

**UNIONVILLE BUSINESS IMPROVEMENT AREA
2017 BUDGET**

	<u>2017 Budget</u>	<u>2016 Actual</u>	<u>2016 Budget</u>	<u>2017 Budget vs. 2016 Budget Incr./.(Deer.)</u>
REVENUES				
MEMBER TAX LEVY	205,982	205,982	205,982	-
ADVERTISING SALES	-	-	-	-
SPONSORSHIP	12,591	12,591	5,000	7,591
FUNDRAISING & OTHER REVENUES (NOTE 1)	33,259	34,931	15,500	17,759
PRIOR YEAR SURPLUS	17,684	24,135	24,135	(6,451)
TOTAL REVENUES	<u>269,516</u>	<u>277,639</u>	<u>250,617</u>	<u>18,899</u>
EXPENDITURES				
OFFICE EXPENSES	32,000	33,166	12,679	19,321
AUDIT FEES	1,920	1,920	2,000	(80)
STREET BEAUTIFICATION	25,000	25,602	20,000	5,000
ADVERTISING	65,793	38,318	60,764	5,029
EVENT & ENTERTAINMENT PROMOTION	80,000	98,008	85,873	(5,873)
CONTRACTED SERVICES	60,060	45,064	37,000	23,060
PROPERTY TAX ADJUSTMENTS	4,743	1,576	16,000	(11,257)
TOTAL EXPENDITURES	<u>269,516</u>	<u>243,654</u>	<u>234,316</u>	<u>35,200</u>
NET REVENUES	-	33,985	16,301	(16,301)
LOAN REPAYMENT (Completed in 2016)	-	(16,301)	(16,301)	16,301
NET REVENUES	<u>-</u>	<u>17,684</u>	<u>-</u>	<u>-</u>

NOTE 1 (BREAKDOWN OF FUNDRAISING & OTHER REVENUE):

GRANTS	11,260	2,060	4,000	7,260
GENERAL PROMOTION	12,000	12,000	5,000	7,000
OLDE TYME X'MAS	10,000	6,250	6,500	3,500
CENTRAL COUNTIES TOURISM	-	14,621	-	-
	<u>33,260</u>	<u>34,931</u>	<u>15,500</u>	<u>17,760</u>

EXHIBIT II

**MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA
2017 BUDGET**

	<u>2017 Budget</u>	<u>2016 Actual</u>	<u>2016 Budget</u>	<u>2017 Budget vs. 2016 Budget Incr./ (Decr.)</u>
REVENUES				
MEMBER TAX LEVY	239,322	239,322	239,322	-
SUPPLEMENTARY MEMBER TAX LEVY	-	422	-	-
EVENT PROMOTION	13,900	13,540	12,115	1,785
SUMMER CAREER PLACEMENT GRANT	5,000	3,560	5,000	-
WASHROOM MAINTENANCE RECOVERY	22,591	22,591	22,591	-
ADVERTISING	-	6,550	8,850	(8,850)
PRIOR YEAR SURPLUS	84,846	57,745	57,745	27,101
TOTAL REVENUES	<u>365,659</u>	<u>343,730</u>	<u>345,623</u>	<u>20,036</u>
EXPENDITURES				
SALARIES & BENEFITS	60,528	80,434	68,000	(7,472)
OFFICE EXPENSES	36,566	29,774	32,276	4,290
AUDIT FEES	2,000	1,920	2,000	-
STREET BEAUTIFICATION	17,000	16,763	21,206	(4,206)
ADVERTISING	78,244	27,077	74,710	3,534
EVENT PROMOTION	117,110	64,136	97,720	19,390
CONTRACTED SERVICES	12,211	12,211	12,211	-
WASHROOM MAINTENANCE	20,000	19,096	19,500	500
PROPERTY TAX ADJUSTMENTS	22,000	7,473	18,000	4,000
TOTAL EXPENDITURES	<u>365,659</u>	<u>258,884</u>	<u>345,623</u>	<u>20,036</u>
NET REVENUES / (EXPENDITURES)	<u>-</u>	<u>84,846</u>	<u>-</u>	<u>-</u>

