



Downtown Business Improvement Area (BIA) Board

UNADOPTED MINUTES

Held on Thursday June 8th at 6:30 PM

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

BOARD MEMBERS PRESENT		STAFF PRESENT
Members:	Lisa Robichaud, Chair	Lynsey Zufelt, Recording Secretary
	Shannon Treanor	Amanda Trafford, Economic Development & Cultural Heritage Coordinator
	Lesley Poole	
	Carolyn Harding	
	Councillor David Osmond	
	Ryan Chartrand	
Regrets:	Randall Smith, Vice-Chair	
	Kathrine Christensen	

1.	Call Meeting to Order
	Chair, Lisa Robichaud called the meeting to order at 6:32 PM
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Closed Meeting of the BIA Board
	Move into Closed Session
	Moved by Carolyn Harding that the Downtown Gananoque BIA Board, moves into Closed Session at 6:33 PM for the purpose of discussing one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees.
	CARRIED – UNANIMOUS

	Move Out of Closed Session at 6:36 PM
4.	Reporting Out of Closed Session – Matters Arising
	A Closed Meeting was held. The Downtown Gananoque BIA Board discussed one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees regarding the Resignation of Ray Stedman as BIA Treasurer. The following matter was considered:
	<p>BIA Motion #23-019- Recommendation to Amend By-law 2023-016 – Appointments to the BIA Board</p> <p>Moved By: David Osmond Seconded By: Lesley Poole</p> <p>BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD RECOMMEND THAT COUNCIL AMEND BY-LAW 2023-016, APPOINTMENTS TO THE BUSINESS IMPROVEMENT AREA (BIA) BOARD OF DIRECTION, TO REMOVE RAY STEDMAN FROM THE BOARD OF DIRECTORS FOR THE REMAINDER OF THE TERM OF COUNCIL (2023-NOVEMBER 14, 2026).</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
5.	Approval of Minutes – May 10, 2023
	<p>BIA Motion #23-021 – Approve Minutes – May 10, 2023</p> <p>Moved By: Lesley Poole Seconded By: Carolyn Harding</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPROVE THE MINUTES OF THE MAY 10, 2023 MEETING.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
6.	Public Question/Comment (Only Addressing Reports on the Agenda) – None
7.	Disclosure of Additional Items – None
8.	Delegations – None
9.	Presentations by Staff (Others) – None
10.	Unfinished Business
	At this time, the Board Members discussed the survey (BIA Motion #23-016 Direction to Staff – Survey BIA Members’ Recycling Needs) to be circulated to BIA members exploring options for recycling solutions.
*** Ryan Chartrand left the meeting at 6:47 PM ***	
11.	Correspondence
	1. OBIAA Newsletter – Discussion – to be circulated to BIA
	2. Town News – Council Highlights May 16, 2023

12.	New Business/Reports
	1. Event Planning – Construction Holiday/Les FestivÂLES
	2. Social Media – BIA Collaboration Stories
	<p>BIA Motion #2023-022 – Form Sub-Committee to Create BIA Collaboration Stories</p> <p>Moved By: Lisa Robichaud Seconded By: Lesley Poole</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD FORM A SUB-COMMITTEE COMPRISED OF SHANNON TREANOR, AND AMANDA TRAFFORD, TO CREATE BIA COLLABORATION STORIES ON SOCIAL MEDIA.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	3. BIA Treasurer
	<p>BIA Motion #2023-023 – Appoint BIA Board Treasurer</p> <p>Moved By: Carolyn Harding Seconded By: David Osmond</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD APPOINT THE FOLLOWING MEMBER TO THE EXECUTIVE AS TREASURER:</p> <p style="padding-left: 40px;">1. LESLEY POOLE</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
13.	Discussion of Additional Items
	<p>BIA Motion #2023-024 – Purchase Gift Card for Ray Stedman</p> <p>Moved By: Carolyn Harding Seconded By: Shannon Treanor</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARDPURCHASE A GIFT CARD IN THE AMOUNT OF \$100.00 FOR RAY STEDMAN, TO RECOGNIZE HIM FOR HIS YEARS OF SERVICE TO THE BIA AS TREASURER.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
14.	Next Regular Meeting – Wednesday, July 12, 2023 at 6:30 PM
15.	Questions from the Media – None
16.	Adjournment
	<p>BIA Motion #2023-025 – Adjournment</p> <p>Moved By: David Osmond</p> <p>BE IT RESOLVED THAT THE DOWNTOWN GANANOQUE BIA BOARD ADJOURN THE JUNE 8TH, 2023 MEETING AT 7:49 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>

Lisa Robichaud, Chair

Lynsey Zufelt, Recording Secretary