

Port Credit BIA - MINUTES	
Board Meeting Wednesday January 28/2026 5:30 pm The Shores of Port Credit Retirement	
Board Members	John Pappas, Brenda McGarrell, Ryan Long, Marlene Baur, Dorothy Hagel, Councillor Stephen Dasko
Regrets	Paul Michel, Ken Nolasco
Guests	Sue Peric, Marissa Caserta
Staff	Kelly Ralston, Stacey Oliver
Minutes by	Stacey Oliver
Item #	Item Description
1	Call to Order: 5:39 pm
2	Declaration of any Conflicts of Interest or Pecuniary Interest None Stated
3	Additions to and Approval of Agenda Moved by Marlene Baur; Seconded by Dorothy Hagel Approved Discussion: -Brenda requested to add a motion to the Treasurer’s Report
4	Votes Held via Email Motion to approve the October 2025 Financials. Moved by Brenda McGarrell; Seconded by Paul Michel Carried Motion to approve the October 2025 Minutes. Moved by Marlene Baur; Seconded by Brenda McGarrell Carried Motion to approve the November 2025 Financials. Moved by Paul Michel; Seconded by Marlene Baur Carried
5	Chair’s Overview – John Pappas <ul style="list-style-type: none"> • John advised that Portlicious will run from February 16 to March 2. Participating restaurants are invited to offer a three-course prix fixe menu during the event. • The Family Day Community Skating Event is scheduled for February 16. • The audit is currently underway. There is a new company, and they are using their format. Kelly explained that when questions are asked, they are coming from an auditor’s perspective, and this is helpful in knowing what will be required for next year.

	<ul style="list-style-type: none"> • John welcomed Marissa from Maker Market Collective, who will be sitting in on three meetings before officially joining. • Sue from South 70 was welcomed back; this is her second meeting in attendance. • John emphasized the importance of maintaining a full Board of Directors, especially as this is an election year. The goal is to build a strong and effective board. • Kelly noted that the Nomination Committee has been reviewing board composition strategically, focusing on identifying the expertise and skill sets needed to fill gaps and move the board forward. • It was noted that prospective members should bring meaningful value to the board, rather than joining to address a single issue. • Brenda confirmed that the board can have up to 12 members. • John has been in discussions with Councillor Dasko regarding snow removal, including clearing laneways behind buildings. • Kelly suggested that the five BIAs may need to make a deputation to the City to advocate for BIAs to be treated differently. Businesses pay a levy to maintain City property, and main streets and sidewalks within BIAs should be considered priority 1, as delays in clearing snow directly impede shopping and result in revenue loss. • It was noted that when issuing an RFP for streetscape services, snow plowing could be incorporated into the contract. • John stressed the importance of clearly defining responsibilities to ensure the BIA does not pay for services that fall under the City’s obligations. • Kelly added that while the City does have a snow removal standard, there is no formal document outlining those standards. If the BIA requires a level of service above the City’s standard, the BIA would be responsible for covering the additional cost.
<p>6</p>	<p>Treasurer’s Report – Brenda McGarrell</p> <ul style="list-style-type: none"> • Brenda reviewed the financial reports. • The levy is expected in February. • The budgets were approved by the City as of today. • Brenda noted that as we go through the audit with the new company, we will develop a working template to use in future years. • The GIC will be maturing on March 9. • Councillor Dasko asked how HST rebates are handled and where they are allocated. Brenda explained that for the past several years, HST has accumulated on the balance sheet. Any portion that is not eligible for rebate must be assigned to the appropriate accounts as an expense. The HST continues to accumulate until a rebate is received. Brenda indicated the HST rebate has not yet been received. <ul style="list-style-type: none"> - This year, the HST number needed to be renewed. A request for an HST rebate has been submitted, however a new account was opened which is causing delays. - Dorothy questioned why a new account was opened in December 2025 under a different entity. While conducting a corporate search, she discovered that a new corporation had been created under a different statute. - Kelly noted that the bookkeeper established the new account and forwarded the documents to John, Brenda, and Paul for signature. She questioned why the issue was not identified earlier and discussed with the executive team, with Dorothy

involved in her capacity as legal counsel. It was emphasized that contractors are hired for their expertise, including responsibility for monitoring and managing renewals as required.

