



## **Notice of 2026 Annual General Meeting**

**Date: March 31<sup>st</sup>, 2026**

**Time: 5:30 pm**

**Location: Grand Room, 2<sup>nd</sup> 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 am pleased to formally invite you to the Downtown Prescott BIA Annual General Meeting (AGM), beginning at 5:30 p.m. on Tuesday, March 31, 2026.

Please accept this letter as the required notice of the AGM. In accordance with the BIA by-law, notice must be provided at least 15 days in advance to all persons who own or are tenants of rateable property in a business property class within the Business Improvement Area.

As required, this notice includes the meeting agenda, Council-approved and estimated expenditures for the previous year (2025), and the proposed revenues and expenditures for the current year (2026) for your review.

The meeting will be held in the Grand Room, second floor, Prescott Town Hall, 360 Dibble Street West.

If you plan to attend, please complete the RSVP form at <https://forms.prescott.ca/Ec-Dev-Tourism/2026-BIA-AGM-RSVP>.

If you have any questions or comments regarding the AGM, please contact [bia@prescott.ca](mailto:bia@prescott.ca).

Sincerely,

Justin St. Pierre  
BIA Coordinator  
Downtown Prescott Business Improvement Area



## Downtown Prescott BIA Board of Management

March 31, 2026

5:30 pm

Grand Room

2nd Floor, Prescott Town Hall

360 Dibble Street West

Prescott

### *What is a BIA?*

*A Business Improvement Area (BIA) is an association of commercial property owners and tenants within a defined area who work in partnership with the Municipality to create a thriving and safe business areas that attract shoppers, tourists, and new businesses. By working collectively as a BIA, local businesses have the resource capacity (funds and people) to actively enhance the quality of life in their local neighbourhood and the Municipality as a whole.*

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Pages

1. Networking & Light Refreshments - 5:30 pm to 5:45 pm
2. Welcome - Town of Prescott - 5:45 pm to 5:50 pm
3. Call to Order & Introduction of Board Members
4. Approval of the Agenda  
That the agenda be accepted as presented.
5. Minutes of the Previous Meeting

Recommendation: That the minutes of the Annual General Meeting dated March 25, 2025 be accepted as presented.

**6. Staff Reports**

**6.1 Town of Prescott Economic Development & Tourism Update**

Presented by Dana Valentyne, Manager of Economic Development & Tourism, Town of Prescott

**6.2 Downtown Year-in-Review**

Presented by Justin St. Pierre, BIA Coordinator, Downtown Prescott BIA

**7. Downtown Brainstorming Session**

Help shape the next chapter for the RiverWalk District. In this mini-breakout, you'll help identify the changes—big or small—that would make the biggest difference for businesses and visitors. Bring your ideas for what you want to see in 2026 & beyond in Downtown Prescott!

**8. Financial Report**

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Recommendation: That the 2025 Financial Report and 2026 BIA Budget be accepted as presented.

**9. 2026 Outlook**

Presented by Tracey Young, Vice-Chair, Downtown Prescott BIA

**10. Period for Question from the Public and Media**

**11. Adjournment**

Recommended: That the meeting be adjourned.



**DOWNTOWN PRESCOTT BIA BOARD OF MANAGEMENT  
MINUTES**

**March 25, 2025  
5:30 pm  
Ruth Evanson Room  
Town Hall  
360 Dibble St. W  
Prescott, Ontario**

Present Tracey Young, Nicole Hudson, Terry Ghaney, Cindy Casselman,  
Ashton Mayes, Kashyap Patel, Jeanne Fox Dibble

Staff Dana Valentyne, Manager of Economic Development and  
Tourism, Justin St. Pierre

Guests **BIA Members:** Sandra Lawn, Elliot Mould; **Guests:** Kevin  
Spencer & Amber Vanderzwet, South Grenville Chamber of  
Commerce

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**1. Call to Order & Introduction of Board Members**

Vice-Chair Tracey Young called the meeting to order at 5:30 pm and invited attending Board Members to introduce themselves.

**2. Approval of the Agenda**

Due to recent events that affected a BIA Board Member, Vice-Chair Young requested that the agenda be amended to remove the Keynote Panel.

**Moved By** Nicole Hudson

**Seconded By** Cindy Casselman

That the Agenda be Amended to remove the Keynote Panel

**Carried**

**3. Declarations of Interest**

None declared

**4. Minutes of the Previous Annual General Meeting**

**Moved By** Terry Ghaney

**Seconded By** Jeanne Fox Dibble

That the minutes of the 2024 Annual General Meeting be accepted as presented.

**Carried**

**5. Staff Reports**

**5.1 Town of Prescott Economic Development and Tourism Update**

Dana Valentyne, Economic Development Officer for Town of Prescott, updated the BIA membership on the Town's Economic Development & Tourism activities in 2024.

