



Notice of 2022 Annual General Meeting

Date: May 31st, 2022

Time: 6:00pm

**Location: Kinsmen Amphitheatre – Water Street at Centre Street – Sandra S. Lawn Harbour
Alternate Venue (Weather): Ruth Evanson Community Room, 360 Dibble Street West, Prescott
(Board/Staff) and Zoom (Members)**

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 6pm on Tuesday, May 31st, 2022 at the Kinsmen Amphitheatre – Water Street at Centre Street – Sandra S. Lawn Harbour in Prescott, Ontario.

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 current year (2021), and proposed revenues and expenditures for the following year (2022). These are all included for your review.

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

Sincerely,

Tracey Young
Chair
Board of Management
Downtown Prescott BIA



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

May 31, 2022 @ 6:00pm

Venue: Kinsmen Amphitheatre

**Alternate Venue (Weather) : Ruth Evanson Community Room, 360 Dibble Street West, Prescott
(Board/Staff) and Zoom (Members)**

6:00pm - 6:15pm - Networking.

6:15pm - 6:20pm – Welcome.

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 2021 Annual General Meeting Minutes

5. Agenda Items

5.1 Staff Reports

- Economic Development and Tourism - **Dana Valentyne, Town of Prescott**
- BIA Coordinator - **Justin St. Pierre, Town of Prescott**
- Digital Main Street – **Elizabeth Lawless, Town of Prescott/South Grenville Digital Main Street**

5.2 Guest Speaker

- Speaker(s) to be announced

6. Financial Report – Tracey Young, Chair

7. Annual Report - Tracey Young, Chair

8. Period for Questions from the Public and Media

9. Adjournment



PRESCOTT BIA BOARD OF MANAGEMENT

Annual General Meeting

May 31, 2021 | 6:00 p.m.

Draft Minutes

Board Members and Staff Present: Kevin Bunce, Tracey Young, Pearl Visser, Blinda Campbell, Jeanne Fox Dibble, Karen Martin, Dana Valentyne, Teresa Jansman, Brett Todd,

1. Call to Order: **Meeting called to order at 6:20**

2. Approval of the Agenda

Moved by Karen Martin, seconded by Blinda Campbell.

Carried

3. Declarations of Interest – None

4. Minutes of the Previous AGM:

Moved by Blinda Campbell, seconded by Karen Martin.

Carried

5. Agenda Items:

5.1 Economic Development and Tourism – Dana Valentyne, Town of Prescott

5.2 Digital Main Street – Justin St. Pierre, Town of Prescott, and Nicole Hudson, Katarina's Coffee Shop

5.3 South Grenville Chamber of Commerce – Bonnie Pidgeon Cougler, President, South Grenville Chamber of Commerce

5.4 Upper Canada FolkFest – George Tierney, Founder, Upper Canada FolkFest

6. Approval of 2020 Financial Report

Moved by Tracey Young, seconded by Blinda Campbell.

Carried

7. Period for questions from the Public: Members of the audience raised some concern around property standards in the downtown area as well had some very positive commentary

8. Adjournment 7:45 PM

Moved by Blinda Campbell, seconded by Karen Martin.

Carried.

Prescott BIA - 2021 Income Statement Report

As at December 31, 2021

Item	2021 Budget	2021 YTD	Notes
Revenue			
BIA Levy	29,000	29,288	
Transfer from Reserves			
Revenue from Events			
Total Revenue	29,000	29,288	
Expenses			
Co-coordinator			
Co-coordinator	10,000	6,438	
Telephone & Mileage		-	
Supplies		-	
Conferences and Memberships		238	OBIAA Membership
Board & Committee Development		-	
Meeting Expenses		-	
Subtotal	10,000	6,676	
Marketing and Promotion			
Visitor's Guide and Map			
Promotion	9,000	650	Rack card, Shopping Bags Farmers Market
Website, Social Media & Design		479	Website & Domain
Signs		2,034	
Christmas decorations		4,070	
Advertising		-	
Advertising specific to assist businesses		-	
Events, Sponsorships and Partnerships		2,550	Turkey Trot Campaign, Stage at farmers market, Holiday market, Rediscover the Riverwalk, Shop Local Campaign
Donations		-	
Subtotal	9,000	9,784	
Physical Improvements			
Beautification	10,000		
Window Cleaning			
Other Improvements		-	
Subtotal	10,000	-	
Subtotal	29,000	12,828	
Total Operating Expenses	29,000	16,460	
Surplus / (Deficit)	-	12,828	

Prescott BIA - Proposed 2022 Budget

Item	2022 Budget
Revenue	
BIA Levy	29,000
Transfer from Reserves	
Revenue from Events	
Total Revenue	29,000
Expenses	
Co-coordinator	
Co-coordinator	10,000
Telephone & Mileage	
Supplies	
Conferences and Memberships	
Board & Committee Development	
Meeting Expenses	
Subtotal	10,000
Marketing and Promotion	
Visitor's Guide and Map	
Promotion	9,000
Website, Social Media & Design	
Signs	
Christmas decorations	
Advertising	
Advertising specific to assist businesses	
Events, Sponsorships and Partnerships	
Donations	
Subtotal	9,000
Physical Improvements	
Beautification	10,000
Window Cleaning	
Other Improvements	
Subtotal	10,000
Subtotal	29,000
Total Operating Expenses	29,000
Surplus / (Deficit)	-