

## MINUTES

### Business Improvement Area December 5<sup>th</sup>, 2023 162 Woodchester Ave, Bracebridge

#### 1) CALL TO ORDER

Chair – L. Alexander called the meeting to order at 6:35pm and the following board members were recorded as being present.

**Attendees:** L. Alexander  
M. Baudendistel  
C. Jordan  
A. Brown  
P. Veloira  
D. Vernon, Town of Bracebridge, Councillor (via Zoom)

**Absent** M. Dorbyk,  
B. Hammond, Town of Bracebridge, Councillor  
K. Luker

**Guest** NIL

**Staff:** T. Larkman, BIA Manager  
J. Clancy – Town of Bracebridge – Economic Development Manager

#### 2) DECLARATION(S) OF PECUNIARY INTEREST

NIL

#### 3) CONFIRMATION OF PREVIOUS MINUTES

- a) BIA Board reviews previous meeting minutes from October 17<sup>th</sup>, 2023, and the following adjustment is needed to the attendees as D. Vernon was not at the meeting.

**Motion:** To approve the meeting minutes from the Board of Management meeting held on October 17<sup>th</sup>, 2023, with the adjustment to the attendance.

**Moved by:** P. Veloira

**Seconded by:** A. Brown

**CARRIED**

#### 4) FINANCIAL REVIEW

T. Larkman provides the board with a copy of the current financial reports, see appendix “A” for details. As per the report main spending for the past month included Seasonal Light Repairs, Event spending for Festival of the Lights, annual general members meeting. The following discussions occurred.

- a) **Seasonal Lights Displays** – T. Larkman does indicate she had some issues finding a contractor to put up the seasonal lights and had to ask the Town of Bracebridge to assist the Town agreed to help but we will need to look at putting together a RFQ to see if a contractor can be found to complete the removal and install moving forward. Cost to the BIA is the rental of the lift that the town had to use. T. Larkman also mentions that the cost to fix lights

have also increased significantly this year and are now approximately \$500 per light to fix which has doubled.

- b) Detour Signs** – T. Larkman indicates that the new requirements from the District of Muskoka have been challenging and the BIA is going to need to look at purchasing many of the signs needed for the detours. Festival of the Lights there were not enough signs and we had issues getting the signs we needed, and insurance was also an issue as the person brought on to do the work needed specific insurance which the BIA had to cover at a cost of \$1701.00 for the year. T. Larkman does indicate that bringing a person in to complete the detours was the only way that we could have executed the road closure but does have concerns about Fire and Ice and the number of signs it is going to require and how these signs will be stored. M. Baudendistel wonders if the house on Kimberely that the Town of Bracebridge used could be used? D. Vernon will reach out to the town to see if the house is even available.

**Motion:** To approve current financial report as presented.

**Moved by:** C. Jordan

**Seconded by:** K. Luker

**CARRIED**

**5) STAFF ACTIVITY REPORT**

T. Larkman provides the BIA Board with her monthly activity report. See appendix “B” for details. Board discussed downtown events.

**a) Festival of the Lights**

Board discusses Festival of the Lights and how it went. T. Larkman said overall it was a great night and seemed like the busiest one to date. There was some confusion on the timing of the fireworks, and it was felt that perhaps it could happen a bit later as once the fireworks occurred many people left. Better signage is also needed that can clearly state the timing of the fireworks. The train was a huge hit. There were more challenges this year with the main stage entertainment as Jam Sandwich double booked but have booked them for next years event to ensure that does not happen again.

**b) Gift Card Launch**

The gift card launch was successful with the members. The Town has developed a marketing plan, and the materials and new images will be rolling out over the coming few weeks. We have seen some bulk orders already and new members signing up regularly.

**c) Fire and Ice Update**

- Sponsorship funds are slowly coming in we are \$14,250 to date which is less that 2023 event but still working on securing a few more sponsors.
- Online ticket saes with Bandwango are on track to launch mid December.
- The BIA has run into issued with the Ontario Federation of Snowmobile Clubs (OFSC) and the use of their grooming equipment. As the groomer is owned by the province and because of this any use other than for grooming trails is classified as unlawful use of the equipment. The Town of Bracebridge is currently in discussions with the local club and OFSC head office and the Town Insurance provider to try and come up with a solution. Insurance and Liability are the main concerns, and it is the hope of the Town that additional insurance might be a way get the use of the machine. The team is not needing to look at other options in case the use of the groomer is not an option.

- **Volunteers** – The new volunteer portal for the event is up and running and we have already secured 30 volunteers for the event. It is less labour intensive and allows volunteers to self register for the event and for the activities they are interested in.
- **9 Ontario Street** – The committee has asked T. Larkman to reach out to the property manager to see if it could use this vacant building for a warming centre. T. Larkman has indicated she has placed the request in but has not heard back yet.
- **Marketing** – Explorer’s Edge partnership for \$5000 is going to occur again and T. Larkman indicates that she has brought on one of the committee members to manage the social media for the event.

**6) SEASONAL FLOWERS AND MAINTENANCE CONTRACT**

T. Larkman indicates RFQ was out for 3 weeks and received just 1 quote back from First Pillar Property Maintenance. The quote is within budget, 38,500+HST and our budget is 41,700.00. The contract if approved would be a 2-year contract with the option to extend for 3<sup>rd</sup> year.

