

**MARKHAM VILLAGE B.I.A.**  
**REGULAR BOARD MEETING MINUTES**  
**January 25, 2024 9:00 AM**  
**Via ZOOM Videoconference**  
**Draft**

Present:

Paul Cicchini (Chair)  
Michelle McDermott  
Aly Daya  
Councillor Karen Rea

Brian Rowsell (Secretary)  
Daniel Imbrogno

Staff: Heather Cook

Phil Howes

Guests: Savindi Jinasena

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**1. CALL TO ORDER**

The meeting was called to order at 9:04 a.m. by Chairman Paul Cicchini.

**2. DECLARATION OF TAX AND ENVIRONMENTAL OBLIGATIONS**

The board was advised by the Chair that to the best of his knowledge and abilities the BIA meets all taxation and environmental obligations.

**3. DISCLOSURE OF PECUNIARY INTEREST**

The Chair requested that Board Members advise of any conflicts of interest as they arise throughout the meeting.

**4. FINANCIAL REPORTS – INTERIM FINANCIAL REPORT**

Interim financial reports for the period ended December 31 were distributed. The city has not yet provided a draft financial statement for 2023 so these are internal interim statements only. Operating results for the year show an anticipated surplus of approximately \$20,000 subject to further adjustments in the final review.

The audit questionnaire from KPMG has been reviewed and there are no changes required, we will undertake to have it forwarded to the accounting department.

Brian reminded the board that we have to prepare a budget for 2024 and approve it at a Board meeting prior to the Annual General Meeting.

**5. ANNUAL GENERAL MEETING**

Discussion was held on setting the date for the Annual General Meeting, and whether it would be virtual or a physical meeting. Councillor Rea volunteered to check the availability of meeting space at the Train Station or the Community Center. It was decided to set the date of March 6 for the Annual General Meeting.

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**6. PARKING**

It has been confirmed that as of December 1, 40 parking spaces at the Markham Village Arena parking lot have been arranged for the staff of the Linde Institute which has helped alleviate parking at the Centre St. lot.

**7. UNLICENCED BUSINESSES:**

Councillor Rea advised that several new businesses have recently opened in the BIA area which do not have proper zoning and licensing.

**8. PROPERTY UPDATE**

Discussion was held as to the status of the property where the Tremont Hotel Building is located and whether there was any possibility of improvement and re-development of this property.

**9. ADOPTION OF THE MINUTES OF November 25, 2023 MEETING**

Motion to approve the minutes of November 25 meeting by Michelle McDermott, seconded by Aly Daya. Carried.

**10. POINT OF SALE CASH RECEIPTS**

Heather advised the Board that we could set up a payment receipts system using SQUARE for minimal initial investment. Motion to authorize Heather to investigate and acquire SQUARE system by Brian Rowsell, seconded by Aly Daya. Carried.

**11. BOARD OF MANAGEMENT COMMITTEES**

Councillor Rea pointed out that that the board should set up sub-committees to focus on specific areas of BIA activities, such as finance, events, and sponsorship.

**12. OPERATIONS REPORT**

**Road Closing training:** Prior to the start of any events this year, particularly the Farmers' Market, the BIA needs individuals who have been properly trained and licensed in road closing.

**ADJOURNMENT** – The meeting adjourned at 10:05 am

**NEXT MEETING – TBD**