

The Corporation of the Town of



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

Held on Wednesday May 11th 2022 at 6:00 PM
At Laverne's Eatery, 21 King Street East Gananoque

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Members:	Lisa Robichaud	Amanda Trafford, Business Coordinator
	Ray Stedman	Lynsey Zufelt, Recording Secretary
	Ted Lojko	
	Sarah Preston	
	Randall Smith	
Regrets:	Shawna Singers	
	Darren Towriess	
	Veronica Fitzgerald	
	Kathrine Christensen	

1.	Call Meeting to Order The Chair called the meeting to order at 6:22PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Approval of Minutes – Wednesday, April 13th and May 4th, 2022
MOTION BIA-2022-011	
	<p>Moved By: Ray Stedman Seconded By: Randall Smith</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) BOARD ADOPT THE MINUTES OF THE WEDNESDAY, APRIL 13TH AND WEDNESDAY MAY 4TH, 2022 MEETINGS.</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"> • Lynsey – Stop Gap Accessibility – Meeting with representative May 17 @12:00PM to discuss the potential of requesting accessibility ramps for downtown businesses
6.	Delegations – None
7.	Presentations by Staff (Others) – None
8.	Unfinished Business
	<ol style="list-style-type: none"> 1. BIA Board Mandate Discussion – Board Member Sarah Preston read aloud the draft proposal that Kathrine Christensen had provided. There being members of the sub-committee absent from the meeting, the Board decided to discuss further at the next meeting. 2. Indigenous Wall Mural – Board Member Ted Lojko updated the group on the progress of the Wall Mural project. An artist is still needed and the location of the mural is yet to be determined.
Motion – BIA-2022-012	
	<p>Moved By: Lisa Robichaud Seconded By: Ray Stedman</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) BOARD ESTABLISH A SUB-COMMITTEE TO ENGAGE WITH ARTISTS AND PROPERTY OWNERS TO FIND A LOCATION FOR THE MURAL.</p> <p style="text-align: right;">- CARRIED</p>
9.	Correspondence – None
10.	New Business/Staff Reports
	<ol style="list-style-type: none"> 1. Grant Application – Staff Member Amanda Trafford updated the Board with a list of projects slated for funding if the Town is successful in securing through RT09. The list includes: Fountain, Lighting, WiFi, and many other beautification projects. 2. Confederation Park Fountain Feature – The Board next heard two motions brought forth by Ted Lojko.
Motion – BIA-2022-013	
	<p>Moved By: Lisa Robichaud Seconded By: Ray Stedman</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVES AN EXPENDITURE FROM THE BIA RESERVE OF UP TO \$15,000 CONDITIONAL ON APPROVAL OF A SIMILAR AMOUNT BY TAP, TIAP AND ROTARY CLUB FOR THE PURCHASE OF A WATER FOUNTAIN FEATURE FOR CONFEDERATION PARK POND.</p>

	<p>AND FURTHER, IF FUNDING IS APPROVED FOR THE FOUNTAIN PROJECT, THE FUNDS BE RETAINED WITHIN THE BIA RESERVE BUDGET.</p> <p style="text-align: right;">- CARRIED</p>
Motion – BIA-2022-014	
	<p>Moved By: Randall Smith Seconded By: Sarah Preston</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVES AN EXPENDITURE FROM THE BIA RESERVE FOR UP TO \$5,000 FOR THE INSTALLATION OF FLOODLIGHTS TO LIGHT UP THE DAMN/WATERFALLS IN CONFEDERATION PARK.</p> <p>AND FURTHER, IF FUNDING IS APPROVED FOR THE WATERFALL (DAM) LIGHTING PROJECT, THE FUNDS BE RETAINED WITHIN THE RESERVE BUDGET.</p> <p style="text-align: right;">- CARRIED</p>
	<p>3. BIA Enhancements were discussed including street flag banners. Pricing from previous orders were brought forth by staff and</p>
Motion – BIA-2022-015	
	<p>Moved By: Lisa Robichaud Seconded By: Sarah Preston</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVES AN EXPENDITURE FROM THE BIA RESERVE FOR UP TO \$5,000 FOR THE INSTALLATION OF FLOODLIGHTS TO LIGHT UP THE WATERFALLS (DAM) IN CONFEDERATION PARK.</p> <p>AND FURTHER, IF FUNDING IS APPROVED FOR THE WATERFALL (DAM) LIGHTING PROJECT, THE FUNDS BE RETAINED WITHIN THE RESERVE BUDGET.</p>
	<p>4. BIA Easter Event Report – Overall, the Easter event was a success. The budget was low and those present noted that the amount of families that made it out and to see the childrens’ smiles when they met the remarkable Easter Bunny, was absolutely worth it. An area of improvement was to better inform BIA businesses about the details of the event. Staff updated the BIA contact list, but will venture out to each location to retrieve each business contact information, rather than just the building owners.</p>
	<p>5. Les FestivÎLES – The Board discussed the ways that the BIA can support the festival and what can be done throughout the season to show appreciation for our French tourist guests.</p>
11.	Discussion of Additional Items
	<ul style="list-style-type: none"> • Town Square – Dates and timelines for use were discussed

12.	Next Meeting – Wednesday, June 8, 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 May 11th 2022 meeting at 7:40 PM.</p> <p style="text-align: right;">- CARRIED</p>
<p>_____ Lisa Robichaud, Chair</p>	<p>_____ Lynsey Zufelt, Recording Secretary</p>