

Port Credit BIA - MINUTES	
	Board Meeting February 28, 6:30pm Port Credit Memorial Arena
Board Members	John Pappas, Brenda McGarrell, James Shipp, Ryan Long, Councillor Stephen Dasko
Regrets	Lucie Zima, Marlene Baur
Absent	Dani Habbal
Guests	n/a
Staff	Kelly Ralston, Stacey Oliver
Minutes by	Stacey Oliver
Item #	Item Description
1	Call to Order: 6:40pm
2	Declaration of any Conflict of Interest: None stated
3	Acceptance of Minutes from Board Meeting held on January 31, 2024 Moved by James Shipp; Second by Ryan Long, Passed Discussion – Brenda noted that any motions must be recorded as approved in Minutes.
4	Additions to and approval of Agenda -Asset Disposal – Moved by Brenda McGarrell, Second by James Shipp -Skills Matrix – Moved by James Shipp, Second by Ryan Long -Annotation – Moved by Brenda McGarrell, Second by James Shipp
5	Chair’s Overview – John Pappas <ul style="list-style-type: none"> • The grand opening of the skate trail and the #WinterinTHEPort celebration took place on February 17. The lights on the trees and the drone video were great. John congratulated Kelly for a very successful event with short lead time. Monies remain for March Break. • Sponsorship covered almost 95% of the event. The skate trail is a huge asset to Port Credit and will bring feet to the street. It can also be animated in summer months. • Thank you to all board members for being active online this month for votes/comments. • The focus will be on actively working towards adding some new board members. • John congratulated James Shipp for receiving the Black Excellence Award for 2024.
6	Treasurer’s Report – Brenda McGarrell (report attached) <ul style="list-style-type: none"> • Brenda reviewed the balance sheet ending January 31, 2024. • Budget vs Actuals - a new column has been added showing the percentage of annual budget accrued for clarity on monies remaining. • The Levy for January of \$84,000 not yet received. • Monitoring aged receivables as Levy not yet received; 2 GICs maturing in March and April. • The City allows the request for a portion of Levy in advance if required.

	<ul style="list-style-type: none"> • The HST rebate has been received. Listed under Receiver General expense. This amount accumulates. Will have number available from bookkeeper for next meeting. • In good financial standing with enough funds to fulfill BIA mandates. • PCBIA a participating sponsor for Fire & Ice. Tourism Mississauga was the title sponsor of this event. • Kelly noted that the goal is to have a diversified board representing the various business categories.
<p>7</p>	<p>Executive Director’s Report – Kelly Ralston</p> <ul style="list-style-type: none"> • <u>#WinterinTHEPort</u> – funds remaining must be spent. Will spend on a March Break event (skate rentals, maple station, magicians, continue contest). Event to be on the street as well. First prize is a stay at the Waterside Inn along with \$500 to spend at local businesses. Encourage people to linger longer in the Port. • This will be a community event that brings feet to the street. Participating businesses - new businesses in the Port very active and motivated for events. • Marquee sign for “Winter in the Port” was at the Port Street Market during the Fire & Ice event. • Brenda – will there be feedback from businesses? Kelly – yes. Important to understand we bring feet to the street and businesses must take advantage of that to get people into the store. • <u>Streetscape</u> – applications were opened; lots of interest. Peter Manthei is the supervisor this year – very motivated and enthusiastic. Will begin more shifts in March, dependent on weather. Continuing to partner with Options (several applicants) and Thriveability (volunteers). Some students from last year returning. • <u>#SpringinTHEPort</u> – May 25 and 26. Working with Country Music Association of Ontario (CMAO), Louie Manzo and MetalWorks. Requesting businesses participate with country-themed meals. • Partnering with Italfest. Looking to have Italian flag raising ceremony at Snug Harbour. Possible Pizza Fest in Port Credit. • <u>Beautification</u> – need agreement on banners. Choose what to have for the 50th anniversary banner and then spread out themes on our banners (ex: music, shopping, patios). • <u>Colours</u> – colour options were shown and members voted on colour choices. Sandoz Blue was the final choice for planters, and Red HEXCB2C30 and Blue HEX00558C were the final choice for branding and logo colours. • <u>Patios</u> – permits are required to place chairs and tables on the sidewalk. Working to get rid of concrete barriers. Kelly to set up virtual meeting with the City regarding the patio strategy. A meeting will be set up with Trista James and Susie Tasca to encourage businesses to adhere to the City design for continuity in patios through the Port. Present as a turnkey patio with the benefits and incentives clearly outlined.
<p>8</p>	<p>Councilor’s Report – Stephen Dasko</p> <ul style="list-style-type: none"> • Stephen congratulated everyone on a successful grand opening of the skating trail. There has been a lot of positive feedback. The lights are an excellent addition with a great vibe.

