

Port Credit BIA - MINUTES

	Board Meeting May 31, 2023 6:30pm Location: The Studio Paint Bar
Board Members	John Pappas, Brenda McGarrell, Marlene Baur, James Shipp, Ryan Long, Wassim Al-Roz, Dani Habbal, Julia Chatterji
Regrets	Lucie Zima, Councillor Stephen Dasko, Dorothy Hagel
Absent	n/a
Guests	n/a
Staff	Kelly Ralston, Stacey Oliver
Minutes by	Stacey Oliver
Item #	Item Description
1	Call to Order: 6:40 pm
2	Declaration of any Conflict of Interest: None stated.
3	Acceptance of Minutes from Board Meeting held on May 3/2023 Moved by Brenda McGarrell; Seconded by Wassim Al-Roz Add: Action items to Minutes each month to carry over until resolved.
4	Additions to and approval of Agenda Moved by Marlene Baur; Seconded by Julia Chatterji
5	Treasurer's Report – Brenda McGarrell (report attached) <ul style="list-style-type: none"> • Brenda reviewed the year-to-date actual vs budget - in good shape. • For any item that is on top of the planned budget, monies must come in the form of sponsorships. • The Scotiabank balance is healthy and there are enough funds to fulfil the BIA mandates.
6	Chair's Overview – John Pappas <ul style="list-style-type: none"> • John noted that the nicer weather is bringing more business to Port Credit. • The construction along the river is progressing well and the library construction is on schedule. • John congratulated the team on the Farmers Market beginning on June 3. • The patio program is proposed to be permanent, which is a big win for Port Credit. • There is a necessity to educate our businesses on the standards for patios. • The Pre Strat Plan Meeting took place on May 23 and the team decided on the top 5 most important issues for all committees. • June 28 is the last Board Meeting before the July break. Need to begin thinking about the 2024 budget which must be submitted in October. • Paint the Town Red celebration is taking place on July 1. The Board members can reserve 2 free tickets each to the event so anyone wanting tickets should let the office know. • Dani mentioned that there is a noticeable difference in how clean the Port is now that the Streetscape Ambassadors have started.

<p style="text-align: center;">7</p>	<p>Executive Director’s Report – Kelly Ralston</p> <ul style="list-style-type: none"> • Staffing: Patty Hayes will forward the candidates for the Content Creation Coordinator. • Kelly is coordinating the events and contacts with Karen Priest for the Market Square. The events will begin at the Farmers Market and then go to the Market Square and continue through the Port. Some ideas in the works include culture days for Italfest, Chinese, Latin, Indigenous. Trying to secure Shakespeare in the Port. • Kelly reviewed a list of concerts that will take place in the park including the Mississauga Symphony Orchestra, Junior Santos, Heather Christie, Tall Order and the British Invasion. • Frog in Hand is doing a performance at the Lighthouse on June 10. PCBIA will promote the event. • Kelly and Stephen are working with local fishing charters to promote tourism. • Kelly is partnering with Craig from Metalworks to have some new graduates play at the Farmers Market. • Walking Tours will begin on June 10th with Richard Collins. • The Clarke Hall 100th Anniversary is coming up. • The next Coffee & Community meeting will be hosted at the Crooked Cue and Safe City Mississauga will be speaking about the topics of shoplifting prevention, cannabis and a business watch portal. • Experience Ontario grant submitted. • Kelly went on a tour with Constable Higgs and Stephen of various locations (No Frills, Christ First Church) to find a suitable space for the police when they are not on paid-duty to have more of a presence in the Port. • Kelly discussed engaging the businesses (ex: businesses will benefit from sponsoring events). • PCBIA members will march in the July 1 parade. T-shirts will be ordered to wear in parade. • Kelly will meet with Karen CeCe to get an updated proposal for the Buskerfest street festival. • Kelly coordinating quotes for repainting light poles. The Beautification Committee will need to review and bring to the Board for a vote. A few can be done at a time to avoid overspending.
<p style="text-align: center;">8</p>	<p>Committees Overview</p> <p><u>Beautification</u></p> <ul style="list-style-type: none"> • Dani noted that while power washing was done in the Port, it was not able to clean the sidewalks as much as was hoped. Kelly followed up with SureGreen to discuss the next level (acid washing). • Dani will consult a company who only does power washing to get a quote. • Marlene mentioned faded art installations on the curbed seating. Kelly discussed engaging MAC for new themed project. • SureGreen is lending us a street vacuum for the season. Kelly drafting up an agreement.

Farmers Market

- Various arts and culture theme days were discussed. More funding is required for culture groups.
- A price point of \$250 per logo for the sponsored logo bags was discussed.
- Julia: a unified aesthetic is needed.
- James: brand-standard colours necessary for the bags.
- Kelly provided update on Farmers Market: the Artisans are being moved to a new location, the Logistics Lead has been hired and Kelly and Stacey will be at the first two markets to help set up.

Policies & Procedures

- Brenda sent copies of policies & procedures to the office.
- All finalized policies & procedures will be kept in a binder in the PCBIA office.
- Each policy & procedure will be reviewed and updated if necessary.

Budget Committee

- Brenda reminded the Board that everyone should have a copy of the budget and that it is also located on the website.

Advocacy Committee

- It has been mentioned that there are not many common spaces for people in the community to work. Kelly noted that the library will be open again once construction is finished providing these common spaces. The BIA cannot force businesses to provide these spaces.

Safety & Security Committee

- Wassim will create a template for businesses to report any safety concerns. It is necessary to train businesses to report all concerns and incidents so we receive accurate stats. Accurate stats are required to request additional enforcement.
- Kelly noted that Stephen is working with Welcoming Streets, and he also has social workers available to assist with crisis situations.
- Brenda noted that in the meantime, the OBIAA message regarding homelessness should be acknowledged and shared via the BIA socials.
- Brenda suggested that we hold another naloxone workshop to acknowledge that this is an issue within our community. Stephen is to provide a list of contacts and their phone numbers.
- If the Inclusivity Grant is approved, it will be used to replace 11 benches and add 10 additional benches with a middle arm in order to improve accessibility. As well, the finish of the bench includes a colour that will not show scratches.

Marketing Committee

- James - the Marketing Committee will work with the Beautification Committee to decide on brand colours.
- James drafted a template for businesses for sponsorship. He will send the presentation deck to the board once it is approved.

	<p><u>Advocacy Committee</u></p> <ul style="list-style-type: none"> • There have been concerns mentioned regarding mail tampering which is causing the mail boxes to be locked. Kelly to request additional information.
9	<p>Action Items to Carry Forward</p> <ul style="list-style-type: none"> • Kelly to do a blog on our dedicated team of Streetscape Ambassadors. • John to follow up with Trista James on the standards for patios in the Port. • Kelly to send list of Market Square events to Julia so she can synchronize. • Kelly to coordinate quotes for light pole painting. • Dani to follow up with a quote and timeline for acid washing. • Kelly to follow up with agreement for use of SureGreen’s street vacuum. • Kelly to request an update from Stephen on Welcoming Streets program. • Kelly to follow up with Stephen for the list of community contacts. • Stacey to follow up with Canada Post to request additional information regarding mail tampering.
10	<p>Other Business</p> <p><u>Strategic Plan Meeting</u></p> <ul style="list-style-type: none"> • Marlene is unable to attend Strat Plan Meeting. • The possibility of selling swag at the Farmers Market was discussed.
11	<p>Adjournment 9:02 Moved by Julia Chatterji Seconded by James Shipp</p>
Dates	Next Board Meeting: Wednesday, June 28, 6:30 pm