrom	\$200
Musician Doug Gilford	\$100
Promotional Materials	\$1,000
Miscellaneous props, decor, prizes	\$500
Royal Theatre	\$300
Light refreshments for Tea with Charlie	\$100
Total Expenses:	\$2,800

Revenue

Gan Boat Line Donation	\$500
Ticket sales for Gala (to date)	\$176
Potential sales for Gala	\$3,300
Vending Fees (to date)	\$200
Potential fees for vending	\$600
Library partnership for tea	\$100
Grant requested from Town of Gananoque	\$2,500
Total Revenue as of September 30th	\$,976
Revenue with Town Grant	\$3,476
Potential 2019 Festival Revenue	\$7,000

GAN STEAM PUNK FESTIVAL & OCTOPUS' GARDEN GALA

DAYTIME SCHEDULE

1:00 – 5:00 P.M.

- + Mad Professor's Playground
- + High Tea With Charlie at The Library
- + Magic, Minstrels and Makers Market
- + Photo Booth
- + Victorian Walking Tour & Scavenger Hunt
- + Mini Makers Lab
- + Merchants of King Street

OCTOPUS' GARDEN GALA

8:00 P.M. – 12:00 A.M.

- + Electro Swing Dance Party
- + Fashion Contest & Entertainment

Gala Tickets \$22



SATURDAY, OCTOBER 12TH, 2019

Gananoque, Ontario

gansteampunk.ca

gansteampunk@gmail.com





GAN STEAM PUNK FESTIVAL & OCTOPUS' GARDEN GALA

SATURDAY, OCTOBER 12TH, 2019

Gananoque, Ontario

gansteampunk.ca
gansteampunk@gmail.com

GAN STEAM PUNK FESTIVAL EVENTS

SATURDAY, OCTOBER 12TH, 2019

OCTOPUS' GARDEN GALA

Dress for excess at our evening gala with lively entertainment and a dj playing the very best of international electro swing and dance classics.

Royal Theatre Thousand Islands
8:00 p.m. to 12:00 a.m. Doors open: 7:30 p.m. Tickets: \$22
Advance Tickets: www.royaltheatre.ca
75 King Street East, Gananoque, Ontario Box Office: 613-382-5000
Box Office Hours: Tuesday to Saturday from 1:00 - 5:00 p.m.

DAYTIME SCHEDULE

1:00 - 5:00 p.m.

Experience the magic of Gananoque's Victorian era industrial charm. Throughout the day enjoy a fabulous lineup of fun while discovering our island playground.

- Town Crier's Welcome & Mad Professor's Playground - 30 King St East
- High Tea with Charlie - Gananoque Public Library, 100 Park St
- Magic, Minstrels and Makers Market - The Royal Theatre
- Photo Booth - The Royal Theatre
- Victorian Walking Tour and Scavenger Hunt, Tickets: \$5 - The Royal Theatre
- Mini Makers Lab, Arts & Crafts Collective - 161 King St E
- Merchants of King Street

GEARING UP FOR THE FESTIVAL?

Follow us on Facebook for more activities and updates including the Silver Cinema Steampunk PA Day - Friday, September 27th at 1:00 p.m.

HUGO is showing for \$7 / \$5 with a combo.

A STEAM activity with the Gananoque Public Library will follow.

