

**Prescott BIA Board of Management**

**Draft Minutes**

**Tuesday April 14, 2020 @ 6:00pm  
Remote Meeting Due To COVID-19 State of Emergency  
Prescott, Ontario**

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**Present: Kevin, Pearl, Tracey, Karen, Ben, Theresa, Brett and Deron.**

**Regrets: None.**

**Guests: Dana and Matthew.**

**Absent: Lacey and Sherry.**

**1. Call to Order 6:15pm**

**2. Approval of the Agenda - Moved by Tracey, seconded by Karen. Carried.**

**3. Declarations of Interest – None.**

**4. Minutes of the Previous Meeting**

**4.1 March 3, 2020 Meeting Minutes – Moved by Ben, seconded by Tracey. Carried.**

**5. Agenda Items**

**5.1 Discussion on hosting a conference call with Town and Chamber to determine if there's an opportunity to collaborate on next steps and potential joint recovery plan. - Matthew stated that the Town would be happy to facilitate this. The Town is also interested in what is happening with the Chamber. Messaging is for people to stay home. Dana advised about some of the results from the feedback survey from UCLG and the need for follow-up with the Prescott businesses who responded to the survey. Need for a simplified message for businesses who need help. Brett suggested to possibly include the LG Approved group. Brett also asked for feedback on any issues regarding cleanliness for the downtown. Dana stated that she would organize the conference call for this week. Motion: To organize a joint conference call with the Town, the BIA and the Chamber. Moved by Brett, seconded by Pearl. Carried.**

**5.2 Discussion on whether to use any money from the reserve for a (joint or individual) special project post-pandemic or to start using it now for a specific purpose. Matthew suggested that there is an opportunity to lower the BIA levy and use the reserve to finance the activities of the BIA to offer relief to BIA property owners. Matthew advised**

that property taxes have been deferred for now.

- 5.3 Discussion on any type of promotions or activities that the BIA (jointly or individually) wants to do during or post pandemic. For example, #TakeoutTuesday campaign and launching “Good News Project”. Dana advised that the Town of Prescott might be willing to contribute Prescott Proud Dollars for the winners. Matthew stated that the Town would make a commitment to support the joint initiative between the BIA and the South Grenville Journal’s “Good News Project” in the amount of \$25 in Prescott Proud Dollars per week for the first eight weeks.
- 5.4 Discussion on any Downtown community and business safety and security concerns. Brett advised that there are certain areas of the downtown that are of higher concern and the OPP have been advised of this. Bylaw is also engaged in preventing use of playground and park equipment. He added that any business or property owner who have a concern can advise the Town and they will relay the concern to the OPP.
- 5.5 Update on joint coordinator and office space situation. Matthew recommends that a hold be put on both items for now. He suggested that the board might want to consider whether they want to continue with this initiative this year. This would also need to be considered with the Chamber as well. Brett suggested that having a coordinator in place might be helpful for the business community. He added that it will be a lot of work for Dana coming out of the pandemic potentially with no help for downtown if there is no coordinator. Pearl and Tracey agreed that it might be good to have a coordinator and continue down the current path. Dana advised that the candidates were ready to be interviewed when the project was stopped. Matthew advised that Council only supported the project for one year. Ben suggested that it would be a good idea to discuss this with the Chamber as the pandemic may have a negative influence on the Chamber’s finances and ability to contribute. Matthew and Dana advised that interviews could be done virtually. Motion: That the BIA supports moving forward with joint coordinator initiative and to contact the Chamber to confirm their continued participation. Moved by Brett, seconded by Tracey. Carried.
- 5.6 Discussion on potential board members. Kevin advised that Wendy Crawford was interested in becoming a board member but has lost her space to operate her business. Matthew offered to report back to the BIA about the process involved in adding a new board member.

6. Financial Report/Budget – Tracey advised there was nothing to report for March.

7. Reports From Staff and Committees – Dana advised that new TODs signs should be in place for summer.

8. Coordinator's Report – Given by Deron.

9. New Business – Kevin advised that he had met with a couple of people from the Farmers’ Market board. They discussed joint cooperation and that the market has an entirely new board for the coming season.

**Next board meeting to be scheduled for Tuesday April 28 at 6pm.**

**10. Correspondence – None.**

**11. Period For Questions From Members, Public and Media – None.**

**12. Motion To Adjourn – 7:35pm. Moved by Brett, seconded by Theresa. Carried.**