

Port Credit BIA

MINUTES

	Board Meeting Weds September 28, 2022 6:30pm
Board Members	John Pappas, Brenda McGarrell, Councillor Stephen Dasko, Lucie Zima, Julia Chatterji, Wassim Alroz, Dorothy Hagel, Ann Ivy Male, Ric Cooper
Regrets	Emily Misk
Staff	Kelly Ralston
Guests	John Griffin – Presentation of the Shoreline Stabilization Project
Minutes by	Kelly Ralston
Item #	Item Description
1	Call to Order 6:53 pm
2	Declaration of any Conflict of Interest: None stated
3	Additions to and approval of Agenda Moved by Julia Chatterji; Second by Lucie Zima
4	Discussion and / or acceptance of the Minutes from the Board Meeting held on Weds, July 27, 2022 Moved by Ann Ivy Male; Second by: Ric Cooper
5	<p>Councillor’s Report – Stephen Dasko</p> <ul style="list-style-type: none"> ▪ Free Parking: <ul style="list-style-type: none"> ○ Free parking in Port Credit will be available for 1.5 months during and after the holiday rush ○ It will start earlier this year to get people into Port Credit to shop for the holidays ○ Councillor Dasko will present the request to Council ▪ Port Credit Marina: <ul style="list-style-type: none"> ○ The Salmon Derby had a great turn out ○ Councillor Dasko was available at the pop up Public Info Centre at the Marina ○ People stopped by to get information on the planned development for the Port Credit Marina ▪ Port Credit Library: <ul style="list-style-type: none"> ○ Construction has begun on the Port Credit Library ○ The City is on track and on time for this 2 year project ▪ Port Credit Pedestrian/Cycling Bridge: <ul style="list-style-type: none"> ○ Plans are underway for the pedestrian/cycling bridge ○ The bridge will start near the Legion and cross over to the Port Credit Arena ○ Councillor Dasko is pushing to have shovels in the ground in 2023 ▪ Port Credit Memorial Park Outdoor Ice Rink <ul style="list-style-type: none"> ○ Initiative to drive tourism and outdoor activities in the winter in Port Credit and year round ○ Looking at completion in November 2023 ○ Summer utilization will be available with a potential rollerblading/roller-skating path

	<ul style="list-style-type: none"> ○ The area will be activated with lights, music etc. ▪ Lakeshore Connecting Communities: <ul style="list-style-type: none"> ○ On hold until after the Municipal Elections ○ Councillor Dasko will keep the PCBIA ED and Chair in the loop ▪ Tourism: <ul style="list-style-type: none"> ○ Continue to focus on Classic Cars, Fishing Charters in Port Credit, and Southside Shuffle ○ Working with Victoria Clarke to collaborate on the vision of Tourism Mississauga and to identify alignments and partnerships
<p>6</p>	<p>Chair’s Report – John Pappas</p> <ul style="list-style-type: none"> ▪ John introduced Kelly Ralston as the new Executive Director with the PCBIA ▪ Kelly was recruited through a third-party to ensure arms length and acquiring the right candidate for the ED position ▪ Board will re-evaluate the Board Meeting schedule as not having a meeting in August has created some very tight timelines with the workload, especially with the new Budget deadline of October 31st provided by the City ▪ The Board will need to hold a meeting in August 2023 and take off July instead ▪ PCBIA Board needs to continue to focus on the Path to 2022 strategic plan that is in place ▪ Southside Shuffle 2022 was a great success and of great benefit to Port Credit ▪ The PCBIA congratulates Kris Kand and her team for their tremendous efforts and another successful year ▪ 2023 marks the Southside Shuffles 25th Anniversary ▪ An election for the PCBIA is coming up and the Chair asks current Board members to consider if they will be rejoining the Board ▪ The Chair is very proud of the work that the PCBIA has done over the past year and looks forward to more great initiatives from the PCBIA ▪ Ric Cooper will be retiring from the PCBIA at the end of the 2022 term ▪ PCBIA has been very lucky to have had such and engaged Board member who has dedicated over 20 years to the PCBIA
<p>7</p>	<p>PCBIA Committee Reports</p> <ul style="list-style-type: none"> ● PCBIA Financial Report – Brenda McGarrell ● PCBIA in a positive financial position ● Our Accountant is off so reports are behind by a month ● The August financials are being presented ● August 2022 Financial Report attached ● Notable Items <ul style="list-style-type: none"> ○ Investments are performing far better than expected ○ There was \$1309.44 in interest earned in August alone, YTD interest is \$5,588.61. ○ City Finance Meeting was held on September 9, 2022 via Zoom to help align all of the BIA’s financial reporting and to meet the City’s Financial Reporting requirements ○ Kelly reviewed the Community Gift Cards and identified \$18K in unused gift cards on the platform

