


Port Credit BIA		MINUTES
	Board Meeting	Weds, November 30, 2022 6:30pm In person Meeting
Board Members (outgoing & incoming)	John Pappas, Brenda McGarrell, Councillor Stephen Dasko, Ann Ivy Male, Julia Chatterji, Lucie Zima, Dorothy Hagel, Dani Habbal, Marlene Baur, James Shipp, Ryan Long	
Regrets	Wassim Al Roz	
Staff	Kelly Ralston	
Guests	N/A	
Minutes by	Kelly Ralston	
Item #	Item Description	
1	Call to Order: 6:33 p.m.	
2	Declaration of any Conflict of Interest: None Stated	
3	Additions to and approval of Agenda Moved by James; Second by Julia	
	Councillor's Report – Stephen Dasko	
4	<ul style="list-style-type: none"> • Free Parking: • Free Parking in Port Credit is scheduled for November 30, 2022 to January 15, 2023 • The 1 hour maximum is to prevent residents/visitors from using the free parking spaces for the entirety of the day and not allowing the turn around in parking to assist our businesses • The program is positioned positively and highlights the benefits to our business community • Lakeshore Corridor Project: • The second session of the Lakeshore Corridor – Connecting Communities on November 29, 2022 went very well • John Pappas gave a great presentation • The slide deck will be available upon request • PCBIA will review the options going forward • Concerns have been raised regarding the potential impact to businesses and the community in Port Credit • Stephen will advise on the next scheduled meeting • Dorothy Hagel provided an excellent overview (attached) - review in 01/2023 • Lucie Zima advised that there has been a direct and negative impact of the current construction for the LRT along Hurontario that has resulted in an approximate decline of 30% in sales • Stephen will invite the stakeholders such as the City Works Department and Metrolinx to meet with the PCBIA • James suggested that an Impact Statement of the construction on Port Credit businesses would be beneficial and there should be an opportunity for tax incentives to offset the lost revenue 	

<p>5</p>	<p>Chair's Report</p> <ul style="list-style-type: none"> • Welcome to the new PCBIA Board members: • Dani Habbal • James Shipp • Marlene Baur • Ryan Long • Acknowledged the incredible dedication and support that Councillor Dasko has shown the PCBIA • Acknowledged the new dynamic and opportunities ahead with the new Board of Directors • Thanked outgoing members Ann Ivy Male and Ric Cooper for their incredible contribution to the PCBIA and the Port Credit community • Board members and the PCBIA ED attended OBIAA training that was very beneficial to the Board in establishing and updating policies, procedures, BIA mandates, and the AGM going forward • The structure of the Executive Board will change based on the discussions at the OBIAA training • There will no longer be a Past President position • The Board will vote on the addition of the Secretary position to the Board
<p>6</p>	<p>Executive Director Report - Kelly Ralston - Report Attached</p>
<p>7</p>	<p>PCBIA Board Code of Conduct & Responsibilities - John Pappas</p> <ul style="list-style-type: none"> • All PCBIA Board members are required to sign the Code of Conduct for the Port Credit BIA • The Code of Conduct ensures that all Board members are aware of their duties, the policies of the PCBIA, and that an inclusive and cooperative team is in place • Board members were provided with a copy of the proposed Code of Conduct and the following changes were requested: • Clarify and shorten paragraphs 4 and 5 under Board of Management Unity and Teamwork with regards to the confidentiality and communications regarding the voting results at PCBIA Board meetings • Copy of final Code of Conduct attached • A policy regarding the process for violations to the Code of Conduct will be implemented by the Policy & Procedure Committee <p>Motion to accept the Code of Conduct for the PCBIA as per the corrections: Motion: Ryan Second: Lucie</p>

<p style="text-align: center;">8</p>	<p>Update on the AGM & Election: John Pappas</p> <ul style="list-style-type: none"> • OBIAA training highlighted that BIAs should be following the Municipal Act as closely as possible • The PCBIA Constitution needs to be updated to reflect the Municipal Act, OBIAA recommendations, and current practices • For the 2022 AGM, PCBIA followed the Constitution which called for the votes to be counted within 3 days of the election • The process for the AGM was announced at the beginning of the AGM and there were no issues expressed by the members in attendance • Issue: There was a tie for the final position on the Board • PCBIA will engage OBIAA and the City Clerks Office on the best practices to handle the tie • PCBIA will amend the Constitution to include the process if there is a tie
<p style="text-align: center;">9</p>	<p>Proposed changes to the Constitution - Kelly Ralston Section 8.0 Elections of the PCBIA Constitution was reviewed and the following changes were proposed, discussed, and passed by the PCBIA Board:</p> <p>8.0 Elections</p> <p>8.9 Upon receiving all nominations from both the Nominating Committee and the membership, the Manager shall prepare a ballot, listing all candidates in alphabetical order. A ballot and Instructions respecting the vote, including the date and time that the vote closes, shall occur shall be delivered to each member within 10 days of the close of nominations.</p> <p>8.10 All Advanced ballots shall be received, by deposit in the ballot box located at the BIA office, on or prior to November 15 at 5:00 p.m. The remaining votes shall be cast at the AGM, either in person or via Zoom or another selected on-line meeting platform.</p> <p>8.12 Within three business days of the close of the vote, the Manager and at least one member of the Nominating Committee shall open the ballot box and count all ballots inside. The Manager, and at least one member of the Nominating Committee, and a scrutineer shall open the ballot box and count all ballots inside at the AGM.</p>