	<ul style="list-style-type: none"> • Kelly gave a deputation to have parking deferred and will stay on top of this initiative. Stephen noted that the increase will be on the table for the next budget cycle so we will need to strategize. Holiday parking is permanent now from December 1 to mid January, so that can be really pushed. Reminder that it is intended for customers for store turnover. • Dock replacement program is underway. The harbor is currently being drudged. This will continue for several months. The new docks will have brand new electrical. Kelly requested a rendering; Stephen will look into this. The new docks can be marketed to bring people to Port Credit. • Stephen congratulated James as the recipient of the Black Excellence Award. • The CMAO Awards will be held at the Living Arts Centre on June 2. Stephen requested the week before for Country in the Port. • Country music is trending and will bring feet to the streets of Port Credit. • CMAO has a roster of talent and will work with Kelly on a steering committee. Stephen will help get it started but is going to put his name forward for Mayor with a June 10 election day.
<p>9</p>	<p>Other Business</p> <p>Skills Matrix</p> <ul style="list-style-type: none"> • Kelly distributed a Skills Matrix for the Board. • Noted important to have proper representation for business categories and skill sets. Questions: what business categories are not yet represented? What do we want the Board to look like? • Potential members are required to sit in on 3 Board meetings. Important to understand the commitment. PCBIA to do an orientation. • James - if a Board member nominates an individual, they should be willing to mentor them through the process. • Kelly noted that a package will be created detailing the application process. <p>Hours</p> <ul style="list-style-type: none"> • Staff to work a 9am – 5pm work week with in-lieu time taken within a month of incurment. Motion – Brenda McGarrell Second – James Shipp Approved <p>Annotation to Minutes via Email February 1</p> <ul style="list-style-type: none"> • Note the formal resignation of the following Board members: -Dorothy Hagel -Wassim Al-Roz -Julia Chatterji Motion – Brenda McGarrell Second – James Shipp Approved

	<p>Asset Disposal</p> <ul style="list-style-type: none"> Asset write-offs required for KPMG audit. Annotation: Added - move to reduce to 60% of the assets on the books. \$21,950 less 60%, writing off \$13,170. Motion – Brenda McGarrell Second – Ryan Long Approved <p>Discussion: lights on trees in Port Credit Memorial Park may need to be removed in the Spring; can be used through the Port instead. Old lights to be written off. Disposing of snowmen in storage unit. Will defer to 2024 budget so correct numbers can be located. Mulch for Muskoka Chair being disposed of (decomposing). Going forward all purchases will be on the books and insurance will be paid on asset value.</p> <p>Board Members</p> <ul style="list-style-type: none"> The Board policy of removing members who miss 3 meetings in a 6 month period was discussed. This policy will be enforced and John will write a letter to members who are no longer participants.
<p>10</p>	<p>Action Items</p> <p>Brenda – will have HST rebate accumulated amount available for next meeting. Kelly - set up virtual meeting with the City regarding the patio strategy. Kelly - a package will be created detailing the application process for new board members.</p>
<p>11</p>	<p>Adjournment: 8:32pm</p>
<p>Dates</p>	<p>Next Meeting: Wednesday, March 27, 6:30 pm, The Shores of Port Credit</p>

From: Brenda L. McGarrell

SUBJECT: Treasurer Report – ending January 31, 2024

Attached:

Balance Sheet – ending January 31, 2024 – 2 Pages

January 31, 2024 – 4 Pages

- Budget vs Actuals – NEW Column % of annual Budget accrued.

Notes: First month – so figures are in 2 reports (as no YTD)

Balance sheet Page 1 #10000 – Scotia Bank balance 252.7K - January 31, 2024

Not including 2 GIC's maturing March & April, 2024.

*Awaiting Levy Receipt – City will extend a partial payment if required.

