

**City of Port Colborne**  
**Port Colborne Business Improvement Area Meeting Agenda**

**Date:** Wednesday, February 26, 2025  
**Time:** 6:00 pm  
**Location:** BIA Office- Main Training Room, Port Cares Admin Building  
92 Charlotte Street, Port Colborne, L3K 3E1

**Pages**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosures of Interest**
- 4. Annual General Meeting**
  - 4.1 Approval of Minutes
  - 4.2 Business Arising from Minutes
  - 4.3 2024 Recap
  - 4.4 Review of Financial Statement
  - 4.5 Review of Proposed Budget
- 5. Adjournment**



**Downtown Port Colborne BIA  
Annual General Meeting (AGM)  
Thursday, January 26, 2023 – 7:00 PM  
In Person  
92 Port Cares Administration Building Board Room  
DRAFT MINUTES**

**Attendance:** Jesse Boles, Taylor Mynlieff, Ed Cleveland, Norbert Gieger, Rosemari Poisson, Morgan Adams and Anna Maria Crognale.

**Staff:** Mary-Lou Ambrose-Little.

**Regrets:** **Larry Beverly**, Michelle Benest-Tanner, Sarah English, Councillor Mark Bagu, and Harry Hamilton.

**Guests:** Nicole Rubli, Olga Loeffen, Rick Hall, and Christina Szymanis.

Jesse Boles, Chair welcome everyone to the meeting and announced that there is a quorum.

**Call to order**

The meeting was called to order at 7:16 PM.

**Declaration of pecuniary interest**

None.

**Approval of the 2022 AGM agenda**

Motion: "to approve the agenda. Motion by: Taylor Mynlieff; Seconded by: Rosemary Poisson  
Carried

**Approval of the 2021 AGM minutes**

*Motion:* "to approve the minutes of the 2021 AGM." Motion by: Rosemari Poisson; Seconded by: Taylor Mynlieff. Carried

**Business arising**

None

**2023 Budget Proposal**

Taylor Mynlieff presented the 2023 budget and highlighted what had been determined at the recent board meetings. The addition of grant money and the success of the farmers market has allowed the board to provide the opportunity to complete more beautification, art, and winter events.

The bank accounts will be merged into one to save costs as the audit was costing more. Market MOU has been renewed for three years. The tax levy is \$75,000; the Revenue: is \$158,500; the are Expenditures: \$150,500 Profit/Loss: \$8,000. A copy of the 2023 Budget is attached.

*Motion:* "to approve the minutes of the 2020 AGM." Motion by; Rosemari Poisson. Seconded by: Ed Cleveland. Carried.

## **Reports**

### **Treasurer's Report**

Taylor Mynlieff reported that 2022 has been a successful year with lots of great projects. The separate market account will be merged with the main account to save dollars on the audit.

### **Chair's Report**

Jesse Boles commented that 2022 has been a very successful year as changes were made in the Covid years. The success of the farmers' market has contributed to more business and foot traffic downtown. The City has renewed the MOU for 2023 to 2025, a three-year term. Grant writing has allowed the BIA to take on more beautification initiatives and enhance downtown events. The string lights will be installed shortly as Weinman Electric can provide the necessary safety features and has the proper equipment to install them. The mural, with safety lighting and street art, has been received well in the community. The selfie frame and tree lighting were also great additions to the winter season. The market shed was installed at the market square in October which allows market and event equipment to be stored safely. Projects to complete include coal hatches, sidewalk art, painting the shed, umbrella alley, and more murals.

Jesse thanked everyone for their support and hard work this year to keep moving forward.

### **Staff Report**

Refer to the attached report for complete details. 2022 was another very successful year with the Farmers' Market, Harvest Festival, and Winter Wonderland events as an enhanced Christmas selection. Many of the merchant events such as FaLaLa, the Christmas Open House, and Moonlight Madness. Special thanks to Sarah English who has done a very nice job of improving social media, branding the look, and continues to work on the new website to reflect today's vision.

Mary-Lou thanked Sarah English for her work in developing the new website and branding other social media.

Motion to: "accept all reports in the block." Motion by: Ed Cleveland Seconded by: Norbert Gieger. Carried

### **Election of the Board of Management (Directors)**

A slate of directors was presented as follows: Jesse Bole, Norbert Gieger, Taylor Mynlieff, Morgan Adams, Ed Cleveland, Rosemari Poisson, Larry Beverly, Anna Maria Crognale, and Harry Hamilton.

"Any other nominations" was called 3x and no other nominations were brought forward.

