

Port Credit BIA – MINUTES

	Board Meeting Wednesday January 25/23 6:30pm Virtual Meeting
Board Members	John Pappas, Brenda McGarrell, Councillor Stephen Dasko, Lucie Zima, Julia Chatterji, Wassim Alroz, Dorothy Hagel, Dani Habbal, Marlene Baur, James Shipp
Regrets	Ryan Long
Staff	Kelly Ralston, Stacey Oliver
Guests	n/a
Minutes by	Stacey Oliver
Item #	Item Description
1	Call to Order 6:35 pm
2	Declaration of any Conflict of Interest: none stated
3	Additions to and approval of Agenda Moved by Wassim Al Roz; Second by Stephen Dasko
4	<p>Treasurer’s Report – Brenda McGarrell</p> <ul style="list-style-type: none"> ▪ Kelly Ralston reviewed the information on Brenda's behalf. ▪ Balance sheets were sent out to everyone for November and December. ▪ Melanie Flake was thanked for getting the information to Brenda early. ▪ It was noted that a few items from December still need to be reconciled as it was an early report. Brenda mentioned that for December 2022, it is an interim year-end prior to the KPMG Audit. ▪ There has been a great return on our investments. ▪ Brenda attended a financial meeting with the City to make sure that everything will be brought forward in a timely manner. She noted it was a positive meeting.
5	<p>Councillor’s Report – Stephen Dasko</p> <ul style="list-style-type: none"> ▪ Stephen welcomed Stacey to the Port Credit BIA. ▪ There had been a concern that the Farmer's Market might need to move in 2024, but this will be dealt with at a later date. If relocation is required, both the Port Credit library lot and the West Marina park will likely be available by then. ▪ Cannabis - this subject will be added to our next agenda. ▪ Very preliminary discussion with the city to inquire about putting left-over funds towards underground parking at the No Frills location. ▪ Patios: discussed having our patios featured on Tourism Mississauga to draw people to visit our patios in the summer. Stephen discussing with Victoria Clarke, Director of Tourism. ▪ Stephen would like to build the patio program into the plan making it more permanent. If businesses know it is not a temporary program, they will be able to plan for more permanent patios improving the esthetics. ▪ Wes Anderson is our contact at the City of Mississauga. He will be invited to our next BIA meeting to speak to timing of budgets, when changes can be made and financial disbursements.
6	Chair’s Overview – John Pappas

	<ul style="list-style-type: none"> ▪ John introduced Stacey as the Administration and Community Relations Coordinator with the PCBIA. ▪ John thanked Kelly for setting up the committees. Committees will meet once per month. If any other issues come up before the committee meets, they can be dealt with through email communication. The committees will present a report to the board at the BIA meetings. ▪ A reminder to always respect the Code of Conduct with regards to confidential meeting discussions. ▪ John noted that on February 26 the Crooked Cue will host a pool tournament fundraiser for Paint the Town Red. The BIA will put together a team for this fun event. ▪ John attended Charles Soussa’s volunteer appreciation event. Charles is aligned with our vision for Port Credit. ▪ John has been invited to attend a budget meeting with the Ontario government on February 2 where he will speak for 3 minutes to bring forth any issues. John will be sending everyone on the board an email requesting feedback regarding issues to bring up that the government can address.
<p style="text-align: center;">7</p>	<ul style="list-style-type: none"> • Executive Director Report – Kelly Ralston • Kelly welcomed Stacey and reviewed what training has been occurring this week (software programs and website). • We will work with members to get all their information on the website. • The goal is for our businesses to feel that the BIA is in regular communication with them and is accessible. • We will reach out to arts and culture groups to encourage them to come to Port Credit (“feet on the streets”). • Kelly regularly meets with BIAs every Tuesday. • Kelly has submitted a grant application for the Canada Summer Jobs program for young people aged 15 – 30 for both a marketing communications coordinator and a data coordinator to update all business community information on the PCBIA website. • Kelly is reaching out to UTM and colleges to find a co-op student to assist with videography. • Kelly and Stacey will be scheduling a volunteer orientation shortly. • Kelly reviewed her report (see attached). • Stephen asked if we own the Nutcrackers. We do, and Kelly mentioned that a movie production company has expressed interest in featuring our Nutcrackers in a movie. • There is renewed interest in the PCBIA Coffee & Community Networking breakfast meetings. John is going to touch base with Kelly to discuss timing so they can be held at the Crooked Cue. • OBIAA and City of Mississauga has booked Tuesday March 7 at 6pm at Braeben Golf Club. • Dani asked about cleaning. Kelly noted that the City is responsible for cleaning and the BIA hires Sure Green and Streetscape to fill in the gaps. • Dorothy mentioned that there is a small neighbourhood publication for Port Credit that includes a calendar. It was suggested that we could