KPMG Audit delay to 1st week of March. 2024

*Monitoring Aged Receivables – & Current February Receivables – Sponsors of Fire&Ice, was rolled into the WinterIn the Port Program – to end of March.

BIA as participating Sponsor, overseeing Sponsors donations, also contributed in-kind & with Event draw prizes. This now a major 'Winter' Tourist draw to Port Credit, every year.

This Event made possible once Tourism *Visit Mississauga - Title Sponsor* signed on; in partnership with Councillor Dasko, PCCF, & Community Groups.

Became the official launch of the Outdoor skate Trail in Port Credit Memorial Park.

You will see the Levy Amount for January 'owing'. & Bank Interest

*Received HST rebate \$31,451. February 13, 2024 which will show next month.

This concludes my report.

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

Thank you.



Brenda L. McGarrell
Treasurer PCBIA

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**Port Credit BIA
Balance Sheet
As of January 31, 2024**

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
CASH	
1000 C.I.B.C. Current Account	0.00
10000 Scotiabank	251,189.06
10200 Petty Cash (General)	513.40
10220 Petty Cash (Farmers Market)	0.00
Total CASH	\$ 251,702.46
14990 *Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$ 251,702.46
Accounts Receivable (A/R)	
Accounts receivable total	
12000 Accounts Receivable	88,421.13
12001 Interest Receivable	9,852.93
Total Accounts receivable total	\$ 98,274.06
Total Accounts Receivable (A/R)	\$ 98,274.06
Investment	
1010 G.I.C.	268,513.76
17655 Other current assets	1.69
Total Investment	\$ 268,515.45
Total Current Assets	\$ 618,491.97
Non-current Assets	
Property, plant and equipment	
17500 Machine & Equipment	37,620.10
17510 Acc. Amortization Machine & Eqp	-34,196.10
17520 Accum. Amortization - Planters	-42,276.30
17530 Accumulated Amortization - Sign	-4,581.61
17540 Accum amortization - Furniture	-20,530.97
17550 Accum Amortization - Leasehold	-18,979.46
17560 Office Furniture	21,837.76
17570 Leasehold improvements-	0.00
17580 Accum Amort. - Benches	-19,475.98
17590 Accumulated Amort - Decorations	-117,435.61
17595 Accumulated Amortization Light Poles	-2,266.88
17600 Capital Assets - Planters	42,454.78
17650 Sign Panel	4,581.61
17660 Banners	74,494.77
17670 Lighthouse Renovation 2019	22,775.00
17680 Benches / Muskoka Chair	22,265.89
17700 Accumulated Depn - Banners	-57,060.93

Levy plus Aged A/R.

Bal. Sheet
2/2
January/24.

17710 Decorations	170,450.31
17720 Light poles	3,510.00
Total Property, plant and equipment	\$ 83,186.38
13000 Prepaid Expense	16,106.71
Total Non Current Assets	\$ 99,293.09
Total Assets	\$ 717,785.06
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	6,433.12
Total Accounts Payable (A/P)	\$ 6,433.12
Credit Card	
20050 Scotiabank Visa	5,835.62
Total Credit Card	\$ 5,835.62
20100 Accounts Payable Other	0.00
20150 Accrued Liabilities	21,261.69
20150A Step up rent liability	2,781.19
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 HST Payable	-5,234.25
2315 Deferred Income	0.00
Receiver General Suspense	-31,450.75
Total Current Liabilities	-\$ 373.38
Non-current Liabilities	
20200 Due to the City of Mississauga	4,892.41
Total Non-current Liabilities	\$ 4,892.41
Total Liabilities	\$ 4,519.03
Equity	
24500 Opening Bal Equity	0.00
24700 Reserve	0.00
Retained Earnings	674,991.11
Profit for the year	38,274.92
Total Equity	\$ 713,266.03
Total Liabilities and Equity	\$ 717,785.06

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Port Credit BIA
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
January 2024