- Brenda noted that the account was first brought to the board's attention by Melanie in June.
- Dorothy explained that the new corporation has three directors (Brenda, John, and Paul), was created under a different statute, and is associated with a different HST rebate classification. Different rules apply depending on the type of corporation. In previous years, there had been an account for HST rebates; however, when directors changed and updates were not filed, paperwork needed to be submitted to the CRA to renew access. This should have been addressed directly with the CRA. Instead, a new entity was created.
- Kelly noted that the rebate currently appears only on the balance sheet and not clearly within the financial reports. The reports should show how much was applied for, how much was received, and any difference. All funds in and out must be clearly reflected, and the budget should clearly state the expected rebate amount.
- John requested that the matter be resolved by the next meeting.
- Kelly confirmed that the next agenda will include: (1) HST rebates and payments, and (2) follow-up on the process used when the new entity was created.
- Dorothy advised that the accounts will not be merged; instead, the new account will need to be closed by the CRA and the new entity dissolved.
- Kelly directed that HST be added to the budget as a line item under 43002.
- Kelly noted that the bookkeeper should break out capital assets in the monthly report as a separate line item, similar to an expense. She emphasized the need for clear, concise figures each month. Brenda stated that the bookkeeper is willing to provide this report; however, Kelly reminded Brenda that to date it has not been provided.

Motion: a summary report of capital assets to be provided monthly.
Moved by Dorothy Hagel; Seconded by Ryan Long
Carried

Motion to approve the December 2025 Financial reports.
Moved by Brenda McGarrell; Seconded by Ryan Long
Carried

Motion: Brenda McGarrell as Treasurer, John Pappas as Chair, and Paul Michel as a Director remain the PCBIA signatories and this motion supersedes any previous motions.
Moved by Brenda McGarrell; Seconded by Marlene Baur
Carried

- Brenda confirmed the Scotiabank accounts are in good shape to continue fulfilling the BIA mandates.

<p>7</p>	<p>Councillor’s Report – Stephen Dasko</p> <ul style="list-style-type: none"> • Councillor Dasko noted that since first joining in 2018, he has seen different versions of the board and acknowledged that the organization has gone through challenging times, particularly during COVID. He commented that it is a strong board that addresses issues as they arise and said it is a pleasure to work with everyone. • Regarding Canada Day, this year a grant was received, but not in the full amount requested. The Councillor expressed dissatisfaction with the reduced funding and will be putting forward a motion at Council requesting that Canada Day events receive the full amount applied for. He emphasized the importance of fully funding Canada Day festivals. Kelly offered to attend the Council meeting and bring copies of the letters of support received for the Canada Day event. • Family Day in the Port is being promoted on the digital boards. • City staff have introduced an initiative called depaving. The first location will be directly in front of The Shores, where concrete will be removed and replaced with a large planter box, potentially incorporating benches. The initiative supports stormwater runoff management, will add character to the area, and additional locations will be identified in the future. • Early this morning, Councillor Dasko took photos of sidewalks where snow was impeding accessibility and requested that the snow be cleared the same day. Regarding laneways, the City has indicated these areas are not included in its snow clearing mandate, as they are considered private property and not the City’s responsibility. John noted that garbage collection and meter readers access these laneways and questioned liability. Councillor Dasko will inquire how laneways within the BIA area are treated and report back. Additionally, 311 has indicated they are not taking service requests related to this issue. Councillor Dasko asked that any such requests be directed to him. • Ryan asked how soon after a snowfall business owners are required to clear the sidewalk in front of their store. Councillor Dasko confirmed that Mississauga does not have a bylaw specifying a timeframe for this.
<p>8</p>	<p>Executive Director’s Report – Kelly Ralston</p> <p><u>Audit</u> – currently underway with all requested narratives in to the auditors.</p> <p><u>Budget</u> – Kelly noted that the budget with grants and reserves is over 2 million dollars even though the levy went down, so it is important that the businesses understand how it is being spent and have their say. An email will be sent to the businesses with a copy of the budget encouraging any discussion and feedback. A zoom meeting can be set up if desired.</p> <p><u>Policies & Procedures</u> - Dorothy is working on the policies and procedures and noted that we can adjust them if something isn’t working. A written AGM process needs to be added. Dorothy asked for feedback on other priority areas to address. She also mentioned that the by-laws should be posted online to avoid spending time reviewing them during the AGM.</p>

A discussion followed about the AGM, including setting limits on the number of minutes and questions per person, and possibly using security if someone is disruptive. Regarding policies and procedures, Kelly suggested we start with the policies required by the City for municipal boards and then add BIA-specific ones later, with Dorothy prioritizing what to tackle first. Dorothy will draft a policy and circulate it for feedback.

A discussion followed regarding the board member policy. Councillor Dasko noted that on the Tourism board, a set number of members must represent specific sectors (e.g., hotels, hospitality), and he outlined different ways boards can be structured. Kelly added that while some businesses are happy and confident with the direction being taken, they need to be at the table to voice that support.

Family Day - taking place at the skating loop on February 16 featuring a DJ, free maple taffy, and vendors.

Portlicious - based on feedback, this will be starting after Valentine's Day and run February 16 to March 2.

Mix After Six - feedback indicated a preference for evening meetings instead of breakfast meetings. The series will begin March 5 and may be held at Pazan. The location will rotate throughout the Port.

Farmers Market – the market will run June 6 to October 10. Last year, vendor fees exceeded the budgeted amount, and the market will be expanded further this year.