**Motion:** To approve the two -year contract with the option to extend one year from M. Brazier of First Pillar in the amount of \$38,500 plus HST to execute the seasonal flowers and maintenance contract.

**Moved by:** M. Baudendistel

**Seconded by:** P. Veloira

**CARRIED**

**7) HEALTH AND SAFETY**

T. Larkman indicates that she had not concerns.

**8) COUNCIL UPDATE**

- D. Vernon indicates that the skating rink has been approved to stay open.
- New for Annie Williams Park is a labyrinth that the public is going to be able to enjoy.
- Council is looking to approve a speed limit reduction to 40km within the town limit for town roadways. This does not include district roads.
- Feeding of wildlife bylaw is expected to be approved at the next council meeting.

**9) MEMBERS CONCERNS**

- a) **Late Night Shopping** - M. Baudendistel has concerns about the limited number of businesses that committed to late night holiday shopping. Indicated that the advertising was done and yet only a few remained open. Suggesting that we look at offering incentives to businesses that do stay open. Ideas included creating a draw and those that stay open will be entered to win. The board also feels that adding other activities in the holiday season to give reasons for people to come in the evening as right now other than the parade and Festival of the lights the middle weekend does not give enough incentive for a business to remain open.
- b) **Santa Claus Parade** – Board had issues with garbage after the parade. With the number of people attending, it and it now being on a Friday night it should be required that the parade empty the garbage as it leaves quite the mess for weekend after the event. The BIA has always been responsible for emptying the bins after an event and this should be part of their approval proves. Also, with the snowfall the parking spaces and sidewalks were a mess

from kids playing on the banks and pushing the snow all over the place. Is there a way to have that tidied up if we do need to deal with that in the future? T. Larkman to reach out to the parade organizers with their concerns.

- c) **Canada Summer Jobs Grant** – Board directs T. Larkman to investigate the summer jobs grant.

#### **SCHEDULING OF NEXT MEETING**

The next Board of Management scheduled the next meeting for January 9<sup>th</sup>, 2024, for the annual General Members meeting. Meeting adjourned 8:10pm

# Appendix "A"

## **BIA FINANCIAL REVIEW** **BIA Board Meeting – December 5<sup>th</sup>, 2023**

Comments below are based on the BIA budget reports that were run on December 1<sup>st</sup>, 2023.

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### **REVENUE**

#### **Fire and Ice Revenue**

Ontario Reconnect – \$8,069.00 has been confirmed and is in the process of being transferred have notified finance so the full amount was received.

**Detour Sign Grant** – Just in the process of submitted had to wait until last event so that I could do the application for all the events.

### **EXPENSES**

#### **Regular Monthly bills**

- BIA Wage & Deductions
- Storage Unit Rental
- Office Rental –
- Security Camera's
- Office Phones / Internet – Lakeland Energy

#### **General Advertising –**

- Gift Certificate Redemption
- Seasonal Ads

#### **Other Branding**

- Shop the Bridge Gift Card Partnership - \$2000

#### **Seasonal Lights Repair / Install - \$4744.25**

Increase cost in the repair of the seasonal lights – New cost \$666 up from 500 last year and up almost 50% since 2021.

**Events** – Each event charged to cover insurance of putting out detour signs.  
Canada Day / Midnight Madness/Festival of the Lights and Fire and ice

#### **Festival of the Lights**

Town of Bracebridge paid for the invoice, so BIA transferred funds as a partnership. Over budget due to due to the additional Road Closure signs I had to purchase.

#### **Members Meeting – \$1446.77**

Cost to host the Annual General Members meeting

#### **BIA Mileage**

Covered the cost for events and to drive Christmas Lights down and back

#### **OUTSTANDING PURCHASED GIFT CERTIFICATES**

**\$4790.00**

### **OTHER COMMENTS**

NIL

### **CORRECTIONS TO GL CODES**

**Office Supplies** – Showing Lakeland Energy for Office internet and phones went out of this account and will request an adjustment.

**TOWN OF BRACEBRIDGE**  
**Budget Variance Report**



**BRACEBRIDGE**  
*The Heart of Muskoka*

GL5070

Page : 1

Date : Dec 01,2023

Time : 9:11 am

Budget Type : BUDGET VALUES

Fiscal Year : 2023 Period : 11

Account Code : ??-?-820000-????? To ??-?-820000-?????