	<ul style="list-style-type: none"> ○ These funds are from Community Gift Cards sold in 2020 – 2021 as part of the #SupportThePort initiative ● Beautification Committee – Julia Chatterji <ul style="list-style-type: none"> ○ See Beautification Report attached ○ Discussion: <ul style="list-style-type: none"> ○ There is too much garbage in the Port ○ Our Streetscape program ends at the end of September ○ Kelly will be looking at partnerships with our business community and potential sponsorship for keeping the Port clean initiatives ○ Social media campaigns will be started to send a message to #KeepThePortClean ○ The Beautification Committee is looking at innovative programs and initiatives such as “keep your butts out of Port Credit” to message the need to properly dispose of cigarette butts ● Advocacy Committee- John Pappas <ul style="list-style-type: none"> ○ No written report ○ A task force/Committee may be formed as required for the upcoming Lakeshore Corridor Connecting Communities Project ● Safety & Security Report – John Pappas <ul style="list-style-type: none"> ○ No written report ○ Feedback on the Duty Police program has been very positive ○ Committee meets with Sargent Jay Watson ○ Police Chief and participating officers are very happy with the program ○ Incident Reports and stats support the effectiveness of the program as calls to Peel Police are significantly lower when Duty Police are in Port Credit ○ Committee is looking to extend the program with longer shifts to create a safer perception, deter incidents, and create a community partnership with the Duty Police ○ A meeting with the night economy in Port Credit has been scheduled for October 5, 2022 to invite feedback, participation, and funding for the program ○ The program is good for tourism and our community ○ Committee will be looking to increase the budget for the program in 2023 and to solicit funding/sponsorship ○ The Board would like to see greater access to the reports from the Peel Police on the program in Port Credit ○ The program will also require some marketing efforts from the PCBIA to let people know that we are partnering with Peel Police and to also act as a deterrent ○ Peel Police have indicated that Port Credit is a highly coveted assignment among the Duty Police officers ● Policy & Procedure Report – Brenda McGarrell <ul style="list-style-type: none"> ○ No written report ○ Changes to the PCBIA Constitution will need to be made to align with OBIAA and the current PCBIA practices
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	<ul style="list-style-type: none"> ○ Proposed changes will be presented to the members at the upcoming AGM to vote on ● Marketing Committee – Ann Ivy Male <ul style="list-style-type: none"> ○ See attached Marketing Report ○ Upcoming initiatives include the start of the PCBIA Give Away boxes and #RemembranceINThePort, and #WinterINThePort ○ Give Away boxes will increase business and community engagement and focus on gratitude for Thanksgiving ○ The box will be comprised of items and services from the Port Credit BIA business community ○ A historic walking tour that highlights the fallen soldiers from Port Credit for #RemembranceINThePort is scheduled for November 11, 2022 ○ The #WinterINThePort theme will be “The Nutcracker” ○ Sure Green is putting the proposal together for nutcracker décor , tree lighting, pole lighting etc. ○ This will be part of the Reconnect Grant ○ Ann wants to remind Sure Green that any décor or installations must consider sightlines from traffic and pedestrians ● Business Retention & Recruitment Report – Lucie Zima <ul style="list-style-type: none"> ○ No written report ○ Committee looking to review current roles and requirements of the PCBIA and our business community ○ Expanding the two current positions in the office to better support the PCBIA strategic plan and business community ○ Kelly will look at the position requirements and the need for support in the PCBIA office ○ The Port Credit community is growing and the PCBIA staff needs to grow in order to fulfill it’s mandate in this time of significant growth ○ A third party consultant will assist with recruitment of the best candidates
8	<p>Executive Director Report – Kelly Ralston</p> <ul style="list-style-type: none"> ● Kelly thanked the Board for all of their support in transitioning into the ED role, providing guidance, and for being readily accessible and responsive ● Kelly has meet with the PCBIA Committees to review 2022 and discuss plans for 2023 ● See Executive Director Report attached
9	<ul style="list-style-type: none"> ● Other Business ● AGM – John Pappas <ul style="list-style-type: none"> ○ AGM is booked for November 17, 2022 at Clarke Hall ○ Attire for the Board and staff is business/professional ○ An election will take place if there are more than 10 nominees