Canada Day - Kelly has been reaching out to everyone involved last year. Mike Bacon is working on booking performers, and Kelly will bring the proposed lineup to the board for feedback. Kelly is also meeting with the person who organized the Santa Claus Parade to explore having them coordinate the Canada Day parade. She noted that the Santa Claus Parade generated significant promotional exposure.

Website - Kelly noted that the new website is nearly complete and will include an events calendar featuring all upcoming events.

East End Revitalization Committee - the East End group is happier with the work being done in that area. A walk-through was held with the committee to get a realistic sense of where events and installations could be located; however, there is currently no suitable space available.

Classic Cars - This event is being revisited to determine how it can best serve the East End. It will continue on Thursday evenings in August. The goal is to position it so that “weekends start on Thursdays” in Port Credit. There will also be greater diversity in music programming with the core area featuring various eras of rock, with different genres offered further along the street.

Movie Drive-in - potential locations include the Walmart upper-level lot or the Beer Store lot, with a giant screen setup. The #INThePort Halloween movies were very successful.

Animations.- Kelly shared examples to the board via email.

West End Committee - Kelly will coordinate with Paul.

Halloween #INThePort – scheduled for October 24.

Winter #INThePort – scheduled for November 27.

Event Producers – Kelly is working with the City team to make it easier for event producers to bring events to Port Credit. The BIA will promote and assist with permits, but not run the events. The Renaissance Fair is planned for August, and confirmation is pending for PetExpo. Kelly and Stephen met with the Sound of Music Festival team, which could become a street festival in June. Louis from Cabin and Gus from Cousins are planning a country music street festival, potentially aligned with the Country Music Awards.

Streetscape – a lighting plan needs to be created; the Beautification Committee can discuss. Kelly will send additional music note designs to the committee for feedback. Hiring of seasonal Streetscape Ambassadors will begin shortly.

World Cup - Kelly is polling businesses about hosting a FIFA watch party. One idea is a game area for kids to kick a ball at Port Street Market, while adults watch the matches in restaurants. Sue noted many charters will arrive at Pearson Airport starting June 2, with the Canada games on June 12 and July 2 expected to be the biggest. Kelly suggested considering promotion at the airport.

Staff

- This year’s focus will be on staff wellness and development, including courses in workplace safety and working with neurodivergent people, and creating a highly functional work environment. Quarterly staff lunches are planned.
- Kelly has been meeting with HR software vendors to track staff training and hours; Streetscape staff will be able to check in/out using a QR code, which will streamline operations.
- Canada Summer Jobs confirmation is still pending; changing the business number may have caused a delay.
- Regular co-op placements continue with Port Credit Secondary School. There is also an opportunity to work with an intern from an urban development background to do an East End walk-through and provide urban planning proposals.
- Mary Kidnew, who covered for Stacey’s medical leave, is now in a part-time temporary role focusing on internal policies and procedures. A permanent position is being hired for the Events & Logistics role; looking for someone who can manage Canada Day and bring in new events.

Surveys.- active surveys have been sent to businesses on parking, events, and security. Kelly needs the responses to present data at a parking deputation.

	<p><u>Triangle Park</u> - surplus Canada Day funds were allocated to a Canada-themed project at Triangle Park. In collaboration with Councillor Dasko, the etching design includes “Established 1835” with a maple leaf in the center, and keeps the nautical theme. The total cost is \$16,000, and the board approved the final draft.</p> <p><u>Black History Month</u> - Kelly is coordinating with Jamie from Heritage Mississauga. She plans to use a glass case at either the library or the arena and will send details to Stephen, who will assist with the arrangements.</p> <p><u>Promotion and Branding RFP</u> - Kelly is drafting an RFP for a promotional company to assist with branding Port Credit and will circulate the draft to the board.</p>
<p>9</p>	<p>Committees Overview</p> <p><u>Scheduling</u></p> <ul style="list-style-type: none"> • Kelly would like to get committee meetings scheduled for 2026. <p><u>Marketing & Beautification</u></p> <ul style="list-style-type: none"> • These committees were originally separate and were joined in 2024. The board can revisit whether to separate them again. Kelly noted that Marissa and Ken can join Marketing, and Sue said she is happy to join Beautification. For now, the committees will remain combined until a Marketing chair is appointed, at which point the idea can be reconsidered. <p><u>Safety & Security</u></p> <ul style="list-style-type: none"> • Dorothy noted a new issue where people are throwing hot wax onto business windows. • Ryan reported that some businesses have experienced patio heaters being turned on at night by unhoused individuals; he has flagged this with Tactical Guard, as it’s a fire hazard. Tactical Guard is now monitoring for this. • Security reports show loitering and panhandling become slightly more aggressive during the winter months. • Kelly will invite The Compass, Indwell, and Peel Outreach to a future board meeting to discuss collaboration: sharing observations, concerns, and ways to work together. • Councillor Dasko noted that more corporate security staff are being hired for City property and assets. Stephen will work with Kelly to invite the CIRT (Community Incident Response Team) community-based policing team to a future meeting. He also noted that Port Credit has some of the lowest crime stats in the region.
<p>10</p>	<p>Additional Business</p> <ul style="list-style-type: none"> • Kelly oversees all contracts and will confirm the renewal date for the Sure Green contract. John confirmed the process is: Kelly handles the RFP legwork and brings applications to the committees, which then make a recommendation which will be presented to the board. • Brenda recommended adopting Kelly’s proposed email footer indicating the BIA follows the City of Mississauga’s respectful Workplace Policy. Dorothy noted it should

