



## PRESCOTT BIA BOARD OF MANAGEMENT

### Minutes

January 9<sup>th</sup>, 2024 | 5:30 p.m.

Council Chambers, Prescott Town Hall, 360 Dibble Street West

#### Attendance:

**Board:** Councilor Tracey Young, Natalie Sobhie, Nicole Hudson, Jeanne Fox-Dibble, Charity Moran, Terry Ghaney,

**Staff:** Dana Valentyne, Justin St. Pierre.

#### 1. Call to Order

*Vice-Chair Natalie Sobhie called the meeting to order at 5:35 PM*

#### 2. Approval of the Agenda

*Moved by Ruth Lockett, seconded by Jeanne Fox-Dibble, that the agenda be accepted as presented.*

**CARRIED.**

#### 3. Declarations of Interest - None

#### 4. Delegations/Presentations - None

#### 5. Minutes of the Previous Meeting:

*Moved by Tracey Young, seconded by Nicole Hudson that the minutes dated November 14<sup>th</sup>, 2023 be accepted as presented.*

**CARRIED.**

## **6. Financial Report**

*Treasurer Nicole Hudson presented the Board's financial position as at December 31<sup>st</sup>, 2023.*

*Moved by Jeanne Fox-Dibble, seconded by Tracey Young that the Financial Report be accepted as presented.*

**CARRIED.**

## **7. Chair's Report**

*Vice-Chair Natalie Sobhie informed the Board that Chair Blinda Campbell had submitted her resignation from the Board of Management.*

*Moved by Ruth Lockett, seconded by Tracey Young that Blinda Campbell's resignation from the BIA Board of Management be accepted with Regret.*

**CARRIED.**

## **8. Staff Updates**

### **a. Staff Updates**

#### **i. Multi-Organizational Business Mixer**

*The BIA provided financial support to the Multi-Organizational Business Mixer, held November 28<sup>th</sup> at Renegadz Restaurant & Bar Lounge in Downtown Prescott. The event was a partnership with the South Grenville Chamber, Invest Prescott, the BIA, and Grenville CFDC. The event was a success with over 80 business attendees.*

#### **ii. RiverWalk Wonderland**

*RiverWalk Wonderland was held Dec. 1-3 at the Prescott Pop-Ups. While the weather throughout the weekend was less than ideal, both Friday and Saturday were well attended, with MP Michael Barrett and MPP Steve Clark joining Councilors Young and Lockett for the ceremonial first Wagon Ride on Saturday kicking off the event. Staff again thanked the numerous businesses that contributed to the Wonderland event, including the BIA.*

**iii. Holiday Activity Review**

*The Prescott Elves again visited businesses throughout town to distribute cheer and Prescott Dollars. As well, two Holiday Mini-Markets were held at the Museum & Visitor Centre, attracting many vendors and shoppers.*

**iv. StopGap.ca Update**

*Work is continuing on the StopGap.ca Ramp project. Eight businesses have confirmed interest, and staff will take measurements in the coming weeks to start the fabrication process.*

**v. Downtown Business & Development Update**

*Dana provided an update on recent business developments throughout Prescott.*

**9. Agenda Items**

**a. Election of Officers for 2024**

*Moved by Natalie Sobhie, seconded by Ruth Lockett that the following be appointed BIA Officers for 2024 Calendar Year: Natalie Sobhie, Chair; Tracey Young, Vice-Chair; Nicole Hudson, Treasurer; Charity Moran, Secretary.*

**CARRIED**

**b. Prescott Elves – Prescott Dollar Contribution**

*Moved by Jeanne Fox-Dibble, seconded by Tracey Young that the BIA contribute \$1000 from the Marketing & Promotion Budget to help fund Prescott Proud Dollar distribution as part of the RiverWalk Elves promotion.*

**CARRIED**

**c. Associate Membership Discussion**

*The Board discussed the idea of Associate Memberships to allow businesses outside the BIA Levy Area the opportunity to participate in certain events.*

*Moved by Ruth Lockett, second by Jeanne Fox-Dibble that the BIA establish a temporary working group consisting of Chair Natalie Sobhie and Vice-Chair Tracey Young to discuss adding an Associate Membership program, with a discussion to follow at the February 2024 Board Meeting.*

**CARRIED**

**d. Annual General Meeting and 2024 Budget Preparation**

*Moved by Tracey Young, seconded by Jeanne Fox-Dibble that staff be directed to set the date of the 2024 Annual General Meeting for March 19<sup>th</sup>, 2024 and that the BIA establish a temporary working group comprised of Chair Natalie Sobhie, Secretary Charity Moran, Ruth Lockett, and Jeanne Fox-Dibble to make recommendations to the BIA Board of Management on the 2024 Budget and assist in the planning of the 2024 Annual General Meeting.*

**CARRIED**

**10. Closed Session**

*Moved by Tracey Young, seconded by Jeanne Fox-Dibble that the Board of Management enter closed session Under Section 239(2)(b) of the Municipal Act - personal matters about an identifiable individual, including municipal employee; and That the Economic Development Officer, and BIA Coordinator remain in the room for the discussion.*

**CARRIED**

**11. Rise and Report**

*Chair Natalie Sobhie reported that during the Closed Session the Board received information and provided direction to staff concerning Board Membership.*

**12. Committee Roundtable**

**a. New Business from Members**

*i.*

**b. Upcoming Committee Meetings**

*i. Associate Membership Working Group – TBD*

*ii. AGM and Budget Working Group - TBD*

**13. Adjournment:**

*Moved by Tracey Young, seconded by Jeanne Fox-Dibble that the meeting be adjourned to February 13<sup>th</sup>, 2024 at 5:30 pm.*

**CARRIED.**