



ANNUAL GENERAL MEETING
Tuesday, November 15th, 2022
LOCATION: The Belleville Club
AGENDA

5:30 pm Registration & Social

6:00 pm Land Acknowledgement - L. Sorrentino

AGM

1. Call to Order
2. Opening Remarks from the Chair – Stacey Kerr
3. Approval of Agenda
Motion: That the agenda be approved as presented
4. Declaration of Pecuniary Interest
5. Approval of the 2021 AGM Minutes
Motion: That the minutes from the 2021 BIA Annual General Meeting be approved as presented.
6. 2021 Consolidated Financial Statements Auditor’s report - KPMG
Motion: That the audited 2021 financial statements be approved as presented
7. Presentation of the 2022 Annual Report - L. Sorrentino
Motion: That the 2022 Annual Report be received.
8. Remarks from Mayor-Elect [Neil Ellis](#)
9. 2021 Interim Financial Statements and Year-end Forecast and 2023 Budget Presentation - Treasurer Maury Flunder
Motion: That the 2023 budget be approved as presented and submitted to the City for calculation of the BDIA Taxation Rate.
10. Nomination of the (10) Board of Director members for approval by the City Council
11. Closing Remarks – Dug Stevenson, Executive Director, Bay of Quinte Regional Marketing Board
12. Adjournment

Financial Statements of

**BELLEVILLE DOWNTOWN
IMPROVEMENT AREA BOARD
OF MANAGEMENT**

Year ended December 31, 2021

DRAFT

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

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Management's Responsibility for the Financial Statements

The financial statements of the Belleville Downtown Improvement Area Board of Management are the responsibility of management and have been approved by the Board of Directors ("Board").

The financial statements have been prepared in accordance with Canadian public sector accounting standards as issued by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of the financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board is responsible for ensuring that management fulfills its responsibilities for financial reporting. The Board reviews the Board's financial statements and discusses any significant financial reporting or internal control matters prior to the Board approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Board, in accordance with Canadian generally accepted auditing standards. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

Chairperson

Treasurer

INDEPENDENT AUDITORS' REPORT

To the Members of the Belleville Downtown Improvement Area Board of Management

Opinion

We have audited the financial statements of the Belleville Downtown Improvement Area Board of Management (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2021
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at end of December 31, 2021, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter – Comparative Information

The financial statements as at and for the year ended December 31, 2020 were audited by another auditor who expressed an unmodified opinion on those financial statements on October 19, 2021.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

(date)

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
Financial assets:		
Cash and short-term investments (note 2)	\$ 96,972	\$ 90,797
Accounts receivable (note 5)	101,844	49,085
	<u>198,816</u>	<u>139,882</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 5)	54,343	33,122
Deferred revenue	47,343	-
	<u>101,686</u>	<u>33,122</u>
Net financial assets	97,130	106,760
Non-financial assets:		
Tangible capital assets (note 3)	58,220	83,845
Prepaid expenses	1,351	1,351
	<u>59,571</u>	<u>85,196</u>
Commitments (note 7)		
Accumulated surplus (note 4)	<u>\$ 156,701</u>	<u>\$ 191,956</u>

See accompanying notes to financial statements.

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Statement of Operations and Accumulated Surplus

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (note 6)	2021	2020
Revenue:			
Taxation levy	\$ 275,000	\$ 275,104	\$ 275,556
Municipal contributions (note 5)	15,000	68,007	60,955
Miscellaneous and fundraising	-	106,341	35,452
	<u>290,000</u>	<u>449,452</u>	<u>371,963</u>
Expenses:			
Advertising - media and promotion	72,035	61,740	78,626
Planning and infrastructure	30,412	6,302	8,370
Salaries and administrative	187,553	238,061	189,787
Special projects - graffiti	-	13,395	24,557
Special projects - miscellaneous	-	31,358	1,054
Special projects - Wi-Fi & Data			
Analytics project	-	11,875	11,875
Special projects - Al Fresco	-	96,351	60,647
Taxes written off	-	-	7,419
Amortization	-	25,625	31,378
	<u>290,000</u>	<u>484,707</u>	<u>413,713</u>
Annual deficit	-	(35,255)	(41,750)
Accumulated surplus, beginning of year	191,956	191,956	233,706
Accumulated surplus, end of year	\$ -	\$ 156,701	\$ 191,956

See accompanying notes to financial statements.

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Statement of Changes in Net Financial Assets

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (note 6)	2021	2020
Annual deficit	\$ —	\$ (35,255)	\$ (41,750)
Amortization of tangible capital assets	—	25,625	31,378
Acquisition of tangible capital assets	—	—	(11,707)
Change in net financial assets	—	(9,630)	(22,079)
Net financial assets, beginning of year	106,760	106,760	128,839
Net financial assets, end of year	\$ 106,760	\$ 97,130	\$ 106,760

See accompanying notes to financial statements.