	<p>be included in the Policies & Procedures manual. Brenda will send the footer to Dorothy.</p> <ul style="list-style-type: none"> • Kelly noted that for Black History Month, PCBIA partnered with Heritage Mississauga, who are very knowledgeable about Mississauga’s history and heritage. • Kelly asked for the board’s opinion on whether the BIA borders could include the Adamson Estate carriage house, even though it’s not on the main street. Councillor Dasko mentioned speaking with City staff about bringing in a truck to serve coffee and sandwiches at the site, since it’s on the waterfront trail and currently lacks amenities; if it were part of the BIA, this wouldn’t be allowed.
11	<p>Action Items</p> <ul style="list-style-type: none"> • Councillor Dasko will inquire how laneways within the BIA area are treated with regards to snow removal. • Dorothy will draft a policy regarding AGM meeting structure and circulate it for feedback. • Kelly to forward music note designs to the committee for feedback. • Kelly to send details regarding the collaboration with Heritage Mississauga for Black History Month to Councillor Dasko. • Kelly to send the draft RFP for the promotional company to the board for feedback. • Kelly to invite The Compass, Indwell and Peel Outreach to a future board meeting. • Kelly to work with Councillor Dasko to invite CIRT to a future board meeting. • Kelly to confirm the renewal date for the Sure Green contract. • Brenda to forward the respectful Workplace Policy footer to Dorothy.
12	<p>Adjournment – 8:06pm Moved by Brenda, Seconded by Ryan</p>
Dates	<p>Next Meeting – February 25, 5:30, Wave Room</p>

Port Credit BIA
Balance Sheet
As of December 31, 2025

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
CASH	
1000 C.I.B.C. Current Account	0.00
10000 Scotiabank	147,611.88
10050 Scotia bank - Savings(Other)	6,392.32
10200 Petty Cash (General)	349.32
10220 Petty Cash (Farmers Market)	525.00
Total CASH	\$ 154,878.52
PLCLCAD Plooto Clearing	0.00
Plooto Instant (Canada - CAD)	40.08
14990 *Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$ 154,918.60
Accounts Receivable (A/R)	
Accounts receivable total	
12000 Accounts Receivable	15,906.31
12001 Interest Receivable	15,830.17
12002 Accounts Receivable - Other	0.00
Total Accounts receivable total	\$ 31,736.48
Total Accounts Receivable (A/R)	\$ 31,736.48
Investment	
1010 G.I.C.	500,000.00
17655 Other current assets	0.00
Total Investment	\$ 500,000.00
Uncategorized Asset	0.00
Total Current Assets	\$ 686,655.08
Non-current Assets	
Property, plant and equipment	
17500 Machine & Equipment	42,512.56
17510 Acc. Amortization Machine & Eqp	-39,252.58
Total 17500 Machine & Equipment	\$ 3,259.98
17560 Office Furniture	21,837.76
17540 Accum amortization - Furniture	-21,837.76
Total 17560 Office Furniture	\$ 0.00
17600 Capital Assets - Planters	52,706.28
17520 Accum. Amortization - Planters	-46,299.10
Total 17600 Capital Assets - Planters	\$ 6,407.18
17650 Sign Panel	4,581.61
17530 Accumulated Amortization - Sign	-4,581.61
Total 17650 Sign Panel	\$ 0.00