	<ul style="list-style-type: none"> ○ The Nominating Committee is meeting before the nomination cut off date of October 17, 2022 ○ Nominees will need to provide an image and a bio ○ PCBIA will be following the Constitution with regards to the election ● Budget: <ul style="list-style-type: none"> ○ The 2023 PCBIA Budget is due to the City at the end of October ○ All PCBIA Committees should submit their recommended budget for 2023 ● Southside Shuffle <ul style="list-style-type: none"> ○ PCBIA cancelled the dinner sponsorship as there was not a vote on the purchase ○ Given the long standing relationship, the incredible work by the Southside Shuffle, and the benefit to our business community, Kelly will meet with Southside Shuffle to apologize for the oversight and purchase the table at the Beggars Blues Banquet <ul style="list-style-type: none"> ▪ Motion: Stephen Dasko; Second: Julia Chatterji ● T'Was the Bite: <ul style="list-style-type: none"> ○ Lucie would like to bring forth a motion to purchase a table at the T'Was the Bite dinner ○ T'Was the Bite supports great initiatives in feeding Mississauga's vulnerable communities ○ The Board would like to ensure that any sponsorship or events that PCBIA supports has a direct positive impact to Port Credit and that the PCBIA logo and acknowledgement are included ○ Motion: Lucie Zima; Second: Ann Ivy Male
10	Adjournment Moved by Ric Cooper ; Second by Ann Male
Dates	Next Board Meeting: October 26, 2022 – Budget Meeting

From Brenda L. McGarrell

September 28, 2022

SUBJECT: Treasurer Report – August, 2022

Attached:

August Financial Statements:

Balance Sheet as August 31, 2022 – 2 Pages

Budget VS Actuals – August, 2022 – 3 Pages

Budget VS Actual – January – August 31, 2022 – 3 Pages

Interest Income: Notable...

#80000 – doing well with invested term deposits – August alone \$1309.44; YTD \$ 5,588.61 = %558.96 over expectations.

City Finance Meeting: Held September 9, 2022, Zoom – Tune-up, held individually with all BIA's. Directed accounting posting amendments be made, to enable consistency across all (BIA's) #43002 HST adjustment – example highlighted, to remove prior postings from this line so is a CR.

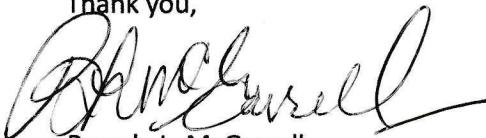
City wants the HST portion **not** being refunded (as total HST not refunded to BIA) be posted to the respective account as an **added** expense. See – As examples August #48006; #48007 - Highlighted & YTD Eg. SSS will be 17,500. + 310.39; Miss. Marathon 2,000. + 35.47.

Scotia bank:

Bank Balance remains healthy to accommodate continuing expenditures for 2022 Budget.

If any questions on any topic Financial; kindly advise, I will have reviewed and return answers.

Thank you,



Brenda L. McGarrell
Treasurer PCBIA

**Port Credit BIA
Balance Sheet
As of August 31, 2022**

Pg. 1/2.

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 C.I.B.C. Current Account	0.00
10000 Scotiabank	348,483.99
10200 Petty Cash (General)	607.00
10220 Petty Cash (Farmers Market)	2,570.50
14990 *Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$ 351,661.49
Accounts Receivable (A/R)	
12000 Accounts Receivable	0.00
12001 Interest Receivable	1,324.09
Total Accounts Receivable (A/R)	\$ 1,324.09
1010 G.I.C.	265,073.52
Cash	0.06
Total 1010 G.I.C.	\$ 265,073.58
12100 GST Receivable	0.00
17655 Other current assets	220.00
Total Current Assets	\$ 618,279.16
Non-current Assets	
Property, plant and equipment	
17500 Machine & Equipment	37,620.10
17510 Acc. Amortization Machine & Eqp	-31,277.56
17520 Accum. Amortization - Planters	-37,759.77
17530 Accumulated Amortization - Sign	-4,581.61
17540 Accum amortization - Furniture	-18,405.57
17550 Accum Amortization - Leasehold	-12,526.54
17560 Office Furniture	21,837.76
17570 Leasehold improvements-	0.00
17580 Accum Amort. - Benches	-12,645.29
17590 Accumulated Amort - Decorations	-56,146.30
17595 Accumulated Amortization Light Poles	-1,023.76
17600 Capital Assets - Planters	42,454.78
17650 Sign Panel	4,581.61
17660 Banners	68,362.88
17670 Lighthouse Renovation 2019	22,775.00
17680 Benches / Muskoka Chair	22,265.89
17700 Accumulated Depn - Banners	-41,165.17
17710 Decorations	124,289.00
17720 Light poles	3,510.00
Total Property, plant and equipment	\$ 132,165.45

