



Notice of 2024 Annual General Meeting

Date: March 26th, 2024

Time: 5:30 pm

Location: Ruth Evanson Room, 2nd Floor, Prescott Town Hall (360 Dibble Street West)

Dear BIA Member,

On behalf of the Board of Management of the Downtown Prescott Business Improvement Area (BIA), I would like to formally invite you to our Annual General Meeting (AGM) starting at 5:30 pm on Tuesday, March 26th, 2024.

Please accept this letter as the required notification of the Downtown Prescott BIA AGM. As per our bylaw, we are required to notify all persons who own or are tenants of rateable property in a business property class within the Business Improvement Area 15 days in advance of the AGM.

Please note that this notice must include the meeting agenda, Council approved and estimated expenditures for the previous year (2023), and proposed revenues and expenditures for the current year (2024). These are all included for your review.

The meeting will be held in the Ruth Evanson Room, 2nd Floor, Prescott Town Hall, 360 Dibble Street West. If you intend to attend, please complete the RSVP form at <https://bit.ly/RiverWalkAGM>.

If you have any questions or comments concerning the AGM, please email bia@prescott.ca and we will respond as quickly as possible.

Sincerely,

Justin St. Pierre
BIA Coordinator
Downtown Prescott Business Improvement Area



**Downtown Prescott BIA Board of Management
Annual General Meeting
AGENDA**

March 26, 2024 @ 5:30 pm

Venue: Ruth Evanson Room, Prescott Town Hall

Live Broadcast to YouTube – Fort Town TV <https://bit.ly/307LKe2>

5:30 pm – 5:45 pm - Networking.

5:45 pm – 5:50 pm - Welcome – Councillor Ruth Lockett – Town of Prescott

1. Call To Order and Introduction of Board Members

2. Approval of the Agenda

3. Declarations of Interest

4. Minutes of the Previous Annual General Meeting

4.1 2023 Annual General Meeting Minutes

5. Staff Reports

**5.1 Town of Prescott Economic Development and Tourism Update - Dana Valentyne,
Economic Development Officer, Town of Prescott**

**5.2 Downtown Year-in-Review – Justin St. Pierre, BIA Co-ordinator/Business Development
Officer, Town of Prescott**

6. Financial Report – Nicole Hudson, Treasurer

7. Annual Report – Natalie Sobhie, Chair

8. Period for Questions from the Public and Media

9. Adjournment



**Downtown Prescott BIA Board of Management
Annual General Meeting**

MINUTES

January 31, 2023 @ 6:00pm

**Canadian Coast Guard
401 King Street | Prescott, Ontario, K0E 1T0**

2019-2022 Board Members: Kevin Bunce, Blinda Campbell, Jeanne Fox-Dibble, Nicole Hudson.

Council BIA Representatives: Councillor Ruth Lockett, Councillor Tracey Young, Mayor Gauri Shankar

Staff: CAO/Treasurer Matthew Armstrong, Economic Development Officer Dana Valentyne, Deputy Treasurer Jessica Crawford, Business Development Officer/BIA Coordinator Justin St. Pierre

1. Call to Order:

Mayor Gauri Shankar chaired the meeting on behalf of the Downtown Prescott BIA Board of Management and called the meeting to order at 6:20 PM

2. Approval of the Agenda:

Moved by Blinda Campbell, seconded by Jeanne Fox-Dibble, that the Agenda be accepted as presented.

CARRIED.

3. Declarations of Interest – None

4. Minutes of the Previous AGM:

Moved by Kevin Bunce, seconded by Jeanne Fox-Dibble, that the minutes of the 2022 Annual General Meeting be accepted as presented.

CARRIED.

5. Agenda Items:

5.1 Guest & Staff Reports

5.1.1 Chris DeVries – Canadian Coast Guard Base, Prescott ON

Chris DeVries provided an overview of operations at the Prescott Canadian Coast Guard Base.

