



Downtown Business Improvement Area (BIA) Board

UNADOPTED MINUTES

Held on Wednesday February 1, 2024 at 6:30 PM

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

| BOARD MEMBERS PRESENT | | STAFF PRESENT |
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| Chair: | Randall Smith, Vice-Chair | Melanie Kirkby, Treasurer |
| Members: | Councillor David Osmond | Lynsey Zufelt, Recording Secretary |
| | Lesley Poole, Treasurer | Amanda Trafford, Economic Development & Cultural Heritage Coordinator (Online) |
| | Carolyn Harding | |
| | Lisa Robichaud, Chair (Online) | |
| Regrets: | Ryan Chartrand | |

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| 1. | Call Meeting to Order |
| | Vice Chair, Randall Smith, called the meeting to order at 6:35PM. |
| 2. | Disclosure of Pecuniary Interest & General Nature Thereof |
| 3. | Approval of Minutes (Adoption) – January 17, 2024 |
| | <p>BIA Motion #2024-003 – Approval of Minutes – January 17, 2024</p> <p>Moved By: Lesley Poole Seconded By: David Osmond</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPROVE THE MINUTES OF THE JANUARY 17, 2024 MEETING.</p> <p style="text-align: right;">- CARRIED</p> |

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| 4. | Public Question/Comment – None |
| 5. | Disclosure of Additional Items |
| | 1. BIA Board Secretary advised Members of Board of Director resignations received from Shannon Treanor and Kathrine Christensen. |
| | 2. Amanda Trafford, Economic Development & Cultural Heritage Coordinator, advised the Board of potential grants for the proposed 2024 BIA Budget, which will be discussed at the next regular meeting. |
| 6. | Delegations – None |
| 7. | Presentations by Staff – None |
| 8. | Treasurer’s Report |
| | BIA Board Treasurer Lesley Poole outlined the 2024 Budget for discussion. |
| 9. | Unfinished Business – 2024 BIA Budget |
| | BIA Motion #2024-004 – Approval of Minutes – January 17, 2024 |
| | Moved By: David Osmond Seconded By: Lesley Poole |
| | BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ACCEPT THE 2024 DRAFT BIA BUDGET, AS AMENDED, TO BE PRESENTED AT THE AGM WITH A LEVY AMOUNT OF \$47,610. |
| | - CARRIED |
| 10. | Correspondence |
| | 1. OBIAA Newsletter – 25 January 2024 |
| | 2. Town of Gananoque Council News – 16 January 2024 |
| 11. | New Business/Reports |
| | 1. 2024 Event Planning – April 8 Eclipse |
| | 2. 2024 Annual General Meeting (AGM) |
| | BIA Motion #2024-005 – 2024 Annual General Meeting (AGM) |
| | Moved By: Carolyn Harding Seconded By: Lesley Poole |
| | BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD DIRECT STAFF TO SCHEDULE THE 2024 ANNUAL GENERAL MEETING (AGM) AT [MAVERICK’S] ON THURSDAY, MARCH 7 TH , 2024 AT 6:30 PM. |
| | AND FURTHER, APPROVE A BUDGET OF \$250 TO OFFER REFRESHMENTS. |
| | - CARRIED |

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| 12. | Discussion of Additional Items |
| | <p data-bbox="245 136 1386 207">BIA Motion #2024-006 – Recommendation to Amend By-law No. 2023-016 – Appointments to the BIA Board</p> <p data-bbox="245 262 1276 296">Moved By: Carolyn Harding Seconded By: Lesley Poole</p> <p data-bbox="245 306 1433 527">BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD RECOMMEND THAT COUNCIL AMEND BY-LAW 2023-016, APPOINTMENTS TO THE BUSINESS IMPROVEMENT AREA (BIA) BOARD OF DIRECTION, TO REMOVE SHANNON TREANOR AND KATHRINE CHRISTENSEN FROM THE BOARD OF DIRECTORS FOR THE REMAINDER OF THE TERM OF COUNCIL (2023-NOVEMBER 14, 2026).</p> <p data-bbox="1252 537 1446 569" style="text-align: right;">- CARRIED</p> |
| 13. | Next Meeting – AGM Thursday February 1, 2024 |
| 14. | Questions from the Media |
| 15. | Adjournment |
| | BIA Motion #2024-07 – Adjournment – February 1, 2024 |
| | <p data-bbox="245 867 808 900">Moved By: Councillor David Osmond</p> <p data-bbox="245 955 1442 1026">BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BAORD ADJOURN THE FEBRUARY 1, 2024 MEETING AT 7:42PM.</p> <p data-bbox="1252 1037 1446 1068" style="text-align: right;">- CARRIED</p> |
| | The BIA Board Meeting adjourned at 7:42 PM. |
| <p data-bbox="126 1360 659 1394">_____ Randal Smith, Vice-Chair</p> | <p data-bbox="727 1360 1295 1394">_____ Lynsey Zufelt, Recording Secretary</p> |