

SAMPLE AGM NOTICE

Main Street Business Improvement Area (BIA)

As a member of the Main Street BIA, you are invited to attend the
Annual General Meeting:

Tuesday, October 19, 2011, 7:00 p.m.
Main Street Restaurant, 1234 Main Street

Agenda

1. Call to Order and Introductions
2. Declaration of Conflict of Interest
3. Introduction of Board and General Membership (Quorum of the Board is required to conduct business)
4. Approval of 2010 Annual General Meeting Minutes
5. Auditor's 2010 Report
6. Appointment of Auditor for 2011
7. Officers' Reports:
 - Festivals /Events
 - Marketing
 - Streetscaping
 - Others
 - Treasurer (including projected year-end 2011)
8. Proposed Program and Budget for 2012 (see over)
9. 2011 -2014 Board of Management Elections (to include only if increasing the size of Board)
10. Adoption of BIA Constitution/ Procedural By-Law (attached to the newly amended code)
11. New Business
12. Adjournment

The purpose of this meeting is to decide on the BIA Budget for 2012 (see over) and general program. This program is paid for by a special levy charged to you as well as other commercial/industrial property owners and businesses in the BIA. The best way to participate in the decisions which your BIA is making on your behalf is to get involved.

Please forward a copy of this notice to your commercial/industrial tenants.

For more information, call _____(BIA Chair or BIA Co-ordinator) at 416_____ or email _____.

Proof of membership will be required. Please bring photo ID and either a business card, utility bill showing business name and address, or your City of Toronto property tax bill.

If you are unable to attend and wish to appoint a person to vote on your behalf, please complete the attached Designate Form. Please note that no person in attendance shall have more than one vote.

2012 BIA Budget Summary

		2011		2012	
		Council Approved Budget \$	Projected Actual Results \$	Proposed Budget \$	
(Name of BIA)		Column A	Column B	Column C	
REVENUE	BIA Levy				Line 1
Add 10% of Above Line as Provision for Assessment Appeal Reductions					Line 2
	Total BIA Levy				Line 3
Government Grants	Federal and/or Province of Ontario				Line 4
	City of Toronto (eg. Mural Program; Competitiveness, Creativity and Collaboration (CCC) Investment Program; or other City Division Program)				Line 5
Other Revenue (Non-government)	Donations and Sponsorships				Line 6
	GST Recovery (for 2010 and prior year)				Line 7
	Interest (eg. Term Deposit interest)				Line 8
	Festival and Miscellaneous				Line 9
	Contribu'tn from Prior Years' Accum. Surplus				Line 10
	Appeal Provision Surplus (from p. 5 Item A)				Line 12
TOTAL REVENUE					Line 13
EXPENDITURES	Administration (from p. 2)				Line 14
	Capital (from p. 3)				Line 15
	Maintenance (from p. 3)				Line 16
	Promotion & Advertising (from p. 4)				Line 17
	Appeal Provision Deficit (from p. 5 Item B)				Line 18
	Expenditure Sub-Total				Line 19
Add 10% of BIA Levy (Line 2) as Provision for Assessment Appeal Reductions					Line 20
TOTAL EXPENDITURES (Incl. 1.76% HST Impact)					Line 21

(Insert Name of BIA)
DESIGNATE FORM

This form allows a member of the _____ Business Improvement Area (BIA) to appoint an individual (Designate), who is not a member of the BIA, to vote on his or her behalf at the BIA Annual General Meeting (AGM) to be held on _____.

Completed forms must be received by the City of Toronto BIA Office (address below) at least five business days before the Annual General Meeting.

I hereby authorize _____ to serve as my Designate and to vote on my behalf on all matters voted on at the AGM of the _____ Business Improvement Area (BIA) to be held on _____ (Date). This designation shall be revocable at any time at the request of the undersigned voting member.

***Name - BIA Member:** _____

*Property Owner **OR** Business Operator **OR** Both (check one)

*Address within BIA: _____ Suite/Unit: _____

*City: _____ Province: _____ Postal Code: _____ Telephone: _____

Signature: _____ **Date:** _____

***Name - Designate:** _____

*Street Address: _____ Suite/Unit: _____

*City: _____ Province: _____ Postal Code: _____ Telephone: _____

Signature: _____ **Date:** _____

Submit completed form and BIA member proof of property or business ownership (e.g. copy of property tax bill, utility bill, etc.) to:

**City of Toronto BIA Office, Attn: (BIA Advisor)
77 Elizabeth Street, 2nd Floor, Toronto, ON M5G 1P4
Tel: 416-392-1005 Fax: 416-392-1380**

Designate Form is NOT valid if:

- Information provided is illegible;
- Designate is a member of the _____ BIA;
- Designate has already been nominated by another member of the _____ BIA;
- Designate Form is not received at least five business days prior to the AGM;
- BIA member or Designate fails to sign the form and provide required (*) information; or
- Designate form is not accompanied by BIA member valid proof of property or business ownership

The Designate must present identification at the AGM.

The personal information on this form is collected under the authority of section 141(1) of the *City of Toronto Act, 2006* and section 19-17 of the City's Municipal Code Chapter 19, Business Improvement Areas. This information is used for the purpose of evaluating and recording the registration of individual designates for the above noted AGM, and for contacting them with respect thereto. Questions about this collection can be directed to the _____ (name of BIA) BIA, Attention: (position, address, telephone number).

Date Received

§ 19-1. Definitions.

BUSINESS IMPROVEMENT AREA MEMBERS – All persons who own rateable property in the area that is in a business property class and commercial and industrial tenants of the property; and recent purchasers of property in the area that is in a business property class, but not assessed on the last returned assessment roll, and commercial and industrial tenants of the property, if the recent purchasers produce evidence of property ownership satisfactory to the Chief Financial Officer.

BUSINESS IMPROVEMENT AREA OFFICE - The City's Business Improvement Area Office, Economic Development and Culture Division.

DESIGNATE – a person, who is not a member of the business improvement area, who has been appointed by a member of the business improvement area to represent the interests of the member at an annual general meeting or general meeting of the business improvement area.

§ 19-17. Elections of nominees; voter eligibility.

G. Ownership of properties.

- (1) Where a person is the sole owner of more than one property within the business improvement area, or is the sole owner of more than one corporation that owns property within the business improvement area, the person and the corporations solely owned by that person shall have a total of only one vote, regardless of the number of properties owned by that person and the different corporations solely owned by that person.
- (2) Where a person is the sole owner of a property and joint owner of one or more additional properties within the business improvement area, one vote is given for the property owned by that person alone and one vote is given for each jointly owned property, provided the co-owners in each case are different persons and they or their representatives attend the meeting where the vote is held.
- (3) Where a person is the sole owner of a corporation and part owner of different corporations that own property within the business improvement area, one vote is given for the corporation solely owned by that person and one for each jointly owned corporation, provided the co-owners of each corporation are different persons and they or their representatives attend the meeting where the vote is held.

H. A member of a business improvement area may, through the completion of a designate form provided by the business improvement area office, nominate in writing a designate to vote on behalf of the member at a general meeting or annual general meeting, provided the designate nominated has not also been nominated by another member of the business improvement area.

I. The person nominated under Subsection H must not be a member of the business improvement area.

J. Designate forms required under Subsection H shall be submitted to the business improvement area office at least five business days in advance of the annual general meeting or general meeting and the deadline must be identified in the notice of that meeting and must be accompanied by proof of property or business ownership within the business improvement area.

K. The business improvement area office shall forward the designate forms received as per Subsection H to the business improvement area a minimum of three days prior to the date of the general meeting or annual general meeting.