5.1.2 Economic Development and Tourism – Dana Valentyne, Town of Prescott
Dana Valentyne provided an update on the Town of Prescott Economic Development & Tourism activities in 2022 and planned for 2023.

5.1.3 BIA Coordinator – Justin St. Pierre, Town of Prescott
Justin St. Pierre provided an update of Tourism & Downtown activities in 2022 and planning for 2023.

6. Approval of 2022 Financial Report

Blinda Campbell, BIA Treasurer, provided an overview of the BIA Financial Report for 2022 and an update on the Prescott BIA budget for 2023.

Moved by Blinda Campbell, seconded by Kevin Bunce, that the Financial Report and Budget be accepted as presented.

CARRIED.

7. Annual Report

Outgoing BIA Chair and current Councillor Tracey Young provided an overview of the events and initiatives supported by the BIA in 2022.

Moved by Blinda Campbell, seconded by Kevin Bunce that the Annual Report be accepted as presented.

CARRIED.

8. Board of Director Election Proceedings for 2023-2026 Term

All nominated Candidates spoke to their candidacy, with voting occurring by secret ballot. Votes tabulated by the Town of Prescott CAO/Treasurer and Deputy Treasurer.

The Following Members were elected to serve a four-year term on the BIA Board of Management: Blinda Campbell, Bonnie Pidgeon-Coughler, Nitesh Naidu, Joanna Freer, Nicole Hudson, Kevin Bunce, Terry Ghaney, Natalie Sobhie, Charity Moran.

9. Period for Questions from the Public and Media – None

10. Adjournment 7:45 PM

Moved by Blinda Campbell, seconded by Kevin Bunce, that the meeting be adjourned.

CARRIED.

Prescott BIA - 2023 Income Statement Report

As at December 31, 2023

Item	2023 Budget	2023 YTD	Notes
Revenue			
BIA Levy	29,000	30,447	
Total Revenue	29,000	30,447	
Expenses			
Co-coordinator			
Co-coordinator	10,000	10,000	
Supplies		22	
Conferences and Memberships		248	OBIAA 2023 Membership
Meeting Expenses		227	
Subtotal	10,000	10,497	
Marketing and Promotion			
Promotion	9,000	-	
Website, Social Media & Design		2,000	Environics Analytics
Advertising		515	
Events, Sponsorships and Partnerships		3,050	Halloween decorating contest, RiverWalk Wonderland Sponsorship, Holiday Mixer Contribution
Donations		-	
Subtotal	9,000	5,565	
Physical Improvements			
Beautification	10,000	5,000	Pop-ups \$5,000
Other Improvements		24,000	Lighting \$9,000 and Patio \$15,000
Subtotal	10,000	29,000	
Subtotal	29,000	(14,615)	
Total Operating Expenses	29,000	45,062	
Surplus / (Deficit)	-	(14,615)	

General Reserves	
Balance at January 1, 2023	55,013
Surplus (Deficit) from 2023	(14,615)
Less: Transfer to Streetscape Reserve	(15,000)
Balance at December 31, 2023	25,399
Less:	
2024 Public Art	(1,000)
2024 StopGap.ca	(4,000)
Remaining Balance	20,399

Streetscape Reserve	
Balance at January 1, 2023	-
Add: Transfer from General Reserve	15,000
Balance at December 31, 2023	15,000
Remaining Balance	15,000

Prescott BIA - Proposed 2024 Budget

Item	2024 Budget
Revenue	
BIA Levy	29,000
Total Revenue	29,000
Expenses	
Co-coordinator	
Co-coordinator Expense	10,000
Subtotal	10,000
Marketing and Promotion	
Digital Marketing	1,000
Summer Promotions	2,500
Halloween Promotions	1,000
Holiday (Christmas) Promotions	2,500
Sponsorships	2,000
Subtotal	9,000
Physical Improvements	
Streetscaping Fund Transfer	3,000
Public Art	2,000
Other Beautification	5,000
Subtotal	10,000
Subtotal	29,000
Total Operating Expenses	29,000
Surplus / (Deficit)	-