Acct Code	Acct Desc	CC1	CC2	CC3	Current Month	Year to Date	Budget Amt	Variance	% Variance
<b>REVENUE</b>									
<b>820000 BIA</b>									
01-1-820000-19999	BIA Tax Levy				-200,451.35	-200,451.35	-200,000	451.35	-0.23
01-1-820000-29060	BIA Municipal Grant				0.00	-5,000.00	-5,000	0.00	0.00
01-1-820000-29066	BIA Reconnect Ontario Grant				0.00	-18,830.00	-26,900	-8,070.00	30.00
01-1-820000-30000	BIA Rev from District				0.00	0.00	-3,600	-3,600.00	100.00
01-1-820000-45113	BIA Midnight Madness Revenue				0.00	0.00	-1,500	-1,500.00	100.00
01-1-820000-45115	BIA Canada Day Revenue				-3,000.00	-3,000.00	-1,200	1,800.00	-150.00
01-1-820000-45118	BIA Fire & Ice Revenue				0.00	-95,290.81	-37,400	57,890.81	-154.79
01-1-820000-80000	BIA Misc revenue				0.00	0.00	-5,000	-5,000.00	100.00
<b>Total BIA</b>					<b>-203,451.35</b>	<b>-322,572.16</b>	<b>-280,600</b>	<b>41,972.16</b>	<b>-14.96</b>
<b>Total REVENUE</b>					<b>-203,451.35</b>	<b>-322,572.16</b>	<b>-280,600</b>	<b>41,972.16</b>	<b>-14.96</b>
<b>EXPENSE</b>									
<b>820000 BIA</b>									
01-2-820000-10001	BIA Wages FT				3,985.50	45,833.25	52,010	6,176.75	11.88
01-2-820000-10002	BIA Wages PT/Contract				0.00	0.00	3,000	3,000.00	100.00
01-2-820000-15000	BIA EHT				77.72	930.32	1,010	79.68	7.89
01-2-820000-15001	BIA WSIB				117.58	1,407.45	1,530	122.55	8.01
01-2-820000-15002	BIA EI				90.94	1,088.58	1,190	101.42	8.52
01-2-820000-15003	BIA CPP				221.12	2,646.41	2,890	243.59	8.43
01-2-820000-15004	BIA OMERS				358.70	4,293.79	4,680	386.21	8.25
01-2-820000-15006	BIA Ext Health Benefits				0.00	3,804.71	4,900	1,095.29	22.35
01-2-820000-30002	BIA Office supplies				0.00	2,799.01	1,630	-1,169.01	-71.72
01-2-820000-30005	BIA Memberships				0.00	624.52	650	25.48	3.92
01-2-820000-30006	BIA Training/Conferences				0.00	1,728.24	1,700	-28.24	-1.66
01-2-820000-30007	BIA Mileage				0.00	1,289.73	1,200	-89.73	-7.48
01-2-820000-30009	BIA Office Phones/Internet				0.00	1,406.83	2,400	993.17	41.38
01-2-820000-30012	BIA Misc Expenses				0.00	1,019.68	500	-519.68	-103.94
01-2-820000-30014	BIA Minor Capital				0.00	1,725.24	1,700	-25.24	-1.48
01-2-820000-30015	BIA Member Meetings				0.00	0.00	750	750.00	100.00
01-2-820000-30024	BIA Website				0.00	1,446.77	500	-946.77	-189.35
01-2-820000-32900	BIA Office rent/lease				400.20	4,331.73	5,030	698.27	13.88
01-2-820000-32901	BIA Storage rent/lease				659.40	4,286.11	3,600	-686.11	-19.06
01-2-820000-39021	BIA Fire and Ice Festival				0.00	72,026.43	81,300	9,273.57	11.41
01-2-820000-39027	BIA Festival of Lights				7,331.79	8,281.56	6,000	-2,281.56	-38.03
01-2-820000-39028	BIA Midnight Madness				425.25	17,575.93	13,500	-4,075.93	-30.19
01-2-820000-39029	BIA General Advertising				0.00	4,620.81	7,000	2,379.19	33.99
01-2-820000-39030	BIA Other - Branding				2,000.00	2,000.00	2,500	500.00	20.00
01-2-820000-39031	BIA Planters & Flowers				0.00	35,010.53	39,000	3,989.47	10.23
01-2-820000-39032	BIA Seasonal Decorations				0.00	371.42	1,000	628.58	62.86
01-2-820000-39034	BIA Webcam Project				0.00	2,988.72	3,630	641.28	17.67
01-2-820000-39035	BIA Cultural Beautification				0.00	8,203.52	8,500	296.48	3.49
01-2-820000-39036	BIA Canada Day				425.25	6,362.29	4,000	-2,362.29	-59.06
01-2-820000-39037	BIA Downtown Snowremoval				0.00	4,638.12	8,000	3,361.88	42.02
01-2-820000-39130	BIA Seasonal Lights Repair/Install				4,744.05	6,677.49	8,500	1,822.51	21.44

**TOWN OF BRACEBRIDGE**  
**Budget Variance Report**



**BRACEBRIDGE**  
*The Heart of Muskoka*

GL5070

Page : 2

Date : Dec 01,2023

Time : 9:11 am

**Budget Type :** BUDGET VALUES

**Fiscal Year :** 2023    **Period :** 11  
**Account Code :** ??-?-820000-?????    **To** ??-?-820000-?????

Acct Code	Acct Desc	CC1	CC2	CC3	Current Month	Year to Date	Budget Amt	Variance	% Variance
<b>EXPENSE</b>									
01-2-820000-39130	BIA Seasonal Lights Repair/Install				4,744.05	6,677.49	8,500	1,822.51	21.44
01-2-820000-50003	BIA Tax Write-Offs				355.49	2,900.65	2,000	-900.65	-45.03
01-2-820000-76000	BIA Trans to Reserves				0.00	0.00	4,800	4,800.00	100.00
<b>Total BIA</b>					<b>21,192.99</b>	<b>252,319.84</b>	<b>280,600</b>	<b>28,280.16</b>	<b>10.08</b>
<b>Total EXPENSE</b>					<b>21,192.99</b>	<b>252,319.84</b>	<b>280,600</b>	<b>28,280.16</b>	<b>10.08</b>
<b>Report Total</b>					<b>-182,258.36</b>	<b>-70,252.32</b>	<b>0</b>	<b>70,252.32</b>	<b>0.00</b>