	<p>partner with them to include events. Kelly noted that an upcoming project is to ensure all businesses are included on our website to build community.</p> <ul style="list-style-type: none"> • Stephen asked that as of next month, these topics can be discussed in our breakout committees and encouraged everyone to participate in these committees.
8	<ul style="list-style-type: none"> • PCBIA 2023 Strategic Plan • Strategic planning needed to detail BIA plans for the next 4 years. • Kelly sent out invite for February 25, 10 – 4 at The Crooked Cue. • Kelly also sent out a “save the date” invite for the OBIAA conference happening in London from April 16 – 19. Please advise if attending by February 28 to take advantage of early bird rates.
9	<p>PCBIA Committees Overview</p> <ul style="list-style-type: none"> • Beautification Committee - Need more members – this committee has the largest budget - if anyone has any member recommendations, please reach out to Kelly by the end of week. • Marketing Committee - James Shipp volunteered to be Chair. • Budget Committee – Chair Brenda McGarrell • Sponsorship Committee – Chair Marlene Baur • Safety & Security Committee – Wassim Alroz volunteered to be Chair – a new sergeant is tentatively going to join this committee. • Business Recruitment & Retention Committee - Lucie Zima volunteered to be Chair. • Advocacy Committee – John Pappas replaced Dorothy Hagel as Chair. • Farmer’s Market – James Shipp volunteered to be Chair. Brenda McGarrell, Marlene Baur, Wassim Alroz and Stephen Dasko volunteered to be on the committee. Going forward the market will be managed by the BIA - we will hire people to run it so there is greater control. Want to expand it for a good ROI. • Policy & Procedure Committee – Dorothy Hagel volunteered to be the Chair. Brenda McGarrell volunteered to be on the committee.
10	<p>Adjournment Moved by Julia Chatterji ; Second by Dorothy Hagel</p>
Dates	Next Board Meeting: February 22, 2023 – Meeting and Holiday celebration

From: Brenda L. McGarrell

January 15, 2023

SUBJECT: Treasurer Report – November & December 2022

A **Combination Treasurer Report** – as no Meeting held in December.
Sending early for January Board Meeting January 25, 2023

Attached:

Balance Sheet as November 30, 2022 – 2 Pages

Budget VS Actuals – November, 2022 – 3 Pages

Budget Vs Actual – January – November 30, 2022 – 3 Pages

Attached:

Balance Sheet as December 31, 2022 – 2 Pages

Note: 3 Line items still to be reconciled (early report)

Budget VS Actuals – December, 2022 – 3 Pages

Note: Underlevy we post in Dec. as accumulated 2022 for 2023 Budget

Budget VS Actual – January – December 31 – 3 Pages

Notes: # 30038 Grant amounts used in 2022 – Jan., Nov. & Dec.

#80000 Interest Income!!! A Great Return on Investments !

50000 Amortization – needs reconciling – updated.

****BIG Note:** YTD December 2022 - This is an INTERIM Year-end prior to KPMG Audit

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 November 30, 2022

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 C.I.B.C. Current Account	0.00
10000 Scotiabank	245,828.06
10200 Petty Cash (General)	607.00
10220 Petty Cash (Farmers Market)	1,511.04
14990 *Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$ 247,946.10
Accounts Receivable (A/R)	
12000 Accounts Receivable	0.00
12001 Interest Receivable	713.90
Total Accounts Receivable (A/R)	\$ 713.90
1010 G.I.C.	266,754.67
Cash	0.06
Total 1010 G.I.C.	\$ 266,754.73
12100 GST Receivable	0.00
17655 Other current assets	0.00
Total Current Assets	\$ 515,414.73
Non-current Assets	
Property, plant and equipment	
17500 Machine & Equipment	37,620.10
17510 Acc. Amortization Machine & Eqp	-31,756.93
17520 Accum. Amortization - Planters	-38,844.33
17530 Accumulated Amortization - Sign	-4,581.61
17540 Accum amortization - Furniture	-18,809.58
17550 Accum Amortization - Leasehold	-13,665.28
17560 Office Furniture	21,837.76
17570 Leasehold improvements-	0.00
17580 Accum Amort. - Benches	-14,036.90
17590 Accumulated Amort - Decorations	-63,914.41
17595 Accumulated Amortization Light Poles	-1,243.15
17600 Capital Assets - Planters	42,454.78
17650 Sign Panel	4,581.61
17660 Banners	71,135.51
17670 Lighthouse Renovation 2019	22,775.00
17680 Benches / Muskoka Chair	22,265.89
17700 Accumulated Depn - Banners	-43,818.17
17710 Decorations	124,289.00
17720 Light poles	3,510.00
Total Property, plant and equipment	\$ 119,799.29

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2022 Balance Sheet.

13000 Prepaid Expense	20,750.27
Total Non Current Assets	\$ 140,549.56
Total Assets	\$ 655,964.29
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	74,551.22
Total Accounts Payable (A/P)	\$ 74,551.22
Credit Card	
20050 Scotiabank Visa	0.00
Total Credit Card	\$ 0.00
20100 Accounts Payable Other	0.00
20150 Accrued Liabilities	20,954.84
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	-28,871.26
2315 Deferred Income	98,530.99
Receiver General Suspense	0.00
Total Current Liabilities	\$ 167,946.98
Total Liabilities	\$ 167,946.98
Equity	
24500 Opening Bal Equity	0.06
24700 Reserve	0.00
Retained Earnings	472,215.81
Profit for the year	15,801.44
Total Equity	\$ 488,017.31
Total Liabilities and Equity	\$ 655,964.29

