THE CORPORATION OF THE TOWN OF



Tourism Advisory Panel Minutes (TAP)

On Monday, August 21, 2023 at 3:00PM In Person Town Hall Council Chambers (2nd Floor)

PANEL MEMBERS PRESENT		STAFF COUNCIL PRESENT
Chair:	Councillor Matt Harper	Melanie Kirkby, Treasurer
	Brett Christopher	Amanda Trafford, Economic Development and
		Cultural Heritage Coordinator
	Peter Sweet	
	Graeme Brown	
	Trusha Tanna	
	Ted Lojko	
Regrets:	Councillor David	
	Osmond	
Non-	Jan Murray	
Voting		

1.	Call Meeting to Order – The Chair called the meeting to order at 3:02pm	
2.	Disclosure of Pecuniary Interest & General Nature Thereof	NONE
3.	Motion #2023-026 – Approval of Minutes – June 19, 2023	
	Moved by: Brett Christopher Seconded by: Peter Sweet BE IT RESOLVED THAT THAT TOURISM ADVISORY PANEL APPROVES THE MINUTES FROM THE JUNE 19, 2023 TAP MEETING.	
		CARRIED
4.	Public Question/Comment (Only Addressing Items on the Agenda)	NONE
5.	Disclosure of Additional Items	NONE
6.	Delegations	NONE
7.	Presentations by Staff/Others	NONE
8.	Municipal Accommodation Tax – Treasurer, Melanie Kirkby	

1. MATTAX statement

- Next due date is October 31st
- Melanie will send paid grants to date information to the TAP members.

9. New Business - TAP Applications

MATTAP Motion #2023-027 – Fund the Downtown BIA Gananoque Festival of Lights

Moved by: Ted Lojko Seconded by: Trusha Tanna

BE IT RESOLVED THAT THE TOURISM ADVISORY PANEL (TAP) APPROVES THE REQUEST FOR FUNDING FROM THE DOWNTOWN GANANOQUE BIA FESTIVAL OF LIGHTS, IN THE AMOUNT OF \$10,000, SUBJECT TO ALL REQUIRED DOCUMENTS RECEIVED UNDER THE MUNICIPAL SPECIAL EVENTS AND FACILITY BOOKING POLICY AND APPROVALS FROM THE TOWN.

CARRIED

Jazz Age Event

- The applicant attended the meeting and discussed postponing the event to next year.
- Current application was withdrawn.
- Will submit new application once new date has been selected.

MATTAP Motion #2023-028 – Fund the South Alley Market

Moved by: Brett Christopher Seconded by: Graeme Brown

BE IT RESOLVED THAT THE TOURISM ADVISORY PANEL (TAP) APPROVES THE REQUEST FOR FUNDING FROM THE SOUTH ALLEY MARKET, IN THE AMOUNT OF \$2,000, SUBJECT TO ALL REQUIRED DOCUMENTS RECEIVED UNDER THE MUNICIPAL SPECIAL EVENTS AND FACILITY BOOKING POLICY AND APPROVALS FROM THE TOWN.

CARRIED

10. | Correspondence - NONE

11. Unfinished Business

- How TAP will allocate their funding and definition of terms
 - Discussion regarding shoulder seasons and what that mean in terms of dates.
 - The group discussed and agreed upon June 15th September 15th to be the busy season in Gananoque.

	 September 16th – June 14th considered the shoulder season. 		
	 The group discussed allocating 90% of the TAP budget to 		
	products/events and 10% of the budget each year for infrastructure		
	projects.		
	 This will be discussed again and decided upon at the next meeting. 		
	 Discuss TAP Application and implement changes 		
	 Amanda will distribute the current TAP funding application and the 		
	Community Grants Application information.		
	 Each member compile suggested revisions for the TAP Application and 		
	return to Amanda to compile the information.		
	 Will discuss revision at the next meeting. 		
12.	2. Discussion of Additional Items		
	Poker Run website for Gananoque is out of date and contains information for		
	businesses that are no longer in business.		
	 Amanda to reach out and request updating. 		
13.	Next Meeting – September 11 th , 2023 at 3:00pm.		
13.	Next Meeting – September 11 , 2023 at 3.00pm.		
14.	MATTAP Motion #2023-029 – Motion to Adjourn		
	Moved by: Peter Sweet		
	BE IT RESOLVED THAT THE TOURISM ADVISORY PANEL (TAP) ADJOURNS ITS MEETING HELD ON AUGUST 21, 2023 AT 4:24 PM.		
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CARRIED