Balance Sheet
Pg. 2/2.
August/22

13000 Prepaid Expense	26,549.27
Total Non Current Assets	\$ 158,714.72
Total Assets	\$ 776,993.88
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	37,150.50
Total Accounts Payable (A/P)	\$ 37,150.50
Credit Card	
20050 Scotiabank Visa	0.00
Total Credit Card	\$ 0.00
20100 Accounts Payable Other	0.00
20150 Accrued Liabilities	20,299.85
20150A Step up rent liability	2,781.19
20200 Due to the City of Mississauga	0.00
2100 Payroll Liabilities	0.00
2110 E.I. Payable	0.00
2120 CPP Payable	0.00
2130 Income Tax Payable	0.00
Total 2100 Payroll Liabilities	\$ 0.00
22000 GST Payable	-12,406.89
2315 Deferred Income	275,531.85
Receiver General Suspense	-23,939.09
Total Current Liabilities	\$ 299,417.41
Total Liabilities	\$ 299,417.41
Equity	
24500 Opening Bal Equity	0.06
24700 Reserve	0.00
Retained Earnings	472,215.81
Profit for the year	5,360.60
Total Equity	\$ 477,576.47
Total Liabilities and Equity	\$ 776,993.88

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Port Credit BIA Budget vs. Actuals: 2022 - FY22 P&L August 2022

	Actual	Budget	Total over Budget	% of Budget
Income				
30000 Municipal Levy	68,750.00	68,750.00	0.00	100.00%
30010 Under levy repayment		-3,333.33	3,333.33	0.00%
Total 30000 Municipal Levy	\$ 68,750.00	\$ 65,416.67	\$ 3,333.33	105.10%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port		0.00	0.00	
Total 30030 Sponsorship and Grants	\$ 0.00	\$ 0.00	\$ 0.00	
30050 Membership Dues		454.55	-454.55	0.00%
30060 Vendor Fees	300.00	0.00	300.00	
30080 Transfer from Reserves		14,725.00	-14,725.00	0.00%
80000 Interest Income	1,309.44	125.00	1,184.44	1047.55%
Fundraising and Other				
3006 Miscellaneous BIA Income		0.00	0.00	
3013 Project Sponsorship			0.00	
3014 Sponsorship	10,000.00	10,000.00	0.00	100.00%
Total 3013 Project Sponsorship	\$ 10,000.00	\$ 10,000.00	\$ 0.00	100.00%
Student Grant		0.00	0.00	
Total Fundraising and Other	\$ 10,000.00	\$ 10,000.00	\$ 0.00	100.00%
Total Income	\$ 80,359.44	\$ 90,721.22	-\$ 10,361.78	88.58%
Gross Profit	\$ 80,359.44	\$ 90,721.22	-\$ 10,361.78	88.58%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	10,694.48	21,983.33	-11,288.85	48.65%
40002 Additional Wages	4,450.00	6,285.00	-1,835.00	70.80%
40003 Benefits	0.00	500.00	-500.00	0.00%
40004 Payroll Deductions	641.66	1,000.00	-358.34	64.17%
40005 WSIB	53.45	100.00	-46.55	53.45%
Total 40000 Salaries and Benefits	\$ 15,839.59	\$ 29,868.33	-\$ 14,028.74	53.03%
42000 Professional Services			0.00	
42001 Professional Fees	266.75	166.67	100.08	160.05%
42002 Bookkeeping Services	1,052.73	1,000.00	52.73	105.27%
Total 42000 Professional Services	\$ 1,319.48	\$ 1,166.67	\$ 152.81	113.10%
43000 Finance Fee			0.00	
43001 Bank Charges	113.76	177.27	-63.51	64.17%
43002 Provincial HST adjustment	-3,748.47	3,000.00	-6,748.47	-124.95%
Total 43000 Finance Fee	-\$ 3,634.71	\$ 3,177.27	-\$ 6,811.98	-114.40%
44000 Audit			0.00	
44001 Audit	218.33	225.00	-6.67	97.04%
Total 44000 Audit	\$ 218.33	\$ 225.00	-\$ 6.67	97.04%
46000 Advertising and Promotion			0.00	

