Port Credit BIA - MINUTES

Board Meeting	Wednesday August 19/2026 5:30 pm Shore Grill & Grotto, Wave Room
Board Members	John Pappas, Ken Nolasco, Christine Awasthy, Paul Michel, Marlene Baur, Ryan Long, Marissa Caserta, Sue Peric, Councillor Stephen Dasko
Staff	Christine Awasthy, Stacey Oliver
Minutes by	Stacey Oliver

Item #	Item Description
1	Call to Order: 5:45pm
2	Declaration of any Conflicts of Interest or Pecuniary Interest None Stated
3	Additions to and Approval of Agenda Moved by Paul Michel; Seconded by Dorothy Hagel
4	Acceptance of the June 2026 Board Meeting Minutes Moved by Sue Peric; Seconded by Dorothy Hagel
5	**Chair's Overview – John Pappas** • John welcomed Christine Awasthy as the new Executive Director of the PCBIA. • The transition process has been smooth with no gaps. • The Board was thanked for an efficient and effective execution of the hiring process. • Canada Day was very well received despite the extreme heat. • There was great community support with pillars of community showing up to help. • The street closure had effective coverage. • Security and traffic management went very well despite trees that fell in the wind storm. • The fireworks were successful. • Feedback from vendors and residents will be collected for improvements next year. • John reviewed the budget planning timeline: September discussion, October refinement, ready by end of October, submitted early November. • The AGM is tentatively scheduled for November 25th (pending venue confirmation). The regular venues (Clarke Hall, arena) are unavailable so other options will be explored.
6	**Treasurer's Report – Paul Michel** • Paul reviewed the financial report as of July 31, 2026. • The Board likes the new format. • The year-to-date revenue is higher than year-to-date costs due to seasonal timing.

	• It was noted that many aged receivables have already been collected via e-transfer, and non-attending vendors have been cancelled and will be removed from the list. • Canada Day – reconciliation is still underway. • Capital Investments – there is an underspend in capital investments and there are lighting improvements that have not yet been executed. • 2027 Budget Planning – Paul and Christine will work with the individual Committees to build the budget. Committee Chairs requested to locate and provide previous year budget breakdown. • Deloitte Audit 2026 – the Audit review will begin in November. • The legal entity is being dissolved and a final nil tax return will be filed. There was no activity, so this is a straightforward process. Motion: Marissa Caserta motioned to approve the Financial Report ending July 2026 as presented. Seconded: Dorothy Hagel Carried
7	**Councillor's Report – Stephen Dasko** • Stephen welcomed Christine to her new role, and noted that her first project involved setting up Classic Cars Thursdays, which came together quickly and was a success. • The pedestrian bridge was delayed and the girders are scheduled for end of August. • The Music Walk of Fame restoration is underway with an expected completion around November. • The Raise the Roof Gazebo project is important for park animation and events. The front will be cut out like a baseball cap to provide shade, the roof will be raised higher and a collapsible stage is being explored. A lighting and sound system is also being considered. • The basketball court will be fully renovated and will include a full court plus a 3 point area. • The official opening of Triangle Park will take place once the benches have been installed. • Mississauga Arts Council has recently moved to the Derry House and it would be great to have Mike Douglas (Executive Director) and team meet the Board to discuss upcoming ideas with the BIA. • There was an issue with Lakeshore Road paving due to 12 broken pipes. This has now been remedied and the repaving was completed. It was an efficient job and completed in approximately 6 hours.
8	**Executive Director's Report – Christine Awasthy** Christine reviewed the following: <u>Event Coordinator</u> – this position has been restructured as a full-time position and will include Logistics. Someone will be hired, with a preference for a local candidate who is familiar with the community. The job posting will be finalized and posted this week.