**5.2 Downtown Year-in-Review**

Justin St. Pierre, the BIA Coordinator, provided an update on the BIA's activities in 2024.

**6. Financial Report**

Treasurer Nicole Hudson provided the 2024 Financial Update and the 2025 BIA Budget.

**Moved By** Jeanne Fox Dibble  
**Seconded By** Cindy Casselman

That the 2024 Financial Report and the 2025 BIA Budget be accepted as presented.

**Carried**

**7. Annual Report**

Councillor Tracey Young, Vice-Chair, Downtown Prescott BIA, provided an update on the year ahead for the Downtown Prescott BIA.

**8. Period for Questions from the Public and Media**

Vice-Chair Young and Staff received questions from the floor concerning the visitor market and BIA governance.

**9. Adjournment**

**Moved By** Ashton Mayes  
**Seconded By** Jeanne Fox Dibble

That the meeting be adjourned.

**Carried**

# Prescott BIA Income Statement 2025

Item	2025 Budget	2025 Actual	Notes
<b>Revenue</b>			
BIA Levy	29,000	31,312	
Associate Membership Fees	1,200	1,175	Prescott Pop-Ups Seasonal Vendors
<b>Total Revenue</b>	<b>30,200</b>	<b>32,487</b>	
<b>Expenses</b>			
<b>Administration</b>			
Co-ordinator Expense	10,000	10,000	Transfer for Coordinator's Wages
<b>Subtotal</b>	<b>10,000</b>	<b>10,000</b>	
<b>Marketing and Promotion</b>			
Sponsorships	3,000	3,754	LBSC, PFSC Ice Show, Ribfest, Night Run, Porchfest, Trolley, Fireworks, Canine Watersports, Parade
Events	4,000	2,300	Small Business Week; AGM, Halloween
Promotions	2,000	963	I Love Local; RiverWalk Rewards, Xmas
Marketing/Advertising	1,200	715	SG Chamber Guide Ad/Visitor Guide, SLSF Ad
<b>Subtotal</b>	<b>10,200</b>	<b>7,732</b>	
<b>Physical Improvements</b>			
Streetscaping Fund Transfer	3,000	-	
Public Art	2,000	-	
Other Beautification	5,000	5,000	King Street Promenade
<b>Subtotal</b>	<b>10,000</b>	<b>5,000</b>	
<b>Subtotal</b>	<b>30,200</b>	<b>22,732</b>	
<b>Total Operating Expenses</b>	<b>30,200</b>	<b>22,732</b>	
<b>Surplus / (Deficit)</b>	<b>-</b>	<b>9,755</b>	<b>Remaining Allocation 2025</b>

<b>General Reserves</b>	
Balance at January 1, 2025	30,652
2025 Surplus	9,755
<b>Balance at December 31, 2025</b>	<b>40,407</b>

<b>Streetscape Reserve</b>	
Balance at January 1, 2025	18,000
Add: Transfer from 2025 Budget	-
<b>Balance at December 31, 2025</b>	<b>18,000</b>
<b>Remaining Balance</b>	<b>18,000</b>

# Prescott BIA Proposed Budget - 2026

Item	2026 Budget	Notes
<b>Revenue</b>		
BIA Levy	32,000	
Associate Membership Fees	1,200	Pop-Ups Seasonal Vendors
<b>Total Revenue</b>	<b>33,200</b>	
<b>Expenses</b>		
<b>Administration</b>		
Coordinator Expense	10,000	
OBIAA Conference	2,500	
<b>Subtotal</b>	<b>12,500</b>	
<b>Marketing &amp; Promotion</b>		
Sponsorships	3,250	
Events	4,000	
Promotions	2,000	
Marketing/Advertising	1,888	
<b>Subtotal</b>	<b>11,138</b>	
<b>Physical Improvements &amp; Placemaking</b>		
Streetscaping Fund Transfer	2,562	
Public Art	2,000	
King Street Promenade	5,000	
<b>Subtotal</b>	<b>9,562</b>	
<b>Subtotal</b>	<b>33,200</b>	
<b>Total Operating Expenses</b>	<b>33,200</b>	
<b>Surplus / (Deficit)</b>	<b>-</b>	

<b>General Reserves</b>	
Balance at December 31, 2025	30,652
Transfer to Reserves from 2025	9,755
<b>Balance at December 31, 2026</b>	<b>40,407</b>

<b>Streetscape Reserve</b>	
Balance at January 1, 2025	18,000
Add: Transfer from 2025 Budget	-
<b>Balance at December 31, 2025</b>	<b>18,000</b>
<b>Remaining Balance</b>	<b>18,000</b>