	<p>8.16 In the event that there is a tie vote, a run off vote will be held at the AGM with only the tied nominees' names on the ballot.</p> <p>8.17 All elected members of the PCBIA are required to sign the PCBIA Code of Conduct and will be held to the clauses and required behavioural conduct contained therein. Any violation of the Code of Conduct, disruptive behaviour, disrespectful behaviour towards staff or other Board members, may result in a request to Council to remove the offending Board member from the PCBIA Board of Management.</p> <p>Motion to accept the proposed changes to the PCBIA Constitution: Motion: Dorothy Second: Lucie</p>
<p>10</p>	<p>Election of the 2022 - 2026 Executive Board</p> <p>Executive Board Election</p> <ul style="list-style-type: none"> • The PCBIA Board elected the following members to the Executive Board: • Chair: John Pappas • Vice Chair: Dani Habbal • Treasurer: Brenda McGarrell • Secretary: Dorothy Hagel • A nomination for each position was called three times <p>Motion to accept the Executive Board as voted: Motion: Julia Second: Lucie</p>
<p>11</p>	<p>Meeting Schedule for 2023</p> <ul style="list-style-type: none"> • Due to the timing of the budget deadline in October and the requirement to have 10 regular meetings per year, the PCBIA adjusted the Board meeting schedule as follows: • Meeting the last Wednesday of every month at 6:30 p.m. • A Board Meeting will not be held in July but will now be held in August to allow for sufficient time to complete the 2024 budget • There will not be a December meeting • Kelly will look at utilizing the Affiliate Program with the City to use City facilities at no cost • Councillor Dasko suggested using the Port Credit Marina Board Room
<p>12</p>	<p>PCBIA Committees Overview</p>

	<p>Financials Overview – Brenda McGarrell</p> <p>Financial Report attached:</p> <ul style="list-style-type: none"> • PCBIA is in a positive position • Investments are exceeding expectations • Thus far over \$7K has been earned in interest • Funds invested in GICs that come due: <ul style="list-style-type: none"> • \$40K maturing on February 16, 2023 • \$225K maturing February 27, 2023 • Each PCBIA Committee Chair provided an overview of their respective Committees • John Pappas provided the overview of the Safety & Security Committee
<p>13</p>	<p>Establishment of 2022 - 2026 PCBIA Committees</p> <ul style="list-style-type: none"> • The following Committees remain active: • Advocacy Committee • Beautification Committee • Budget Committee • Business Recruitment & Retention Committee • Marketing Committee • Policy & Procedure Committee • Safety & Security Committee • Sponsorship Committee • Additional info and the request for Committee volunteers will follow the meeting via email
<p>14</p>	<p>Adjournment</p> <p>Moved by Ryan; Second by:Marlene</p>
<p>Dates</p>	<p>Next Board Meeting: January 25, 2022 TBD Holiday Celebration</p> <p>Holiday celebration will be moved into 2023</p> 

EXECUTIVE DIRECTOR REPORT

November 30, 2022

IN the Lighthouse:

- Received draft of the License Extension & Amending Agreement from the City
 - Under review
- Symphony Interactive have fixed the issue with remote access to the Lighthouse lighting program
 - Karen Priest and staff are now able to manually and remotely change the colours of the Lighthouse

Staffing:

- Marketing & Communications Coordinator:
 - Strong candidates identified
 - Staffing Committee to meet next week to review and schedule interviews
- Administration & Community Relations Coordinator:
 - One strong candidate identified
 - Pushing post out again to allow for a better pool of candidates
- Looking to have new staff start in the first week of the new year

Marketing:

- Sharing community posts on IG & Facebook stories
- Creating more reels
- Drafting a Marketing strategy plan for the Marketing Committee to review
- Focusing on metrics and analytics
- Golf Cart
- Website is under review
 - Google analytics has been added to the site
 - New blog added on Clarke Hall
 - Adding new businesses to the directory – we appear to have a backlog
- Upcoming campaigns:
 - #WinterINThePort:
 - Name That Nutcracker - draw
 - Victorian Carolers
 - Caroling In the Square
 - Free Parking
 - Insauga covering event
 - Gabbi Bank photos
 - Campaign to match banners:
 - ShopIN

