



**Downtown Business Improvement Area (BIA) Board
UNADOPTED MINUTES
Held online via Webex - Wednesday June 8th 2022 at 6:00 PM**

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Members:	Lisa Robichaud, Chair	Amanda Trafford, Business Coordinator
	Ray Stedman	Lynsey Zufelt, Recording Secretary
	Ted Lojko	Shellee Fournier, CAO
	Shawna Singers	Sgt. Rich Swann, Gananoque Police
	Randall Smith	
	Sarah Preston	
	Veronica Fitzgerald	
Regrets:	Kathrine Christensen	
	Darren Towriess	

1.	Call Meeting to Order The Chair called the meeting to order at 6:04 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None At this time, Sgt. Swann from the Gananoque Police Department discussed Community Safety with the BIA Board Members due to a recent break-in & theft at a BIA establishment. Sgt. Swann spoke to the ongoing work being done to complete the investigation, as well as providing safety tips and suggestions. Staff will communicate this to the BIA Members for information. *** Randall Smith arrived at 6:06PM *** *** Ted Lojko arrived at 6:08PM ***
3.	Approval of Minutes (Adoption)
Motion #2022-021 – Approval of Minutes – May 11th 2022	
	Moved By: Sarah Preston Seconded By: Ted Lojko BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE THE MINUTES OF THE MAY 11 TH 2022 MEETING. <p style="text-align: right;">- CARRIED</p>

4.	Public Question / Comment (Only Addressing Reports on the Agenda)
5.	Disclosure of Additional Items
6.	Delegations – None
7.	Presentations by Staff (Others) – CAO Shellee Fournier provided the Board with an update on the progress of the Mural Panel Project Agreements between the Town and artists Shane Goudreau and Mallory Bishop Brown. Video was shared to show the progress made on this project with the students at Gananoque Secondary School.
8.	Unfinished Business
	1. Mural Panel Project: Shellee turned the floor over to Muralist Shane Goudreau who outlined the concept for his Mural which will include lots of colour, characters and depictions of the Gananoque Secondary School students' ideas.
9.	Correspondence – None
10.	New Business/Reports
	1. BIA Board Approval of Artist Concept for Mural Panels – Shane Goudreau's Mural Concept
Motion #2022-022 – Approve Concept for Shane Goudreau's Mural	
	Moved By: Lisa Robichaud Seconded By: Randall Smith BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE SHANE GOUDREAU'S CONCEPT FOR THE GARDEN ALLEY MURAL PANEL PROJECT. <p style="text-align: right;">- CARRIED</p>
	2. BIA Board Approval of Artist Concept for Mural Panels – Mallory Bishop Brown's Mural Concept: The BIA Board received a presentation at this time, from Mallory Bishop Brown, who provided conceptual drawings for her portion of the Mural Panel Project to be showcased at the Visitor's Centre, and to be completed with the help of her intermediate students at Gananoque Intermediate Secondary School.
Motion #2022-023 – Approve Concept for Mallory Bishop Brown's Mural	
	Moved By: Ray Stedman Seconded By: Ted Lojko BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE MALLORY BISHOP BROWN'S CONCEPT FOR THE VISITOR'S CENTRE MURAL PANEL PROJECT. <p style="text-align: right;">- CARRIED</p>
	3. Social Media Plan – Increasing Instagram Posts: The BIA Board discussed the importance of regular, fairly represented and scheduled social media posts.

	4. Stop Gap – Improving Accessibility in the Downtown: Staff connected with the Stop Gap Foundation Creator for the purpose of connecting the BIA for improvements to downtown accessibility.		
	5. Bilingual Hospitality Campaign – Les FestivÂLES: Staff discussed the French Festival which will be taking place mid-Summer. For the occasion, BIA businesses will be offered resources to help improve French tourism. The next BIA newsletter will include some tips and resources for BIA constituents for simple ways to improve our level of service and communication for our French speaking visitors.		
	6. Street Flags – Wave Style		
Motion #2022-024 – Approve Concept for Street Flags (Wave Style)			
	Moved By: Randall Smith Seconded By: Ray Stedman BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE THE CONCEPT FOR THE WAVE-STYLE STREET FLAGS. <p style="text-align: right;">- CARRIED</p>		
11.	Discussion of Additional Items		
12.	Next Meeting – Wednesday, June 8, 2022 at 6:00PM		
13.	Questions from the Media – None		
14.	Adjournment		
	Moved by: Randall Smith Be it resolved that the Downtown BIA Board hereby adjourns the June 8 th , 2022 meeting at 7:28 PM. <p style="text-align: right;">- CARRIED</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: none;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Lisa Robichaud, Chair </td> <td style="width: 50%; border: none;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Lynsey Zufelt, Recording Secretary </td> </tr> </table>		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Lisa Robichaud, Chair	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Lynsey Zufelt, Recording Secretary
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