	Actual	Budget	Total over Budget	% of Budget
Income				
30000 Special Municipal Levy	86,582.09	1,038,985.00	-952,402.91	8.33%
30010 Under levy repayment	-2,166.67	-26,000.00	23,833.33	8.33%
Total 30000 Special Municipal Levy	\$ 84,415.42	\$ 1,012,985.00	-\$ 928,569.58	8.33%
80000 Interest Income	1,451.42	22,952.00	-21,500.58	6.32%
Fundraising				
			0.00	
30050 Membership Dues		2,000.00	-2,000.00	0.00%
3006 Miscellaneous BIA Income	45.00	750.00	-705.00	6.00%
30060 Vendor Fees		22,500.00	-22,500.00	0.00%
Sponsorship and Grants				
			0.00	
Events				
			0.00	
30038 WinterIN the Port		15,000.00	-15,000.00	0.00%
December 2023 Program		15,000.00	-15,000.00	0.00%
Total 30038 WinterIN the Port	\$ 0.00	\$ 30,000.00	-\$ 30,000.00	0.00%
30064 SpringIN the Port		7,500.00	-7,500.00	0.00%
Total Events	\$ 0.00	\$ 37,500.00	-\$ 37,500.00	0.00%
Grants				
			0.00	
30020 Student Grant		7,000.00	-7,000.00	0.00%
3008 Grant Revenue		10,000.00	-10,000.00	0.00%
Total Grants	\$ 0.00	\$ 17,000.00	-\$ 17,000.00	0.00%
Sponsorships				
			0.00	
3017 Misc Sponsored Projects		9,000.00	-9,000.00	0.00%
Total Sponsorships	\$ 0.00	\$ 9,000.00	-\$ 9,000.00	0.00%
Total Sponsorship and Grants	\$ 0.00	\$ 63,500.00	-\$ 63,500.00	0.00%
Total Fundraising	\$ 45.00	\$ 88,750.00	-\$ 88,705.00	0.05%
Total Income	\$ 85,911.84	\$ 1,124,687.00	-\$ 1,038,775.16	7.64%
Gross Profit	\$ 85,911.84	\$ 1,124,687.00	-\$ 1,038,775.16	7.64%
Expenses				

	<i>Actual</i>	<i>Budget</i>		<i>% of Budget</i>
40000 Salaries and Benefits			0.00	
40001 Salaries	10,384.62	215,000.00	-204,615.38	4.83%
40003 Benefits	346.14	5,000.00	-4,653.86	6.92%
40004 Payroll Deductions	881.21	14,000.00	-13,118.79	6.29%
40005 WSIB	62.66	1,100.00	-1,037.34	5.70%
Additional Wages		45,000.00	-45,000.00	0.00%
Ambassadors	327.64		327.64	
Event Wages	111.73		111.73	
Student Wages	221.51		221.51	
Total Additional Wages	\$ 660.88	\$ 45,000.00	-\$ 44,339.12	1.47%
Total 40000 Salaries and Benefits	\$ 12,335.51	\$ 280,100.00	-\$ 267,764.49	4.40%
41004 Repair, Maintenance		2,500.00	-2,500.00	0.00%
41012 General IT Expense	1,291.19	13,000.00	-11,708.81	9.93%
46000 Advertising and Promotion			0.00	
46001 Media Marketing		21,050.00	-21,050.00	0.00%
46002 Promotional Materials		13,200.00	-13,200.00	0.00%
46003 Signage		13,100.00	-13,100.00	0.00%
46004 Website-hosting and maintance		20,000.00	-20,000.00	0.00%
46006 Training & Conferences		10,000.00	-10,000.00	0.00%
46007 Events and Campaigns		5,000.00	-5,000.00	0.00%
Total 46000 Advertising and Promotion	\$ 0.00	\$ 82,350.00	-\$ 82,350.00	0.00%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police		45,000.00	-45,000.00	0.00%
Total 4626 Security	\$ 0.00	\$ 45,000.00	-\$ 45,000.00	0.00%
47001 Farmers Market		54,000.00	-54,000.00	0.00%
47002 WinterIN the Port	16,304.00	35,000.00	-18,696.00	46.58%
47003 SpringIN the Port		12,000.00	-12,000.00	0.00%
47006 Halloween IN the Port		12,000.00	-12,000.00	0.00%
47009 Classic Cars		25,000.00	-25,000.00	0.00%
47011 Support the Port	150.00	2,000.00	-1,850.00	7.50%
Total 47000 Project Expenses	\$ 16,454.00	\$ 185,000.00	-\$ 168,546.00	8.89%
48000 Sponsorships			0.00	
47008 Walk of Fame.		3,000.00	-3,000.00	0.00%