- CreateIN
 - PlayIN
 - Etc
- Tourism:
 - Parks of Port Credit
- Holiday Shopping:
 - Images of storefront window/décor
- Port Credit In the News
 - Insauga stories on Port Credit as one of the oldest villages
- New Businesses:
 - 4 to be promoted
 - Reaching out to a few more that have been spotted
 - Campaign – if you see something say something
- Community Gift Cards:
 - List of participating businesses – involve new businesses at this point?
 - Edenshaw will disperse
 - Some technical issues

WinterINThePort:

- Nutcrackers installed throughout the Port
 - Several calls about the Nutcrackers and people wanting to buy them
- Lighting of the Lighthouse:
 - December 3, 2022 at 6:00 p.m.
 - Decor:
 - Recreate the Nutcracker
 - Arbour and bench – covered in garland
 - Four Christmas trees
 - 2 6' Nutcrackers
 - Reindeer
 - Birch Trees
 - Garland along railing
 - Entertainment:
 - 5 piece band
 - Stilt Walking Nutcracker
 - Sugar Plumb Fairy
 - Cookie Decorating
 - Hot chocolate
 - Chestnuts
 - Roaming Victorian Carolers:
 - December 10 & 11, 17 & 18
 - Caroling IN The Square:
 - December 19
 - Johnny Max emcee
 - My Pop Choir
 - Décor:
 - 4 Christmas trees
 - 6' Nutcracker
 - Giant Reindeer (Astra)

- Sponsorship:
 - \$2000.00 Brightwater
 - Edenshaw wants to sponsor as well
- 2023:
 - Frog In Hand:
 - Working on a Nutcracker vs the Mouse King through the Village and culminating at the Square
 -
- New Partnerships:
 - TOPCA
 - Trillium Health Partners
 - Tourism Mississauga
 - City of Mississauga Departments:
 - 311
 - Transportation & Works

Outline

Port Credit BIA submission on Mississauga Connecting Communities Project

1. Port Credit is a tourist attraction in Mississauga and its unique nature must be preserved. The village should not be treated as a “pass-through” town. The interest of the Port Credit residents and its business community should not be trumped by the interest of commuters travelling from Burlington and Oakville to Toronto and who choose to use Lakeshore Rd as an alternative to QEW.
2. The views presented by BIA are the views of the local residents and business community. Many business members of BIA are owned and operated by local residents. In addition, BIA sought input of other local interest group, such as TOPCA. The views presented by BIA are in line with the views of such other interest groups.
3. Port Credit community values the preservation of the uniqueness of the Port Credit village and creating friendly environment for local business, community events and the public visiting Port Credit attractions. The service of the fast pass-through commuter traffic has little if any value to the local community. As such, creating friendly environment for pedestrian and bicycle traffic and slowing down the speed of the car traffic passing through the village should be the primary objectives of the redevelopment of Lakeshore Rd. The Port Credit community is concerned with the people coming to Port Credit and now so much with the people simply passing through Port Credit.
4. BIA proposed alternative solution to development of Lakeshore Rd. The solution proposed by BIA is known as option 1C, which provides for reduction of two lanes traffic on Lakeshore Rd to one lane of traffic with a center lane for turns.
5. The option proposed by the BIA meets the community goal of creating friendly environment for public to enjoy what Port Credit has to offer, including pedestrian friendly and bicycle friendly sidewalks and roads.
6. The option proposed by the BIA supports the community values. It creates friendly environment for the villages’ businesses and their customers. In particular promotes pedestrian traffic and allows sufficient space for restaurant patios that are a big attraction for the village residents and visitors.
7. The one lane traffic with middle turning lane would contribute to decreasing the speed of traffic while allowing efficient traffic flow through the utilization of the middle turn-lane. The efficiency of the traffic flow could be further increased by use of traffic control solutions, such as smart traffic lights and managing the availability of left turns.
8. Slower traffic and addition of the middle lane would increase the safety of the pedestrians and cyclists. It will reduce the noise level, improving the experience of the patio users as well as discourage speeding and car racing.