46001 Media Marketing	2,491.04	1,818.18	672.86	137.01%
46002 Promotional Materials	20.90	2,500.00	-2,479.10	0.84%
46003 Signage	83.96	100.00	-16.04	83.96%
46004 Website-hosting and maintance		0.00	0.00	
46006 Networking/Training/Conferences	57.52	60.00	-2.48	95.87%
4607 Events and Campaigns		0.00	0.00	
Total 46000 Advertising and Promotion	\$ 2,653.42	\$ 4,478.18	-\$ 1,824.76	59.25%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police	11,953.77	11,500.00	453.77	103.95%
Total 4626 Security	\$ 11,953.77	\$ 11,500.00	\$ 453.77	103.95%
47001 Farmers Market	4,612.85	4,580.00	32.85	100.72%
47002 WinterIN the Port	196.20	0.00	196.20	
47003 SpringIN the Port	230.89	0.00	230.89	
47004 Portchella			0.00	
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port	255.51	434.09	-178.58	58.86%
Total 47000 Project Expenses	\$ 17,249.22	\$ 16,514.09	\$ 735.13	104.45%
47009 Classic Cars	7,233.90	8,000.00	-766.10	90.42%
48000 Sponsorships			0.00	
48001 Busker Fest		17,500.00	-17,500.00	0.00%
48003 Mississauga Waterfront Festival		0.00	0.00	
48004 Canada Day - PTR		0.00	0.00	
48006 Southside Shuffle	310.39	0.00	310.39	
48007 Mississauga Marathon	35.47	0.00	35.47	
Misc		0.00	0.00	
Total 48000 Sponsorships	\$ 345.86	\$ 17,500.00	-\$ 17,154.14	1.98%
60000 Misc out of pocket expense	1.10	0.00	1.10	
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	4,003.70	3,200.00	803.70	125.12%
45002 Landscaping	15,396.55	20,000.00	-4,603.45	76.98%
45004 Banners	116.84	150.00	-33.16	77.89%
45005 Other Beautification	416.23	450.00	-33.77	92.50%
Total Beautification & Maintenance	\$ 19,933.32	\$ 23,800.00	-\$ 3,866.68	83.75%
Business Development			0.00	
6000 Business Development			0.00	
6002 Networking Meetings	475.22	500.00	-24.78	95.04%
Total 6000 Business Development	\$ 475.22	\$ 500.00	-\$ 24.78	95.04%
Total Business Development	\$ 475.22	\$ 500.00	-\$ 24.78	95.04%
Office and General Expenses			0.00	
41001 Rent	1,287.79	1,400.00	-112.21	91.99%
41002 Phones, Fax, Mobile,Internet	289.69	583.33	-293.64	49.66%
41003 Insurance	645.21	916.67	-271.46	70.39%
41004 Repair, Maintenance	1,384.39	1,200.00	184.39	115.37%
41005 General Office Supplies	538.89	500.00	38.89	107.78%
41006 Travel	59.39	60.00	-0.61	98.98%
41007 Board Meeting Expense	0.00	0.00	0.00	

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41009 Memberships	47.28	50.00	-2.72	94.56%
41011 Office Cleaning	319.65	263.64	56.01	121.24%
41012 General IT Expense	853.34	909.09	-55.75	93.87%
Total Office and General Expenses	\$ 5,425.63	\$ 5,882.73	-\$ 457.10	92.23%
Total Expenses	\$ 67,060.36	\$ 111,112.27	-\$ 44,051.91	60.35%
Net Operating Income	\$ 13,299.08	-\$ 20,391.05	\$ 33,690.13	-65.22%
Other Expenses				
50000 Amortization	4,900.20	12,500.00	-7,599.80	39.20%
Total Other Expenses	\$ 4,900.20	\$ 12,500.00	-\$ 7,599.80	39.20%
Net Other Income	-\$ 4,900.20	-\$ 12,500.00	\$ 7,599.80	39.20%
Net Income	\$ 8,398.88	-\$ 32,891.05	\$ 41,289.93	-25.54%

Thursday, Sep. 22, 2022 01:16:51 p.m. GMT-7 - Accrual Basis

1/3
YTD.