Nov. 1/3

Port Credit BIA Budget vs. Actuals: 2022 - FY22 P&L November 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	12,708.86	13,000.00	-291.14	97.76%
Total 30030 Sponsorship and Grants	\$ 12,708.86	\$ 13,000.00	-\$ 291.14	97.76%
30050 Membership Dues		454.55	-454.55	0.00%
30060 Vendor Fees		0.00	0.00	
30080 Transfer from Reserves		14,725.00	-14,725.00	0.00%
80000 Interest Income	1,071.19	125.00	946.19	856.95%
Fundraising and Other			0.00	
3006 Miscellaneous BIA Income	1,512.75	350.00	1,162.75	432.21%
3013 Project Sponsorship			0.00	
3014 Sponsorship		12,000.00	-12,000.00	0.00%
Total 3013 Project Sponsorship	\$ 0.00	\$ 12,000.00	-\$ 12,000.00	0.00%
Student Grant		0.00	0.00	
Total Fundraising and Other	\$ 1,512.75	\$ 12,350.00	-\$ 10,837.25	12.25%
Total Income	\$ 84,042.80	\$ 106,071.22	-\$ 22,028.42	79.23%
Gross Profit	\$ 84,042.80	\$ 106,071.22	-\$ 22,028.42	79.23%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	7,713.84	21,983.33	-14,269.49	35.09%
40002 Additional Wages		0.00	0.00	
40003 Benefits	230.76	600.00	-369.24	38.46%
40004 Payroll Deductions	605.58	1,200.00	-594.42	50.47%
40005 WSIB	39.72	85.00	-45.28	46.73%
Total 40000 Salaries and Benefits	\$ 8,589.90	\$ 23,868.33	-\$ 15,278.43	35.99%
42000 Professional Services			0.00	
42001 Professional Fees	37.07	166.67	-129.60	22.24%
42002 Bookkeeping Services	1,140.00	1,000.00	140.00	114.00%
Total 42000 Professional Services	\$ 1,177.07	\$ 1,166.67	\$ 10.40	100.89%
43000 Finance Fee			0.00	
43001 Bank Charges	46.25	177.27	-131.02	26.09%
43002 Provincial HST adjustment		0.00	0.00	
Total 43000 Finance Fee	\$ 46.25	\$ 177.27	-\$ 131.02	26.09%
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	

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46001 Media Marketing	2,523.31	1,818.18	705.13	138.78%
46002 Promotional Materials	307.00	0.00	307.00	
46003 Signage		0.00	0.00	
46004 Website-hosting and maintance		450.00	-450.00	0.00%
46006 Networking/Training/Conferences		872.50	-872.50	0.00%
4607 Events and Campaigns		0.00	0.00	
Total 46000 Advertising and Promotion	\$ 2,830.31	\$ 3,140.68	-\$ 310.37	90.12%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police		0.00	0.00	
Total 4626 Security	\$ 0.00	\$ 0.00	\$ 0.00	
47001 Farmers Market	675.00	0.00	675.00	
47002 WinterIN the Port	12,708.86	4,000.00	8,708.86	317.72%
47003 SpringIN the Port		0.00	0.00	
47004 Portchella		0.00	0.00	
47006 Halloween IN the Port	1,174.46		1,174.46	
47010 Misc. X-Mas			0.00	
47011 Support the Port		434.09	-434.09	0.00%
Total 47000 Project Expenses	\$ 14,558.32	\$ 4,434.09	\$ 10,124.23	328.33%
47009 Classic Cars		0.00	0.00	
48000 Sponsorships			0.00	
48001 Busker Fest		0.00	0.00	
48003 Mississauga Waterfront Festival		0.00	0.00	
48004 Canada Day - PTR		0.00	0.00	
48006 Southside Shuffle		0.00	0.00	
48007 Mississauga Marathon		0.00	0.00	
Misc	850.00	250.00	600.00	340.00%
Total 48000 Sponsorships	\$ 850.00	\$ 250.00	\$ 600.00	340.00%
60000 Misc out of pocket expense	108.25	50.00	58.25	216.50%
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	807.00	800.00	7.00	100.88%
45002 Landscaping	30,500.00	18,000.00	12,500.00	169.44%
45004 Banners		0.00	0.00	
45005 Other Beautification	12,600.00	12,500.00	100.00	100.80%
Total Beautification & Maintenance	\$ 43,907.00	\$ 31,300.00	\$ 12,607.00	140.28%
Business Development			0.00	
6000 Business Development			0.00	
6002 Networking Meetings		0.00	0.00	
Total 6000 Business Development	\$ 0.00	\$ 0.00	\$ 0.00	
Total Business Development	\$ 0.00	\$ 0.00	\$ 0.00	
Office and General Expenses			0.00	
41001 Rent	1,287.79	1,400.00	-112.21	91.99%
41002 Phones, Fax, Mobile,Internet	342.39	583.33	-240.94	58.70%
41003 Insurance	645.21	916.67	-271.46	70.39%
41004 Repair, Maintenance		100.00	-100.00	0.00%
41005 General Office Supplies	412.35	850.00	-437.65	48.51%
41006 Travel	139.07	100.00	39.07	139.07%

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41007 Board Meeting Expense	366.04	400.00	-33.96	91.51%
41009 Memberships		0.00	0.00	
41011 Office Cleaning	300.00	263.64	36.36	113.79%
41012 General IT Expense	3,139.18	1,109.09	2,030.09	283.04%
Total Office and General Expenses	\$ 6,632.03	\$ 5,722.73	\$ 909.30	115.89%
Total Expenses	\$ 78,917.46	\$ 70,334.77	\$ 8,582.69	112.20%
Net Operating Income	\$ 5,125.34	\$ 35,736.45	-\$ 30,611.11	14.34%
Other Expenses				
50000 Amortization	4,940.04	12,500.00	-7,559.96	39.52%
Total Other Expenses	\$ 4,940.04	\$ 12,500.00	-\$ 7,559.96	39.52%
Net Other Income	-\$ 4,940.04	-\$ 12,500.00	\$ 7,559.96	39.52%
Net Income	\$ 185.30	\$ 23,236.45	-\$ 23,051.15	0.80%