Actual Budget

% of Budget 3/4

48001 Busker Fest		15,250.00	-15,250.00	0.00%
48004 Canada Day - PTR		20,000.00	-20,000.00	0.00%
48006 Southside Shuffle		20,350.00	-20,350.00	0.00%
48009 History & Heritage		5,000.00	-5,000.00	0.00%
Misc. Sponsorship Requests		6,800.00	-6,800.00	0.00%
Total 48000 Sponsorships	\$	0.00	\$ 70,400.00 -\$ 70,400.00	0.00%
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	753.96	103,470.00	-102,716.04	0.73%
45002 Landscaping	4,800.00	205,750.00	-200,950.00	2.33%
45004 Banners		15,000.00	-15,000.00	0.00%
45005 Other Beautification		10,000.00	-10,000.00	0.00%
Total Beautification & Maintenance	\$	5,553.96	\$ 334,220.00 -\$ 328,666.04	1.66%
Business Development			0.00	
6000 Business Development			0.00	
6001 Other Business Development		3,000.00	-3,000.00	0.00%
6002 Networking Meetings	120.00	5,000.00	-4,880.00	2.40%
Total 6000 Business Development	\$	120.00	\$ 8,000.00 -\$ 7,880.00	1.50%
Total Business Development	\$	120.00	\$ 8,000.00 -\$ 7,880.00	1.50%
Office and General Expenses			0.00	
41001 Rent	1,326.42	17,467.00	-16,140.58	7.59%
41002 Phones, Fax, Mobile,Internet	380.95	5,500.00	-5,119.05	6.93%
41003 Insurance	752.49	11,000.00	-10,247.51	6.84%
41005 General Office Supplies	119.41	5,000.00	-4,880.59	2.39%
41006 Travel	47.04	700.00	-652.96	6.72%
41007 Board Meeting Expense	175.22	6,000.00	-5,824.78	2.92%
41009 Memberships	1,961.58	5,000.00	-3,038.42	39.23%
41011 Office Cleaning	300.00	3,000.00	-2,700.00	10.00%
42000 Professional Services			0.00	
42001 Professional Fees	51.14	7,500.00	-7,448.86	0.68%
42002 Bookkeeping Services	900.00	13,000.00	-12,100.00	6.92%
Total 42000 Professional Services	\$	951.14	\$ 20,500.00 -\$ 19,548.86	4.64%
43000 Finance Fee			0.00	
43001 Bank Charges	52.36	1,500.00	-1,447.64	3.49%
Total 43000 Finance Fee	\$	52.36	\$ 1,500.00 -\$ 1,447.64	3.49%

Actual Budget

% of Budget 4/4

44000 Audit			0.00	
44001 Audit	225.00	2,700.00	-2,475.00	8.33%
Total 44000 Audit	\$ 225.00	\$ 2,700.00	-\$ 2,475.00	8.33%
60000 Misc out of pocket expense		750.00	-750.00	0.00%
Total Office and General Expenses	\$ 6,291.61	\$ 79,117.00	-\$ 72,825.39	7.95%
Total Expenses	\$ 42,046.27	\$ 1,054,687.00	-\$ 1,012,640.73	3.99%
Net Operating Income	\$ 43,865.57	\$ 70,000.00	-\$ 26,134.43	62.67%
Other Expenses				
50000 Amortization	5,590.65	70,000.00	-64,409.35	7.99%
Total Other Expenses	\$ 5,590.65	\$ 70,000.00	-\$ 64,409.35	7.99%
Net Other Income	-\$ 5,590.65	-\$ 70,000.00	\$ 64,409.35	7.99%
Net Income	\$ 38,274.92	\$ 0.00	\$ 38,274.92	

Thursday, Feb. 22, 2024 03:21:57 p.m. GMT-8 - Accrual Basis

WE ARE INTERESTED IN YOUR SERVICE AS A DIRECTOR ON OUR BOARD OF MANAGEMENT

HERE'S WHAT YOU NEED TO KNOW!

What exactly does the Port Credit Business Association (PCBIA) do?

Good question! You have probably seen many of the results of our work and not known that we are the architects. The organization is a not-for-profit association appointed by City Council responsible for the vitalization and promotion of our vibrant business community. Our Board is responsible for a specific geographic area called the B.I.A., or Business Improvement Area. All property owners, and commercial tenants who pay a portion of the property tax, pay a special levy that funds the organization. These funds constitute the organization's budget and allow the Board to execute programs and events on behalf of all the members within our boundaries.

