



**Downtown Business Improvement Area (BIA) Board
UNADOPTED MINUTES**

Held on Thursday, April 6th 2023 at 4:45PM Closed Session
and 5:00PM Open Session

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

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Members:	Randall Smith, Vice-Chair	Shellee Fournier, CAO
	Ray Stedman, Treasurer	Amanda Trafford, Economic Development & Cultural Heritage Coordinator (Online)
	Carolyn Harding	David Armstrong, Manager of Public Works (Online)
	Councillor David Osmond	Lynsey Zufelt, Recording Secretary
Regrets:	Lisa Robichaud, Chair	
	Kathrine Christensen	

1.	Call Meeting to Order
	Vice-Chair, Randall Smith called the meeting to order at 4:53 PM.
2.	Closed Meeting of the BIA Board
	Move into Closed Session
	Moved by Vice-Chair Randall Smith that the Downtown Gananoque BIA Board, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 4:53 PM for the purpose of discussing: <ul style="list-style-type: none"> 1. One (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees with respect to additional appointments to the BIA Board. <p align="right">CARRIED – UNANIMOUS</p>
3.	Move Out of Closed Session at 4:57 PM
	The BIA Board Resumed the Open Session at 5:00 PM

4.	Reporting Out of Closed Session – Matters Arising
	<p>A Closed Meeting was held. The BIA Board discussed one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees. The following was considered:</p> <p>BIA Motion #23-010 – Appointment to the Downtown Gananoque BIA Board</p> <p>Moved By: Ray Stedman Seconded By: Carolyn Harding</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD RECOMMEND THAT COUNCIL APPOINT THE FOLLOWING MEMBER TO THE BIA BOARD:</p> <ol style="list-style-type: none"> 1. Lesley Poole, Pistachio Café; 2. Ryan Chartrand, Homebody; and 3. Shannon Treanor, Lighthouse Provisions <p style="text-align: right;">CARRIED – UNANIMOUS</p>
5.	Public Question/Comment (Only Addressing Reports on the Agenda) – None
6.	Disclosure of Additional Items – None
7.	Delegations – None
8.	Presentations by Staff (Others)
	<p>At this time, Public Works Manager David Armstrong invited the BIA Board to ask questions regarding the Commercial Curbside Recycling Collection Changes, as previously circulated notice to BIA Board Members. It was generally agreed that the Board members would seek out options for recycling pick-up such as: partner with another local commercial entity to access their recycle bin; contact the Town’s recycling contractor for pricing for a bin to be placed in Pine Street parking lot for example; look at various means of collection and disposal at an approved transfer site.</p>
9.	Adoption of Minutes
	<p>BIA Motion #23-011 – Approval of Minutes - February 8, 2023</p> <p>Moved By: Ray Stedman Seconded By: David Osmond</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA ADOPT THE MINUTES OF THE FEBRUARY 8TH 2023 MEETING.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
10.	Unfinished Business – None
11.	Correspondence
	<ol style="list-style-type: none"> 1. Facebook Post/Article from CTV News Showcasing 1000 Islands Wanderer featuring BIA Business Beggars Banquet Books
	<ol style="list-style-type: none"> 2. Town Council News – March 21, 2023

12.	New Business/Reports
	<p>BIA Motion #23-012 – Set Regular Meeting Schedule Moved By: David Osmond Seconded By: Ray Stedman</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD SET THE REGULAR MEETING SCHEDULE ALTERNATING AS THE SECOND WEDNESDAY AND SECOND THURSDAY OF EACH MONTH, STARTING WITH WEDNESDAY MAY 10, 2023 AT 6:30PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	<p>BIA Motion #23-013 – Spring 2023 Event Moved By: Carolyn Harding Seconded By: Ray Stedman</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD DIRECT STAFF TO ASSIST WITH THE COORDINATION AND ADVERTISING OF A SPRING BIA EVENT TAKING PLACE ON THE MAY LONG WEEKEND.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
13.	Next Regular Meeting – Wednesday, May 10, 2023 at 6:30 PM
14.	Questions from the Media – None
15.	Adjournment
	<p>BIA Motion #2023-014 – Adjournment Moved By: Ray Stedman</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ADJOURN THE APRIL 6TH, 2023 MEETING AT 6:37 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
<p>_____ Randall Smith, Vice-Chair</p>	<p>_____ Lynsey Zufelt, Recording Secretary</p>