Thursday, Dec. 22, 2022 08:35:31 a.m. GMT-8 - Accrual Basis

YTD.
to Nov. 1/3

Port Credit BIA
Budget vs. Actuals: 2022 - FY22 P&L
January - November, 2022

	Actual	Budget	Total over Budget	% of Budget
Income				
30000 Municipal Levy	756,184.15	756,250.00	-65.85	99.99%
30010 Under levy repayment		-36,666.63	36,666.63	0.00%
Total 30000 Municipal Levy	\$ 756,184.15	\$ 719,583.37	\$ 36,600.78	105.09%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port	12,708.86	13,000.00	-291.14	97.76%
Total 30030 Sponsorship and Grants	\$ 12,708.86	\$ 13,000.00	-\$ 291.14	97.76%
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		4,545.45	-4,545.45	0.00%
30060 Vendor Fees	20,805.00	17,000.00	3,805.00	122.38%
30080 Transfer from Reserves		161,975.00	-161,975.00	0.00%
80000 Interest Income	9,014.18	1,375.00	7,639.18	655.58%
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	2,162.75	1,000.00	1,162.75	216.28%
3013 Project Sponsorship			0.00	
3014 Sponsorship	12,906.26	25,000.00	-12,093.74	51.63%
Total 3013 Project Sponsorship	\$ 12,906.26	\$ 25,000.00	-\$ 12,093.74	51.63%
Student Grant		7,000.00	-7,000.00	0.00%
Total Fundraising and Other	\$ 15,069.01	\$ 33,000.00	-\$ 17,930.99	45.66%
Total Income	\$ 827,781.20	\$ 950,478.82	-\$ 122,697.62	87.09%
Gross Profit	\$ 827,781.20	\$ 950,478.82	-\$ 122,697.62	87.09%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	161,382.68	213,016.63	-51,633.95	75.76%
40002 Additional Wages	23,116.35	22,000.00	1,116.35	105.07%
40003 Benefits	3,570.14	5,400.00	-1,829.86	66.11%
40004 Payroll Deductions	13,016.59	12,800.00	216.59	101.69%
40005 WSIB	893.50	895.00	-1.50	99.83%
Total 40000 Salaries and Benefits	\$ 201,979.26	\$ 254,111.63	-\$ 52,132.37	79.48%
42000 Professional Services			0.00	
42001 Professional Fees	7,313.48	1,833.37	5,480.11	398.91%
42002 Bookkeeping Services	11,002.73	11,000.00	2.73	100.02%
Total 42000 Professional Services	\$ 18,316.21	\$ 12,833.37	\$ 5,482.84	142.72%
43000 Finance Fee			0.00	
43001 Bank Charges	858.39	1,822.70	-964.31	47.09%

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43002 Provincial HST adjustment	0.00	3,000.00	-3,000.00	0.00%
Total 43000 Finance Fee	\$ 858.39	\$ 4,822.70	-\$ 3,964.31	17.80%
44000 Audit			0.00	
44001 Audit	2,401.63	2,475.00	-73.37	97.04%
Total 44000 Audit	\$ 2,401.63	\$ 2,475.00	-\$ 73.37	97.04%
46000 Advertising and Promotion			0.00	
46001 Media Marketing	23,723.21	23,181.80	541.41	102.34%
46002 Promotional Materials	2,112.68	5,000.00	-2,887.32	42.25%
46003 Signage	6,317.71	5,500.00	817.71	114.87%
46004 Website-hosting and maintance	3,120.00	4,550.00	-1,430.00	68.57%
46006 Networking/Training/Conferences	6,453.86	9,127.50	-2,673.64	70.71%
4607 Events and Campaigns	8,654.00	6,000.00	2,654.00	144.23%
Total 46000 Advertising and Promotion	\$ 50,381.46	\$ 53,359.30	-\$ 2,977.84	94.42%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police	30,878.41	35,000.00	-4,121.59	88.22%
Total 4626 Security	\$ 30,878.41	\$ 35,000.00	-\$ 4,121.59	88.22%
47001 Farmers Market	37,546.74	27,000.00	10,546.74	139.06%
47002 WinterIN the Port	19,717.58	14,000.00	5,717.58	140.84%
47003 SpringIN the Port	19,692.52	10,000.00	9,692.52	196.93%
47004 Portchella		20,000.00	-20,000.00	0.00%
47006 Halloween IN the Port	4,757.87		4,757.87	
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port	20,044.65	4,565.90	15,478.75	439.01%
Total 47000 Project Expenses	\$ 132,637.77	\$ 110,565.90	\$ 22,071.87	119.96%
47009 Classic Cars	11,868.42	15,000.00	-3,131.58	79.12%
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	4,600.00	5,000.00	-400.00	92.00%
Total 48000 Sponsorships	\$ 46,945.86	\$ 77,000.00	-\$ 30,054.14	60.97%
60000 Misc out of pocket expense	321.24	500.00	-178.76	64.25%
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	37,208.90	39,400.00	-2,191.10	94.44%
45002 Landscaping	174,996.55	179,000.00	-4,003.45	97.76%
45004 Banners	6,999.37	10,000.00	-3,000.63	69.99%
45005 Other Beautification	15,465.01	15,450.00	15.01	100.10%
Total Beautification & Maintenance	\$ 234,669.83	\$ 243,850.00	-\$ 9,180.17	96.24%
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%

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Office and General Expenses			0.00	
41001 Rent	13,903.14	14,599.97	-696.83	95.23%
41002 Phones, Fax, Mobile,Internet	4,704.79	6,416.63	-1,711.84	73.32%
41003 Insurance	6,540.91	10,083.37	-3,542.46	64.87%
41004 Repair, Maintenance	3,732.44	4,120.00	-387.56	90.59%
41005 General Office Supplies	4,421.34	5,250.00	-828.66	84.22%
41006 Travel	558.75	500.00	58.75	111.75%
41007 Board Meeting Expense	2,749.71	1,400.00	1,349.71	196.41%
41009 Memberships	2,712.90	3,000.00	-287.10	90.43%
41011 Office Cleaning	2,339.11	2,736.40	-397.29	85.48%
41012 General IT Expense	14,677.96	10,990.90	3,687.06	133.55%
Total Office and General Expenses	\$ 56,341.05	\$ 59,097.27	-\$ 2,756.22	95.34%
Total Expenses	\$ 757,639.35	\$ 834,615.17	-\$ 76,975.82	90.78%
Net Operating Income	\$ 70,141.85	\$ 115,863.65	-\$ 45,721.80	60.54%
Other Expenses				
50000 Amortization	54,340.41	137,500.00	-83,159.59	39.52%
Total Other Expenses	\$ 54,340.41	\$ 137,500.00	-\$ 83,159.59	39.52%
Net Other Income	-\$ 54,340.41	-\$ 137,500.00	\$ 83,159.59	39.52%
Net Income	\$ 15,801.44	-\$ 21,636.35	\$ 37,437.79	-73.03%