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
Operating activities:		
Annual deficit	\$ (35,255)	\$ (41,750)
Item not involving cash:		
Amortization of tangible capital assets	25,625	31,378
Changes in non-cash operating working capital:		
Accounts receivable	(52,759)	(23,585)
Accounts payable and accrued liabilities	14,221	(4,713)
Deferred revenue	54,343	—
	6,175	(38,670)
Capital transactions:		
Acquisition of tangible capital assets	—	(11,707)
Increase (decrease) in cash	6,175	(50,377)
Cash, beginning of year	90,797	141,174
Cash, end of year	\$ 96,972	\$ 90,797

See accompanying notes to financial statements.

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Notes to Financial Statements

Year ended December 31, 2021

The Belleville Downtown Improvement Area Board of Management (the "Board") is a body established by a Corporation of the City of Belleville bylaw using the specific business improvement area provisions of the Municipal Act, 2001.

1. Significant accounting policies:

(a) Basis of presentation:

The financial statements of the Board are the representation of management prepared in accordance with Canadian public sector accounting standards as issued by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

(b) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

(d) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful life as follows:

Asset	Useful Life
Furniture and fixtures	5 years
Computer hardware and software	5 years
Seasonal decorations	5 years
Streetscape improvements	10 years

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

1. Significant accounting policies (continued):

(d) Tangible capital assets (continued):

When conditions indicate that a tangible capital asset no longer contributes to the Board's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Statement of Operations and Accumulated Surplus, however, no adjustments were recorded in the current or prior year.

The Board has a capitalization threshold of \$500, so that individual tangible capital assets of lesser value are expensed for operational reasons.

(e) Revenue recognition:

Taxation levy is established annually by members of the Board of Directors at their annual general meeting. Taxation revenues are recorded in the tax year that it relates to.

Miscellaneous and fundraising revenues are recorded in the period earned, provided collection is probable and reasonable estimates can be made. Interest income is recognized in the period in which it is earned.

Municipal contributions are recognized in the financial statements as revenues or expenditures in the year that the events giving rise to the transfer occurred, provided the transfer is authorized, eligibility criteria, if any, have been met by the recipient, and a reasonable estimate of the amount can be made.

(f) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

2. Cash and short-term investments:

Cash and short-term Investments consist of the following:

	2021	2020
Petty cash	\$ 283	\$ 380
Chequing account	69,240	70,692
Marketplace account	13,318	5,653
Cashable term deposit - maturing February 1, 2022, 0.80% (2021 - maturing February 1, 2021, 0.50%)	9,000	9,000
Cashable term deposit - maturing August 28, 2023, 0.35% to 0.45% (2021 - maturing August 3, 2021, 2.00%)	3,030	3,000
Cashable term deposit - maturing August 26, 2024, 0.05% to 0.45% (2021 - maturing June 18, 2021, 0.65%)	2,101	2,072
	\$ 96,972	\$ 90,797

3. Tangible capital assets:

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Furniture and fixtures	\$ 5,525	\$ 5,525	\$ -	\$ -
Computer hardware and software	11,952	7,922	4,030	5,614
Seasonal decorations	170,825	142,854	27,971	44,043
Streetscape improvements	137,277	111,058	26,219	34,188
	\$ 325,579	\$ 267,359	\$ 58,220	\$ 83,845

Cost and accumulated amortization at December 31, 2020 amounted to \$325,579 and \$241,734, respectively.

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

4. Accumulated surplus:

Accumulated surplus consists of the following:

	2021	2020
Unrestricted surplus	\$ 69,222	\$ 66,977
Equity in tangible capital assets	58,220	83,845
Reserve - contingency	10,000	10,000
Reserve - security camera project	13,009	13,009
Reserve - Downtown public Wi-Fi & location analytics project	6,250	18,125
	<u>\$ 156,701</u>	<u>\$ 191,956</u>

Reserves represent funds set aside by resolution of the Board for specific purposes.

In fiscal 2020, the Board of Directors approved the transfer of \$11,875 from the Downtown public Wi-Fi & location analytics project. This amount was expended in fiscal 2021 and has been recorded as a reduction in the reserve above.

The Board in partnership with The City of Belleville would like to invest in an outdoor public Wi-Fi system along Front Street. During the prior year, the Board of Directors approved the allocation of the build Belleville reserve fund of \$30,000 to the Downtown public Wi-Fi & location analytics project. A reserve of \$6,250 is remaining for this project.

5. Related party balances and transactions:

Due from related parties consists of the following:

	2021	2020
Accounts receivable - Corporation of the City of Belleville	\$ 94,102	\$ 3,719

Due to related parties consists of the following:

	2021	2020
Accounts payable - Corporation of the City of Belleville	\$ 2,703	\$ -

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

5. Related party balances and transactions (continued):

During the year, the Board entered into the following transactions with related parties:

	2021 Actual	2020 Actual
Municipal contributions consist of the following:		
Graffiti	\$ 3,349	\$ 11,156
Rural Economic Development Program funding	-	2,210
Downtown AI Fresco	64,658	45,019
Expense reimbursements	-	2,570
	\$ 68,007	\$ 60,955

During the year, the Board reimbursed the Corporation of the City of Belleville \$Nil (2020 - \$410) toward cardboard collection and provided a payment to the Corporation of City of Belleville of \$11,875 (2020 - \$Nil) for the Downtown Public Wi-Fi & Location Analytics Project.