Motion to "appoint the following to a four-year term of office – Jesse Bole, Norbert Gieger, Taylor Mynlieff, Morgan Adams, Ed Cleveland, Rosemari Poisson, Larry Beverly, Anna Maria Crognale, and Harry Hamilton

Motion by Rosemari Poisson; Seconded by, Taylor Mynlieff. Carried.

### **Other Business**

Clerk Nicole Rubli will work with staff to develop a procedural option for hybrid virtual/in-person meetings. It has been strongly recommended that both BIA's work in partnership with Economic Development and the Environmental Committees.

### **Appointment of the Auditors**

Motion to: "appoint Grant Thornton L.L.P., as the BIA's auditors for 2023." Motion by: Jesse Boles; Seconded by: Taylor Mynlieff. Carried

**Adjournment**

Motion to: "adjourn the meeting." Motion by: Taylor Mynlieff; Seconded by: Jesse Boles. Carried.

Adjourned at 8:08 PM

2024 BUDGET		ACTUAL	2025 PROPOSED BUDGET
<b>Revenues</b>			
Tax Levy	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Radio Co-op Advertising	\$ 5,000.00	\$ 4,750.00	\$ 5,000.00
Event Vendor Fees	\$ 5,000.00		
Harvest Festival Vendor Fee	\$ 2,000.00		
Harvest Festival Sponsors	\$ 1,000.00		
Grant Money	\$ 2,500.00	\$ 2,000.00	
Market Revenue	\$ 25,000.00	\$ 17,416.25	\$ 18,000.00
<b>TOTAL REVENUE</b>	<b>\$ 115,500.00</b>	<b>\$ 99,166.25</b>	<b>\$ 98,000.00</b>
<b>Expenditures</b>			
Advertising and Promotion			
Radio Spots	\$ 14,000.00	\$ 6,433.47	\$ 12,000.00
Print Media	\$ 2,000.00	\$ 335.79	\$ 400.00
Technology	\$ 2,000.00	\$ 390.00	\$ 750.00
Social Media/Website/Digital Advertising	\$ 4,000.00	\$ 3,000.44	\$ 1,300.00
<b>EVENTS</b>			
Cruise Ship Promo	\$ 5,000.00		\$ 2,500.00
Harvest Festival	\$ 5,000.00	\$ 6,064.45	\$ 7,000.00
Tugboat Santa	\$ 1,000.00	\$ 111.47	\$ 200.00
Art & Activations	\$ 5,000.00		\$ 2,000.00
Falala Ladies Night	\$ 300.00		\$ 100.00
Approved Events Mother/fathers day	\$ 10,000.00	\$ 185.22	\$ 4,200.00
<b>BEAUTIFICATION</b>			
Flower Baskets	\$ 3,500.00	\$ 2,469.61	\$ 3,200.00
Christmas Beautification	\$ 7,000.00	\$ 14,420.00	\$ 20,000.00
Coal Hatches	\$ 1,000.00		
Downtown Beatification	\$ 7,000.00	\$ 14,610.00	\$ 7,000.00
Mural - \$1700 Nautical Pole Lights - \$12910			
<b>OFFICE</b>			
Office Administrator \$20/hrx12hrsx40wks	\$ 9,600.00		\$ 8,400.00 \$21/hrX10hr.X40wks
Bookkeeper \$30/hr	\$ 2,000.00	\$ 2,355.00	\$ 2,000.00
Legal & Audit	\$ 4,500.00	\$ 8,702.50	\$ 5,000.00
Rent & Utilities	\$ 7,500.00	\$ 6,500.00	\$ 6,500.00
Membership/Ass. Fees - BIA Conference	\$ 2,500.00	\$ 272.27	\$ 1,900.00
Photocopier Lease	\$ 2,500.00	\$ 1,458.15	\$ 1,600.00
Office Expenses	\$ 2,000.00	\$ 922.06	\$ 700.00
Source Deductions - Late Filing		\$ 5,925.86	
<b>MARKET EXPENSES</b>			
Wages \$20/hrx12x40wks	\$ 9,600.00	\$ 9,110.00	\$ 9,000.00 \$20/X12X37 wks.
Office Supplies	\$ 600.00		\$ 150.00
Signage A-frame	\$ 1,000.00		
Market Entertainment			\$ 300.00
FMO Membership	\$ 452.00	\$ 350.00	\$ 400.00
FMO Insurance	\$ 2,100.00	\$ 1,143.34	\$ 1,400.00
			<b>\$ 98,000.00</b>
<b>TOTAL REVENUE</b>	<b>\$ 115,500.00</b>	<b>\$ 99,166.25</b>	<b>\$ 98,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 111,152.00</b>	<b>\$ 84,759.63</b>	<b>\$ 98,000.00</b>