	Weekly Team Meetings – will take place with staff for brainstorming and updates. Silver City Garbage Bins – the bins are often left open. This issue is being addressed with the City, and they are working on a resolution until the bins can be replaced with a new design. Streetscape – Christine reviewed some quick wins, including moving planters that are obstructing traffic views. I ♥ Port Credit Sign – relocated to a position on the lighthouse landing with a better background. It now provides a view of the marina for improved social media quality. A social media campaign is currently running: take a photo with the sign, tag the PCBIA, and mention your favourite business to win a gift card, with the goal of driving FOMO and engagement. INSAUGA Contract – prepaid content has not been fully utilized, and Christine is requesting a contract extension into the spring. Planning to use the remaining content for Halloween, the tree lighting, and the Farmers Market. Rebranding – Netgain is doing the copywriting, rebranding campaign, and logo design. The timeline goal is to launch within 5 weeks, with a grand unveiling at the tree lighting ceremony on November 28. Merchandise – there is a company that offers tote bags at $1.35 each, with significant savings on bulk orders. Turnaround time is 90–110 days. Exploring hats or alternative merchandise for November 28. Mega Muskoka Chair – the chair is being relocated from the lighthouse landing to a grassy area near Snug Harbour. The goal is to have it installed by Labour Day. SureGreen – Christine met with Frank. He would like more partnership and feedback. They will be invited to the September Board meeting. Farmers Market – record attendance on August 17, with 3,500 attendees. This was possibly due to the Music on the River event happening in the park, Dingo playing (a popular draw), and a new vendor (possibly with a large following), as well as excellent weather. The market will remain open until October 10. Classic Cars Thursdays – took place over a 4-block radius in the East end, with 18 different bands over the 4 weeks, all with community roots. Christine reviewed the event. For future consideration, 10 x 20 tents sponsored with branded covers to protect cars from the weather. Thanksgiving #INThePort – a potential new event was reviewed that would take place in the East end on October 10, with a petting zoo component. May or may not proceed depending on logistics and budget.

	Halloween #INThePort • Friday, October 30 – Monster Mash Dance Party is planned at Brightwater Park inside an enclosed 20 x 40 tent. Décor will include a disco ball and bubble machine for an old-school gym party concept. Bleacher seating will be available for parents to watch. • Saturday, October 31 – Charlie and the Pumpkin Patch theme with pumpkin carving/painting and face painting. Details are still being finalized. Creos Light Installation – funded by Visit Mississauga. An installation consisting of 6 lights will be put up in Memorial Park beginning in November for 6 weeks. Winter #INThePort – the tree lighting ceremony will take place on November 28 (one week after Celebration Square's tree lighting to avoid conflict). Both the logo and website should be available by this date. Santa Claus Parade – taking place on November 21 at Celebration Square. Details about float setup and requirements to take place offline.
9	**Committees Overview** **Safety & Security - Ryan Long** • Security and traffic management for Canada Day went well. • There were some challenges, including vendors being unable to leave until 11:00 p.m. and roads not being opened for vehicle exit until very late. Police also had to leave the event to respond to people using fireworks as weapons. • Ryan noted that recent events, such as Ribfest and Colombia Festival, have been positive and family-friendly during the day, but a more problematic crowd tends to arrive in the evening after the event. • It was recommended that stationary security booths be added for large events. • During a recent incident, there was difficulty reaching the Tactical guard directly, and the direct line had to be called instead, resulting in a four-minute hold. This response time is too slow for a crisis situation. Overall, Tactical guards are very good at de-escalation, but a walkie-talkie system is needed for immediate communication. • A recent issue involving guards being out of uniform while on duty has been addressed by Usman. **Policy & Procedure – Dorothy Hagel** HR Manual • The HR Manual has been approved and is available on SharePoint. • It includes a Code of Conduct form and an Acknowledgment form, both of which must be signed by staff. Signed documents are to be retained as permanent employee records. • All new hires should receive the HR Manual and sign both forms.

Policies and Procedures Manual

- The Policies and Procedures Manual is currently in progress.
- It is intended to be a framework-based, living document that can be amended or adjusted as needed. The purpose is to provide a roadmap for the Board and staff.
- The Manual will include the AGM process and procedures, the budget process, and general organizational policies.
- It was suggested that the Policies and Procedures Manual be posted on the website.
- The BIA's logistical boundaries should also be clearly outlined on the website, as this was raised as a concern at last year's AGM.
- A Board Member Code of Conduct will also be included.

AGM

- At last year's AGM, some individuals occupied a significant amount of floor time, which limited opportunities for others to speak.
- A more orderly and structured process is needed.
- A section outlining the AGM process will be included in the Policies and Procedures Manual. A proposal will be sent to the Board for feedback, followed by a separate one-hour virtual meeting to discuss the AGM process. The final version will then be sent to the Board for approval before the AGM.
- Notice of the AGM date and location should be provided to the community, and a vetting process for Board candidates should be established.