9. Option 1B that is currently preferred by the city promotes high speed traffic passing through the village. It favours the service of passing-through commuters' traffic passing through Port Credit over the interests of the Port Credit residence, its business, the customers and visitors.
10. Option 1B calls for two lanes traffic through, without the turning lane with the view that two-lanes traffic will allow for servicing higher number of cars during the pick hours. However, because of the lack of the turning lane, two-lanes will effectively operate as one lane because the second lane would constantly be blocked by the left-turning cars.
11. The city's proposal lacks data and analysis of the difference of the traffic flow efficiency between option 1B supported by the city and option 1C proposed by the BIA.
12. Option 1B is unsafe for the pedestrians and cyclists. In particular, the option is very unattractive for bicycles with the bicycles' lane squeezed between high-speed car traffic lane and the patio walls. This option will not attract the cyclists to Port Credit as it changes nothing from the current riding conditions for cyclists on Lakeshore Rd who compete with the high-speed traffic. As a result, currently use of Lakeshore Rd by cyclists in Port Credit is minimal.
13. At this time Waterfront trail is available and preferred by the cyclists in Port Credit. In the event the city insists on implementation of option 1B, it is submitted that it should do so with elimination of the bicycles' lane to allow additional space for pedestrians and patios. With two lanes of high-speed traffic the attractiveness and use of these lanes would be minimal, as it currently is. Adding the bicycle lanes would only result in waste of the already limited space that could be better put to use by pedestrians and patios.

Policy: Code of Conduct for the Port Credit BIA

Prepared by:

Approved by: Board of

Directors Issue Date:

November 30, 2022

Review Date: November 30, 2023 (unless review is needed sooner)

Roles and Responsibilities

The Board of Management of the BIA expects of itself, its Directors, BIA members and BIA staff, ethical and business-like conduct. This commitment includes the proper use of authority and appropriate decorum by Directors when interacting with groups and individuals. Directors are to work for the advancement of the BIA. They should avoid working for the advancement of themselves, their businesses, or their organizations when this is to the detriment of the BIA as a whole.

Board of Management Unity and Teamwork

- Directors shall use the expertise of the BIA Board of Management, its staff and BIA members to enhance the ability of the Board of Management as a body to make wise policy.
- Directors recognize that the common purpose of the Board of Management and the BIA staff is to adopt a team approach to ensure the success of the BIA.
- The Executive Director and the Board Chair are the spokespersons for the BIA. It is recommended that all correspondence directed to the City and any other government bodies should come from the BIA office. Board Members should refrain from contacting on their own the City staff or any other government officials on matters currently under consideration by the BIA, unless such communication has been authorized by the Board.
- The content of all discussions during any of the Board's meetings, especially those leading to the Board's decision, are confidential.
- Directors should encourage all members of the BIA to include the Executive Director in all conversations related to any matters affecting the business area of the BIA
- All Directors should treat the BIA staff, their fellow Directors the members of

the BIA and general public with respect and in accordance with any and all related policies of the BIA.

- All Directors should ensure that they do not speak on behalf of the BIA unless given permission to do so by the Chair or Board of Management. If approached by the media regarding any business or activity of the BIA, the Directors shall redirect the media to the Executive Director, the Chair or a dedicated spokesperson of the BIA appointed by the Board.

Board of Management Integrity

Directors shall act openly honestly and in good faith and shall not use their office as directors of the BIA to improperly influence the BIA members, government officials or members of the public. Board of Management Objectivity

- Directors shall remain independent and objective at all times. The Directors shall disclose all conflicts of interests that may affect their decisions while acting for the BIA and shall not allow personal gains or advantage to influence their judgment when making decisions on behalf of the Board.
- Directors are required to always act for the benefit of the greater good of the entire Port Credit business community.

Board of Management Professionalism

- Directors shall act professionally in performing their duties for the best interests of the BIA and the Port Credit business community as whole. Directors should avoid using their office of the directors of BIAS for personal advancement or advancement of their businesses or their organizations to the detriment of the BIA any of its members or Port Credit business community as a whole.
- Directors shall treat their fellow PCBIA Board members, PCBIA staff, and any partners or BIA members with dignity and respect.

Discrimination means any form of unequal treatment based on a ground enumerated in the Human Rights Code of Ontario (*Human Rights Code*, R. S.O. 1990, c. H. 19), such as race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status family status or disability, whether by imposing extra burdens or denying benefits. Discrimination may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people, without taking reasonable steps to accommodate .

Harassment means a course of vexatious comments or conduct that are known, or ought reasonably to be known, to be unwelcome. (*Human Rights Code*, R.S. O. 1990, c. H. 19). The inappropriate behaviour can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

Avoidance of Discrimination or Harassment

- All Directors, BIA members and BIA staff are expected, at all times, to be mindful of conduct which could be deemed or thought to be unfair, discriminatory or construed as harassment.
- All Directors, BIA members and BIA staff are expected to refrain from any form of harassment or discrimination and shall cooperate fully in any investigation of a harassment or discrimination complaint.
- All Directors and the Executive Director shall promptly act when a conduct constituting discrimination or harassment is brought to their attention. The Board and the Executive Director of the BIA are responsible for creating and maintaining a harassment- and discrimination-free environment for the BIA members and staff and should address harassment or discrimination as early as possible.