Thursday, Dec. 22, 2022 08:59:17 a.m. GMT-8 - Accrual Basis

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

	<u>Total</u>	
Assets		
Current Assets		
Cash and Cash Equivalent		
1000 C.I.B.C. Current Account	0.00	
10000 Scotiabank	155,888.06	
10200 Petty Cash (General)	607.00	Still to be reconciled
10220 Petty Cash (Farmers Market)	1,511.04	Still to be reconciled
14990 *Undeposited Funds	0.00	
Total Cash and Cash Equivalent	\$ 158,006.10	
Accounts Receivable (A/R)		
12000 Accounts Receivable	3,505.71	
12001 Interest Receivable	713.90	
Total Accounts Receivable (A/R)	\$ 4,219.61	
1010 G.I.C.	266,754.67	Still to be reconciled
Cash	0.06	
Total 1010 G.I.C.	\$ 266,754.73	
12100 GST Receivable	0.00	
17655 Other current assets	0.00	
Total Current Assets	\$ 428,980.44	
Non-current Assets		
Property, plant and equipment		
17500 Machine & Equipment	37,620.10	
17510 Acc. Amortization Machine & Eqp	-31,916.72	
17520 Accum. Amortization - Planters	-39,205.85	
17530 Accumulated Amortization - Sign	-4,581.61	
17540 Accum amortization - Furniture	-18,944.25	
17550 Accum Amortization - Leasehold	-14,044.86	
17560 Office Furniture	21,837.76	
17570 Leasehold improvements-	0.00	
17580 Accum Amort. - Benches	-14,500.77	
17590 Accumulated Amort - Decorations	-66,503.78	
17595 Accumulated Amortization Light Poles	-1,316.28	
17600 Capital Assets - Planters	42,454.78	
17650 Sign Panel	4,581.61	
17660 Banners	71,135.51	
17670 Lighthouse Renovation 2019	22,775.00	
17680 Benches / Muskoka Chair	22,265.89	
17700 Accumulated Depn - Banners	-44,596.28	
17710 Decorations	124,289.00	
17720 Light poles	3,510.00	
Total Property, plant and equipment	\$ 114,859.25	

12000 Prepaid Expense	22,317.27	
Total Non Current Assets	\$ 137,176.52	
Total Assets	\$ 566,156.96	
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
20000 Accounts Payable	20,410.58	
Total Accounts Payable (A/P)	\$ 20,410.58	
Credit Card		
20050 Scotiabank Visa	3,532.76	
Total Credit Card	\$ 3,532.76	
20100 Accounts Payable Other	0.00	
20150 Accrued Liabilities	19,407.54	Support the Port gift cards
20150A Step up rent liability	2,781.19	
20200 Due to the City of Mississauga	28,517.21	New Levy at Dec 2022
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	-31,437.80	
2315 Deferred Income	24,624.49	Mostly WITP grant
Receiver General Suspense	0.00	
Total Current Liabilities	\$ 67,835.97	
Total Liabilities	\$ 67,835.97	
Equity		
24500 Opening Bal Equity	0.06	
24700 Reserve	0.00	
Retained Earnings	472,215.81	
Profit for the year	26,105.12	
Total Equity	\$ 498,320.99	
Total Liabilities and Equity	\$ 566,156.96	

Balance Sheet
Dec. /2022
2/2.

1/3

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

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
30000 Municipal Levy	68,815.85	68,750.00	65.85	100.10%
30010 Under levy repayment	-28,517.21	-3,333.37	-25,183.84	855.51%
Total 30000 Municipal Levy	\$ 40,298.64	\$ 65,416.63	-\$ 25,117.99	61.60%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port	8,596.36	19,000.00	-10,403.64	45.24%
Total 30030 Sponsorship and Grants	\$ 8,596.36	\$ 19,000.00	-\$ 10,403.64	45.24%
30050 Membership Dues		454.55	-454.55	0.00%
30060 Vendor Fees		0.00	0.00	
30080 Transfer from Reserves		14,725.00	-14,725.00	0.00%
80000 Interest Income	513.14	125.00	388.14	410.51%
Fundraising and Other				
3006 Miscellaneous BIA Income		0.00	0.00	
3013 Project Sponsorship			0.00	
3014 Sponsorship		15,000.00	-15,000.00	0.00%
Total 3013 Project Sponsorship	\$ 0.00	\$ 15,000.00	-\$ 15,000.00	0.00%
Student Grant		0.00	0.00	
Total Fundraising and Other	\$ 0.00	\$ 15,000.00	-\$ 15,000.00	0.00%
Total Income	\$ 49,408.14	\$ 114,721.18	-\$ 65,313.04	43.07%
Gross Profit	\$ 49,408.14	\$ 114,721.18	-\$ 65,313.04	43.07%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	11,751.26	21,983.37	-10,232.11	53.46%
40002 Additional Wages		0.00	0.00	
40003 Benefits	346.14	600.00	-253.86	57.69%
40004 Payroll Deductions	944.01	1,200.00	-255.99	78.67%
40005 WSIB	62.08	105.00	-42.92	59.12%
Total 40000 Salaries and Benefits	\$ 13,103.49	\$ 23,888.37	-\$ 10,784.88	54.85%
42000 Professional Services			0.00	
42001 Professional Fees	57.89	166.63	-108.74	34.74%
42002 Bookkeeping Services	900.00	1,000.00	-100.00	90.00%
Total 42000 Professional Services	\$ 957.89	\$ 1,166.63	-\$ 208.74	82.11%
43000 Finance Fee			0.00	
43001 Bank Charges	146.75	177.30	-30.55	82.77%
43002 Provincial HST adjustment		7,000.00	-7,000.00	0.00%
Total 43000 Finance Fee	\$ 146.75	\$ 7,177.30	-\$ 7,030.55	2.04%
44000 Audit			0.00	
44001 Audit	218.37	225.00	-6.63	97.05%
Total 44000 Audit	\$ 218.37	\$ 225.00	-\$ 6.63	97.05%
46000 Advertising and Promotion			0.00	