**TOWN OF BRACEBRIDGE**  
**General Ledger Detail**



Fiscal Year : 2023  
 Account : 01-4-000600-60012 To 01-4-000600-60012  
 Period : 1 To 11  
 Application : AP To

Account Code	CC1	CC2	CC3	Account Name	Opening Balance	Debit	Credit	Balance
<b>FUND</b>	1							
<b>CLASS</b>	4	LIABILITY		<b>Voucher Prd Year App Ref #</b>				
<b>CATEGORY</b>	600	Miscellaneous Clearing Accounts						
01-4-000600-60012		Clearing - BIA			-4,725.00			-4,725.00
PETTY CASH - OTHER;01.06.23 BIA;GIFT CERTIFICATE REDEMPTIONS				1 1 2023 AP 19748		305.00		
PETTY CASH - OTHER;01.10.23 F&I FLOATS;FIRE & ICE FLOATS				1 1 2023 AP 19748		7,500.00		
R#124064;R:GIFT CERTS;CX #:442;N:SANSOM MEDICINE PROFESSIONAL				10 1 2023 CR D#9498			-2,250.00	
R#124174;R:FIRE & ICE REVENUE & FLOAT RETURN;				25 1 2023 CR D#9517			-7,500.00	
EL PUEBLITO MEXICAN RESTAURANT;02.16.23;GIFT CARD REDEMPTION				18 2 2023 AP 00665-0029		330.00		
PETTY CASH - OTHER;02.02.23 - BIA;PETTY CASH EXPENSES TO FEB 16				18 2 2023 AP 19837		275.00		
PETTY CASH - OTHER;03.02.23 BIA;BIA PETTY CASH - FEBRUARY GIFT C				28 3 2023 AP 19852		495.00		
PETTY CASH - OTHER;04.14.23-BIA;PETTY CASH - GIFT CERTIFICATE RE				45 4 2023 AP 19881		315.00		
PETTY CASH - OTHER;06.09.23-BIA;PETTY CASH REDEMPTION OF GIFT				84 6 2023 AP 19931		175.00		
PETTY CASH - OTHER;06.23.23-BIA;PETTY CASH RECONCILIATION				98 6 2023 AP 19954		250.00		
R#127395;R:SPORTSPLEX PROMO;CX #:105;N:PAUL & LEA KANE;				206 6 2023 CR D#9700			-490.00	
PETTY CASH - OTHER;08.18.23-BIA;BIA PETTY CASH AUGUST 2023 - GIF				139 8 2023 AP 20001		125.00		
PETTY CASH - OTHER;09.23-BIA;BIA PETTY CASH GIFT CERTIFICATE RE				169 9 2023 AP 20030		125.00		
ALGONQUIN OUTFITTERS SWIFTY'S SURF & SNOW SHOP;09.29.23-GIFT				169 9 2023 AP 20021		280.00		
<b>Cost Center Total</b>					<b>-4,725.00</b>	<b>10,175.00</b>	<b>-10,240.00</b>	<b>-4,790.00</b>
<b>01-4-000600-60012 Account Total</b>					<b>-4,725.00</b>	<b>10,175.00</b>	<b>-10,240.00</b>	<b>-4,790.00</b>
<b>Category Total</b>					<b>-4,725.00</b>	<b>10,175.00</b>	<b>-10,240.00</b>	<b>-4,790.00</b>
<b>LIABILITY Total</b>					<b>-4,725.00</b>	<b>10,175.00</b>	<b>-10,240.00</b>	<b>-4,790.00**</b>
<b>OPERATING Total</b>					<b>-4,725.00</b>	<b>10,175.00</b>	<b>-10,240.00</b>	<b>-4,790.00****</b>
<b>REPORT TOTAL</b>					<b>-4,725.00</b>	<b>10,175.00</b>	<b>-10,240.00</b>	<b>-4,790.00</b>





**BIA MONTHLY ACTIVITY REPORT  
DECEMBER 2023**

TO: BIA Board of Management

FROM: BIA Administrative Coordinator, T. Larkman

SUBJECT: Monthly Activity Report – November/December

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It has been an extremely busy few months. With many projects and deadlines that I am working through.

**PAST ACTIVITIES**

**1) Holiday Season Activities**

From Mid November – December has been extremely busy with the promotional activities and kicking of that included.

**a) Launch of the new Shop the Bridge Gift Card**

The new Town of Bracebridge Gift card launched. The Town of Bracebridge held 2 training sessions at Bracebridge Hall and again Virtually and the card was launched during Festival of the Lights on November 17<sup>th</sup>.

To date the following businesses have signed up. I will be pushing this program as well as out visiting members to go over the card as I have had a few that require additional hand holding.