General Membership Meeting DraftWednesday, March 22nd, 2017

At the UBIA Office @ 5:30pm

PRESENT: Tony Lamanna, Don Hamilton, Sarah Iles, Rob Kadlovski, Sylvia Morris, Dave Tucci**BIA MEMBERS:** Ray Smylie, Sharon Taylor-Woods, Jack Valianes, Wendy Kadlovski, Shibani Sani**GUESTS:** Wes Rowe, Graham Seamen & Steve Walo (City of Markham)**REGRETS:** Jim Jones, Larry Mariani**STAFF:** Jermaine Wellington

1. Call to Order at 5:35 pm by UBIA Chairman – *Tony*
2. Approval of Agenda - *Rob/Don*
3. Approval of 2016 AGM Minutes - February 3, 2016 - *Don/Sarah*
4. Approval of Minutes from February 22, 2017 meeting – *Tony/Sylvia*

5. Public Washroom

Graham - came to follow up on the potential public washroom partnership proposal and noted if anyone is interested the technical specifications and grants for this partnership would be discussed.

Rob – asked Graham to clarify whether the already existing washrooms in the Stiver Mill and Crosby Arena located on opposite ends of the designated UBIA area are open for use to customers and visitors to the UBIA. Due to a low response to the proposed washroom partnership by UBIA membership.

Steve – mentioned both the Stiver Mill and Crosby Arena are available, but both would need some repair and upgrades.

Don - if The Stiver Mill and Crosby Arena washrooms are open for use to customers and visitors in the UBIA there needs to be better wayfinding signs.

Tony – we have had this discussion already, Crosby Arena and Stiver Mill is already existing and owned by the City, so there is no need for permission to be asked. Opposed to asking members of the UBIA for permission to use their washrooms for the public washroom partnership. The City can upgrade already existing washrooms in both the Stiver Mill and Crosby Arena along with wayfinding signs until a stand-alone washroom can be built.

Tony – the busy season in the UBIA is shortly approaching we need washrooms. Can the city supplement the cost of a portable washroom for the busy season?

****Motion to support extra wayfinding for Crosby Arena and Stiver Mill washrooms and have an appealing entry****

The motion was proposed by Rob, second by Don and unanimously passed.

Graham Seaman and Steve Walo exit the meeting at 6:15pm

6. Approval of the Proposed Annual Budget

Jermaine - presented and outlined the revenues and expenses in the Proposed Annual Budget.

Rob – Enquired if three properties on the lane that runs East of Main Street from Carlton Road to Victoria Avenue. Including Minken Law at 145 Main Street and the others on 143 and 141. Were removed from the UBIA and if that reduces the total amount of the member tax levy.

Jermaine – after careful research the City has confirmed the properties 141, 143 and 145 Main Street were removed from the UBIA member tax levy approximately a year ago but the proposed levy amount will remain the same as the previous year.

*****Motion to approve the Proposed Annual Budget*****

The motion was proposed by Rob, second by Sylvia and unanimously passed.

Shibani - Cigarette butts and garbage are being dumped in front of Silver Tulip from the balcony of Boosters next door to Silver Tulip. Shibani (owner of Silver Tulip) has approached the owner of Boosters but the owner has taken no action.

Tony – sympathizes with Shibani and has agreed to speak to the owner of Booster's to resolve the problem, if not resolved by the UBIA then the city may possibly enforce littering fines.

Andrea at the accounting department overlook the budget.

Shibani exits the meeting 6:20pm

7. Storage

All unused items in Tony's storage will be sold.

8. Garbage

The Garbage Pilot Project is now underway and set to start on April 4th, 2017.

Garbage on the east side of Main Street will be picked up behind the businesses by the laneway that runs East of Main Street from Carlton Road to Victoria Avenue.