Board of Management Confidentiality Regarding In-Camera Meetings

- Directors maintain and respect the confidentiality and privacy of any sensitive or private information or reports obtained during Board meetings or otherwise in the process of fulfilling their roles as directors of the BIA. External release of said information or reports must be authorized by the Chair or the Board of Management.

Board of Management Conflict of Interest

- In discharging their duties, all Directors shall act honestly and in good faith with a view to the best interests of the BIA and its members.
- All Directors are subject to the *Municipal Conflict of Interest Act* (R.S.O. 1990, c. M 50), which requires them to declare direct and indirect pecuniary interests, and conduct their business as the directors of the Board with integrity and impartiality in a manner that will bear the closest scrutiny.
- Directors are entitled to participate in the decisions on matters in which they have no greater pecuniary interest (or perceived pecuniary interest) than other members of the BIA.

Board of Management Failure to Follow the PCBIA Code of Conduct

- Directors that do not follow or violate the PCBIA Code of Conduct or participate in disruptive behaviour, disrespectful behaviour towards staff or other Board members, may be removed from the Board in accordance with the policies and procedures established by the BIA.

Board Member Signature

Date

Board Member Name (Printed)

Port Credit Business Improvement Area

CONSTITUTION

Approved by the PCBIA Board: November 30, 2022

WHEREAS, Section 220 of the Municipal Act, R.S.O. 1990, governs the formation and operation of a Business Improvement Area.

AND WHEREAS, Pursuant to City of Mississauga By-law No. 518-92, the Port Credit Business Improvement Area proposes the following changes to their Constitution

8.0 Elections

8.9 Upon receiving all nominations from both the Nominating Committee and the membership, the Manager shall prepare a ballot, listing all candidates in alphabetical order. Instructions respecting the vote, including the date and time that the vote shall occur shall be delivered to each member within 10 days of the close of nominations.

8.10 Advanced ballots shall be received, by deposit in the ballot box located at the BIA office, on or prior to November 15 at 5:00 p.m. The remaining votes shall be cast at the AGM, either in person or via Zoom or another selected on-line meeting platform.

8.12 The Manager, and at least one member of the Nominating Committee, and a scrutineer shall open the ballot box and count all ballots inside at the AGM.

8.16 In the event that there is a tie vote, a run off vote will be held at the AGM with only the tied nominees' names on the ballot.

8.17 All elected members of the PCBIA are required to sign the PCBIA Code of Conduct and will be held to the clauses and required behavioural conduct contained therein. Any violation of the Code of Conduct, disruptive behaviour, disrespectful behaviour towards staff or other Board members, may result in a request to Council to remove the offending Board member from the PCBIA Board of Management.

From: Brenda L. McGarrell

November 28, 2022

SUBJECT: Treasurer Report – October, 2022

Attached:

Balance Sheet as October 31, 2022 – 2 Pages

Budget VS Actuals – October, 2022 – 3 Pages

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

Scotia Bank:

Bank Balance remains healthy – see Balance sheet #10000 to accommodate continuing expenditures to support the 2022 Budget.

In Addition:

Investment Instruments:

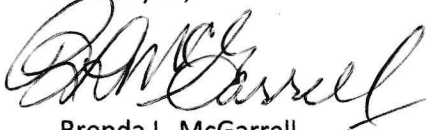
GIC 40K Maturity date Feb. 16, 2023

GIC 225K Maturity date Feb. 27, 2023

Levy 2023 - ETA February-March, 2023

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

Thank you,



Brenda L. McGarrell
Treasurer PCBIA

Pg. 1/2

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

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 C.I.B.C. Current Account	0.00
10000 Scotiabank	283,751.33
10200 Petty Cash (General)	607.00
10220 Petty Cash (Farmers Market)	1,511.04
14990 *Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$ 285,869.37
Accounts Receivable (A/R)	
12000 Accounts Receivable	0.00
12001 Interest Receivable	356.95
Total Accounts Receivable (A/R)	\$ 356.95
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	220.00
Total Current Assets	\$ 553,201.05
Non-current Assets	
Property, plant and equipment	
17500 Machine & Eq	
17510 Acc. Amortization Machine & Eq	-31,597.14
17520 Accum. Amortization - Planters	-38,482.81
17540 Accum amortization - Furniture	-18,674.91
17550 Accum Amortization - Leasehold	-13,285.70
17560 Office Furniture	21,837.76
17570 Leasehold improvements-	0.00
17580 Accum Amort. - Benches	-13,573.03
17590 Accumulated Amort - Decorations	-61,325.04
17595 Accumulated Amortization Light Poles	-1,170.02
17600 Capital Assets - Planters	42,454.78
17650 Sign Panel	4,581.61
17660 Banners	68,195.51
17670 Lighthouse Renovation 2019	22,775.00
17680 Benches / Muskoka Chair	22,265.89
17700 Accumulated Depn - Banners	-43,040.06
17710 Decorations	124,289.00
17720 Light poles	3,510.00
Total Property, plant and equipment	\$ 121,799.33

