



PRESCOTT BIA BOARD OF MANAGEMENT

Minutes

March 13th, 2023 | 6:00 p.m.

Council Chambers, Prescott Town Hall, and via Zoom

Attendance:

Board: Councilor Tracey Young, Kevin Bunce, Blinda Campbell, Nicole Hudson, Bonnie Pidgeon-Cougler, Natalie Sobhie, Johanna Freer, Terry Ghaney, Nitesh Naidu, Charity Moran.

Staff: Matthew Armstrong, Dana Valentyne, Justin St. Pierre.

1. Call to Order

Matthew Armstrong called the meeting to order at 6:05 PM

2. Approval of the Agenda

Moved by Blinda Campbell, seconded by Bonnie Pidgeon-Cougler, 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 Terry Ghaney, seconded by Kevin Bunce that the minutes dated November 8th, 2022 be accepted as presented.

CARRIED.

6. Financial Report

Moved by Blinda Campbell, seconded by Natalie Sobhie that the Board defer the Financial Report until the April meeting.

CARRIED.

7. Closed Session

a. *Board Member Orientation & Review*

Moved by Charity Moran, seconded by Bonnie Pidgeon-Cougler that the BIA Board of Management move into Closed Session under Section 239 (3.1) of the Municipal Act, 2001, for the purpose of educating or training the members with regard to Board Orientation; and That at the meeting, no member discuss or otherwise deal with any matter in a way that materially advances business or decision-making of the Board of Management; and That the CAO, Economic Development Officer and Business Development Officer/BIA Coordinator remain in the room for the proceedings.

CARRIED.

The BIA Board of Management received training from Staff regarding operations of the BIA.

8. Agenda Items

a. *Election of BIA Board Officer Positions*

Matthew Armstrong chaired during the election of Board Officers. The following members were elected to Officer positions.

Chair – Blinda Campbell

Vice-Chair – Kevin Bunce

Treasurer – Nitesh Naidu

Secretary – Charity Moran

Blinda Campbell chaired the meeting moving forward.

b. *Downtown Lighting Fixtures – Design Choices*

Dana Valentyne presented a variety of colour options for the new Downtown lighthouse pole lights.

Moved by Bonnie Pidgeon-Cougler, seconded by Kevin Bunce that the Board proceed with 14 Lighthouses in a white and blue pattern, with the final colours to be verified by email.

CARRIED.

c. *Committee Appointments*

i. Marketing and Promotions Committee

Members: Natalie Sobhie, Bonnie Pidgeon-Cougler, Terry Ghaney, Blinda Campbell (Chair)

ii. Placemaking Committee

Members: Kevin Bunce, Johanna Freer, Blinda Campbell (Chair)

Moved by Nitesh Naidu, seconded by Charity Moran that the above appointments be made to the Marketing and Promotions and Placemaking Committees.

CARRIED.

d. *Future Meeting Dates and Locations*

Moved by Kevin Bunce, seconded by Johanna Freer that future Board of Management meetings be set to the second Tuesday of the month at 5:30 p.m. for the duration of this term.

CARRIED.

9. Staff Updates

a. *BIA Coordinator Update*

i. *Brockville & District Horticultural Society*

Justin St. Pierre provided an update on potential partnership opportunities with the Brockville & District Horticultural Society. He will be having an initial meeting with a Society representative prior to the next Board meeting.

ii. *OBIAA/OMAFRA Strategic Planning Training Sessions*

Justin St. Pierre provided the Board with information on the Strategic Planning program being offered to not-for-profit Boards through OBIAA and OMAFRA.

Moved by Johanna Freer, seconded by Charity Moran that the Board proceed with registration for the OBIAA/OMAFRA Strategic Planning Training Session.

CARRIED.

b. *Staff Updates*

i. *Community Awards – Business of the Year*

Dana Valentyne provided information on the Town of Prescott's Community Awards nomination period, highlighting the call for Business of the Year nominees.

ii. *Downtown Business & Development Update*

This topic was deferred to the April 2023 meeting.

10. Committee Roundtable

a. *New Business from Members*

b. *Upcoming Committee Meetings*

Moved by Natalie Sobhie, seconded by Charity Moran that the committee meeting dates be set to the third and fourth Tuesdays of the month at 5:30 pm at the Prescott Museum & Visitor Centre, 202 King Street West.

CARRIED.

i. Marketing and Promotions Committee – April 18th, 5:30 pm

ii. Placemaking Committee – April 25th, 5:30 pm

11. Adjournment:

Moved by Bonnie Pidgeon-Cougler, seconded by Nitesh Naidu that the meeting be adjourned to April 11th, 2023.

CARRIED.