To date there has been 42 businesses sign up for the Gift Card program. Of those businesses. 27 are BIA Businesses / 15 non-BIA Businesses

**BIA Members**

- Algonquin Outfitters
- Annex
- Baristah Coffee
- Basilico
- Bracebridge Hall
- Britton Gallery
- CR Flowers
- El Pueblito
- F in Shop
- Little Black Bow
- Kala House of Colour
- Marigold Unique Flavour
- Minds Alive! Toys Games & Books
- Muskoka Collective
- Muskoka Olive Oil Co. & North Country Fudge
- Muskoka Paint and Decorating
- Parkwood Chiropractic Centre
- PD Murphy Jewellers
- Pure Muskoka

- Raiment Loft
- TEA...ON THE 45TH... GIFTS
- The Cottage Winery
- The Oven Muskoka
- The Pedicure Room
- Tuffy's Natural Pet Store
- Unique Muskoka
- Worth Repeating

#### NON-MEMBERS

- Bracebridge Barrelhouse
- Cerebro-Myo
- Climb Muskoka
- Col Mitchell Art
- Hairquarters Studio & Harmony Spa
- Heron's Nest Studio Gallery
- Hive Muskoka
- NEOB Lavender
- Johnson's Cleaning
- Kind Cactus Massage
- Muskoka Arts & Crafts
- Muskoka Brewery
- Muskoka Laser Spa
- Northern Escapades Mini Putt
- Sublime Graphics

#### **Festival of the Lights**

Overall, the event went extremely well from a logistics side. Due to current timeframe, I have not had an opportunity to receive feedback from members however the activities were well received. Activities included - Activities will occur on the street from 6pm -9pm. The timing of the event went well however the Fireworks at 8pm we find that people leave the area directly after. Moving the time earlier is difficult as many families cannot get downtown until around 6pm. Discussion of Fireworks time might be needed to see if we can push it out a little bit more.

#### **Activities**

- **Living Window** – Continue to be a great success however this year Bracebridge School of Ballet was only able to commit to 10 windows and they wanted to be within the closed off section only. These limited which businesses could sign up.

**BIA MONTHLY ACTIVITY REPORT  
DECEMBER 2023**

- **Lea & Paul Kane** – Roasting Marshmallows – Was busy all night – Need to plan in place at end of the night to get the firepit removed as we forgot to put the coals out as the event ended and had to wait quite some time before it could move.
- **Fill a Cruiser** – Went over well they collected a full cruiser of toys.
- **Illuminated Fire Truck** – Overall great but has some challenges with finding a space on the street. I had asked them if they would be willing to set up in front of Saunders and they felt it was too far from the Ontario Street Corner and they were concerned if they needed to get away quickly. So,
  - we settled on where they were last year. However, it does block businesses. Only other option we look at is put it right at the corner of Ontario Street and maybe look at moving the stage to a different area of the street or convince them that Saunders is the best spot and is not much further.
- **Holiday Train** – Was a huge success but they were over an hour ½ late due to troubles with their transport trailer not having working lights. They did eventually arrive, and the families loved it. They adjusted the price for the time they had not arrived.
- **Food Vendors** – Only had Kitchen's Butter Tarts and Lions Club on the Street for food and do feel that this was the right amount. Most people are not coming down to eat.
- **Entertainment** –
  - RONNO - Jam Sandwich was not available this year due to double booking. We utilized Ronno the Childs Entertainer – Who had a great performance however had some issues with his computer near the end of the performance as it had gotten wet when the snow/shower came thru. This is the 2<sup>nd</sup> year that we had issues with computer systems in the cold. It is recommended that we only use entertainers that just require the basics for all winter events. With that in mind I have already reserved Jam Sandwich for next year.
  - Liam Kearny was also amazing and would ask him back for this event as well as other events.
  - Neil Hutchinson who also did a great job but played to no one as the Fireworks had finished. So, we need to either adjust the fireworks or consider just playing music via the sound system.
- **Marketplace** – I did bring any outside vendors and feel that was the right decision.
- **Set Up / Clean Up / Volunteers**

**Detour Plan** – As planned the BIA hired Jeff Dewettering to execute the plan. Jeff was trained in book 7 and has committed to doing all BIA events. Issues did arise in the 11<sup>th</sup> hour it was determined the Jeff is no longer classified as a volunteer as we were paying him and due to that would require additional insurance to be on the roadway. The BIA has covered the insurance which is good for 1 year. Other issues that came up is having enough detour signs to complete the plans.

**Considerations / Concerns.**

- Purchasing vs Renting – Sign grant was a one-time grant. The Town of Bracebridge does not own enough signs, and borrowing from Fowlers may not be an option in the future.
- Storage if we acquire all these signs and keeping track of the signs.

**Event Set Up / Clean Up** – Overall went well however some challenges with the train being late was an issue. We hired 3 men to set the stage and did event pickups throughout the day. We relied on the Town Truck and my truck to set up the street however this made for a long day for set up and clean up. My recommendation moving forward is to rent a cube van. A cube van would save time and energy with the set up and clean up of the event.

**SEASONAL DECORATIONS & OTHER CHRISTMAS ACTIVITIES**

Seasonal Decorations were installed by Tanya List and at team from Cut Flowers. We did request if changing it up for 2023 could be done so that a winter selfie all be painted but due to the fall weather it was determined that something like that would need to be done in summer due to the size of the panels. So, for this year we continued with the greenery. Prior to work being completed I did reach out to several BIA members – Mimosa, CR Flowers if they would be interested in doing the job and it was declined. For 2024 a RFQ can go for new artwork if this is a direction from the board.

**2) FIRE AND ICE FESTIVAL**

Fire and Ice Festival is in full planning mode. Group is meeting weekly.