Budget Process

- The budget process section is currently vague, and the Board will need to clarify the timeline and process.
- The proposal format and finalized process will be documented in the Policies and Procedures Manual.
- Once clarified, this section will serve as a roadmap for future Boards.

Beautification & Marketing – Marlene Baur

Light Displays

- There are 44 poles available, with 39 snowflakes currently in place. Five additional snowflakes can be added if desired.
- All 44 poles are currently powered and working.
- The Board approved a new Lighthouse design to be used outside of the Christmas season. The Lighthouse lights are 5' tall, compared to 4' for the snowflakes. The total cost for 44 lights is $62,000, with a 6-week manufacturing timeline.
- The new lights will help address the visibility and lighting concerns.
- The snowflakes will be put up for the Christmas season, with the Lighthouses in place for the rest of the year.

	<u>Tree Lights on Lakeshore</u> • The tree lights along Lakeshore are two years old. SureGreen has agreed to remove the lights, as some are no longer working. • Repurposing options were discussed, including the possibility of storefront installations. • Marlene will do a walk-through with Classic Displays to assess lighting opportunities and identify areas that could support installations. • A focus will be placed on the east side, where darker areas could benefit from additional lighting. • The Committee will assess the current tree light reuse opportunities <u>Decorative Poles and Street Lighting</u> • Many decorative poles are not working, which is an infrastructure issue requiring coordination with the City. • The City can install highway poles within approximately two weeks. • The group discussed strategically placing additional poles in darker areas. <u>Garbage Bins</u> • Current silver City garbage bins are often left open. • Double and single garbage bin options priced. • City coordination will be required regarding pickup logistics and collective agreement constraints. • Compatibility with the City's existing inventory should be confirmed so the City can replace any damaged cans from its inventory. <u>Cigarette Butt Receptacles</u> • Strategic locations are being considered for cigarette butt receptacles. • Current garbage bins have built-in butt dispensers which Peter from Streetscape empties. • The goal is to encourage proper disposal of cigarette butts. • Placement will be discussed as part of the overall garbage can placement strategy.

10	**Additional Business** • Website rebranding project timeline and launch strategy discussed. • Tree lighting ceremony logistics and merchandise sourcing underway. • Event planning for fall (Thanksgiving, Halloween) in early stages. • Vendor feedback mechanisms to be formalized for event improvements. • Parking and road access considerations for major events to be reviewed.
11	**Action Items** <u>Christine</u> • Finalize and distribute the job description for the new Event & Logistics Coordinator by Friday. • Coordinate ordering of tree lighting supplies for November 28th event. • Initiate Thanksgiving and Halloween event planning including street closure permits and insurance submissions. • Liaise with Visit Mississauga for Creos winter light display installation. <u>Stacey</u> • Invite SureGreen to September board meeting. <u>John</u> • Coordinate with Christine and Stephen for Triangle park official opening. • Assist with float coordination for the Santa Claus Parade. <u>Ryan</u> • Explore possibility of walkie talkies for security guards. <u>Committees</u> • Locate and send previous years' budget spreadsheets to Christine for 2027 budget planning. <u>Dorothy</u> • Work with Christine to organize separate one-hour meeting for AGM process discussion and feedback with board members.
12	**Adjournment** – 7:45pm Moved by Marlene Baur; Seconded by Paul Michel
Dates	**Next Meeting** – September 30, 2026, 5:30, Shore Grill & Grotto, Wave Room

Port Credit Explore

Treasurer's Report – August 2026

Board Meeting: August 19, 2026 | Prepared by: Treasurer

1. Financial Summary

As at July 31, 2026: Total Assets $1,645,577; Total Liabilities $37,655; Net Assets $1,607,922. The operating account moved from $91,904 to $42,451, mainly reflecting Canada Day #INThePort vendor settlements through Plooto and a $100,000 "Investment Proceeds" credit received July 10 (see Section 7).

YTD revenue of $1,507,633 (73% of budget) and YTD expenses of $802,983 (39% of budget) produced a YTD net surplus of $704,650 against a full-year budget of breakeven. This is expected at this point in the year: the Municipal Levy is already fully collected, while several seasonal programs and the bulk of Beautification & Maintenance spend are still to come in the second half of the year.

