



## PRESCOTT BIA BOARD OF MANAGEMENT

### AGENDA

January 9<sup>th</sup>, 2024 | 5:30 p.m.

Council Chamber, 360 Dibble Street West (2<sup>nd</sup> Floor), Prescott, ON (Board and Staff)

Public Access via Fort Town TV -

<https://www.youtube.com/channel/UCligB93IqnjmXN8mQ7XOENA>

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**1. Call to Order**

**2. Approval of the Agenda**

Recommendation: *"That the agenda be accepted as presented"*

**3. Declarations of Interest**

**4. Delegations/Presentations**

**5. Minutes of the Previous Meeting**

Recommendation: *"That the minutes dated November 14<sup>th</sup>, 2023, be accepted as presented."*

**6. Financial Report**

Recommendation: *"That the Financial Report be accepted as presented."*

**7. Chair Updates**

**8. Staff Updates**

*a. Staff Updates*

*i. Multi-Organizational Mixer Wrap-up*

*ii. RiverWalk Wonderland Wrap-up*

*iii. Holiday Activity Review*

*iv. StopGap.ca Update*

*v. Downtown Business & Development Update*

**9. Agenda Items**

#### 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 thriving and safe business areas that attract shoppers, diners, 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.

a. *Election of Officers for 2024*

b. *Prescott Elves – Prescott Dollar Contribution*

Recommendation: “*That the BIA contribute \$1000 from the Marketing & Promotion Budget to help fund Prescott Proud Dollar distribution as part of the RiverWalk Elves promotion.*”

c. *Associate Membership Discussion*

Recommendation: “*That the BIA establish a temporary working group to discuss adding an Associate Membership program, with a discussion to follow at the February 2024 Board Meeting.*”

d. *Annual General Meeting and 2024 Budget Preparation*

Recommendation: “*That staff be directed to set the date of the 2024 Annual General Meeting for February 27<sup>th</sup>, 2024 and that the BIA establish a temporary working group to make recommendations to the BIA Board of Management on the 2024 Budget and assist in the planning of the 2024 Annual General Meeting.*”

## **10. Closed Session**

a. *Board Membership*

Recommendation: “*That the Board of Management enter closed session Under Section 239(2)(b) of the Municipal Act - personal matters about an identifiable individual, including municipal employee; and That the Chief Administrative Officer, Economic Development Officer, and BIA Coordinator remain in the room for the discussion.*”

## **11. Committee Roundtable**

a. *New Business from Members*

b. *Upcoming Committee Meetings*

## **12. Adjournment**

Recommendation: “*That the meeting be adjourned to February 13<sup>th</sup>, 2024 at 5:30 pm.*”

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