Port Credit BIA

Budget vs. Actuals: 2022 - FY22 P&L

January - August, 2022

	Actual	Budget	Total over Budget	% of Budget
Income				
30000 Municipal Levy	549,934.15	550,000.00	-65.85	99.99%
30010 Under levy repayment		-26,666.64	26,666.64	0.00%
Total 30000 Municipal Levy	\$ 549,934.15	\$ 523,333.36	\$ 26,600.79	105.08%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port		0.00	0.00	
Total 30030 Sponsorship and Grants	\$ 0.00	\$ 0.00	\$ 0.00	
30040 Grants			0.00	
30041 City of Mississauga Grant	-1,000.00		-1,000.00	
Total 30040 Grants	-\$ 1,000.00	\$ 0.00	-\$ 1,000.00	
30050 Membership Dues		3,181.80	-3,181.80	0.00%
30060 Vendor Fees	20,605.00	17,000.00	3,605.00	121.21%
30080 Transfer from Reserves		117,800.00	-117,800.00	0.00%
80000 Interest Income	5,589.61	1,000.00	4,589.61	558.96%
Events			0.00	
30064 SpringIN the Port	15,000.00		15,000.00	
Total Events	\$ 15,000.00	\$ 0.00	\$ 15,000.00	
Fundraising and Other			0.00	
3006 Miscellaneous BIA Income	650.00	650.00	0.00	100.00%
3013 Project Sponsorship			0.00	
3014 Sponsorship	12,906.26	13,000.00	-93.74	99.28%
Total 3013 Project Sponsorship	\$ 12,906.26	\$ 13,000.00	-\$ 93.74	99.28%
Student Grant		7,000.00	-7,000.00	0.00%
Total Fundraising and Other	\$ 13,556.26	\$ 20,650.00	-\$ 7,093.74	65.65%
Total Income	\$ 603,685.02	\$ 682,965.16	-\$ 79,280.14	88.39%
Gross Profit	\$ 603,685.02	\$ 682,965.16	-\$ 79,280.14	88.39%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	123,575.11	147,066.64	-23,491.53	84.03%
40002 Additional Wages	18,666.35	18,855.00	-188.65	99.00%
40003 Benefits	2,762.47	3,600.00	-837.53	76.74%
40004 Payroll Deductions	10,385.19	8,200.00	2,185.19	126.65%
40005 WSIB	700.43	625.00	75.43	112.07%
Total 40000 Salaries and Benefits	\$ 156,089.55	\$ 178,346.64	-\$ 22,257.09	87.52%
42000 Professional Services			0.00	
42001 Professional Fees	3,310.27	1,333.36	1,976.91	248.27%
42002 Bookkeeping Services	7,462.73	8,000.00	-537.27	93.28%
Total 42000 Professional Services	\$ 10,773.00	\$ 9,333.36	\$ 1,439.64	115.42%
43000 Finance Fee			0.00	
43001 Bank Charges	673.89	1,290.89	-617.00	52.20%

YTD - 2/3 Aug.

43002 Provincial HST adjustment	0.00	3,000.00	-3,000.00	0.00%
Total 43000 Finance Fee	\$ 673.89	\$ 4,290.89	-\$ 3,617.00	15.71%
44000 Audit			0.00	
44001 Audit	1,746.64	1,800.00	-53.36	97.04%
Total 44000 Audit	\$ 1,746.64	\$ 1,800.00	-\$ 53.36	97.04%
46000 Advertising and Promotion			0.00	
46001 Media Marketing	18,817.32	17,727.26	1,090.06	106.15%
46002 Promotional Materials	1,199.05	3,700.00	-2,500.95	32.41%
46003 Signage	6,317.71	5,100.00	1,217.71	123.88%
46004 Website-hosting and maintance	3,120.00	3,200.00	-80.00	97.50%
46006 Networking/Training/Conferences	6,453.86	6,510.00	-56.14	99.14%
4607 Events and Campaigns	8,354.00	6,000.00	2,354.00	139.23%
Total 46000 Advertising and Promotion	\$ 44,261.94	\$ 42,237.26	\$ 2,024.68	104.79%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police	28,512.83	28,500.00	12.83	100.05%
Total 4626 Security	\$ 28,512.83	\$ 28,500.00	\$ 12.83	100.05%
47001 Farmers Market	23,193.00	22,720.00	473.00	102.08%
47002 WinterIN the Port	11,433.50	10,000.00	1,433.50	114.34%
47003 SpringIN the Port	19,692.52	10,000.00	9,692.52	196.93%
47004 Portchella		0.00	0.00	
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port	19,838.90	3,263.63	16,575.27	607.88%
Total 47000 Project Expenses	\$ 102,670.75	\$ 74,483.63	\$ 28,187.12	137.84%
47009 Classic Cars	10,058.90	11,000.00	-941.10	91.44%
48000 Sponsorships			0.00	
48001 Busker Fest		17,500.00	-17,500.00	0.00%
48002 Vegfest	5,000.00		5,000.00	
48003 Mississauga Waterfront Festival		17,500.00	-17,500.00	0.00%
48004 Canada Day - PTR	17,500.00	17,500.00	0.00	100.00%
48006 Southside Shuffle	17,810.39	17,500.00	310.39	101.77%
48007 Mississauga Marathon	2,035.47	2,000.00	35.47	101.77%
Misc	3,000.00	5,000.00	-2,000.00	60.00%
Total 48000 Sponsorships	\$ 45,345.86	\$ 77,000.00	-\$ 31,654.14	58.89%
60000 Misc out of pocket expense	213.10	250.00	-36.90	85.24%
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	34,701.05	36,000.00	-1,298.95	96.39%
45002 Landscaping	102,596.55	115,000.00	-12,403.45	89.21%
45004 Banners	6,832.00	8,400.00	-1,568.00	81.33%
45005 Other Beautification	416.23	450.00	-33.77	92.50%
Total Beautification & Maintenance	\$ 144,545.83	\$ 159,850.00	-\$ 15,304.17	90.43%
Business Development			0.00	
6000 Business Development			0.00	
6002 Networking Meetings	918.23	1,000.00	-81.77	91.82%
Total 6000 Business Development	\$ 918.23	\$ 1,000.00	-\$ 81.77	91.82%
Total Business Development	\$ 918.23	\$ 1,000.00	-\$ 81.77	91.82%
Office and General Expenses			0.00	

YTD - 3/3 Aug.

