

PRESCOTT AND DISTRICT CHAMBER OF COMMERCE  
BOARD OF DIRECTORS MEETING  
MAY 18, 2005

President Lisa Smith called the meeting to order at noon at the Bridgeview Restaurant. Present were: Vice-President Ralph Legere, Treasurer Allan Norton, Directors Robert Lawn, Ken Durand, Heather Lawless, Sharon Spychi, Tom Doyle, Bill Pakeman, Brent Laton, Ken Rundle, Garry Dewar, Anne Sawyer, Ray Young, members Sue O'Hanlon, Angela Molson-Legere, Lynda Cho, Tim Ruhnke, Robert Pelda, Marylou Murray, Jerry Hough, Dominika Duris and guest Kathleen Collins of Animal Lifestyle. Minutes recorded by secretary Debbie Lawless.

1. INTRODUCTION OF GUESTS: President Lisa Smith welcomed everyone and introduced Lynda Cho of Tender Touch Equine Therapy, Kathleen Collins of Animal Lifestyle, Dominika Duris of Piccolo Café, Angela Molson-Legere of Gold Key Realty and our guest speaker Sue O'Hanlon of Prescott Blossoms Garden Club.

Our guest speaker Sue O'Hanlon thanked the Chamber for their recent donation to the Harbor Days Committee.

Sue reviewed the conception of the Club which was created in 1999 by Michael Laking and then joined by Astrid Strader in 2000. In 2001 Parks Canada began working with the Club and in 2002 the Club received funding from HRSDC for two years.

Sue noted different projects the Club has worked on include the Coast Guard, the Sarah Spencer Park (Churchill Road), Daniel's Parkette, Prescott Heritage River project, the Lighthouse, the Town Hall, the Skateboard Park and organizing festival events.

In 2004 funding was not available. The Club now has 17 volunteers (up from 9). Missions for the Club are to enter the Community's in Bloom Contest, do garden workshops and create an Adopt-A-Park program. The Adopt-A-Park program would ask companies to adopt a park space, open the park, clean and care for it and close it for winter. These parks would be watered by the Town. Presently there are 27 green spaces in Prescott (over 80 acres) available. Garden workshops would be held at Canadian Tire and O'Reillys Your Independent Grocer in Prescott.

The Clubs goal is to "green" Prescott. Sue thanked everyone for their time and for the Chamber allowing her to make her presentation. Sue may be contacted at 925-2812 for more information about the Garden Club and/or to volunteer.

Allan Norton informed Sue that Friends of the Environment have funding for this type of program and Robert Pelda noted Mayfield is creating a tree garden.

2. APPROVAL OF AGENDA: The agenda for May 18, 2005 was approved on motion by Bill Pakeman and seconded by Ralph Legere. Carried.

3. REVIEW OF AND BUSINESS ARISING FROM MINUTES: No report presented.
4. APPROVAL OF MINUTES: The minutes for April 13, 2005 were approved as circulated on motion by Sharon Spychi and seconded by Tom Doyle. Carried.
5. PRESIDENT'S REPORT: Lisa Smith reported the Chamber's new Award plaques have been placed at the Town Hall upstairs leading to Council Chambers.

The website subcommittee met to discuss designing the Chamber's website. It was motioned by Brent Laton and seconded by Tom Doyle to approve Jason Rooney of Red Top Design to develop and design the Chamber's website. As time was a factor a telephone vote was made to all Directors. Vote on the above motion was 18 for with 4 no reply out of 22 Directors. The above motion was carried.

Lisa passed around the sample merchant brochure being designed by Jason Rooney. Lisa also emailed the Website Committee members with three potential website layouts provided by Jason which the committee will review to complete one layout.

On May 2, 2005 Lisa and Brent Laton attended the Prescott Public Library press release/update regarding funding and raffle launch. Lisa and Brent presented a cheque for \$6000.00 on behalf of the Chamber for the library's expansion and renovation project. Lisa noted the project is well underway and will be a great asset to our community.

