

**UNIONVILLE BUSINESS IMPROVEMENT AREA
2016 BUDGET**

	<u>2016 Budget</u>	<u>2015 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget vs. 2015 Budget Incr./.(Decr.)</u>
REVENUES				
MEMBER TAX LEVY	205,982	205,982	205,982	-
ADVERTISING SALES	-	5,200	-	-
SPONSORSHIP	5,000	-	5,000	-
FUNDRAISING & OTHER REVENUES (NOTE 1)	15,500	63,635	71,000	(55,500)
PRIOR YEAR SURPLUS	24,135	8,337	8,337	15,798
TOTAL REVENUES	<u>250,617</u>	<u>283,154</u>	<u>290,319</u>	<u>(39,702)</u>
EXPENDITURES				
OFFICE EXPENSES	12,679	12,605	13,118	(439)
AUDIT FEES	2,000	1,883	2,000	-
STREET BEAUTIFICATION	20,000	9,393	28,000	(8,000)
ADVERTISING	60,764	103,794	60,000	764
EVENT & ENTERTAINMENT PROMOTION	85,873	62,075	91,201	(5,328)
CONTRACTED SERVICES	37,000	38,362	63,000	(26,000)
PROPERTY TAX ADJUSTMENTS	16,000	15,907	18,000	(2,000)
TOTAL EXPENDITURES	<u>234,316</u>	<u>244,019</u>	<u>275,319</u>	<u>(41,003)</u>
NET REVENUES	16,301	39,135	15,000	1,301
LOAN REPAYMENT (2016: Year 6 of 6)	(16,301)	(15,000)	(15,000)	(1,301)
NET REVENUES	<u>-</u>	<u>24,135</u>	<u>-</u>	<u>-</u>

NOTE 1 (BREAKDOWN OF FUNDRAISING & OTHER REVENUE):

OLDE TYME X'MAS	6,500	6,500	6,000	500
GRANTS	4,000	3,776	15,000	(11,000)
CENTRAL COUNTIES TOURISM	-	44,609	50,000	(50,000)
GENERAL PROMOTION	5,000	8,750	-	5,000
	<u>15,500</u>	<u>63,635</u>	<u>71,000</u>	<u>(55,500)</u>

**MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA
2016 BUDGET - AMENDED**

	<u>2016 Budget</u>	<u>2015 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget vs. 2015 Budget Incr./(Decr.)</u>
REVENUES				
MEMBER TAX LEVY	239,322	223,445	223,445	15,877
SUPPLEMENTARY MEMBER TAX LEVY	-	22,829	-	-
EVENT PROMOTION	12,115	15,171	11,835	280
SUMMER CAREER PLACEMENT GRANT	5,000	4,830	5,000	-
WASHROOM MAINTENANCE RECOVERY	22,591	22,590	22,590	1
ADVERTISING	8,850	8,850	9,000	(150)
PRIOR YEAR SURPLUS	57,745	-	-	57,745
TOTAL REVENUES	<u>345,623</u>	<u>297,715</u>	<u>271,870</u>	<u>73,753</u>
EXPENDITURES				
SALARIES & BENEFITS	68,000	59,780	66,500	1,500
OFFICE EXPENSES	32,276	25,327	28,309	3,967
AUDIT FEES	2,000	1,883	2,000	-
STREET BEAUTIFICATION	21,206	9,811	21,206	-
ADVERTISING	74,710	30,336	45,962	28,748
EVENT PROMOTION	97,720	43,368	48,112	49,608
CONTRACTED SERVICES	12,211	12,211	12,211	-
WASHROOM MAINTENANCE	19,500	18,897	19,500	-
PROPERTY TAX ADJUSTMENTS	18,000	4,287	18,000	-
PRIOR YEAR DEFICIT NET OF CITY'S LOAN	-	2,070	2,070	(2,070)
TOTAL EXPENDITURES	<u>345,623</u>	<u>207,970</u>	<u>263,870</u>	<u>81,753</u>
NET REVENUES / (EXPENDITURES)	<u>-</u>	<u>89,745</u>	<u>8,000</u>	<u>(8,000)</u>
LOAN REPAYMENT	-	(32,000)	(8,000)	8,000
NET EXPENDITURES	<u>-</u>	<u>57,745</u>	<u>-</u>	<u>-</u>

MINUTES OF THE UBIA BOARD MEETING

March 30, 2016 at 9AM @ Crosby Community Centre, Unionville ON

PRESENT: Tony Lamanna, Simin Jahedi, Elisabeth Mensher, Ryan McLachlan, Sylvia Morris, Councillor Don Hamilton, Rob Kadlavski, Sarah Iles

UBIA Members Present: Wes Rowe, Ray Smylie

GUESTS: Dave Tucci, Mark Smith, Reid McAlpine, Naomi Adler

REGRETS: Regional Councillor Jim Jones, Larry Mariani

Staff: Kendra Hui

QUORUM: YES

1. Meeting called to order at 9:16AM with Ryan McLachlan as Chair. Ryan welcomed everyone to the meeting and assured all attendees has copies of the required documents for the meeting.

