



**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	

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

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	

	<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>

	<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>
<hr/> Kathrine Christensen, Acting Chair	<hr/> Lynsey Zufelt, Recording Secretary