Post. Dec 2022

New Levy

Dec 2022 2/3

46001 Media Marketing	1,192.23	1,818.20	-625.97	65.57%
46002 Promotional Materials		0.00	0.00	
46003 Signage		0.00	0.00	
46004 Website-hosting and maintance		450.00	-450.00	0.00%
46006 Networking/Training/Conferences		872.50	-872.50	0.00%
4607 Events and Campaigns		0.00	0.00	
Total 46000 Advertising and Promotion	\$ 1,192.23	\$ 3,140.70	-\$ 1,948.47	37.96%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police		0.00	0.00	
Total 4626 Security	\$ 0.00	\$ 0.00	\$ 0.00	
47001 Farmers Market	132.00	0.00	132.00	
47002 WinterIN the Port	6,624.65	6,000.00	624.65	110.41%
47003 SpringIN the Port		0.00	0.00	
47004 Portchella		0.00	0.00	
47006 Halloween IN the Port	590.05		590.05	
47010 Misc. X-Mas		5,000.00	-5,000.00	0.00%
47011 Support the Port	1,153.94	434.10	719.84	265.82%
Total 47000 Project Expenses	\$ 8,500.64	\$ 11,434.10	-\$ 2,933.46	74.34%
47009 Classic Cars	6,185.50	0.00	6,185.50	
48000 Sponsorships			0.00	
48001 Busker Fest		0.00	0.00	
48003 Mississauga Waterfront Festival		0.00	0.00	
48004 Canada Day - PTR		0.00	0.00	
48006 Southside Shuffle		0.00	0.00	
48007 Mississauga Marathon		0.00	0.00	
Misc		0.00	0.00	
Total 48000 Sponsorships	\$ 0.00	\$ 0.00	\$ 0.00	
60000 Misc out of pocket expense	550.00	0.00	550.00	
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	1,900.34	600.00	1,300.34	316.72%
45002 Landscaping	4,040.00	16,000.00	-11,960.00	25.25%
45004 Banners		0.00	0.00	
45005 Other Beautification	-2,400.00	4,550.00	-6,950.00	-52.75%
Total Beautification & Maintenance	\$ 3,540.34	\$ 21,150.00	-\$ 17,609.66	16.74%
Business Development			0.00	
6000 Business Development			0.00	
6002 Networking Meetings		4,000.00	-4,000.00	0.00%
Total 6000 Business Development	\$ 0.00	\$ 4,000.00	-\$ 4,000.00	0.00%
Total Business Development	\$ 0.00	\$ 4,000.00	-\$ 4,000.00	0.00%
Office and General Expenses			0.00	
41001 Rent	1,287.79	1,400.03	-112.24	91.98%
41002 Phones, Fax, Mobile,Internet	359.89	583.37	-223.48	61.69%
41003 Insurance	645.21	916.63	-271.42	70.39%
41004 Repair, Maintenance	240.00	880.00	-640.00	27.27%
41005 General Office Supplies	141.85	750.00	-608.15	18.91%
41006 Travel	69.62	0.00	69.62	

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41007 Board Meeting Expense	480.15	2,600.00	-2,119.85	18.47%
41009 Memberships		0.00	0.00	
41011 Office Cleaning	112.39	263.60	-151.21	42.64%
41012 General IT Expense	613.01	1,009.10	-396.09	60.75%
Total Office and General Expenses	\$ 3,949.91	\$ 8,402.73	-\$ 4,452.82	47.01%
Total Expenses	\$ 38,345.12	\$ 80,584.83	-\$ 42,239.71	47.58%
Net Operating Income	\$ 11,063.02	\$ 34,136.35	-\$ 23,073.33	32.41%
Other Expenses				
50000 Amortization	4,940.04	12,500.00	-7,559.96	39.52%
Total Other Expenses	\$ 4,940.04	\$ 12,500.00	-\$ 7,559.96	39.52%
Net Other Income	-\$ 4,940.04	-\$ 12,500.00	\$ 7,559.96	39.52%
Net Income	\$ 6,122.98	\$ 21,636.35	-\$ 15,513.37	28.30%

Saturday, Jan. 14, 2023 11:38:30 a.m. GMT-8 - Accrual Basis

Port Credit BIA

Budget vs. Actuals: 2022 - FY22 P&L

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January - December 2022

* Interim - Prior to KPMG audit.

