

## Prescott BIA Board of Management

### Minutes

February 4, 2020 @ 5:30pm  
Prescott Town Hall, Ruth Evanson Room  
360 Dibble St. W, Prescott, Ontario

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1. Call to Order – 5:37pm.

2. Approval of the Agenda – Motion: to approve agenda - moved by Ben, seconded by Karen. Carried.

3. Declarations of Interest – None.

4. Minutes of the Previous Meeting

4.1 January 7, 2020 Meeting Minutes – Motion: To approve the minutes – moved by Pearl, seconded by Ben. Carried.

5. Agenda Items

- 5.1 Deputation on parking in downtown - Shawn Merriman – Manager of Building and Bylaw. Given. Shawn advised a working group was created to consider improving parking in the Town of Prescott including downtown. A survey was used to collect information. Shawn warned people about the two hour limit which applies to everyone including business owners and no overnight parking in the winter including municipal parking lots. Approximately 200-300 parking tickets are issued every year. Parking is monitored part time and complaint-driven. There are a limited number of reserved spots that can be paid for monthly and that will allow parking in excess of the two hour limit.
- 5.2 Update on joint BIA/Chamber of Commerce coordinator and office location partnership. Dana advised there is a draft job description and a location overview. The committee met earlier today. Deferred to end of agenda items. Motion To go into closed session. Brett moved, seconded by Pearl. Carried. Motion: To post coordinator position and the request for office space by February 10. Moved by Karen, seconded by Pearl. Carried.
- 5.3 Update on Annual General Meeting. Motion: To change the date of the AGM to March 5, moved by Pearl, seconded by Ben. Carried. Motion: To approve the proposed \$500 cost for the AGM, hosted at Colonel's Inn. Moved by Pearl, seconded by Ben. Dana advised that 2019 financials, AGM agenda and 2020 budget are required to send out to members in advance of the AGM.
- 5.4 Discussion on proposed 2020 budget. Tracey presented a proposed budget for 2020. Motion: To accept 2020 budget as proposed. Moved by Pearl, seconded by Karen. Carried.
- 5.5 Discussion on secretary position. - Motion: To appoint Karen as secretary of the board. Moved by Pearl, seconded by Tracey. Carried
- 5.6 Accept resignation of Sherry Desnoyers. Resignation was withdrawn by Sherry.

6. Financial Report – Given. Motion: To pay OBIAA membership fee of \$254.52. Moved by Tracey, seconded by Pearl. Carried.

7. Staff and Committee Reports – Nothing to report from staff. Ben advised that the South Grenville Chamber was having a board meeting on Thursday February 6 at noon in the BMO boardroom and their AGM was on March 26<sup>th</sup> at 9am at Prescott Town Hall.

8. New Business – Pearl suggested that the BIA bylaw be changed to reflect reducing the minimum number of board members required from 9 down to 7. Motion: To change the BIA Bylaw to reflect the minimum number of BIA board members to go from nine to a minimum of seven members on the board. Moved by Pearl, seconded by Ben. Carried. Brett suggested reconsidering the purpose of events in the downtown to ensure that the maximum number of businesses benefit from these activities. Deron will send the member feedback survey that he created to the board for their review.

9. Correspondence. None.

10. Adjournment. Motion to adjourn. Moved by Pearl, seconded by Theresa. Carried.