This afternoon Lisa will be volunteering on behalf of the Chamber at McDonald's as part of McHappy Day which raises funds for CHEO and Ronald McDonald House.

Also on May 22, 2005 Lisa will be walking in the second Annual Walk for CHEO on behalf of the Chamber. This walk raised \$2500.00 in donations for CHEO last year. Lisa suggested the Chamber consider matching her pledge amounts to support CHEO.

Lisa reported with regrets Dominique Pressault, owner of Prescott's Canadian Tire is transferring to Nova Scotia where they have purchased a new larger Canadian Tire store. Dominique and his family, store and staff have contributed hugely to our town and charitable organizations and his commitment to building the superstore has brought tremendous success and began our northend development.

Lisa suggested the Chamber present Dominique with a parting gift to commemorate his business and personal contributions he has made to Prescott. Discussion was held and motion was made by Bill Pakeman and seconded by Anne Sawyer to purchase John Morris's History Book as a thankyou gift and in memory of Prescott. Carried.

Lisa noted Robert Haller has approached the Chamber and BIA regarding a request from the Girl Guides to add their logo to the Prescott Welcome signs at the north, east and west entrances of Town. Lisa also noted these signs need refurbishing. Gateway signs and introduction signs to Historic/Downtown Prescott have previously been discussed and perhaps this could be combined as one project (more cost effective) and could be a joint project for the Town, Tourism, Economic Development, BIA and the Chamber. Discussion was held and it was decided to form a committee to review the overall sign strategy and repaint the present signage for now. Volunteering for this committee was Lisa, Ken Rundle, Bill Pakeman and Heather Lawless would inquire into funding from EODF for this project. The committee will seek quotes and attend a GCDC meeting with a proposal to refurbish the signage.

Lisa extended the invitation from the North Grenville C of C to all Chamber members to attend a complimentary luncheon on June 6, 2005 at the Royal Brock Quality Hotel in Brockville. Guest speaker will be Mayor Ben TeKamp on the Future of Canadian Communities. This luncheon is hosted by My Community CSS Canada located in Kemptville.

6. VICE-PRESIDENT'S REPORT: No report presented.

7. TREASURER'S REPORT: The treasurer's report for period ending April 30, 2005 was presented by Allan Norton. The financial statement was accepted on motion by Ralph Legere and seconded by Heather Lawless. Carried. Copy enclosed.

Allan noted our Annual Golf Tournament is coming up soon and advertising should begin now and also help is required to organize this event. Volunteering to help out were Allan Norton, Marylou Murray, Lisa Smith and Ray Young.

8. EXECUTIVE DIRECTOR'S REPORT: No report presented.

9. SECRETARY'S REPORT: No report presented.

10. CORRESPONDENCE: A list of correspondence received for May 2005 was distributed to all present.

11. COMMITTEE REPORTS:

1. FINANCE: No report presented.

2. PROGRAM AND PLANNING: Sharon Spychi suggested the Chamber's Annual Dinner and Awards Banquet date be changed to the second or third week in April due to unpredictable weather conditions at this time of year. Also Volunteer Week is in

April. Discussion was held and motion was made by Sharon Spychi and seconded by Anne Sawyer to

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change the Chamber's Annual Awards and Dinner Banquet date to the second or third week of April. Carried.

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Sharon noted a decision needs to be made on how many free tickets should be distributed at the Annual Awards Banquet as this can add up. After discussion it was motioned by Sharon Spychi and seconded by Anne Sawyer the Citizen of the Year receive two free tickets, Youth of the Year and parents three free tickets, Master of Ceremonies one free ticket, guest speaker one free ticket, Business of the Year two free tickets and Michael Boyles Award two free tickets. Carried.

Also some changes were discussed and it was motioned by Sharon Spychi and seconded by Brent Laton to keep holding the Silent Auction, drop the \$1 bid increments and have a starting minimum bid of 30% of the items value. Carried.