2. Statement of Financial Position

As at July 31, 2026

Assets	Amount	Liabilities	Amount
Cash & Cash Equivalents	$31,945	Accounts Payable	$67,974
Accounts Receivable	$125,705	Credit Card Payable	$26,041
GIC / Investments	$1,250,000	Accrued Liabilities	$5,199
Prepaid Expenses	$15,826	HST Receivable (credit)	($77,759)
Capital Assets (net)	$222,100	Gift Card Liability	$16,199
		TOTAL LIABILITIES	**$37,655**
TOTAL ASSETS	**$1,645,577**	**NET ASSETS (FUND BALANCE)**	**$1,607,922**

HST Payable is presented as a receivable because the account carries a credit balance, indicating an amount recoverable from CRA rather than owing.

3. Bank & Investment Summary – July 2026 (for August Board Meeting)

Account / Investment	Opening Balance	Receipts	Disbursements	Closing Balance
Operating Acct (20842 01194 15)	$91,904	$133,222	$182,675	$42,451
Savings Acct (20842 02027 11)	$28,206	$36	–	$28,241
GIC Portfolio	$1,250,000	–	–	$1,250,000
TOTAL CASH & INVESTMENTS	**$1,370,110**			**$1,320,693**

Interest earned: Operating $41; Savings $36 (1.501% Progressive Tier). Liquid assets (cash plus GIC) represent approximately 9.1 months of the $1,695,470 annual operating expense budget.

4. Statement of Activities

January 1 – July 31, 2026 (YTD), compared to July 2026 only

Description	Month Actual	YTD Actual	YTD Budget	YTD Variance
Revenue				
Municipal Levy	–	$1,107,394	$1,102,743	$4,651
Interest Income	$2,714	$20,186	$40,000	($19,814)
Membership Dues	$250	$2,500	$1,200	$1,300

Description	Month Actual	YTD Actual	YTD Budget	YTD Variance
Fundraising / Events (Sponsorships & Grants)	$60,812	$336,353	$539,627	($203,274)
Miscellaneous Income	$40,676	$41,200	–	$41,200
Transfer from Reserves (budgeted; not drawn)	–	–	$378,976	($378,976)
TOTAL REVENUE	**$104,452**	**$1,507,633**	**$2,062,546**	**($554,913)**
Expenses				
Salaries & Benefits	$23,953	$139,652	$273,100	($133,448)
Advertising & Promotion	$7,199	$32,227	$110,840	($78,613)
Project Expenses	$124,196	$311,200	$789,172	($477,972)
Sponsorships	$2,500	$58,500	$76,000	($17,500)
Beautification & Maintenance	$28,700	$143,497	$339,850	($196,353)
Business Development	$1	$1,723	$12,000	($10,277)
Office & General Expenses	$8,550	$69,036	$94,508	($25,472)
Amortization	$6,696	$47,147	$80,000	($32,853)
Capital Asset Additions (budgeted; capitalized, not expensed)	–	–	$287,076	($287,076)
TOTAL EXPENSES	**$201,796**	**$802,983**	**$2,062,546**	**($1,259,563)**
NET SURPLUS / (DEFICIT)	**($97,344)**	**$704,650**	**–**	**$704,650**

Capital Asset Additions (49000) and the budgeted Transfer from Reserves (30080) are shown to reconcile fully to the full-year budget; neither is a normal recurring revenue/expense line. No capital purchases or reserve draws had occurred through July.

5. Budget vs. Actual – Key Variances

Item	YTD Actual	YTD Budget	Note
Interest Income	$20,186	$40,000	GIC-driven; tracking below budget at 58% of the year elapsed. See Section 7 re: GIC statement.
Fundraising / Events	$336,353	$539,627	WinterIN the Port and SpringINPort are budgeted but not yet run; seasonal timing.
Project Expenses	$311,200	$789,172	Same seasonality; Canada Day and Farmers Market are the largest actuals to date.
Salaries & Benefits	$139,652	$273,100	Reflects the one vacancy for a permanent event coordinator that has not been hired.
Beautification & Maintenance	$143,497	$339,850	Landscaping and streetscape spend is concentrated in peak season (Aug–Oct).
Capital Asset Additions	–	$287,076	No capital purchases recorded through July; monitor against year-end capital plan.