Bal. Sheet.
Oct./22 Pg. 2/2

13000 Prepaid Expense	22,683.27
Total Non Current Assets	<u>\$ 144,482.60</u>
Total Assets	<u>\$ 697,683.65</u>
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	20,584.34
Total Accounts Payable (A/P)	<u>\$ 20,584.34</u>
Credit Card	
20050 Scotiabank Visa	4,873.91
Total Credit Card	<u>\$ 4,873.91</u>
20100 Accounts Payable Other	0.00
20150 Accrued Liabilities	20,736.51
20150A Step up rent liability	2,781.19
20200 Due to the City of Mississauga	0.00
2100 Payroll Liabilities	
2110 E.I. Payable	0.00
2120 CPP Payable	0.00
2130 Income Tax Payable	0.00
Total 2100 Payroll Liabilities	<u>\$ 0.00</u>
22000 GST Payable	-20,459.54
2315 Deferred Income	179,989.85
Receiver General Suspense	0.00
Total Current Liabilities	<u>\$ 208,506.26</u>
Total Liabilities	<u>\$ 208,506.26</u>
Equity	
24500 Opening Bal Equity	0.06
24700 Reserve	0.00
Retained Earnings	472,215.81
Profit for the year	16,961.52
Total Equity	<u>\$ 489,177.39</u>
Total Liabilities and Equity	<u>\$ 697,683.65</u>

Oct. / 22.
Pg. 1/3

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

	<u>Actual</u>	<u>Budget</u>	<u>Total over Budget</u>	<u>% of Budget</u>
Income				
30000 Municipal Levy	68,750.00	68,750.00	0.00	100.00%
30010 Under levy repayment		-3,333.33	3,333.33	0.00%
Total 30000 Municipal Levy	\$ 68,750.00	\$ 65,416.67	\$ 3,333.33	105.10%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port		0.00	0.00	
Total 30030 Sponsorship and Grants	\$ 0.00	\$ 0.00	\$ 0.00	
30050 Membership Dues		454.55	-454.55	0.00%
30060 Vendor Fees		0.00	0.00	
30080 Transfer from Reserves		14,725.00	-14,725.00	0.00%
80000 Interest Income	1,155.38	125.00	1,030.38	924.30%
Fundraising and Other			0.00	
3006 Miscellaneous BIA Income		0.00	0.00	
3013 Project Sponsorship			0.00	
3014 Sponsorship		0.00	0.00	
Total 3013 Project Sponsorship	\$ 0.00	\$ 0.00	\$ 0.00	
Student Grant			0.00	
Total Fundraising and Other	\$ 0.00	\$ 0.00	\$ 0.00	
Total Income	\$ 69,905.38	\$ 80,721.22	-\$ 10,815.84	86.60%
Gross Profit	\$ 69,905.38	\$ 80,721.22	-\$ 10,815.84	86.60%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	10,338.80	21,983.33	-11,644.53	47.03%
40002 Additional Wages	450.00	0.00	450.00	
40003 Benefits	230.76	600.00	-369.24	38.46%
40004 Payroll Deductions	744.91	1,700.00	-955.09	43.82%
40005 WSIB	52.84	85.00	-32.16	62.16%
Total 40000 Salaries and Benefits	\$ 11,817.31	\$ 24,368.33	-\$ 12,551.02	48.49%
42000 Professional Services			0.00	
42001 Professional Fees	1,016.04	166.67	849.37	609.61%
42002 Bookkeeping Services	1,500.00	1,000.00	500.00	150.00%
Total 42000 Professional Services	\$ 2,516.04	\$ 1,166.67	\$ 1,349.37	215.66%
43000 Finance Fee			0.00	
43001 Bank Charges	45.50	177.27	-131.77	25.67%
43002 Provincial HST adjustment		0.00	0.00	
Total 43000 Finance Fee	\$ 45.50	\$ 177.27	-\$ 131.77	25.67%
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	

