

Board of Directors Meeting Minutes

March 9, 2016 – Northern Development Initiatives Trust - Boardroom

Attendees: Linda Allen, Derek Dougherty(T), Kirk Gable(VP), Kelly Green, Rod Holmes, Renata King(S), Brenda Langlois, Susan Stearns
EX-OFFICIO: Deanna Wasnik, Melissa Barcellos, Cindi Pohl, Erica Hummel

Chairing: Kirk Gable, VP

Regrets: Chris van Oord, David Hillhouse, Eoin Foley(P), Justin Speer

Absent: Darren Lowe, Ross Birchall

Notation: Colleen Van Mook, Executive Director

1. Call to Order

Meeting called to order at 12noon by the chair, Mr. Gable. Mr. Foley is on vacation.

2. Adoption of Agenda

Mr. Gable & Ms. Van Mook reminded the group about the process for the Consent Agenda. All information in the Consent Agenda will be received together unless an item is requested to be discussed when it will then be added to NEW BUSINESS.

Motion: D.Dougherty *Second:* S.Stearns

“That the meeting agenda be accepted as presented”.

In Favour: ALL *Carried:*

3. Adoption of Minutes

Motion: R.King *Second:* B.Langlois

“That the Minutes of the February 10, 2016 meeting be approved.”

In Favour: ALL *Carried*

4. Ratification of Motions

Motion: B.Langlois *Second:* R.Holmes

“That the motion conducted and carried by email on February 25 2016, regarding the promotional expenditure with the PG Citizen, be ratified.”

In Favour: ALL *Carried:*

Motion: K.Green

Second: R.King

“That the motion conducted and carried by email on February 12, 2016, regarding the Downtown Prince George attendees for the 2016 BIABC + IDA Pacific Northwest Conference, be ratified.”

In Favour: ALL

Carried:

5. Expense/Invoice Approval

Motion: R.King

Second: D.Dougherty

“That the expense claim submitted by Colleen Van Mook, Executive Director for \$2,576.52 be approved for payment.”

In Favour: ALL

Carried:

6. Financial Statements for Approval

The financial statements for January & February are not available for today's meeting. Will be sent out by email once complete. Mr. Dougherty reported that the bank balances as of today are as follows:

MAIN ACCOUNT: \$84,869.54

FAÇADE ACCOUNT: \$106,742.56

The year-end audit remains in progress. Information is being gathered by Ms. Van Mook. Mr. Dougherty is reviewing before submitting to KPMG. Ms. Van Mook has communicated with KPMG to ensure staff are available once our information is submitted.

7. Ex-Officio Verbal Reports

CITY OF PRINCE GEORGE

Ms. Barcellos provided information about the Business Retention & Expansion survey/interview project that is being executed by the Economic Development Division. Approximately 60 interviews will be conducted between now and early summer. The results will be published by November 2016. The plan is to match the sector representation with the number of survey respondents. For example, if Manufacturing represents 10% of then the number of interviewees should represent 10% of the total number of interviews. Ms. Barcellos invited recommendations for businesses that could be interviewed.

Ms. Wasnik indicated that the CPG will be implementing angle parking on 5th Avenue to be completed this year. The License Plate Recognition will roll out before the summer. Ms Van Mook confirmed that the newly created CPG role for events has been filled and has representation on DPG's Events & Promotions Committee.

CHAMBER OF COMMERCE

Ms Pohl shared that the C of C's Annual General Meeting will be occurring on March 31, 2016. Ms. Pohl will be running again for President. Mr. Dougherty will also run for office. The President's Gala will be hosted on April 16th at the Prince George Civic Centre. The event will include recognition for long-time members.

TOURISM PRINCE GEORGE

Ms. Hummel reported that TPG has begun its consultations with the hotel sector with regards to the request to increase the hotel tax from 2% to 3%. A request has been made to ensure that equal funding is provided to both the Meetings & Conventions and the Sport Tourism sectors. Information will be going in front of City Council on March 21, 2016. To date the accommodations sector appears to be engaged and interested.

The CPG was just provided with 2 National Awards for the 2015 Canada Winter Games from the Canadian Sport Tourism Alliance Prestige Awards event hosted in Ottawa on March 7, 2016.:

- CSTA Canadian Sport Event of the Year Award
- CSTA Sustainable Sport Event of the Year

The grant request from Destination BC has been approved for TPG's Ambassadors program. TPG will be engaging Ms. Van Mook in discussions about the program.

7. 8. 9. 10. 11. 12 Consent Agenda

Motion: S.Stearns

Second: D.Dougherty

"That items 8, 9, 10, 11 & 12 of the Consent Agenda be received."

In Favour: ALL

Carried

13. New Business

Façade Program – Heritage Buildings

Mr. Gable is interested in providing additional Façade Grant funding to buildings agreeing to be on the Heritage Registry. The registry does not trigger the same type of statutory regulations that a Heritage Designation would. DPG can invite the City of Prince George Planner, Hillary Morgan to a meeting in order to provide more details about this topic.

ACTION: Ms. Van Mook will extend an invitation to Ms. Morgan for our April Board meeting.

Renewal of Office Lease

The CPG lease for our current office space is up on March 31st, 2016. The CPG is asking for confirmation to exercise a second renewal option of 2 years – which would extend to March 31, 2018. The group discussed whether the current space is the right location for our office.

Motion: S.Stearns

Second: R. Holmes

"That the Governance Committee explore relocation options for DPG office space."

In Favour: ALL

Carried

ACTION: Colleen will discuss the costs and terms of the lease with the City. It will be important to ensure that we can terminate the lease without penalty before re-signing for the extension.

Insurance Renewal

HUB Insurance has sent DPG the renewal forms for our 2016-17 insurance requirements. Mr. Holmes has the best knowledge about this process and agreed to meet with Ms. Van Mook to review the information that was provided.

ACTION: Once Ms. Van Mook has the information about the plan and the premium costs, she will conduct an email vote.

Email: City of Prince George Farmer's Market

The CPG provided Ms. Van Mook with an email that outlined the prospect of presenting the Prince George Public Market on the streets (and potentially also using portions of the grounds) in front of City Hall and extending to the section of 6th Avenue to the east of George Street.

City of Prince George Committee Applications

The CPG has put out a call for applications for City Committees. Downtown Prince George's coordinator, Ms. Rubadeau, will be submitting her application for the Advisory Committee on Enhancing Prince George.

Annual General Meeting

Ms. Van Mook recommended that the 2016 Annual General Meeting date be moved to June 22, 2016 to provide more lead time for notices and event organization. This date is well within the statutory obligations of the Society Act.

Motion: R. Holmes *Second:* B.Langlois

"That the Prince George Downtown Business Improvement Association's Annual General Meeting be held on June 22, 2016."

In Favour: ALL *Carried*

15. Next Meeting

The next board meeting is scheduled for April 6, 2016.
The 2016 Annual General Meeting is scheduled for Wednesday June 22, 2016.

16. Adjourn

Motion: B.Langlois *Second:* R.Holmes

"That the meeting be adjourned".

In Favour: ALL *Carried*

Meeting was adjourned at 1:09pm