Sharon also reported she has obtained quotes locally and from MDG and DELL for the computer with DELL having the best package and price. It was motioned by Bill Pakeman and seconded by Garry Dewar to purchase the computer for the Chamber from DELL. Carried.

3. MEMBERSHIP: Bill Pakeman reported one new member for the Chamber.

Defensive Driver Training,  
Brockville, Ontario  
(Driver Training)

This new member was approved on motion by Tom Doyle and seconded by Ray Young. Carried.

## 12. LIAISON REPORTS:

1. TOWN OF PRESCOTT: Robert Pelda reminded everyone a public open house for the Downtown Revitalization and Official Plan Review will be held on June 1, 2005 at the Prescott Town Hall from 4-8 p.m. and also the Official Plan Review is to be completed by fall.

The engineering for infrastructure for the new subdivision is completed and plans have been sent to the Ministry of Environment for approval. A public information meeting will be held once the plan is officially approved. Steps are being taken to start

the first phase of development for 10-20 homes.

The Federal/Provincial funding for \$9.8 million for the sewage treatment plant has been approved and Council is awaiting confirmation in writing for the grant. The project designs will commence as soon as possible for the plant with construction beginning next spring and hopefully operating in early 2007.

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Also an open house will take place on June 2 at the Town Hall from 3-7 p.m. to review the water/sewer expansion plans from Johnstown to Riverview Heights.

The CN overpass reconstruction and Edward Street rehabilitation projects have been approved. Construction will commence in August, after the Shakespeare Festival and completed by mid-October.

The 2005 budget review has been completed. Bob noted tax rates were reduced in 2004 and Council expects a 0% tax increase for 2005. The budget should be officially pass by June 2005.

Council is proposing to create a part-time (18 hours/week) Bylaw Enforcement Officer position to focus on property standards, parking and animal control and costs could be shared by the other municipalities.

Other items reported were the pathway will be paved along the river at Centennial Park and Prescott Blossoms Garden Club is designing a garden area at the Sarah Spencer Park. Bob noted Harbor Days was a real success and praised and thanked Sue O'Hanlon and her team of volunteers for doing such a great job and making this event such a success.

The Economic Development L/G Committee has completed a study on the strengths of our town (tourism, manufacturing and agriculture) and can be viewed on the United Counties website or by contacting Robert Haller at 925-2812 or via email [rhaller@prescott.ca](mailto:rhaller@prescott.ca) for a copy.

Council will meet with IBI on May 24 in regards to the process and guidelines required for grant participants who wish to fix up their buildings.

Suzanne Dodge is developing the SG website and hopefully the site will be launched by the end of June.

The SG Community Profile which holds information to assist in making business decisions for new and existing businesses is complete and copies will also be available soon and can be obtained by contacting Robert Haller at 925-2812 or via email [rhaller@prescott.ca](mailto:rhaller@prescott.ca).

Prescott's Welcome Centre has reopened at the Forwarder's Museum to serve tourists.

2. TOURISM: No report presented.

3. SGED COMMITTEE: Heather Lawless reported the committee met on April 21, 2005 and will meet again tomorrow on May 19, 2005.

Heather noted the first half of the SG Bicycle and Trails project has been completed and economic impacts of the study were provided to the committee.

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\$5,000.00 was approved from GCFDC for the SG website and the website application will be reviewed to see what modifications need to be incorporated.

BR&E recommendations are continuing to be followed up.

The application for funding to hire an Economic Development Coordinator is being worked on.

A request will be made for \$5000.00 from each municipality for funding for the SGEDC for cost of 401-416 signage, BR&E information sessions and facilitated round tables and website fees, etc.

Heather noted there were 35 participants signed and 15 exhibitors lined up for the Business Assistance Information Open House.