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
30000 Municipal Levy	825,000.00	825,000.00	0.00	100.00%
30010 Under levy repayment	-28,517.21	-40,000.00	11,482.79	71.29%
Total 30000 Municipal Levy	\$ 796,482.79	\$ 785,000.00	\$ 11,482.79	101.46%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port	21,305.22	32,000.00	-10,694.78	66.58%
Total 30030 Sponsorship and Grants	\$ 21,305.22	\$ 32,000.00	-\$ 10,694.78	66.58%
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		5,000.00	-5,000.00	0.00%
30060 Vendor Fees	20,805.00	17,000.00	3,805.00	122.38%
30080 Transfer from Reserves		176,700.00	-176,700.00	0.00%
80000 Interest Income	9,527.32	1,500.00	8,027.32	635.15%
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	2,162.75	1,000.00	1,162.75	216.28%
3013 Project Sponsorship			0.00	
3014 Sponsorship	12,906.26	40,000.00	-27,093.74	32.27%
Total 3013 Project Sponsorship	\$ 12,906.26	\$ 40,000.00	-\$ 27,093.74	32.27%
Student Grant		7,000.00	-7,000.00	0.00%
Total Fundraising and Other	\$ 15,069.01	\$ 48,000.00	-\$ 32,930.99	31.39%
Total Income	\$ 877,189.34	\$ 1,065,200.00	-\$ 188,010.66	82.35%
Gross Profit	\$ 877,189.34	\$ 1,065,200.00	-\$ 188,010.66	82.35%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	173,133.94	235,000.00	-61,866.06	73.67%
40002 Additional Wages	23,116.35	22,000.00	1,116.35	105.07%
40003 Benefits	3,916.28	6,000.00	-2,083.72	65.27%
40004 Payroll Deductions	13,960.60	14,000.00	-39.40	99.72%
40005 WSIB	955.58	1,000.00	-44.42	95.56%
Total 40000 Salaries and Benefits	\$ 215,082.75	\$ 278,000.00	-\$ 62,917.25	77.37%
42000 Professional Services			0.00	
42001 Professional Fees	7,371.37	2,000.00	5,371.37	368.57%
42002 Bookkeeping Services	11,902.73	12,000.00	-97.27	99.19%
Total 42000 Professional Services	\$ 19,274.10	\$ 14,000.00	\$ 5,274.10	137.67%
43000 Finance Fee			0.00	
43001 Bank Charges	1,335.14	2,000.00	-664.86	66.76%

None @ Dec. 2022

Grant amounts used in 2022 (Jan, Nov & Dec)

YTD. Dec. 2/3

43002 Provincial HST adjustment	0.00	10,000.00	-10,000.00	0.00%
Total 43000 Finance Fee	\$ 1,335.14	\$ 12,000.00	-\$ 10,664.86	11.13%
44000 Audit			0.00	
44001 Audit	2,620.00	2,700.00	-80.00	97.04%
Total 44000 Audit	\$ 2,620.00	\$ 2,700.00	-\$ 80.00	97.04%
46000 Advertising and Promotion			0.00	
46001 Media Marketing	23,832.09	25,000.00	-1,167.91	95.33%
46002 Promotional Materials	2,112.68	5,000.00	-2,887.32	42.25%
46003 Signage	6,317.71	5,500.00	817.71	114.87%
46004 Website-hosting and maintance	3,120.00	5,000.00	-1,880.00	62.40%
46006 Networking/Training/Conferences	9,341.19	10,000.00	-658.81	93.41%
4607 Events and Campaigns	5,850.00	6,000.00	-150.00	97.50%
Total 46000 Advertising and Promotion	\$ 50,573.67	\$ 56,500.00	-\$ 5,926.33	89.51%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police	30,878.41	35,000.00	-4,121.59	88.22%
Total 4626 Security	\$ 30,878.41	\$ 35,000.00	-\$ 4,121.59	88.22%
47001 Farmers Market	37,678.74	27,000.00	10,678.74	139.55%
47002 WinterIN the Port	26,342.23	20,000.00	6,342.23	131.71%
47003 SpringIN the Port	19,692.52	10,000.00	9,692.52	196.93%
47004 Portchella		20,000.00	-20,000.00	0.00%
47006 Halloween IN the Port	5,347.92		5,347.92	
47010 Misc. X-Mas		5,000.00	-5,000.00	0.00%
47011 Support the Port	20,868.59	5,000.00	15,868.59	417.37%
Total 47000 Project Expenses	\$ 140,808.41	\$ 122,000.00	\$ 18,808.41	115.42%
47009 Classic Cars	18,053.92	15,000.00	3,053.92	120.36%
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	4,600.00	5,000.00	-400.00	92.00%
Total 48000 Sponsorships	\$ 46,945.86	\$ 77,000.00	-\$ 30,054.14	60.97%
60000 Misc out of pocket expense	871.24	500.00	371.24	174.25%
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	36,011.89	40,000.00	-3,988.11	90.03%
45002 Landscaping	191,636.55	195,000.00	-3,363.45	98.28%
45004 Banners	6,999.37	10,000.00	-3,000.63	69.99%
45005 Other Beautification	465.01	20,000.00	-19,534.99	2.33%
Total Beautification & Maintenance	\$ 235,112.82	\$ 265,000.00	-\$ 29,887.18	88.72%
Business Development			0.00	
6000 Business Development			0.00	
6002 Networking Meetings	918.23	5,000.00	-4,081.77	18.36%
Total 6000 Business Development	\$ 918.23	\$ 5,000.00	-\$ 4,081.77	18.36%
Total Business Development	\$ 918.23	\$ 5,000.00	-\$ 4,081.77	18.36%

