



Minutes

Monday, January 30, 2023

Diefenbaker Room, Plaza 88

Bylaw No.4 of 2005 states the Statutory Board PURPOSE IS:

The purpose or mandate of the Business Improvement District is to encourage the development of a vibrant and prosperous downtown business district by improving the area's appearance and image promoting and marketing the area and undertaking initiatives and projects that facilitate the ongoing rejuvenation and redevelopment of the area.

PRESENT: Stacy Coburn, Dawn Kilmer, Sharon Faul, Meghan Meyer, Philip Fourie,
Brent MacDonald, Rhonda Trusty

1) CALL TO ORDER – TIME: 12:23p

2) APPROVAL OF AGENDA

Motion: That the Agenda for this meeting be approved as presented.

Moved by: Stacy Coburn

Seconded: Dawn Kilmer

All in favour: Passed

3) ADOPTION OF MINUTES

Motion:

That the Minutes from our Board Meeting of September 20, 2022 be taken as read and adopted; and, that the Board Chairperson and Secretary be authorized to execute the minutes.

Moved by: Stacy Coburn

Seconded: Dawn Kilmer

All in favour: Passed

NEW BUSINESS

- 4) Welcome of New Board Members
 - a. Mike Henry – Partners Furniture & Appliances
 - b. Sharon Faul – Gateway Mall

- 5) Resignation of Board Member - Alex Bocian
Motion: That the Board accepts the resignation of Alex Bocian as a Board member with regret.
Moved by: Stacy Coburn **Seconded:** Meghan Mayer
All in favour: Passed

- 6) **Motion:** That the Board recommends appointing Stacy Coburn to fill the vacancy on the Board.
Moved by: Dawn Kilmer **Seconded:** Philip Fourie
All in favour: Passed

- 7) **Motion:** That Brent MacDonald be nominated as designate for the position of Chairperson of Prince Albert Downtown Business Improvement District.
Moved by: Dawn Kilmer **Seconded:** Meghan Mayer
All in favour: Passed

- 8) **Motion:** That Sharon Faul is appointed by the Board of Directors to have signing authority for the Prince Albert Downtown Business Improvement District.
Moved: Brent MacDonald **Seconded:** Meghan Mayer
All in favour: Passed

- 9) **Motion:** That the Board of Directors wish to invite Sherry Person and Craig Guidinger to a meeting to discuss organizational structure, roles and responsibilities of the City of Prince Albert and our Board.
Moved: Brent MacDonald **Seconded:** Philip Fourie
All in favour: Passed

10)**Motion:** That the Prince Albert Downtown Business Improvement District hire security for the Downtown for the months April, May and June. With the option of an extension for the additional months from July, August, September, and October.

Moved: Brent MacDonald

Seconded: Sharon Faul

All in favour: Passed

REPORTS OF ADMINISTRATION & COMMITTEE

- MINI-FAÇADE GRANT with Camera addition – see report

Motion: *The addition of cameras to the Mini-Façade Grant be accepted.*

Moved by: Brent MacDonald

Seconded: Stacy Coburn

All in favour: Passed

- Downtown Beautification Program – see report

Report received and filed by: Dawn Kilmer

- Prince Albert Golf and Curling Club – Crokicurl Equipment

Motion: *The Board is giving direction for the Crokicurl equipment to be either sold or exchanged for volunteer services.*

Moved by: Brent MacDonald

Seconded: Dawn Kilmer

All in favour: Passed

FINANCIAL REPORT

- A) **General Ledger** – supplied by Finance Department, City of Prince Albert

Motion: *Report received and filed.*

Moved by: Brent MacDonald

Seconded: Stacy Coburn

All in favour: Passed

- B) Budget for Street Fair – see report

Motion: *That Executive Director continue to plan for the 2023 Street Fair to be held on Saturday, June 17th, 2023.*

Moved by: Brent MacDonald

Seconded: Philip Fourie

All in favour: Passed

- C) Discussion to renew Capstone Community Marketing's contract as Executive Director for PADBID. (Contract to be presented)

Motion: *That the current contract be accepted by Capstone Community Marketing.*

Moved by: Brent MacDonald **Seconded:** Dawn Kilmer

All in favour: Passed

DISCUSSION ITEMS

Strategic Plan **Motion:** That once the organizational structure from the City of Prince Albert is clear, that we move forward with working on the Strategic Plan.

Moved by: Brent MacDonald **Seconded by:** Meghan Mayer

All in favour: Passed

Executive Director Report Received and filed by: Dawn Kilmer

Motion to adjourn meeting:

Moved by: Meghan Mayer **Seconded by:** Dawn Kilmer

All in favour: Passed