17660 Banners	91,420.00
17700 Accumulated Depn - Banners	-75,807.44
Total 17660 Banners	\$ 15,612.56
17670 Lighthouse Renovation 2019	22,775.00
17550 Accum Amortization - Leasehold	-22,775.00
Total 17670 Lighthouse Renovation 2019	\$ 0.00
17680 Benches / Muskoka Chair / Bins	60,592.85
17580 Accum Amort. - Benches	-18,933.26
Total 17680 Benches / Muskoka Chair / Bins	\$ 41,659.59
17710 Decorations	302,007.44
17590 Accumulated Amort - Decorations	-188,295.03
Total 17710 Decorations	\$ 113,712.41
17720 Light poles	44,771.24
17595 Accumulated Amortization Light Poles	-8,667.66
Total 17720 Light poles	\$ 36,103.58
Total Property, plant and equipment	\$ 216,755.30
13000 Prepaid Expense	16,097.42
Total Non Current Assets	\$ 232,852.72
Total Assets	\$ 919,507.80
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	87,708.55
Total Accounts Payable (A/P)	\$ 87,708.55
Credit Card	
20050 Scotiabank Visa	21,354.55
20052 CIBC Visa	113.22
Total Credit Card	\$ 21,467.77
20100 Accounts Payable Other	0.00
20150 Accrued Liabilities	19,039.26
20150A Step up rent liability	0.00
2100 Payroll Liabilities	1,173.08
2110 E.I. Payable	0.00
2120 CPP Payable	0.00
2130 Income Tax Payable	0.00
Total 2100 Payroll Liabilities	\$ 1,173.08
22000 HST Payable	-7,236.88
2315 Deferred Income	0.00
Receiver General Suspense	-116,491.33
Total Current Liabilities	\$ 5,660.45
Non-current Liabilities	
20152 Gift Card Liability	16,199.22
20200 Due to the City of Mississauga	0.00
Total Non-current Liabilities	\$ 16,199.22
Total Liabilities	\$ 21,859.67
Equity	

24500 Opening Bal Equity	0.00
24700 Reserve	0.00
Retained Earnings	869,320.46
Profit for the year	28,327.67
Total Equity	<u>\$ 897,648.13</u>
Total Liabilities and Equity	<u>\$ 919,507.80</u>

Thursday, Jan. 22, 2026 01:51:57 p.m. GMT-8 - Accrual Basis

Port Credit BIA
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
 January - December 2025

	Actual	Budget	Total over Budget	% of Budget
Income				
30000 Special Municipal Levy	1,117,846.00	1,117,846.42	-0.42	100.00%
30010 Under levy repayment	7,941.31	-12,000.00	19,941.31	-66.18%
Total 30000 Special Municipal Levy	\$ 1,125,787.31	\$ 1,105,846.42	\$ 19,940.89	101.80%
30080 Transfer from Reserves		70,000.00	-70,000.00	0.00%
80000 Interest Income	46,570.29	30,000.00	16,570.29	155.23%
Fundraising				
			0.00	
30050 Membership Dues	1,250.00	2,000.00	-750.00	62.50%
3006 Miscellaneous BIA Income	8,983.29		8,983.29	
30060 Vendor Fees	42,528.49	30,000.00	12,528.49	141.76%
Sponsorship and Grants				
			0.00	
Events				
			0.00	
30061 Farmers Market	700.00		700.00	
30064 *IN the Port	195,037.70	100,000.00	95,037.70	195.04%
Total Events	\$ 195,737.70	\$ 100,000.00	\$ 95,737.70	195.74%
Grants				
			0.00	
30020 Student Grant	12,755.00	8,000.00	4,755.00	159.44%
Total Grants	\$ 12,755.00	\$ 8,000.00	\$ 4,755.00	159.44%
Sponsorships				
			0.00	
30055 Sponsorship	4,000.00	5,000.00	-1,000.00	80.00%
3017 Misc Sponsored Projects	52.80	8,000.00	-7,947.20	0.66%
Total Sponsorships	\$ 4,052.80	\$ 13,000.00	-\$ 8,947.20	31.18%
Total Sponsorship and Grants	\$ 212,545.50	\$ 121,000.00	\$ 91,545.50	175.66%
Total Fundraising	\$ 265,307.28	\$ 153,000.00	\$ 112,307.28	173.40%
Total Income	\$ 1,437,664.88	\$ 1,358,846.42	\$ 78,818.46	105.80%
Gross Profit	\$ 1,437,664.88	\$ 1,358,846.42	\$ 78,818.46	105.80%
Expenses				
40000 Salaries and Benefits			0.00	