All transactions with Corporation of the City of Belleville occur in the normal course of business and are recorded at their exchange amount which is the amount agreed upon by the related parties.

6. Budget figures:

The budget figures as approved by the Board of Directors on November 17, 2020 are established on a project-oriented basis, the costs of which may be carried out over one or more years. Although they are not directly comparable with current year actual amounts, budget figures have been reflected on the Statement of Operations and Accumulated Surplus. Budget figures have been reclassified for the purpose of these financial statements to comply with PSAB reporting requirements. Amortization was not contemplated on development of the budget and, as such, has not been included in the budget figures reflected on the financial statements.

BELLEVILLE DOWNTOWN IMPROVEMENT AREA BOARD OF MANAGEMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

7. Commitments:

The Board has a commitment to rent office space. The minimum payments under the lease are as follows:

2022	\$	12,720
2023		12,930
2024		5,450
	\$	31,100

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BIA Budget 2023

2021 Budget 2022 Budget 2023 proposed Budget

Revenues

	0.0%	7.5%	<i>Proposed 3.0%</i>
BIA Levy	275104	295625	304500

General and Admin Expenses

218621 203451 208799

Infrastructure

6302 1000 6000

Events

27836 45000 42000

Media and Promotion

61740 40126 41701

Graffiti

13395 6000 6000

Total

304500

Meet Our Candidates



Rachel Hicks

UWhitening

Born and raised in the Hastings County Region, Rachel is honoured that she gets to be a business owner and service the community she grew up in. She has been in the dental industry since 2015 and has created a space that is a relaxing atmosphere to whiten your smile at an affordable price.



Miranda Odorico

The Sweet Retreat

Miranda owns and operates the Sweet Retreat bakery in downtown, Belleville. She is always looking for a challenge and to help others. She started baking birthday cakes for her family when she was really young, this inspired her to take a hospitality course in high school that made her fall in love with baking. She attended George Brown for Baking Arts.



Rakesh Parmar

Export Grill

Rakesh has an MBA in Marketing and 7 years of management experience. He's proud owner of Export Grill and Linguine's Italian Restaurant. He moved to Belleville from Calgary in 2020 when he took over Linguine's. He loves living in Belleville and is looking forward to contributing to the city and apply what he has learned from his past experience.



Emily Barnett

Tropical Blends

Emily Barnett is the owner of Tropical Blends Cafe. She grew up in the area and brought her passion for tropical travels to beautiful downtown Belleville. In creating Tropical Blends Cafe, she wanted to offer a place for you to catch a moment of calm in a busy world; to enjoy vibrant and healthy food that's easy on your eyes and body.



Lindsay Dransfield

Doki Doki

Lindsay is the operations executive at Doki Doki, Belleville's first shop for fans of Japanese anime and culture. She has a background in design and marketing as well as over a decade's worth of management experience. In her free time, Lindsay is passionate about animals. She is excited to bring a young perspective and energy.



Leah Hamilton

Mode Elle

Leah is an entrepreneur and business owner. Leah grew up active in the Belleville community, she spent 6 years in the Netherlands, where she started her first business. In 2022, Leah became co-owner of Mode Elle Model & Talent. Leah looks forward to scaling her involvement and fostering opportunities for downtown to thrive.



Emma Stevenson-Blythe

The Hunt on Front

After spending most her life in Toronto and moving to Belleville, Emma feels excited and grateful to be a part of the growth underway Downtown. 20+years in hospitality allowed her to build meaningful connections in her hometown community. She looks to do the same here in the heart of the Downtown, starting with her shop.



Julie Dean

Uptown Funk Styling

Julie has been the owner/operator of Uptown Funk Styling for Guys N Gals for almost 4 years now. As she has lived in Belleville for 12 years, she is looking forward to the future development of Belleville, and being a part of them. For her, one of the main reasons why she loves running her business in downtown Belleville is the community.



Melinda Herns

Tinkered Decor and More

Melinda is the co-owner of Tinkered Decor and more. She opened an Artisan store because her and her partner love to craft and up-cycle items. Her store offers up-cycled items, gifts, home decor, consignment items from local makers, craft classes & more. Melinda loves to sell unique items created by Artisans you can't find anywhere else.



Maury Flunder

Property Owner

Maury is the owner of the historic Firehall #2 building (formerly Chilango's Restaurant) and has recently acquired 402 Front St. As a CPA Maury has worked in Belleville at Nortel and as a Financial controller in Kingston over the last 25 years. Maury is also the treasurer of the QAC and cares deeply about supporting the arts in our community.

*Be a
Part of it*