YTD - Dec. 2022
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Office and General Expenses			0.00	
41001 Rent	15,190.93	16,000.00	-809.07	94.94%
41002 Phones, Fax, Mobile, Internet	5,064.68	7,000.00	-1,935.32	72.35%
41003 Insurance	7,186.12	11,000.00	-3,813.88	65.33%
41004 Repair, Maintenance	4,502.44	5,000.00	-497.56	90.05%
41005 General Office Supplies	4,563.19	6,000.00	-1,436.81	76.05%
41006 Travel	545.04	500.00	45.04	109.01%
41007 Board Meeting Expense	3,229.86	4,000.00	-770.14	80.75%
41009 Memberships	2,712.90	3,000.00	-287.10	90.43%
41011 Office Cleaning	2,451.50	3,000.00	-548.50	81.72%
41012 General IT Expense	14,760.97	12,000.00	2,760.97	123.01%
Total Office and General Expenses	\$ 60,207.63	\$ 67,500.00	-\$ 7,292.37	89.20%
Total Expenses	\$ 791,803.77	\$ 915,200.00	-\$ 123,396.23	86.52%
Net Operating Income	\$ 85,385.57	\$ 150,000.00	-\$ 64,614.43	56.92%
Other Expenses				
50000 Amortization	* 59,280.45	150,000.00	-90,719.55	39.52%
Total Other Expenses	\$ 59,280.45	\$ 150,000.00	-\$ 90,719.55	39.52%
Net Other Income	-\$ 59,280.45	-\$ 150,000.00	\$ 90,719.55	39.52%
Net Income	\$ 26,105.12	\$ 0.00	\$ 26,105.12	

* STILL needs to be updated

EXECUTIVE DIRECTOR REPORT

January 25, 2023

Staffing:

- Stacey Oliver started on January 23, 2022 as the PCBIA Administration & Community Relations Coordinator
 - Working on:
 - Cleaning up admin
 - Familiarizing herself with the PCBIA, policies etc.
 - Updating Welcome Package for new businesses
 - Currently training in:
 - Website
 - Creative
 - Newsletters
 - Focusing on daily admin, updating the website, and communications with our business community
 - Creating repository of cultural & arts events that we may attract to Port Credit – feet on the street
- Canada Summer Jobs grant application submitted
 - Requested funding for:
 - Marketing Assistant to assist with marketing initiatives and content
 - Data Coordinator to update business community info on the PCBIA website
- Co-Op
 - Reaching out to UTM and colleges to have coop student(s) assist with videography
- Volunteers:
 - Scheduling a volunteer orientation
- Marketing & Communications Coordinator:
 - Repost post discussion with Staffing Committee

#WinterINThePort:

- #WinterINThePort concluded on January 21, 2023
- Events included:
 - Lighting of the Lighthouse
 - Strolling Victorian Carollers
 - #SantaINThePort – photos with Santa at the Lighthouse
 - #Carolling INThePort
 - Fire & Ice Finale:
 - Frog in Hand street performance

- Live Music, fire performers & live ice carving at the Port Street Market Square
 - 1 <3 PC sculpture will remain until it starts to melt
- Nutcrackers have been taken down
- Remaining décor scheduled to be removed January 26, 2023 – rescheduled from January 25, 2023 due to the weather

Marketing:

- Meeting with Marketing Committee on February 7, 2023
- Discussing:
 - Marketing strategy
 - Events:
 - SpringINThePort, FallINThePort, SummerINThePort, & WinterINThePort
 - Potential Sponsors and corporate partnerships
 - Podcast
 - PCBIA Print on Demand swag
 - Recycling old banners – bags?
 - Reporting
- Upcoming campaigns:
 - Heritage Month February – posts on heritage in Port Credit
 - Black History Month – pending info from Historian
 - #LoveINThePort
 - Give Away Box
 - Sure Green adding hearts to the planters
 - Spending Valentines #InThePort
 - Campaign to match banners:
 - ShopIN
 - CreateIN
 - PlayIN
 - DineIN
 - Tourism:
 - Winter activities #INThePort
 - Parks of Port Credit
 - New Businesses:
 - Updating Welcome Package
 - Reaching out/visiting new businesses
 - Membership Monday:
 - New businesses highlighted in newsletter
 - Campaign – if you see something say something
 - Community Gift Cards:
 - Worked with the rep to identify the issue with businesses redeeming #SupportThePort certificates
 - Will reach out to card holders to start to spend the certs
 - List of participating businesses to be updated

- Sponsorship:
 - Meeting with Sponsorship Committee on February 10, 2023
 - Marlene has volunteered to Chair the Committee
 - Updated PCBIA Sponsorship application
 - Will reach out to organizations/events we have budgeted to sponsor to complete the application
 - Note:
 - Mississauga Marathon will not be in PC this year – we budgeted \$5,000 for sponsorship
- Beautification:
 - Sure Green:
 - Meeting with Frank Medeiros on February 2, 2023
 - Meeting with Beautification Committee on February 6, 2023
 - Plan #KeepThePortClean
 - Meeting with Streetscape (Gail Hamilton) on February 13, 2023
- Board Training:
 - OBIAA & City of Mississauga have tentatively booked Tuesday March 7th at 6:00 p.m. at Braeben Golf Club
 - OBIAA Conference is going to be held in London this year April 16 to 19, 2023
 - Theme: Taking it to the Streets
 - Kelly will send out info to Board members
 - Request was made to have future conference at Waterside Inn but previously the Waterside did not meet the requirement for breakout rooms etc
 - Looking at potential shuttle or future conference requirements

Networking:

- Breakfast Meetings
 - There has been a demand for the return of the PCBIA Networking Meetings
 - Propose to start Thursday February 9, 2023 at 8:00 a.m. at the Crooked Cue – John Pappas to confirm
- BIA Network with PCBIA, Streetsville, Malton, and Clarkson
 - Met with Tej Kainth, Manager of Tourism to look at potential funding and supports available to BIAs
 - Meeting next month with Nakia Phillips, Manager 311 Citizen Contact Centre, Silvia Manary, 311, Information Specialist