40001 Salaries	137,287.38	232,000.00	-94,712.62	59.18%
40003 Benefits	4,390.21	7,000.00	-2,609.79	62.72%
40004 Payroll Deductions	17,682.08	17,000.00	682.08	104.01%
40005 WSIB	1,885.00	1,300.00	585.00	145.00%
Additional Wages	0.00	52,000.00	-52,000.00	0.00%
Ambassadors	28,811.56		28,811.56	
Event Wages	9,394.57		9,394.57	
Other Wages	58,713.86		58,713.86	
Student Wages	15,208.28		15,208.28	
Total Additional Wages	\$ 112,128.27	\$ 52,000.00	\$ 60,128.27	215.63%
Total 40000 Salaries and Benefits	\$ 273,372.94	\$ 309,300.00	-\$ 35,927.06	88.38%
41027 Asset Write Off	9,284.04		9,284.04	
46000 Advertising and Promotion			0.00	
46001 Media Marketing	23,357.88	28,350.00	-4,992.12	82.39%
46002 Promotional Materials	3,295.51	11,000.00	-7,704.49	29.96%
46003 Signage	7,475.42	19,700.00	-12,224.58	37.95%
46004 Website-hosting and maintance	13,252.76	8,000.00	5,252.76	165.66%
46005 Other Marketing (Bus Wrap)	8,701.50		8,701.50	
46006 Training & Conferences	6,203.17	6,000.00	203.17	103.39%
46007 Events and Campaigns	7,131.04	5,000.00	2,131.04	142.62%
46008 Design		2,500.00	-2,500.00	0.00%
Total 46000 Advertising and Promotion	\$ 69,417.28	\$ 80,550.00	-\$ 11,132.72	86.18%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-1 Security	101,219.00	90,000.00	11,219.00	112.47%
4626-2 Duty Police	-3,476.50		-3,476.50	
Total 4626 Security	\$ 97,742.50	\$ 90,000.00	\$ 7,742.50	108.60%
47001 Farmers Market	39,388.25	42,000.00	-2,611.75	93.78%
47002 WinterIN the Port	38,238.93	35,000.00	3,238.93	109.25%
47003 CountryIN the Port. (deleted)	0.00		0.00	
47004 Halloween	17,463.21	13,000.00	4,463.21	134.33%
47008 *IN the Port	244,844.54	120,000.00	124,844.54	204.04%
47009 CountryIN the Port	26,241.84	25,000.00	1,241.84	104.97%
47011 Support the Port	25.50	1,700.00	-1,674.50	1.50%

Total 47000 Project Expenses	\$	463,944.77	\$	326,700.00	\$	137,244.77	142.01%
48000 Sponsorships						0.00	
48001 Busker Fest		20,352.00		20,000.00		352.00	101.76%
48004 Canada Day - PTR		0.00		22,000.00		-22,000.00	0.00%
48005 Misc Sponsorship Requests		14,601.47		7,500.00		7,101.47	194.69%
48006 Southside Shuffle		20,712.00		20,350.00		362.00	101.78%
48007 Mississauga Marathon		2,544.00		2,500.00		44.00	101.76%
48008 Music Walk of Fame		10,000.00		10,000.00		0.00	100.00%
48009 History & Heritage		2,631.48		5,000.00		-2,368.52	52.63%
Total 48000 Sponsorships	\$	70,840.95	\$	87,350.00	-\$	16,509.05	81.10%
53000 Bad debts		1,875.00				1,875.00	
Beautification & Maintenance						0.00	
45001 Streetscape Maint. and Decor		159,955.92		117,138.00		42,817.92	136.55%
45002 Landscaping		183,269.98		212,000.00		-28,730.02	86.45%
45004 Banners		6,466.85		15,000.00		-8,533.15	43.11%
45005 Other Beautification		7,504.80		10,000.00		-2,495.20	75.05%
Total Beautification & Maintenance	\$	357,197.55	\$	354,138.00	\$	3,059.55	100.86%
Business Development						0.00	
6000 Business Development		74.77		3,000.00		-2,925.23	2.49%
6002 Networking Meetings		4,073.01		5,000.00		-926.99	81.46%
Total Business Development	\$	4,147.78	\$	8,000.00	-\$	3,852.22	51.85%
Office and General Expenses						0.00	
41001 Rent		16,213.48		18,708.42		-2,494.94	86.66%
41002 Phones, Fax, Mobile,Internet		5,334.55		5,500.00		-165.45	96.99%
41003 Insurance		9,321.75		11,000.00		-1,678.25	84.74%
41004 Repair, Maintenance		1,136.25		3,000.00		-1,863.75	37.88%
41005 General Office Supplies		5,987.15		6,000.00		-12.85	99.79%
41006 Travel		192.68		400.00		-207.32	48.17%
41007 Board Meeting Expense		8,857.15		6,000.00		2,857.15	147.62%
41009 Memberships		3,407.70		3,500.00		-92.30	97.36%
41011 Office Cleaning		4,837.65		4,000.00		837.65	120.94%
41012 General IT Expense		24,568.35		16,000.00		8,568.35	153.55%
42000 Professional Services						0.00	
42001 Professional Fees		1,485.89		5,000.00		-3,514.11	29.72%

42002 Bookkeeping Services	11,330.98	13,000.00	-1,669.02	87.16%
Total 42000 Professional Services	\$ 12,816.87	\$ 18,000.00	-\$ 5,183.13	71.20%
43000 Finance Fee			0.00	
43001 Bank Charges	1,551.29	1,500.00	51.29	103.42%
43002 Provincial HST adjustment	0.00		0.00	
Total 43000 Finance Fee	\$ 1,551.29	\$ 1,500.00	\$ 51.29	103.42%
44000 Audit			0.00	
44001 Audit	2,812.64	2,700.00	112.64	104.17%
Total 44000 Audit	\$ 2,812.64	\$ 2,700.00	\$ 112.64	104.17%
60000 Misc out of pocket expense	3,262.67		3,262.67	
Total Office and General Expenses	\$ 100,300.18	\$ 96,308.42	\$ 3,991.76	104.14%
Total Expenses	\$ 1,350,380.49	\$ 1,262,346.42	\$ 88,034.07	106.97%
Net Operating Income	\$ 87,284.39	\$ 96,500.00	-\$ 9,215.61	90.45%
Other Expenses				
50000 Amortization	58,956.72	96,500.00	-37,543.28	61.10%
Total Other Expenses	\$ 58,956.72	\$ 96,500.00	-\$ 37,543.28	61.10%
Net Other Income	-\$ 58,956.72	-\$ 96,500.00	\$ 37,543.28	61.10%
Net Income	\$ 28,327.67	\$ 0.00	\$ 28,327.67	

