



**STAFF REPORT
ACTION REQUIRED**

Report on Composition of Danforth Village Business Improvement Area Board of Management

Date:	Wednesday October 20, 2015
To:	Toronto and East York Community Council
From:	Director, Business Growth Services, Economic Development and Culture
Wards:	Wards 31 and 32
Reference Number:	

SUMMARY

This report recommends a more vigorous recruitment and assessment process to attract prospective members to fill a number of vacant positions on the Danforth Village Board of Management. The addition of experienced members with skill sets appropriate for serving on a City Board will help ensure effective governance of the BIA in accordance with City policies and procedures. The report also recommends a reduction in the size of the Board from eighteen (18) to twelve (12), inclusive of the two (2) local Councillors and a quorum of four (4) in order to improve the efficiency and effectiveness of Board meetings. Once nominated and approved by Community Council, staff would provide the requisite Board of Management training to new and existing board members.

RECOMMENDATIONS

The Director, Business Growth Services, Economic Development and Culture, recommends that Toronto and East York Community Council:

1. Direct the Danforth Village Board of Management to prepare an expression of interest to its membership for nominees to serve on the Board prior to the next Annual General Meeting and requiring prospective candidates to submit a request to serve, which highlights the following:
 - why they want to serve;
 - areas of interest should they be appointed to the Board;
 - skill sets that they would bring to the Board; and
 - previous experience serving on a Board or other community based organization

2. Direct the General Manager of Economic Development and Culture to assist the Board of Management in advertising the expression of interest to potential candidates and assessing potential candidates for nomination to Community Council.
3. The size of the Danforth Village Board of Management be reduced from eighteen (18) to twelve (12), inclusive of the two (2) local Councillors and that quorum be reduced to four (4).

Financial Impact

There are no financial implications resulting from the adoption of this report.

DECISION HISTORY

At its meeting of October 6, 2015, Toronto and East York Community Council considered TE11.34 – Appointments to Business Improvement Area Boards of Management and requested the General Manager of Economic Development and Culture to report to the November 10, 2015 meeting of Toronto and East York Community Council, or another appropriate Committee, on the composition of the Danforth Village BIA Board and any related matters.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.TE11.34>

ISSUE BACKGROUND

The Danforth Village Board of Management has encountered challenges at times to provide the level of governance and management required by the City. Challenges with legislative policies governing BIAs, lack of respect and decorum from certain Board members, and at times resistance to accept direction from City staff have all contributed to management issues with the Board.

COMMENTS

Chapter 19 of the Municipal Code sets out the process for the election of nominees to BIA Boards of Management and their appointment to the Board by Council or Community Council under delegated authority. Appointments to the Danforth Village BIA falls within the purview of Toronto and East York Community Council.

Section 19-15 states that the Board shall be composed of one or more directors appointed by Community Council and the remaining directors are selected by a vote of the membership and appointed by Community Council. Directors are appointed at the pleasure of Community Council and can be replaced at any time for any reason.

This process is based on the principle that the BIA should be operated by those who pay into the BIA levy and have the confidence of the membership and Community Council to carry out their fiduciary responsibilities. In order to ensure highly functioning Boards of Management, the BIA Office provides daily support to the Board of Management and specific training on policies and legislation governing BIAs, good governance, building a strong organization, and running effective meetings.

The majority of BIA Boards of Management operate effectively and efficiently. However, there are times when a Board of Management can experience challenges. The reasons for this vary but usually are associated with a lack of understanding of legislation and policies governing BIAs, lack of respect and decorum from certain Board members, and resistance to accept advice from City staff. With respect to the DV BIA Board of Management, staff have observed instances where each of these issues have come up at one point or another.

The DV BIA Board of Management currently has nine (9) Board members, including the two (2) local Councillors, with nine (9) vacancies and a quorum of three (3) required to carry out Board business. The relatively large size of the Board has contributed to issues with respect to achieving quorum and lengthy, inefficient meetings. It would be prudent for the size of the Board to be reduced from eighteen (18) to twelve (12), inclusive of the two (2) local Councillors, with a quorum of four (4) in order to ensure more effective and efficient Board meetings.

The Board would also benefit by being more proactive in attracting new members with the various skill sets to effectively manage the activities of the Board.

In order to attract the best candidates possible to fill three (3) vacant positions it is recommended that the DV BIA Board of Management prepare an expression of interest to its membership for nominees to serve on the Board prior to the next Annual General Meeting and requiring interested candidates to submit a request to serve which highlights the following:

- why they want to serve;
- areas of interest should they be appointed to the Board;
- skill sets that they would bring to the Board; and
- previous experience serving on a Board or other community based organization

The Board could then put forward a list of three candidates that best meet the above criteria for nomination by the membership and appointment by Community Council.

BIA Office staff would assist the Board of Management in sending notification of the expression of interest to the membership and assessing potential candidates. Once nominated and approved by Community Council, staff would provide the requisite Board of Management training to new and existing Board members.

CONCLUSION

The Danforth Village BIA has experienced challenges over the last year to maintain Board members and has had issues with managing the affairs of the BIA in accordance with the City's policies and governance procedures. The opportunity of attracting new Board members through a vigorous recruitment campaign that focuses on attracting members with appropriate skill sets would result in more effective governance of the BIA. A reduction in the number of Board members would also contribute to more efficient and effective Board meetings.

CONTACT

Mike Major
Manager, BIA Office
Economic Development and Culture
Tel: 416-392-0623
Fax: 416-392-1380
Email: mmajor@toronto.ca

SIGNATURE

George Spezza, Director, Business Growth Services
Economic Development and Culture