Sponsorship: Goal \$14,000 current - \$14, 250

Norstar	<b>\$5,000</b>
JSW	<b>\$4,000</b>
Lakeland Network	<b>\$2,500</b>
Simcoe Block	<b>\$1,000</b>
Bobcat of Muskoka	<b>\$1,000</b>
Taboo	<b>\$500</b>
Bonnie Lake - Great Blue Resorts	<b>\$250</b>

We are down in sponsorship from 2023 but we have a deadline of December 15<sup>th</sup> so hoping we can make up the shortfall by this time.

**Grants**

- Application submitted to the Town of Bracebridge for their Tourism Grant. - \$5000
- Explorers Edge Marketing Partnership – Approved – BIA will pay \$5000 to go towards its social media campaign and radio ads and Explorer’s Edge will match this.
- Reconnected Ontario – NIL as the event did not qualify due to the new criteria as it must run for 2 days.

**Volunteers** – New volunteer platform has launched. All old volunteers have been emailed to sign up and we currently already have 25 signed up. A social

medial post also already sent out letting people know of the new portal and to sign up early for the event. We have also firmed up the Cadets and RBC to help at the event.

#### **On-Line tickets**

I have schedule training session on December 5<sup>th</sup> for the online tickets. The goal is mid December to launch these.

#### **Event Insurance –**

- Jen is currently working with Paul Judson- Town of Bracebridge – Director of Finance/Treasurer with regards to the event insurance. There have been some concerns over the tube run and specifically the OFSC is requiring additional insurance coverage to utilize the machinery.

#### **Current Activities Booked**

We are still working on reaching out to all the community groups and

#### **Memorial Park & Area Activities**

##### **Memorial Park, Kimberley Avenue to Mary Street & Rene Caisse Lane**

All Day Skate at Memorial Park Winter Village

All Day Kids Parkour Obstacle Course courtesy of Action Centre Elite

All Day Try-it kids snowshoeing courtesy of Community Living South Muskoka

All Day Sit by a Fire with Country 102 – Muskoka

11:00am - 6:00pm Muskoka Brewery Beer Garden - Hosted by Bracebridge Hall

12:00 pm – 5:00 pm Great Canadian Lumberjack Show - (Shows at 12:00 pm, 2:00 pm, 4:00 pm)

02:00 pm – 5:00 pm Ice Sculpting Demonstration (Memorial Park)

#### **Midtown Activities**

##### **Mary Street to Taylor Road**

All Day Downtown Tube Run

All Day Mini Tube Slide by Snow Valley

All Day Campfire hosted by Taboo Muskoka

All Day Indoor Activity Centre with Scouts Canada, EarlyON, Muskoka Pride and more - United Church – 46 Dominion Street

10:30 am – 4:00 pm Warm up and enjoy a Dragon Storytime (from 10:30am – 11:00am) and pick up a frozen themed craft to take home and enjoy Courtesy of the Bracebridge Library (While Supplies Last)

8:30 am – 11:00 am Pancake Breakfast and meet and greet with Anna & Elsa from Frozen -

9:00 am to 11am. Bracebridge Active Living Centre - 54 Dominion Street (Additional Fee Applies)

#### **Downtown Activities**

##### **Taylor Road to Ontario Street**

All Day Axe Throwing by Axed

All Day Kids Carnival Zone hosted by Muskoka Small Business Centre

All Day Roast Marshmallows with Paul and Lea Kane of Royal LePage

All Day Science North Interactive Learning Zone

All Day Make and Take Crafts at The Annex – 27 Manitoba St. (Additional Fee Applies)

**BIA MONTHLY ACTIVITY REPORT  
DECEMBER 2023**

All Day Cupcake Decorating at the Creative Cook - 35 Manitoba St.  
10:00 am - 1:00 pm Ice Sculpting Demonstration at RBC Royal Bank  
10:30 am - 6:00 pm Rhythmicity Interactive Drum Circle (Shows at: 10:00 am, 2:00 pm, 5:00 pm)  
11:00 am - 6:00 pm Warm Up in an 80's Inspired Ski Lodge at Bracebridge Hall - 17 Manitoba St. 6:00 pm - 6:10 pm Fireworks at the Silver Bridge.

**Taylor Road Activities**

All Day Busker Shows  
11:00 am - 3:00 pm - Open Studio Warming Station, Hot Apple Cider and 'Weather Kids' Segments at Moose FM

**Other Activities**

**Bracebridge Memorial Arena**

**169 James Street**

12:30pm - 2:40pm - Free Public Skating courtesy of Bracebridge Minor Hockey

**St. Joseph Parish**

**118 McMurray Street**

10:00 am – 3:00 pm Hot Dogs, Hot Chocolate, Coffee, and Tea courtesy of Knights of Columbus - (Additional Fee Applies)

**Bracebridge Hall-17 Manitoba Street**

8:00 pm – 2:00 am After Party - Bad Winter Fire and Ice Bash online tickets available tickets [www.bbhall.ca/events](http://www.bbhall.ca/events) (Additional Fee Applies)

**Griffin Gastropub- 9 Chancery Lane**

7:00 pm – 11:00 pm After the fireworks head to The Griffin Gastropub for an after part with entertainers, craft beer and local food.

