



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

**Held in Person (& Online via WebEx) at Town Hall 30 King Street East  
Wednesday February 8<sup>th</sup>, 2023 at 6:00 PM**

<b>COMMITTEE MEMBERS PRESENT</b>		<b>STAFF PRESENT</b>
<b>Members:</b>	Lisa Robichaud, Chair	Lynsey Zufelt, Recording Secretary
	Ray Stedman	Amanda Trafford, Business Coordinator (Online)
	Carolyn Harding	
	Randall Smith	
	Kathrine Christensen (Online)	
	Councillor David Osmond	
<b>Others Present:</b>	Jan Murray, Executive Director, 1000 Islands Gananoque Chamber of Commerce	
	John Beddows, Mayor	

<b>1.</b>	<b>Call Meeting to Order</b> Chair, Lisa Robichaud called the meeting to order at 6:05 PM.
<b>2.</b>	<b>Welcome and Introduction</b> At this time, the Acting Chair, Lisa Robichaud briefly introduced those in attendance.
<b>3.</b>	<b>Adoption of Minutes</b>  <b>BIA Motion #2023-04 – Approval of AGM Minutes - February 1, 2023</b> <b>Moved By:</b> Ray Stedman <b>Seconded By:</b> Randall Smith  BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA ADOPT THE MINUTES OF THE FEBRUARY 1ST 2023 AGM MEETING.  <span style="float: right;">- CARRIED</span>
<b>*** BIA Board Member Carolyn Harding joined the meeting at 6:11PM ***</b>	
<b>4.</b>	<b>Public Question/Comment (Only Addressing Reports on the Agenda)</b>  <ul style="list-style-type: none"> <li>• Jan Murray, Executive Director, 1000 Islands Gananoque Chamber of Commerce, inquired about the Notice circulated to BIA properties regarding</li> </ul>

	<p>waste and recycling collection to seek information on behalf of the businesses.</p> <ul style="list-style-type: none"> <li>• Written correspondence was received from BIA Member Jeannie Catchpole was received as public comment. Acting Chair requested that Councillor Osmond read aloud the email from Ms. Catchpole.</li> </ul>
<b>5.</b>	<b>Disclosure of Additional Items</b>
	Councillor Osmond reported that the Council is looking at amending the Mobile Canteen By-law.
<b>*** Staff Member Amanda Trafford joined the meeting remotely at 6:32PM ***</b>	
<b>6.</b>	<b>Appointment of Executive</b>
	At this time, nominations were received for BIA Board Executive positions.
	<p><b>BIA Motion #2023-05 – Appointment of Executive</b>  <b>Moved By:</b> Kathrine Christensen      <b>Seconded By:</b> Carolyn Harding</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPOINT THE FOLLOWING MEMBERS TO THE EXECUTIVE:</p> <ol style="list-style-type: none"> <li>1. LISA ROBICHAUD, CHAIR</li> <li>2. RANDALL SMITH, VICE-CHAIR</li> <li>3. RAY STEDMAN, TREASURER</li> </ol> <p style="text-align: right;">- CARRIED</p>
<b>7.</b>	<b>Presentations by Staff (Others) – None</b>
<b>8.</b>	<b>New Business/Reports</b>
<b>2021 Audited Financial Statements</b>	
	<p><b>BIA Motion #2023-06 – 2021 Audited Financial Statements</b>  <b>Moved By:</b> David Osmond      <b>Seconded By:</b> Carolyn Harding</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ACCEPTS THE 2021 AUDITED FINANCIAL STATEMENTS AS PREPARED BY KPMG.</p> <p style="text-align: right;">- CARRIED</p>
<b>Direct Staff to Apply for RED Funding</b>	
	<p><b>BIA Motion #2023-07 – Direct Staff to Apply for RED Funding</b>  <b>Moved By:</b> David Osmond      <b>Seconded By:</b> Kathrine Christensen</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD DIRECT STAFF TO APPLY FOR THE NEXT INTAKE FOR RED FUNDING IN PARTNERSHIP WITH THE TOWN OF GANANOQUE, UNDER THE REVITALIZATION STREAM.</p> <p>AND FURTHER, THAT THE DOWNTOWN GANANOQUE BIA CONTRIBUTE UP TO \$10,000 TOWARDS THE PROJECT.</p>

<b>Annual OBIAA Membership Renewal</b>	
	<p><b>BIA Motion #2023-08 – Direct Staff to Renew Annual Membership with OBIAA</b>  <b>Moved By:</b> David Osmond      <b>Seconded By:</b> Kathrine Christensen</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD DIRECT STAFF TO RENEW MEMBERSHIP WITH ONTARIO BUSINESS IMPROVEMENT AREA ASSOCIATION (OBIAA) IN THE FEE AMOUNT OF \$275.51 FOR THE YEAR 2023.  - CARRIED</p>
<b>9.</b>	<b>Correspondence</b>
	Correspondence (& Survey) was received regarding Gananoque Public Transit Bus Service. The Chair invited BIA Board, Members and Staff, to take the Survey.
<b>10.</b>	<b>Next Regular Meeting – Set Meeting Regular Schedule</b>
	The BIA Board had generally agreed to hold monthly meetings on the second Wednesday at 6:00PM. Due to a scheduling conflict in the month of March, the Board Members decided upon Wednesday March 15 at 7:00PM at Laverne’s.
<b>11.</b>	<b>Questions from the Media – None</b>
<b>12.</b>	<b>Adjournment</b>
	<p><b>BIA Motion #2023-09 – Adjournment</b>  <b>Moved By:</b> Randall Smith</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ADJOURN THE FEBRUARY 8, 2023 MEETING AT 7:40PM.  - CARRIED</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr/>           Lisa Robichaud, Chair         </div> <div style="width: 45%; text-align: center;"> <hr/>           Lynsey Zufelt, Recording Secretary         </div> </div>	