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Port Credit BIA
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
December 2025

	Actual		Budget		Total over Budget	% of Budget
Income						
30000 Special Municipal Levy			1,117,846.42		-1,117,846.42	0.00%
30010 Under levy repayment	7,941.31		-12,000.00		19,941.31	-66.18%
Total 30000 Special Municipal Levy	\$ 7,941.31	\$	1,105,846.42	-\$	1,097,905.11	0.72%
30080 Transfer from Reserves			70,000.00		-70,000.00	0.00%
80000 Interest Income	2,113.17		30,000.00		-27,886.83	7.04%
Fundraising						
30050 Membership Dues			2,000.00		-2,000.00	0.00%
3006 Miscellaneous BIA Income	3,922.97				3,922.97	
30060 Vendor Fees			30,000.00		-30,000.00	0.00%
Sponsorship and Grants						
Events						
30064 *IN the Port	1,727.58		100,000.00		-98,272.42	1.73%
Total Events	\$ 1,727.58	\$	100,000.00	-\$	98,272.42	1.73%
Grants						
30020 Student Grant			8,000.00		-8,000.00	0.00%
Total Grants	\$ 0.00	\$	8,000.00	-\$	8,000.00	0.00%
Sponsorships						
30055 Sponsorship			5,000.00		-5,000.00	0.00%
3017 Misc Sponsored Projects			8,000.00		-8,000.00	0.00%
Total Sponsorships	\$ 0.00	\$	13,000.00	-\$	13,000.00	0.00%
Total Sponsorship and Grants	\$ 1,727.58	\$	121,000.00	-\$	119,272.42	1.43%
Total Fundraising	\$ 5,650.55	\$	153,000.00	-\$	147,349.45	3.69%
Total Income	\$ 15,705.03	\$	1,358,846.42	-\$	1,343,141.39	1.16%
Gross Profit	\$ 15,705.03	\$	1,358,846.42	-\$	1,343,141.39	1.16%
Expenses						
40000 Salaries and Benefits						
40001 Salaries	15,143.50		232,000.00		-216,856.50	6.53%

40003 Benefits	409.60		7,000.00		-6,590.40	5.85%
40004 Payroll Deductions	1,211.71		17,000.00		-15,788.29	7.13%
40005 WSIB	194.40		1,300.00		-1,105.60	14.95%
Additional Wages			52,000.00		-52,000.00	0.00%
Ambassadors	4,105.64				4,105.64	
Other Wages	7,513.65				7,513.65	
Total Additional Wages	\$ 11,619.29	\$	52,000.00	-\$	40,380.71	22.34%
Total 40000 Salaries and Benefits	\$ 28,578.50	\$	309,300.00	-\$	280,721.50	9.24%
41027 Asset Write Off	9,284.04				9,284.04	
46000 Advertising and Promotion					0.00	
46001 Media Marketing	4,191.28		28,350.00		-24,158.72	14.78%
46002 Promotional Materials	61.62		11,000.00		-10,938.38	0.56%
46003 Signage	538.32		19,700.00		-19,161.68	2.73%
46004 Website-hosting and maintance	30.27		8,000.00		-7,969.73	0.38%
46005 Other Marketing (Bus Wrap)	3,690.15				3,690.15	
46006 Training & Conferences	28.50		6,000.00		-5,971.50	0.48%
46007 Events and Campaigns	2,618.31		5,000.00		-2,381.69	52.37%
46008 Design			2,500.00		-2,500.00	0.00%
Total 46000 Advertising and Promotion	\$ 11,158.45	\$	80,550.00	-\$	69,391.55	13.85%
47000 Project Expenses					0.00	
4626 Security					0.00	
4626-1 Security	15,534.30		90,000.00		-74,465.70	17.26%
Total 4626 Security	\$ 15,534.30	\$	90,000.00	-\$	74,465.70	17.26%
47001 Farmers Market	1,342.30		42,000.00		-40,657.70	3.20%
47002 WinterIN the Port	4,664.82		35,000.00		-30,335.18	13.33%
47004 Halloween	738.35		13,000.00		-12,261.65	5.68%
47008 *IN the Port	16,208.03		120,000.00		-103,791.97	13.51%
47009 CountryIN the Port	1,233.82		25,000.00		-23,766.18	4.94%
47011 Support the Port	25.50		1,700.00		-1,674.50	1.50%
Total 47000 Project Expenses	\$ 39,747.12	\$	326,700.00	-\$	286,952.88	12.17%
48000 Sponsorships					0.00	
48001 Busker Fest	352.00		20,000.00		-19,648.00	1.76%
48004 Canada Day - PTR			22,000.00		-22,000.00	0.00%
48005 Misc Sponsorship Requests	131.47		7,500.00		-7,368.53	1.75%

