

**MARKHAM VILLAGE B.I.A.**  
**REGULAR BOARD MEETING MINUTES**  
**March 16, 2023 9:00 AM**  
**Via ZOOM Videoconference**  
**Approved April 19, 2023**

Present:

Paul Cicchini (Chair)  
Michelle McDermott  
Councilor Karen Rea

Brian Rowsell (Secretary)  
Daniel Imbrogno  
Tony Paul

Staff: Heather Cook

Phil Howes

Guests: Savindi Jinasena (Executive Assistant to Councilor Rea)

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**1. CALL TO ORDER**

The meeting was called to order at 9:02 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 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. BOARD RESIGNATION – COUNCILLOR ANDREW KEYERS**

The Chair advised that Councilor Andrew Keyes is resigning from the BIA Board committee in order to focus on his new committee appointments after the recent Municipal Election. The Board expressed thanks to Councilor Keyes for his assistance over the past four years. Danny Imbrogno requested that a letter of gratitude be sent to Councilor Keyes.

**5. FINANCIAL REPORTS – 2022 AUDITED FINANCIAL STATEMENT  
FFIRST DRAFT**

The first draft of the Financial Statements for the period ended December 31 have been prepared by the City's Auditors, KPMG LLG were presented which show a deficit on operations of \$29,988 for the year.

Motion to receive the draft KPMG 2022 Audited Financial Statement by Danny Imbrogno, seconded by Tony Paul. Carried.

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**6. ADOPTION OF THE MINUTES OF February 16, 2023 MEETING**

Approval of the minutes of February 16 was deferred to the next meeting on a request from by Councilor Rea

**7. FINANCIAL – MVBIA 2023 BUDGET**

The draft MVBIA budget for fiscal 2023 has been prepared and distributed. The 2023 budget provides a full event schedule during the year, with enhanced expenditures on the Music Festival and the Light It Up market in December. General discussion of events followed, and Heather discussed many elements of the proposed expenses in detail.

Motion to approve the 2023 budget for presentation at the annual General Meeting on March 28 by Daniel Imbrogno, seconded by Michelle McDermott. Carried.

**8. MARKHAM VILLAGE MUSIC FESTIVAL**

Heather advised the Board that the Markham Village Music Festival have submitted a formal request for \$18,000 in funding for this year's festival. Discussion was held on whether they would need the full amount if the City may also be contributing up to \$10,000. It was decided to defer approval until more information is received.

Paul expressed his view that the number of food vendors should be increased. Heather advised that she would be working closely with the vendor committee.

**9. EVENT OPERATIONS**

**Payment Processing:** Brian and Heather both expressed a desire to get arrange with the City somehow to allow for our vendors at events, particularly the Farmers' Market, to be able to e-transfer or use credit cards to pay their fees. At present we can only accept cash or cheques, and this is increasingly becoming an inconvenience to our vendors. The Board expressed an interest in meeting with the City to see what can be arranged.

**BIA Gift Card:** Heather reported that she will be meeting with the Oakville BIA to learn how a gift card could be implemented.

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**10. MVBIA BOARD OPERATIONS**

Councilor Rea introduced her executive assistant Savindi Jinasena, who will be actively working with the BIA on Councilor Rea's behalf. Councilor Rea discussed a need to increase the effectiveness of the BIA, and suggested the BIA should consider different alternatives, such as creating member subcommittees for key functions such as streetscaping, events, finance, or others. Board meetings would then receive reports from the committees and approve actions. Councilor Rea and Heather will meet and work on ways to implement these ideas.

**11. ANNUAL GENERAL MEETING**

The Annual General Meeting is being held March 28, 2023, via ZOOM. This AGM will elect a slate of directors for the next four-year term coinciding with the term of city council. All current directors are willing to stand for re-election and there is still space for 2 more directors. Heather has been in touch with the City Clerk's office with regards to the proper procedures for the election.

**ADJOURNMENT** – The meeting adjourned at 9:54 am

**NEXT MEETING** – April 19, 2023 9:00 am