2. Approval of the agenda.

Moved by Ryan McLachlan.

Seconded by Sylvia Morris.

MOTION CARRIED

3. Approval of the March 3, 2016 Meeting Minutes.

Moved by Ryan McLachlan.

All in favour.

MOTION CARRIED.

Rob suggested that items on the agenda concerning marketing, events, festivals, and streetscape be delegated to corresponding committees.

Moved by Ryan McLachlan.

Seconded by Rob Kadlovski.

MOTION CARRIED.

4. Goji Tap - Main Street Unionville App

Naomi Adler and colleague presented an overview of their marketing services. The Goji Mobile proposal consisted of having a dashboard & texting feature, with VIP membership cards and a Main Street Unionville App. Members asked how effective the services were and what the prices were for each feature. Naomi and her colleague then concluded their presentation.

5. 2015/2016 Budget.

Rob mentioned that the 2015 budget did not balance and suggested that we contract our town financial representative in order to sort this issue out. Councillor Hamilton then suggested that the BIA's Treasurer, Chair and Rob meet with the auditor to investigate the issue.

**Ryan motioned to investigate the issue.
Seconded by Councillor Hamilton.
MOTION CARRIED.**

Ryan then mentioned that we can no longer operate without a 2016 budget, and suggested board members to look over and approve the budget within the meeting. Ryan then stated the different amounts within the budget. Dave Tucci inquired on certain amounts within the budget. Elisabeth then clarified that many numbers that are being presented are reflected off of last years year end budget, and all most likely be much less in 2016.

**Ryan motioned to approve the 2016 budget for submission.
Seconded by Sylvia Morris.
All in favour.
MOTION CARRIED.**

Subjects 6 to 11 have been appointed to committees.

13. Main St. Handicapped Parking

Representatives from the Unionville Arms were not present at the meeting to discuss their issue but Councillor Hamilton briefly spoke on this and explained that there should be disabled parking available on the boulevard, as the current situation is not accessible. Tony then recommended that signs should be put on the boulevard stating that the parking is strictly handicapped parking and also to ensure that the signs are not blocked. Councillor Hamilton suggested that the issue be addressed further when Tom or Paul are present at the meeting.

14. Flowers on Carlton Road Bridge

Tony stated that this was attempted in the past but the City would not take over all costs (set up & maintenance & removal). Rob then said that in the past e offered the City direct payment but the City declined as they did not want to maintain the flowers through out the Spring & Summer seasons.

15. New business

Reid McAlpine brought up the issue of trash and litter on Concession Road. He suggested that the City install bins and signs to aid the ongoing issue in the area. He then stated that the parking lot reflects on Main Street Unionville, therefore it must be kept clean and up to streetscape standards. On the issue of streetscape and cleanliness, Ryan stated that more funding should be going to streetscape and the BIA should look into power washing the sidewalk. Reid mentioned that the City should expand their cleanup to areas surrounding Main Street as many patrons litter and it accumulates over time. Tony then mentioned that lighting is a major issue on the street for several reasons, including proper appearance as well as safety since many parts of the street are dark at night. Councillor Hamilton stated that the lights are in the works as it was brought up in his last meeting and confirmed that it is in the plan moving forward. He also said that he spoke on this issue with the commissioner, Brenda, and although

there is no current budget for updating lights on Main Street Unionville, there will be. Tony also stated that he has been having troubles with the banners as the brackets holding them up are wearing out. On the topic of streetscape, Rob mentioned that the neon signs through out Main Street Unionville must be addressed and must adhere to heritage by-laws. By-law officers must contact the landlord to ensure that changes are made. Elisabeth then stated that the BIA does not have the authority to police this issue, but if anyone does have an issue, then they must file a proper complaint with the by-law officers. Sarah suggested that the by-law officers should do an entire street sweep to ensure all merchants are abiding by the by-laws. As the meeting concluded Kendra asked all members present who would like to sit on the available committees (marketing, events/festivals, and streetscape). Dave, Rob and Elisabeth agreed to sit on the Events & Festivals committee and Ryan agreed to sit on the Marketing committee. Sylvia then mentioned that the garbage cans on the street are not being used properly and that they should be altered to look "nicer". Elisabeth mentioned that the plastic recycling and garbage bins have already been removed and replaced by the regular black metal bins.