48006 Southside Shuffle		20,350.00		-20,350.00	0.00%
48007 Mississauga Marathon		2,500.00		-2,500.00	0.00%
48008 Music Walk of Fame		10,000.00		-10,000.00	0.00%
48009 History & Heritage	30.21	5,000.00		-4,969.79	0.60%
Total 48000 Sponsorships		\$ 513.68	\$ 87,350.00	-\$ 86,836.32	0.59%
Beautification & Maintenance				0.00	
45001 Streetscape Maint. and Decor	24,202.54	117,138.00		-92,935.46	20.66%
45002 Landscaping	5,980.23	212,000.00		-206,019.77	2.82%
45004 Banners	52.80	15,000.00		-14,947.20	0.35%
45005 Other Beautification	129.80	10,000.00		-9,870.20	1.30%
Total Beautification & Maintenance		\$ 30,365.37	\$ 354,138.00	-\$ 323,772.63	8.57%
Business Development				0.00	
6000 Business Development		3,000.00		-3,000.00	0.00%
6002 Networking Meetings	30.65	5,000.00		-4,969.35	0.61%
Total Business Development		\$ 30.65	\$ 8,000.00	-\$ 7,969.35	0.38%
Office and General Expenses				0.00	
41001 Rent	1,466.49	18,708.42		-17,241.93	7.84%
41002 Phones, Fax, Mobile,Internet	491.36	5,500.00		-5,008.64	8.93%
41003 Insurance		11,000.00		-11,000.00	0.00%
41004 Repair, Maintenance		3,000.00		-3,000.00	0.00%
41005 General Office Supplies	52.30	6,000.00		-5,947.70	0.87%
41006 Travel	41.57	400.00		-358.43	10.39%
41007 Board Meeting Expense	1,686.38	6,000.00		-4,313.62	28.11%
41009 Memberships	1.94	3,500.00		-3,498.06	0.06%
41011 Office Cleaning	395.41	4,000.00		-3,604.59	9.89%
41012 General IT Expense	5,567.87	16,000.00		-10,432.13	34.80%
42000 Professional Services				0.00	
42001 Professional Fees	190.38	5,000.00		-4,809.62	3.81%
42002 Bookkeeping Services	1,075.94	13,000.00		-11,924.06	8.28%
Total 42000 Professional Services		\$ 1,266.32	\$ 18,000.00	-\$ 16,733.68	7.04%
43000 Finance Fee				0.00	
43001 Bank Charges	10.01	1,500.00		-1,489.99	0.67%
43002 Provincial HST adjustment	0.00			0.00	
Total 43000 Finance Fee		\$ 10.01	\$ 1,500.00	-\$ 1,489.99	0.67%

44000 Audit				0.00	
44001 Audit	337.64		2,700.00	-2,362.36	12.51%
Total 44000 Audit	\$ 337.64	\$	2,700.00	-\$ 2,362.36	12.51%
60000 Misc out of pocket expense	2,273.26			2,273.26	
Total Office and General Expenses	\$ 13,590.55	\$	96,308.42	-\$ 82,717.87	14.11%
Total Expenses	\$ 133,268.36	\$	1,262,346.42	-\$ 1,129,078.06	10.56%
Net Operating Income	-\$ 117,563.33	\$	96,500.00	-\$ 214,063.33	-121.83%
Other Expenses					
50000 Amortization	16,538.74		96,500.00	-79,961.26	17.14%
Total Other Expenses	\$ 16,538.74	\$	96,500.00	-\$ 79,961.26	17.14%
Net Other Income	-\$ 16,538.74	-\$	96,500.00	\$ 79,961.26	17.14%
Net Income	-\$ 134,102.07	\$	0.00	-\$ 134,102.07	

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A/R Aging Summary Report
Port Credit BIA
As of December 31, 2025

Customer	CURREN				Total	
	T	1 - 30	31 - 60	61 - 90		91 AND OVER
Bank of Nova Scotia	1,528.77		1,479.45	1,528.77	11,293.18	15,830.17
City of Mississauga.	7,941.31					7,941.31
PTTR	1,727.58			5,537.42		7,265.00
Town of Shelburne					700.00	700.00
TOTAL	11,197.66		1,479.45	7,066.19	11,993.18	\$31,736.48

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