



Board of Directors Meeting Minutes – Approved November 9, 2016

September 14, 2016 –City Hall-2nd Floor Conference Room-1100 Patricia Boulevard

Attendees: Darren Low, Derek Dougherty, Eoin Foley, Kirk Gable, Ross Birchall, Simon Yu, Philip Myatovic, Janelle Smith, Sarah Kirk, Cindi Pohl, Deanna Wasnik, Melissa Barcellos, Alisha Rubadeau
Chairing: Eoin Foley, President
Regrets: Valerie Eberherr, Erica Hummel
Absent: Kelly Green, Rod Holmes, Linda Allen
Notation: Janelle Smith

1. Call to Order *The Chair called the meeting to order at 12:01pm.*

2. Adoption of Agenda

Motion: P. Myatovic *Second:* D. Hillhouse
“That the meeting agenda be accepted as presented”.

✓ *Carried*

3. Adoption of Minutes

Motion: J. Smith *Second:* R. Birchall
“That the Minutes of August 17, 2016 Board Meeting be approved.”

✓ *Carried*

4. Ratification of Motions

Motion: R. Birchall *Second:* D. Hillhouse
A.) “That the Board approve the remittance of \$1912.94 to Intersect Youth & Family Services, for Façade Improvements made to 1294 3rd Avenue, completed in 2016.

✓ *Carried*

Motion: K. Gable *Second:* D. Hillhouse
B.) “That the board approve the remittance of \$3,186.00 to Courtyard Lane Properties Inc. for façade improvements made to 1057 3rd Avenue, and completed in 2016.”

✓ *Carried*

5. Financial Statements

Motion: D. Hillhouse *Second:* J. Smith
“That the financial statements be accepted as presented”.

✓ *Carried*

6. Ex-officio Reports

The following reports were provided verbally:

City of Prince George

- CPG is planning to change 5th Avenue to angle parking. It is currently in the design stage and will likely be implemented in 2017. The current design concept involves painted bulb out with bollards utilized to facilitate pedestrian safety.
- City Council & City Administration will be organizing another 'Talktober' event. There will be 5 evening dates throughout October (12, 18, 20, 24 & 26). DPG has been invited to participate. Staff will attend and Board members are encouraged to join. A sign-up sheet was distributed.
- The business interviews have been completed by Economic Development with a plan to present the information at an October 28th Chamber of Commerce event.
- The Select Advisory Economic Development continues to meet. Colleen & Eoin have been participating on behalf of DPG. The group has been engaging in conversations around four mission topics that will ultimately contribute to the final Economic Development Strategy for the City of Prince George. These topics are: Business Retention & Expansion, Business Attraction, Advocate to Retain & Grow, and Market Prince George
- The final strategy should be presented in November and then the work of the committee is complete.

Tourism Prince George

- The Tourism MDRT 3% application has been approved by the CPG and has now been submitted to the Province for approval. The expected timeline for implementation will be after July 2017.
- The 2017 Visitor Guide is currently in production.
- The Northern BC Tourism Summit will be hosted on Oct 3 & 4, 2016. The keynote speaker is John Montgomery.

Prince George Chamber of Commerce

- The Chamber of Commerce Business Excellence Awards Luncheon takes place on September 15th and will narrow down nominees to 3 in each category.
- The Business Excellence Awards will take place on October 22, 2016.

Beautification Committee Update

- The Emily Carr Neighbourhood Time Exchange | Downtown Prince George, Artist in Residence Program has begun. The studio space is at 1119 3rd Avenue. There are currently 2 artists in Prince George.
- DPG is working with the CPG to Graffiti on alterations to the program to better facilitate the mitigation.
- Most of the 2016 façade projects are in progress. Discussions will occur later this year to revise the program for 2017. Suggested to include the Heritage Commission when discussing about how to incorporate a heritage restoration incentive and/or program.

Business Development Task Force Update

- The group is working on collateral for business attraction, out of town guests
- The strategic priorities of the group are focusing on business attraction and retention, downtown districts, downtown living and downtown safety.

Events and Promotions Committee Update

- Downtown Summerfest was a great success – staff will be preparing the Celebrate PG grant application to the City by October 15th.
- Staff are working with event coordinator, Heidi Martel to plan the activities for the Downtown Winter Carnival on Sunday February 12, 2017
- DPG will be introducing Lovebucks as part of a promotional concept for the Love Downtown PG program. Hoping to expand the concept to other businesses.

- DPG will be attending Student Orientation tradeshow events at CNC and UNBC.

7, 8, 9, 10. Consent Agenda

Motion: K. Gable

Second: R. Birchall

“That items 7, 9, & 10 of the Consent Agenda be received.”

✓ *Carried*

11. New Business

Professional Development

Motion: D. Dougherty

Second: K. Gable

“Motion to spend \$900.00 dollars from the Networking & Event Attendance budget on professional development for Colleen Van Mook and Alisha Rubadeau for the courses included in the agenda package.”

✓ *Carried*

12. Next Board Meetings and Next Committee Meetings

Board Meetings:

- Wednesday November 9, 2016
- Wednesday December 7, 2016

Board Meetings have been traditionally held on the 2nd Wednesday of the month. Dave Hillhouse has requested that the 2017 meeting schedule take this into consideration. A 2017 Working Calendar will be presented to the board for review and adoption.

Next Committee Meetings

- Business Development – Monday October 3, 2016
- Beautification – Tuesday October 4, 2016
- Events & Promotions – Wednesday October 5, 2016
- Governance – Thursday October 6, 2016

13. In-Camera

14. Adjourn

Motion: K. Gable

Second: D. Hillhouse

“That the meeting be adjourned”.

✓ *Carried*

Meeting was adjourned at 1:10 PM