16. Next Meeting - April 20, 2016

17. Adjournment

Motion to adjourn.

Moved by Ryan McLachlan.

Seconded by Elisabeth Mensher.

Meeting Adjourned at 10:43AM.

MARKHAM VILLAGE B.I.A.
2016 ANNUAL GENERAL MEETING – DRAFT BOARD MEETING MINUTES
Markham Go Station - March 2, 2016 - 7:15 pm

Present: Behzad Safati, Paul Cicchini, Brian Rowsell, Wil Pialagitis, Councillor Campbell, Councillor Rea, Avery Rhijnsburger, Debora & Phil Howes

Regrets: Susan Taylor, Daniel Imbrogno, Shaun Kelly

Guests: Gunther Langhorst

Staff: Christine Matthews

1. CALL TO ORDER

The meeting was called to order at 7:25p.m. by Chair, Behzad Safati

2. DECLARATION OF TAX AND ENVIRONMENTAL OBLIGATIONS

Paul Cicchini asked and the board was advised by Chair Behzad Safati to the best of his knowledge and abilities the MVBIA is meeting 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. ADOPTION OF THE MINUTES - Phil Howes wants the statement in the 2015 AGM meeting minutes removed and changed - "Phil Howes says the MVBIA should cancel all street closing events - the Festival of Lights and the Markham Auto Classic". He asked that it be changed to "Phil Howes made a delegation suggesting mini events could be held without street closure". **Actions:** status of action from AGM - Mention of trucks on Main Street and removing large no trucks allowed sign. Motion by Councillor Campbell to approve the March 2015 AGM meeting minutes with the change as requested. All in Favour. Carried.

5. DELEGATIONS - None

6. Chair's Report - Chair Behzad Safati - Thanked everyone for coming and thanked board of directors of the MVBIA for all their hard work and dedication the past year - Wil Pialagitis - Vice Chair, Paul Cicchini - Treasurer, Daniel Imbrogno, Susan Taylor, Shaun Kelly. Also thanked Councillors Campbell, Rea, Phil Howes and Christine Matthews for all their hard work and dedication. Mentioned the events last year, the \$34,000 deficit due to MPAC claw back and how we had to cut events, advertising and our overall budget. Happy to report we now have paid our loan to the city in full (four years early) and still have a surplus. Discussion of what to do with the surplus and asked members for ideas. Christine Matthews mentioned having free wi-fi

on main street so anyone in the area would get a text to their phone promoting the street. Mention of new website, marketing strategy, social media, rebranding and new events.

Everyone thanked Chair Behzad Safati for his volunteer service as Chair of the board.

7. FINANCE - 2014 Audited Financial report, 2015 Interim Financial Report & 2016 Draft Budget proposal were all handed out and presented. Discussion. Deficit now gone as board cut Unity Festival, contractor changed for directory, Christine Matthews sold over \$10,000 in ads, board cut advertising and event costs and now have surplus. Discussion about levy from 2014 - 2016. Motion by Paul Cicchini. to approve 2014 Audited Financial report, and approve the 2015 Interim Financial Report. Moved by Paul Cicchini. Seconded by Brian Rowsell. All in favour. Carried.

Discussion about existing events, golf cart, new tents and new events. Christine Matthews mentioned geo-fencing. Question about increase in office supplies, website, rebranding, marketing strategies and costing. Question about who decides what marketing events are implemented. Councillor Campbell thanked the board for getting rid of the deficit. Motion by Paul Cicchini to approve the 2016 Draft Budget proposal & 2016 Events budget proposal. Seconded by Brian Rowsell. All in favour. Carried.

8. OTHER BUSINESS - The Chair Behzad Safati said there are some openings on the MVBIA board and asked if anyone would like to join. Councillor Rea nominated Brian Rowsell. Brian Rowsell is nominated to be a board member of the MVBIA. Moved by Councillor Rea and seconded by Behzad Safati. All in favour. Carried.

Avery Rhijnsburger was nominated by Chair Behzad Safati to be a board member of the MVBIA. Moved by Paul Cicchini. Seconded by Brian Rowsell. All in favour. Carried.

9. AJOURNMENT - Motion to adjourn the meeting at 9:03 PM by Wil Pialagitis . Seconded by Paul Cicchini. All in Favour. Carried.