**Climb Muskoka – 24 Kirkhill Drive**

All Weekend Purchase a climbing day pass and show your Fire and Ice ticket to receive free rental equipment

**3) Seasonal Flowers and Maintenance Contract**

A RFQ for BIA Seasonal Flowers and Maintenance was created and posted via the BIA website on, October 23<sup>rd</sup>, 2023, and remained open until November 10<sup>th</sup> at 12pm. Notice was posted throughout social media and direct emails were sent to local landscape companies advising that the RFQ had opened. We received only 1 quote and that was from First Pillar.

BIA Budget Set at \$41,700 however we will also be required to purchase or have new barrels made.

The RFQ was based on the adjustment of worked that was made in the 2023 season. The outline of work included.

- i. Hanging baskets to 70 (one per lamppost except for major

- intersections.
- ii. Reduce barrels from 30 to 25
  - iii. Planting of 4 permanent flowers boxes
  - iv. Planting of 2 permanent beds at the Bracebridge Sign.
  - v. Remove the fall mums and just have the flowers removed and keep the grasses for the fall. Other than at the Bracebridge Sign at Taylor Road and Manitoba Street where I felt we should have fall mums planted.

**Breakdown of Quote**

Summer Flowers - \$38,530  
Fall Flowers - \$6890  
Extra Work if Required - \$65 per hour.  
**TOTAL: \$38,530 Plus HST**

**PAST  
CONTRACT  
HISTORY**

**Adjustment to project scoop. 2023 – 1  
Year Contract First Pillar – \$ 36,000  
Reduced the contract.**

**2021 – 2022 – 2  
Year Contract  
First Pillar –  
\$51,950**

The contract included Summer Flowers for 120 hanging baskets, we reduced the oak barrels from 40 barrels which was down from previous contract. As part of the quote, we did ask to break down the cost of Materials vs maintenance of the flowers.

**Extra work for work not included in the quote - \$60 per hour.**

**2018 – 2020  
Absolute Landscaping and Design  
\$45,000 – 3-year Contract**

The contract included Summer Flowers for 120 hanging baskets, we reduced the oak barrels from 40 barrels which was down from previous contract. As part of the quote, we did ask to break down the cost of Materials vs maintenance of the flowers.

**Extra work for  
work not included  
in the quote - \$30  
per hour.**

**2015 – 2017  
Absolute Landscaping and Design- \$45,950.00 plus HST**

Contract included Summer Flowers for 120 hanging baskets, we reduced the oak barrels from 80 to 50. And removed the spring flowers from the contract. As part of the quote, we did ask to breakdown the cost of Materials vs maintenance of the flowers.

Extra work for work not included in quote -  
\$19 per hour. 2 Quotes received.



**2011 to 2014**

**Seasons in the Country-\$43,451.11 plus H.S.T**

This included Spring Bulbs at the 2 permanent Bracebridge Beds at Taylor Road and Manitoba Street and the 4 Permanent flower planters.

As well as 70 oak barrels.

Extra work for work not included in quote -  
\$35 per hour. 2 Quotes Received

**2006 – 2010**

**Seasons in the Country - \$36,900.00 plus GST**

Contract was for 3 years, and BIA took the option to extend the contract for an additional 2 years with a 10% increase in price. Workload increased in 2010 with the increase of planting and maintaining 5 additional barrels plus the addition of annual flowers at the 2 permanent planters at the Bracebridge.

**4) OTHER ACTIVITIES**

- a. 2024 Draft Budget & Annual Report for Annual General Members meeting.
- b. Organized Seasonal Lights – Had issues with finding a contractor so Town of Bracebridge assisted with the install we will need to look at our options for the removal as the Town cannot guarantee they are available.
- c. Working on a newsletter
- d. Website updates with new gift Card, new photos etc. starting to do an entire review of the page.



BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

STATEMENT "A"  
RESPONDENT EXPERIENCE & QUOTATION FORMS

The respondent shall list any of their work experience which is of a similar nature here:

<u>Year</u>	<u>Description of Contract</u>	<u>For Whom Performed</u>	<u>Approx. Value</u>
2019 - 2023	various TOWN OF Bracebridge contracts have been executed		\$200,000+/year

BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

STATEMENT "B" – Respondent's Staff

The respondent shall list all staff with a summary of their respective work experience here:

<u>Name</u>	<u>Position</u>	<u>Qualifications &amp; Experience</u>
Kristen Foubert	Garden maint. manager	15 years
Mike Fendley	Garden maint. labourer	10 years
Mark Brazler	Operations manager	16 years



BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

Statement "C" - List of Proposed Sub-Contractors

The respondent shall provide below the names of subcontractors who will perform work under this contract. No sub-contractor may be substituted without the written consent of the owner. The respondent may carry out the work themselves without the consent of the sub-contractor.

Proposed Sub-Contractor

Work to be done by Sub-Contractor

N/A

N/A

BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

Statement "D" - List of Equipment to be used in Contract.

The respondent shall provide below a list of all equipment to be used to perform the work under this contract:

<u>Work</u>		<u>Equipment Required</u>
Maintenance		2017 F-150
and	—	2013 F-250
watering		400 Gallon Spray tank

BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

Statement "E": Contractor Health & Safety Information

1. Current Exact Legal Name of Contractor (attach Articles of Incorporation or other business registration document).

First Pillar Inc.

2. Supervision, Representatives and Certified Workers

a) Competent supervisor for this contract:

i) Name: Mark Brazler

ii) Training: 16 years experience

b) Provide the name(s) of the contractor's health and safety representative(s).