41001 Rent	10,039.77	10,399.97	-360.20	96.54%
41002 Phones, Fax, Mobile,Internet	3,574.96	4,666.64	-1,091.68	76.61%
41003 Insurance	4,605.28	7,333.36	-2,728.08	62.80%
41004 Repair, Maintenance	3,732.44	3,220.00	512.44	115.91%
41005 General Office Supplies	3,717.48	3,400.00	317.48	109.34%
41006 Travel	419.68	360.00	59.68	116.58%
41007 Board Meeting Expense	1,498.71	1,000.00	498.71	149.87%
41009 Memberships	2,712.90	2,750.00	-37.10	98.65%
41011 Office Cleaning	1,528.61	1,945.48	-416.87	78.57%
41012 General IT Expense	9,995.28	7,863.63	2,131.65	127.11%
Total Office and General Expenses	\$ 41,825.11	\$ 42,939.08	-\$ 1,113.97	97.41%
Total Expenses	\$ 559,122.80	\$ 602,530.86	-\$ 43,408.06	92.80%
Net Operating Income	\$ 44,562.22	\$ 80,434.30	-\$ 35,872.08	55.40%
Other Expenses				
50000 Amortization	39,201.62	100,000.00	-60,798.38	39.20%
Total Other Expenses	\$ 39,201.62	\$ 100,000.00	-\$ 60,798.38	39.20%
Net Other Income	-\$ 39,201.62	-\$ 100,000.00	\$ 60,798.38	39.20%
Net Income	\$ 5,360.60	-\$ 19,565.70	\$ 24,926.30	-27.40%

Tuesday, Sep. 27, 2022 02:29:18 p.m. GMT-7 - Accrual Basis

Beautification Committee Report

Date: September 13, 2022 6:00 p.m.

Attendees: Julia Chatterji, Lucie Zima, Ric Cooper(TBD), Kelly Ralston, Guest: Gail Hamilton

Agenda Items:

1. Budget
 - 2022 YTD
 - Outstanding expenses
2. Guest: Gail Hamilton
 - 2022 challenges & victories
 - Requirements for 2023 to keep the Port clean
3. Cleaning Partners:
 - PCBIA Streetscape Crew
 - Suregreen – add services such as power washing
 - City of Mississauga – increase schedule & accountability
4. Newsletter / Socials Content:
 - September 2022
 - Keeping the Port clean – create clever slogan
 - Before and afters of clean ups
 - How people can help keep the Port clean, it's our Port
5. Budget 2023:
 - Wish list
 - Anti graffiti and anti stick pole wraps and box wraps
 - <https://streetgraffitisolutions.sharepoint.com/:p:/g/Edw9rhab5uJqLFU-qCreflB5pAf60Pmjm0rtMIYyfQwjQ?e=IUAbE9>
 - Fun Campaigns:
 - Keep the Port Clean
 - Clever slogan
 - Posters in business windows
 - Bus stops
 - Talking trash cans
 - https://www.youtube.com/watch?v=er3VhHtN_p0&t=5s
 - Watch from 1:07
 - Flash mob – good behaviour
 - Ballot bins for cigarettes
 - <https://ballotbin.co.uk/>
 - Decals leading to trash cans- feet, hopscotch
 - Decals along the sidewalks with branded message
 - Compacting Trashcans

- Heritage Markers/Outdated Signage:
 - Replace with programable digital signs
6. Next meeting – scheduling recurring monthly meetings

Marketing Committee Report

Date: September 12, 2022

Attendees: Julia Chatterji (Zoom), Ann Ivy Male, Lucie Zima, Cody Evans, Kelly Ralston

Agenda Items:

1. 2022 Review to date
2. Budget
 - 2022 YTD
 - Outstanding expenses
3. Events:
 - Review of 2022 to date
 - Remaining events for 2022
 - Thanksgiving
 - Contest
 - Halloween IN the Port
 - Display
 - Trick O' treat
 - Haunted Lighthouse – in discussion
 - Cemetery Walks (Heritage Mississauga)
 - Remembrance Day
 - Ceremony Vimy Park
 - Remembrance Walking Tour Remembering Port Credit's fallen (Heritage Mississauga)
 - Winter IN the Port
 - Christmas
 - Caroling in the Park
 - New Years
 - Soliciting events to come to Port Credit
4. Newsletter:
 - September 2022
 - AGM & Elections
 - Greetings from the ED
 - Highlighting the PCBIA efforts around Streetscaping & Security
 - "Who you going to call?" list of contacts for issues in the Port (also add to website and promo on socials)
 - Upcoming events