6. Accounts Receivable & Payable Summary

Receivables

Item	Amount	Notes
Trade Accounts Receivable	$112,690	Includes $100,000 from Visit Mississauga (Canada Day sponsorship, invoiced June 18) and $5,000 from Peel Chrysler Fiat.
Interest Receivable	$13,015	Accrued GIC interest owing from Bank of Nova Scotia.
TOTAL RECEIVABLES	**$125,705**	

Approximately $9,558 is aged over 90 days across several small sponsors and vendors; recommend a collections follow-up. The $100,000 Visit Mississauga and $5,000 Peel Chrysler Fiat invoices sit in the 1–30 day bucket and are not yet overdue. See Appendix A for the detailed aging by payor.

Payables

Accounts Payable totalled $67,974 at July 31, and the credit card (Scotiabank Visa) balance was $26,041 on the general ledger. The Visa statement for the June 28 – July 27 cycle showed a new balance of $12,470 due August 17, 2026 (auto-debited); the higher general ledger balance reflects charges posted between July 28 and July 31 that fall outside that statement cycle. The largest vendor payments processed through Plooto in July were Tactical Guard Force Security ($25,321, security services), Dream Party Decor ($22,189, Canada Day decor), Billy G Amusements Inc. ($19,775, Canada Day amusements), LP Entertainment Canada ($8,000), and ME Power ($4,068). No accounts payable items were identified as overdue. The Plooto clearing account nets to $0 at month end, consistent with the general ledger.

7. Key Financial Risks & Issues

- **Budget 2027:** We should be preparing for budget 2027 submission, confirm deadlines and who will be responsible for completing each of the budget areas.
- **Deloitte financial audit 2027:** We received the audit budget and the interim audit deadlines and will be preparing for this year's audit in short order.
- **Dissolution of incorrectly created legal entity:** We are working with the bookkeeper (Melanie Flake) to dissolve the incorrectly created legal entity and file one final tax return for this entity once dissolved.
- **Canada Day #INThePort:** YTD results show a modest surplus of $4,190 against a budgeted deficit of $40,000, with income at 66% and expenses at 58% of the full event budget. A final reconciliation is recommended once all Canada Day invoices have cleared Plooto.

8. Motion to Accept

The Treasurer recommends that the Board accept this report as presented, subject to the follow-up items noted in Section 7.

MOVED that the Board of Directors of the Port Credit Business Improvement Area accept the Treasurer's Report for August 2026 as presented.

Moved by: _____ Seconded by: _____ Carried: _____ / _____

Appendix A: Accounts Receivable Aging Detail

As at July 31, 2026

Payor	Current	1–30 Days	31–60 Days	61–90 Days	91+ Days	Total
Albion Hills	–	–	–	–	$1,600	$1,600
At Tibetan Momo	–	–	–	–	$900	$900
Bank of Nova Scotia	$2,637	–	$4,622	$1,953	$3,803	$13,015
ButterBar	–	–	–	$900	–	$900
CE Academy	$250	–	–	–	–	$250
Fruit Bite Fruit Popsicles	–	–	–	$300	–	$300
J&S Farms	–	–	–	–	$3,800	$3,800
Misc. Receivable	–	–	–	–	($2,145)	($2,145)
Namma Sambaar Spot	–	–	–	$150	–	$150
Peel Chrysler Fiat	–	$5,000	–	–	–	$5,000
The Klas Family Farm	–	–	–	–	$1,600	$1,600
Tobmarc	–	–	–	$300	–	$300
Trans Canada Trail	$35	–	–	–	–	$35
Visit Mississauga	–	$100,000	–	–	–	$100,000
TOTAL	**$2,922**	**$105,000**	**$4,622**	**$3,603**	**$9,558**	**$125,705**

Ties to Total Accounts Receivable of $125,705 in Section 2 and Section 6 ($112,690 Trade Accounts Receivable plus $13,015 Interest Receivable from Bank of Nova Scotia). The $100,000 Visit Mississauga and $5,000 Peel Chrysler Fiat invoices are current within the 1–30 day bucket. The credit balance shown for Misc. Receivable reflects an overpayment or unapplied credit on that account.