The committee also recommended \$200.00 from each municipality for two years for the TODS signage for the Heritage Highway on 401 with the payment to be located east bound in Augusta and westbound in Lancaster.

4. BIA: Ray Young reported the new Chair for the association is Chuck Street and new Vice-Chair is Sue Villeneuve.

12. NEW BUSINESS: Bill Pakeman suggested the Chamber's benefit program be reviewed and to take 10% of the incoming money and use this to attract new members. The finance committee will review Bill's proposal.

Bob Pelda gave a brief update on the Mariner's Club and noted all units have been sold now. The project value is \$6.7 million and will have a great economic impact to our area and significantly change the dynamics of the downtown and businesses.

A lengthy discussion was held in regards to painting and repairing three downtown buildings which house three stores. Two owners have painted and repaired their

buildings but the other cannot at this time. The unrepaired building which is situated beside the other two buildings stands out visibly as unfinished and unattractive.

Garry Dewar requested the Chamber spend \$2000.00 to paint and repair the uncompleted building and then have this money reimbursed to the Chamber from the Chamber's \$7000.00 grant for businesses to improve their buildings. Bill Pakeman suggested perhaps the Town and BIA could partner with the Chamber on this proposal.

Tom Doyle motioned and Bill Pakeman seconded the Chamber spend up to \$2000.00 to paint and repair Mr. Hogan's building and the money would be reimbursed to the Chamber from the Chamber's grant for facade improvement of \$7000.00 for 7 businesses of \$1000.00 each. Motioned defeated. (2 for/6 against).

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13. OTHER BUSINESS: Lisa requested the Privacy Policy Special Committee be disbanded.

Motion was made by Heather Lawless and seconded by Bill Pakeman to disband the Privacy Policy Special Committee. Carried.

Heather Lawless reported the Eastern Ontario Development Fund (EODF) was renewed and the second phase can begin. Applications for funding will be accepted as of June 1, 2005. Priority will be given to projects which can be completed by December 31, 2005. For more information and to submit your applications you may go on line to [www.grenvillecfdc.com](http://www.grenvillecfdc.com) or call GCFDC at 925-4275.

14. NEXT MEETING: The next Board of Directors meeting will be held on WEDNESDAY, JUNE 15, 2005 at the GRENVILLE ARMS RESTAURANT (925-0087) 513 King Street West, Prescott, commencing at noon. "Everyone Welcome".

15. ADJOURNMENT: The meeting adjourned at 1:35 p.m. on motion by Brent Laton and seconded by Anne Sawyer. Carried.

PRESCOTT AND DISTRICT CHAMBER OF COMMERCE  
 FINANCIAL REPORT  
 April 30, 2005

BANK BALANCES December 31, 2004

Current Account	\$ 8,726.20	
Allowance for uncleared/prepaid	(473.09)**	\$ 8,253.11
Mutual Fund Investment		<u>21,288.88</u>
		29,541.99

Plus Income

Membership	7,074.55	
Annual Dinner	6,224.50	
Insurance	1,300.15	
Special Events	1,290.75	
Directory	0.00	
		Golf Tournament 0.00
		Interest 95.24
Misc.	441.36	
50/50 draws	139.00	\$ 16,565.58
		<u>46,107.57</u>

Less Disbursements:

Membership	\$ 1,562.20	
		Annual Dinner 4,013.89
		Special Events 1,039.07
		Golf Tournament 0.00
		Stationary 216.57
		Salary & Wages 5,472.94
		Advertising 83.89
		Postage 292.00
		Insurance 0.00
Bursaries/Donations	0.00	
Misc.	6,779.16	<u>19,459.72</u>

\$ 26,647.85

BANK BALANCES April 30, 2005

Current Account	10,624.02
Mutual Fund Investment	<u>16,384.12</u>
<u>Minus Cheques outstanding</u>	<u>( 360.29)</u>
	\$ 26,647.85

Available Funds \$ 16,647.85  
Reserve Fund \$ 10,000.00