5. Marketing:
 - Socials
 - Set monthly funds to boost posts
 - Upcoming campaigns
 - Metrics & reports
 - Website
 - Add Google Analytics for stats and metrics
 - Calendar of events:
 - Option to download our calendar to visitors personal calendar
 - Leveraging Community Group Program
 - Reader boards at libraries and community centres (free)
 - Digital Signage
 - Leveraging on-line (free) ads
 - Eventbrite
 - Mississauga News
 - Snap'd South
 - Mississauga Calendar
 - Mississauga Tourism
6. New businesses
 - Logistics of monitoring when new businesses come in
 - Stats on store vacancies
 - Welcome package
7. Unused Community Gift Cards \$18K unused
 - Campaign to push redemptions
8. Looking to 2023:
 - Holidays and Observances
 - History/Heritage
 - Historic Walks
 - Heritage Week
 - Town Hall with the City & Heritage Mississauga – Owning Heritage Properties, PCHD, Historian presentation
 - Indigenous
 - Stonhookers
 - Cultural celebration/events in Port Credit
9. Next meeting – scheduling recurring monthly meetings

September 28, 2022

Below is a high-level overview on initiatives that are in progress or planned. Additional initiatives may be covered in Committee Reports.

IN the Lighthouse:

- License Agreement submitted and pending approval
 - They agree with all the requests, with the exception of the lower parking area for PCBIA use
- Lights not working at the Lighthouse
 - Working with Karen Priest and Symphony Interactive to rectify and ensure the remote system that was paid for is in place
 - No SLA
 - Too costly for onsite visits \$120.00 per hour with a minimum 4 hours
 - Hold vendor accountable to have the remote system working
 - Training for all staff to be scheduled
- Artwork has been removed from the Lighthouse windows
 - Creates a more inviting and accessible perception of the Lighthouse
- Flagpole
 - Need a flagpole that can accommodate 3 flags
 - Service Request response received indicated that PCBIA would need to hire an engineer to assess the “need”
 - Ideally PCBIA would have 1) Canadian flag, 2) Mississaugas of the Credit First Nation flag, and 3) a celebratory flag i.e. Pride
 - Options for local artists to design a Port Credit flag?
- Admin/Community Support:
 - Inquiries:
 - Inquiries will be recorded and categorized to provide a central location to track inquiries, their status, and for future reference in handling similar inquiries.
 - Metrics will be gathered and presented to the Board and potentially the membership as a demonstration of the PCBIA’s efforts to be accessible and responsive
 - Each inquiry will receive a response, even if PCBIA cannot action the inquiry
 - PCBIA voicemail will be changed seasonally to reflect news/events
 - New Businesses:
 - Reinvigorating the “Welcome to Port Credit” business welcome kit
 - Work with OBIAA and the City on ensuring there is a timely and accurate system or CRM in place to track when new businesses have or will be opening in Port Credit
 - Capture the business demographics to ensure gaps are addressed and any supports are available and communicated
 - Look at mentoring opportunities for new businesses

- Welcome businesses upon arrival
- Website:
 - Update information
 - Add a Tab/Blog with content on the history of Port Credit
 - Guest writers: local Historians i.e. Richard Collins & Matthew Wilkinson

Partnerships:

- MAC
 - Working with MAC on opportunities for more murals, box wraps, installations and story telling
- Heritage Mississauga:
 - Partner with Heritage Mississauga on collaborations that highlight and celebrate the deep history in Port Credit with a focus on Indigenous History
- Mississaugas of the Credit First Nation (MCFN)
 - Requesting a representative from the Mississaugas to sit in on some of our Marketing/Beautification meetings
- Edenshaw
 - Edenshaw team is discussing areas that they would like to sponsor for the PCBIA
 - They showed strong interest in:
 - Walking Tours
 - Indigenous events/programs
 - Safety & Security

Grants:

- I am creating a spreadsheet of available grants to present to the Exec. Board for potential grants for PCBIA to leverage as well as grants that we can partner with “not-for-profits”

September Events:

- Orange Shirt Day & National Day for Truth & Reconciliation – September 30, 2022
- Ordered an “Every Child Matters” flag
 - Cannot add more than one flag to our pole
 - Affix flag to Lighthouse landing railing
 - Lighthouse to be lit orange
 - Cody will post on resources available at the Lighthouse & links to info on the significance of the day