What makes a good Board Director?

One of the privileges of your membership in the association is the opportunity to direct the business of the PCBIA as a member of the Board of Management. All Board Directors are elected by the membership and appointed to the Board by City Council.

So what qualifications make for a good Director on *our* Board of Management?

- ☞ A Board Director is expected to **lend her/his talents** to the development of programs that improve the BIA in its entirety.
- ☞ The hallmark of a successful Board is having Directors who are **progressive thinkers**, people with willingness to change ideas and make a real difference in their community.
- ☞ A good Board Director is one who **understands the business community**. Be they a veteran or newcomer, she/he should appreciate the past, present and future challenges of our association.
- ☞ As a volunteer, the Board Director must **respect the work of paid staff**. Professional staff provides continuity of information and support the Board members in a relationship of mutual respect.
- ☞ Finally, a Board Director must have a **real desire** to make a lasting contribution to our community. Directorship is a respected position; the decisions made by our Board will affect the present and future membership.

What role does the Board of Management play?

First and foremost, the Directors on the Board are all volunteers. The Board is the chief decision-making body for the organization and oversees all policies, financial decisions and management. Overall, the Board exercises many powers and responsibilities including: selecting an executive, establishing and reviewing committees, hiring staff, strategic planning, establishing organizational policies and reviewing, initiating and assessing programs and projects.

The Board is governed by *The Ontario Municipal Act*, which sets out its mandate and composition. Our Board has a maximum of eleven (11) Directors plus the Councillor of Ward One. The PCBIA provides Liability and Directors and Officers Insurance policies to cover Board members, officers, directors, employees and volunteers of the Association while performing their duties as such.

What time commitments are expected of me?

Depending on your level of commitment, your volunteerism could be just a few hours each month. The Board meets as a group once a month (except for July and December), on the last Wednesday at 6:30pm.

Directors are also expected to be active on association committees. Committees deal with specific initiatives like parking, beautification, development and meet from time to time as required. Given your interests and expertise on certain initiatives, you will be expected to donate additional time to a specific project. This may involve sitting on an ad hoc committee or working on your own time to see a project through.

Each member of the Board will have the opportunity to sign on for a four-year term. This is identical to the term of City Council. If a seat becomes vacant during the term, the Board has the power to appoint a member to complete the term. -see -Board of Management Policy for further Term information.

Anything else I need to know?

Becoming a Director on our Board can be a very rewarding experience! People volunteer for a variety of reasons; personal and peer recognition, social interaction, expanded knowledge and experience and the gratification that comes with service to others. Whatever your reason, Directorship can be an exciting and challenging responsibility.

For any new Board member, it might take a while to “get your feet wet”, but you have already taken the first step. The next task is to send along a short bio to info@portcredit.com – Subject Line – Board Director Interest

What does our organization do?

Technically: *We are a board of the Municipality governed by the Municipal Act, with the responsibility to “promote and beautify” Port Credit’s business area.*

Realistically: *We work to make the quality of life for our business community better. Our efforts are dedicated to ensuring a healthy economic environment for our community and making Port Credit a better place to shop, dine, live, work, invest, visit and play!*

A more realistic version of our mandate is this:

“To provide effective leadership in order to beautify and promote Port Credit as a unique and vibrant entertainment, social, cultural and economically viable business centre”

Board Meetings & Structure

Our Board of Management:

- Is a group of up to eleven volunteers, (plus the Councillor of Ward 1) drawn from diverse backgrounds who dedicate a portion of their time to the governance of PCBIA.
- Is the key decision-making body of the organization. They oversee all policies, programs, financial decisions and management issues relating to how members’ monies are spent. They are the voice of, and advocates for, the membership of the organization.
- Meets on the *last Wednesday* of each month (except July & December), at 6:30pm for two to three hours. Meetings are typically held at the Lighthouse, 105 Lakeshore Rd. W. L5H 1E9
- Also includes an Executive Committee comprised of five members. The Executive Committee includes the Chair, Vice-Chair, Past Chair, Treasurer and General Manager. It is the role of this Committee to determine the business that shall go before the Board and make recommendations to the Board on key issues.