Oct. /22 Pg. 2/3

46001 Media Marketing	1,193.15	1,818.18	-625.03	65.62%
46002 Promotional Materials	606.63	1,300.00	-693.37	46.66%
46003 Signage		400.00	-400.00	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	\$ 1,799.78	\$ 4,840.68	-\$ 3,040.90	37.18%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police		1,500.00	-1,500.00	0.00%
Total 4626 Security	\$ 0.00	\$ 1,500.00	-\$ 1,500.00	0.00%
47001 Farmers Market	4,733.61	1,300.00	3,433.61	364.12%
47002 WinterIN the Port		0.00	0.00	
47003 SpringIN the Port		0.00	0.00	
47004 Portchella		10,000.00	-10,000.00	0.00%
47006 Halloween IN the Port	3,106.14		3,106.14	
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port	185.75	434.09	-248.34	42.79%
Total 47000 Project Expenses	\$ 8,025.50	\$ 13,234.09	-\$ 5,208.59	60.64%
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		0.00	0.00	
Total 48000 Sponsorships	\$ 0.00	\$ 0.00	\$ 0.00	
60000 Misc out of pocket expense	-0.11	0.00	-0.11	
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	954.15	2,000.00	-1,045.85	47.71%
45002 Landscaping	14,100.00	18,000.00	-3,900.00	78.33%
45004 Banners		1,600.00	-1,600.00	0.00%
45005 Other Beautification		0.00	0.00	
Total Beautification & Maintenance	\$ 15,054.15	\$ 21,600.00	-\$ 6,545.85	69.70%
Business Development			0.00	
6000 Business Development			0.00	
6002 Networking Meetings			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	374.89	583.33	-208.44	64.27%
41003 Insurance	645.21	916.67	-271.46	70.39%
41004 Repair, Maintenance		800.00	-800.00	0.00%
41005 General Office Supplies	11.30	750.00	-738.70	1.51%
41006 Travel		40.00	-40.00	0.00%

Oct. 22
Pg. 3/3

41007 Board Meeting Expense	442.48	0.00	442.48	
41009 Memberships		250.00	-250.00	0.00%
41011 Office Cleaning	310.50	263.64	46.86	117.77%
41012 General IT Expense	728.74	1,109.09	-380.35	65.71%
Total Office and General Expenses	\$ 3,800.91	\$ 6,112.73	-\$ 2,311.82	62.18%
Total Expenses	\$ 43,277.41	\$ 71,724.77	-\$ 28,447.36	60.34%
Net Operating Income	\$ 26,627.97	\$ 8,996.45	\$ 17,631.52	295.98%
Other Expenses				
50000 Amortization	5,298.55	12,500.00	-7,201.45	42.39%
Total Other Expenses	\$ 5,298.55	\$ 12,500.00	-\$ 7,201.45	42.39%
Net Other income	-\$ 5,298.55	-\$ 12,500.00	\$ 7,201.45	42.39%
Net Income	\$ 21,329.42	-\$ 3,503.55	\$ 24,832.97	-608.79%

YTD. 1/3
Jan. - Oct. /22.

Port Credit BIA

Budget vs. Actuals: 2022 - FY22 P&L

January - October, 2022

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
30000 Municipal Levy	687,434.15	687,500.00	-65.85	99.99%
30010 Under levy repayment		-33,333.30	33,333.30	0.00%
Total 30000 Municipal Levy	\$ 687,434.15	\$ 654,166.70	\$ 33,267.45	105.09%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port		0.00	0.00	
Total 30030 Sponsorship and Grants	\$ 0.00	\$ 0.00	\$ 0.00	
30040 Grants			0.00	
30041 City of Mississauga Grant	-1,000.00		-1,000.00	
Total 30040 Grants	-\$ 1,000.00	\$ 0.00	-\$ 1,000.00	
30050 Membership Dues		4,090.90	-4,090.90	0.00%
30060 Vendor Fees	20,805.00	17,000.00	3,805.00	122.38%
30080 Transfer from Reserves		147,250.00	-147,250.00	0.00%
80000 Interest Income	7,942.99	1,250.00	6,692.99	635.44%
Events			0.00	
30064 SpringIN the Port	15,000.00		15,000.00	
Total Events	\$ 15,000.00	\$ 0.00	\$ 15,000.00	
Fundraising and Other			0.00	
3006 Miscellaneous BIA Income	650.00	650.00	0.00	100.00%
3013 Project Sponsorship			0.00	
3014 Sponsorship	12,906.26	13,000.00	-93.74	99.28%
Total 3013 Project Sponsorship	\$ 12,906.26	\$ 13,000.00	-\$ 93.74	99.28%
Student Grant		7,000.00	-7,000.00	0.00%
Total Fundraising and Other	\$ 13,556.26	\$ 20,650.00	-\$ 7,093.74	65.65%
Total Income	\$ 743,738.40	\$ 844,407.60	-\$ 100,669.20	88.08%
Gross Profit	\$ 743,738.40	\$ 844,407.60	-\$ 100,669.20	88.08%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	153,668.84	191,033.30	-37,364.46	80.44%
40002 Additional Wages	23,116.35	22,000.00	1,116.35	105.07%
40003 Benefits	3,339.38	4,800.00	-1,460.62	69.57%
40004 Payroll Deductions	12,411.01	11,600.00	811.01	106.99%
40005 WSIB	853.78	810.00	43.78	105.40%
Total 40000 Salaries and Benefits	\$ 193,389.36	\$ 230,243.30	-\$ 36,853.94	83.99%
42000 Professional Services			0.00	
42001 Professional Fees	7,276.41	1,666.70	5,609.71	436.58%
42002 Bookkeeping Services	9,862.73	10,000.00	-137.27	98.63%
Total 42000 Professional Services	\$ 17,139.14	\$ 11,666.70	\$ 5,472.44	146.91%
43000 Finance Fee			0.00	
43001 Bank Charges	812.14	1,645.43	-833.29	49.36%