Garbage on the west side will be picked up in the laneways in between the businesses where it is appropriate and at the business owners discretion.

The UBIA membership will be informed on best practices such as putting garbage out after 6pm and pile garbage neatly and standards and if the procedures are not followed their garbage will not be picked up.

9. In Camera

Invoice

10. Other Business

Dave's maintenance invoice was signed by Tony and Sarah

Sylvia - The Stiver House was sold

11. Adjournment

Don /Tony 7:35pm

MARKHAM VILLAGE B.I.A.
2016 ANNUAL GENERAL MEETING MINUTES
Duchess of Markham - April 5, 2017 - 7:15 pm

Present:

Michelle Brady, Karen Piper, David Jacob, Bailey Moore, Phil Howes, Brian Rowsell, Patty Rowsell, Paul Cicchini, Kent Sorenson, Gunther Langhorst, Vic Hartman, Behzad Safafi, Susan Taylor, Khushee Sharma Fung, Nigel Fung, Councilor Karen Rea, Councilor Colin Campbell, Chris Ford

1. Call to Order

The meeting was called to order at 7:24 pm by Chair Paul Cicchini

2. Brian Rowsell asked and the board was advised by Chair Paul Cicchini that to the best of his knowledge and abilities the MVBIA is meeting all tax and environmental obligations.

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

4. Adoption of the Minutes of 2015 Annual General Meeting: Motion By Brian Rowsell to approve the 2015 Annual General Meeting minutes held March 2016 meeting. Second Bezhad Safafi. All in favour. Carried.

5 Delegations - None

6 Chair's Report – Chair Paul Cicchini

Paul Cicchini thanked everyone for coming and the Board for all of their hard work and dedication. The chair pointed out some key areas of cost savings over previous years specifically the reduction in Print Advertising expenses with a swing to alternative advertising opportunities. We have brought our Event Management costs under control by hiring an event management team to manage and organize the 3 key events, Science Rendezvous, Auto Classic and Festival of lights The Easter Bunny, Music on Main Halloween and Bridal Walk are being handled in-house

The chair requested that we get more participation from the members specifically at the board level. We have 2 openings for additional board members.

7. Finance – Phil Howes

2015 Audited Statements motion to approve Paul Cicchini 2nd Brian Rowsell. Carried

2016 Interim Financial Report move to accept Bezhad Safafi, second Karen Rae. Carried

2107 Budget proposal discussion surrounding the levy and possible adjustments regarding the surplus and what the reasoning behind keeping the levy constant compared to previous years and what opportunities for working with the surplus presented.

Motion to accept proposed 2017 Markham Village BIA Budget by David Jacob, second Susan Taylor. Carried.

8. Christopher Ford, Digital Marketing Coordinator.

Chris reported on his activities since being hired on focusing on the website upgrades

MARKHAM VILLAGE B.I.A.
2016 ANNUAL GENERAL MEETING MINUTES
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undertaken, and the links to Instagram, Pintrest, Twitter and the like. He offered to assist any members looking to add these ideas to their programs.

He showed a cost savings idea for the directory a single sheet pocket booklet packed with information and parking map.

An idea from the floor presented by Michelle Brady, Solace to form a private Facebook group of Main Street Merchants to assist in marketing the street and advising of potential safety concerns happening on the street.

9. Karen Rea Update on possible by laws to limit professional uses, open discussion by members.

Trial parking limit of 3 hours on Main Street. No resolution on the repair of Festival square timing or method.

10 Other Business

The idea of street-wide internet was brought up by Gunther Langhorst as a possible way to further advertise the street happenings. A lively discussion ensued with the resolution to continue to look at the benefits of offering such an idea. We would acquire more information and provide it to the members for consideration prior to implementing such a program.

Paul advised the members of a serious ongoing problem relating to a troubled individual, he has worked with YRP without any resolution as their hands are tied. They are doing their best within the restrictions of the law.

11. Motion to Adjourn 8:54 by Brian Rowsell Second Nigel Fung