Mark Brazler

3. WSIB

Provide a Certificate of Clearance (Form 0190C) from the Workplace Safety & Insurance Board or Independent Operator Determination if applicable subsequent to the award of the Quotation.

4. Sub-Contractors

Indicate the name(s) of subcontractors, if any, that will be engaged by the contractor for this contract.



BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

Statement "F" – Quotation Form

Based on the Schedule "B" Work details please fill out the following quotation form. Provide total cost per baskets, barrels, planters, and flower beds. And include breakdown costs for Daily Maintenance per planter, barrel, planter and flower bed for each season, equipment, and storage Fees. Substitutions and recommendations can be included and must be submitted with the quote.

	No. Of Planters	Material Cost per Planter	Maintenance Cost Per Planter	Total Cost	Substitutions or recommendations list below and return with Quote
<b>SUMMER</b>			Daily Maintenance		
Hanging Baskets	70	100	205	21350	
Oak Barrels	25	100	205	7625	
Permanent Flower Planters	3	136	205	1005	
Flower Beds	2	135	205	680	
<b>FALL</b>			Maintenance as needed		
Remove Hanging Baskets	70		68	4760	
Removal of Flowers in Oak Barrels	25		68	1700	
Removal of flowers in Permanent Flower Planters	3		68	204	
Bracebridge Signs – Add Fall Mums Flower Beds	2	45	68	226	
<b>EQUIPMENT</b>					
<b>STORAGE FEE</b>				980	
<b>TOTAL COST</b>				38530	
<b>H.S.T</b>				5068,90	

Extra work that is not currently outlined in Schedule "B" Work Details  
 Per Hourly Rate: 65

BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

Statement "G" – Contractor's Declaration Form



The Corporation of the Town of Bracebridge  
POLICY AND PROCEDURE  
**HEALTH AND SAFETY POLICY**  
Contract Administration  
Policy TOB-HS2006-16

**CONTRACTOR'S DECLARATION FORM**

Date:	NOV 10 2023	Bin No.:	794996140RT0001
Contractor:	First Pillar Inc.		
Address:	29 Bowman St Bracebridge ON P1L 1H3		
Contact No.:	705 644 9896	Fax No.:	
		Number of Employees:	9
Subcontractor (if applicable):			
Address:			
Description of Services:	Landscape Maintenance		
The responsibilities of Contractors and Subcontractors include the following:			
(a)	Provide qualified workers for work performed.		
(b)	Awareness and compliance with health and safety duties as they pertain to either an employer or a self-employed person per the Occupational Health and Safety Act and Regulations.		
(c)	Recognize and agree health and safety is a prime concern to all parties and shall comply with all applicable legislation in relation to health and safety, including but not limited to the Occupational Health and Safety Act and the Environmental Protection Act, and or regulations, guidelines or standards made pursuant to such legislation. A breach of this condition shall be considered to be a fundamental breach of the working relationship and shall be deemed to be just cause or sufficient reason that the Town may terminate the relationship immediately without prior notice.		
(d)	Ensure all work is performed in accordance with governing industry standards.		
(e)	Provide a WSIB clearance certificate or an independent operator status ruling.		
(f)	Poses Liability Insurance with the Town of Bracebridge named as being insured.		
(g)	Ensure their workers are aware of the hazardous substances that may be in use at the workplace. Provide the Town of Bracebridge with all applicable Material Safety Data Sheets.		
(h)	Workers must wear the appropriate personal protective equipment required for the area.		
(i)	Acknowledge you have received, read and understand Town of Bracebridge Visitor Policy No.2 Revision 2.		
Contractors are accountable for their health and safety performance and are subject to a performance rating system by the Town of Bracebridge.			
Contractor/Subcontractor Signature			Date Nov 10 /23



BIA Seasonal Flowers and Maintenance – 2023-BIA-RFQ-01

Quotation Forms

Statement "H" - Contractor's Statement

The Contractor has carefully examined all Schedules of this RFQ and has carefully examined the sites and locations of the work to be done under this contract, and the respondent understands and accepts the said Schedules, and, for the prices set forth, hereby offers to furnish all machinery, labour, apparatus and other means of operating, furnish all materials, except as otherwise specified in the Contract, and to complete the work in strict accordance with the said Schedules.

The awarded contractor will provide a Bid Deposit within ten (10) business days, as outlined in the above quotation instructions.

The respondent has reviewed the addenda for this RFQ as follows:

\_\_\_\_\_  
\_\_\_\_\_

The Contractor shall submit all pages of Schedule "E" as requested in the Quotation Instructions.

ANNUAL AMOUNT to perform the operations as outlined in Schedules "B"

38530 HST extra

Extra work not outlined in Schedule "B" will be \$ 65 per man hour.

I understand that this is a two (2) year contract with an option of extending for an additional one year and the prices will not be adjusted during the term.

The successful respondent shall submit the required WSIB Clearance Certificate and as outlined in Quotation Instructions and provide a Certificate of Insurance to evidence satisfaction of the insurance requirements as per Schedules "A" – Liability Responsibility.

Mark Brazier  
RESPONDENT'S NAME

29 Baymen Brackley P12143  
RESPONDENT'S ADDRESS

[Signature]  
SIGNATURE

[Signature]  
WITNESS

owner/operator  
POSITION

705 204 5554  
TELEPHONE

NOV 10 2023  
DATE