43002 Provincial HST adjustment	0.00	3,000.00	-3,000.00	0.00%
Total 43000 Finance Fee	\$ 812.14	\$ 4,645.43	-\$ 3,833.29	17.48%
44000 Audit			0.00	
44001 Audit	2,183.30	2,250.00	-66.70	97.04%
Total 44000 Audit	\$ 2,183.30	\$ 2,250.00	-\$ 66.70	97.04%
46000 Advertising and Promotion			0.00	
46001 Media Marketing	21,199.90	21,363.62	-163.72	99.23%
46002 Promotional Materials	1,805.68	5,000.00	-3,194.32	36.11%
46003 Signage	6,317.71	5,500.00	817.71	114.87%
46004 Website-hosting and maintance	3,120.00	4,100.00	-980.00	76.10%
46006 Networking/Training/Conferences	6,453.86	8,255.00	-1,801.14	78.18%
4607 Events and Campaigns	8,654.00	6,000.00	2,654.00	144.23%
Total 46000 Advertising and Promotion	\$ 47,551.15	\$ 50,218.62	-\$ 2,667.47	94.69%
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	36,670.14	27,000.00	9,670.14	135.82%
47002 WinterIN the Port	7,008.72	10,000.00	-2,991.28	70.09%
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	3,106.14		3,106.14	
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port	20,044.65	4,131.81	15,912.84	485.13%
Total 47000 Project Expenses	\$ 117,400.58	\$ 106,131.81	\$ 11,268.77	110.62%
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	3,750.00	4,750.00	-1,000.00	78.95%
Total 48000 Sponsorships	\$ 46,095.86	\$ 76,750.00	-\$ 30,654.14	60.06%
60000 Misc out of pocket expense	212.99	450.00	-237.01	47.33%
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	36,201.90	38,600.00	-2,398.10	93.79%
45002 Landscaping	144,496.55	161,000.00	-16,503.45	89.75%
45004 Banners	6,999.37	10,000.00	-3,000.63	69.99%
45005 Other Beautification	2,865.01	2,950.00	-84.99	97.12%
Total Beautification & Maintenance	\$ 190,562.83	\$ 212,550.00	-\$ 21,987.17	89.66%
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%

YTD. Jan. - Oct. /22
Pg. 3/3

Office and General Expenses			0.00	
41001 Rent	12,615.35	13,199.97	-584.62	95.57%
41002 Phones, Fax, Mobile, Internet	4,362.40	5,833.30	-1,470.90	74.78%
41003 Insurance	5,895.70	9,166.70	-3,271.00	64.32%
41004 Repair, Maintenance	3,732.44	4,020.00	-287.56	92.85%
41005 General Office Supplies	3,984.96	4,400.00	-415.04	90.57%
41006 Travel	419.68	400.00	19.68	104.92%
41007 Board Meeting Expense	1,941.19	1,000.00	941.19	194.12%
41009 Memberships	2,712.90	3,000.00	-287.10	90.43%
41011 Office Cleaning	2,039.11	2,472.76	-433.65	82.46%
41012 General IT Expense	11,538.78	9,881.81	1,656.97	116.77%
Total Office and General Expenses	\$ 49,242.51	\$ 53,374.54	-\$ 4,132.03	92.26%
Total Expenses	\$ 677,376.51	\$ 764,280.40	-\$ 86,903.89	88.63%
Net Operating Income	\$ 66,361.89	\$ 80,127.20	-\$ 13,765.31	82.82%
Other Expenses				
50000 Amortization	49,400.37	125,000.00	-75,599.63	39.52%
Total Other Expenses	\$ 49,400.37	\$ 125,000.00	-\$ 75,599.63	39.52%
Net Other Income	-\$ 49,400.37	-\$ 125,000.00	\$ 75,599.63	39.52%
Net Income	\$ 16,961.52	-\$ 44,872.80	\$ 61,834.32	-37.80%