

Main Street BIA

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As a member of the Main Street BIA, you are invited to attend our

ANNUAL GENERAL MEETING

Wednesday October 29, 2014, 6:00 p.m.
1234 Main Street West

AGENDA

1. Call to Order and Introductions
2. Declaration of Conflict of Interest
3. Approval of the Minutes of the 2013 Annual General Meeting
4. Subcommittee Reports
5. 2013 Audited Financial Statements
6. Appointment of Auditor for 2014
7. 2015 Proposed Budget (see over)
8. Nomination of 2015-2018 Board of Management
9. New Business
10. Adjournment

The purpose of this meeting is to approve the Main Street Business Improvement Area's (BIA) budget and general program for 2015 (see over) and nominate a board of management for the 2015- 2018 term. 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 AGM is an opportunity to participate in the decisions that your BIA is making on your behalf. We look forward to you attending the meeting to learn more about the improvements being made within your business area.

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

Contact: Contact Name, Position, telephone, e-mail, fax, www.

(BIA Name)
2015 BIA Budget Summary

REVENUES AND EXPENDITURES	2014 Approved Budget \$	2014 Projected Actual \$	2015 Proposed Budget \$
	Column A	Column B	Column C
REVENUES			
BIA Levy (including 10% Provision)	360	360	360
Grants			
Donations & Sponsorships			
Festival Revenues			
Other Revenue			
TOTAL REVENUE	360	360	360
EXPENDITURES (Includes 1.76% HST)			
Administration	327	327	327
Capital			
Capital - Financed Project Loan Payments (Withheld from Levy)			
Maintenance			
Promotion and Advertising			
Provision for Tax Appeal Expenditures	33		33
TOTAL EXPENDITURES	360	327	360
NET REVENUE Line 6 minus Line 13		33	
Contributions (To) / From Net Accumulated Funds		(33)	
SURPLUS/(DEFICIT)	0	0	0
NET ACCUMULATED FUNDS			
	2014 Approved Budget \$	2014 Projected Actual \$	2015 Proposed Budget \$
	Column A	Column B	Column C
BALANCE BEGINNING OF YEAR			33
Appeal Provision Surplus			
Appeal Provision Deficit			
Use of Net Accumulated Funds (Non-Appeal Provision)		(33)	
Change in Net Accumulated Funds		33	
BALANCE END OF YEAR		33	33

If you are interested in joining the _____ BIA Board of Management, have questions about the AGM or above budget please contact the BIA.

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. No person in attendance shall have more than one vote.

**Main Street 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 DATE.

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. NAME, Economic Partnership Advisor
77 Elizabeth Street, 2nd Floor, Toronto, ON M5G 1P4
Tel: 416-XXX-XXXX Fax: 416-392-1380
Email: XXXXXXXX@toronto.ca**

Designate Form is NOT valid if:

- Information provided is illegible;
- Designate is a member of the XXXXXXXXXXXXX BIA;
- Designate has already been nominated by another member of the XXXXXXXXXXXXX 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 BIA Partnership Advisor identified above.

Date Received

Excerpt from City of Toronto Municipal Code, Chapter 19, Business Improvement Areas

§ 19-1. Definitions.

BUSINESS IMPROVEMENT AREA MEMBERS - All persons who own rateable property in the area that is in a business property class, commercial and industrial tenants of the property and non-residential tenants who are occupying rateable 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, and non-residential tenants who are occupying rateable 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.

MEMBER 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.

E. Notwithstanding § 19-15D(2), a member of a business improvement area may appoint in writing one representative to stand for nomination to the board on behalf of the member, regardless of the number of properties or businesses that the member owns.

F. 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.

G. 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.

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

I. Designate forms required under Subsection G must 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 submission 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.

J. The business improvement area office shall forward the designate forms to the board a minimum of three business days prior to the date of the general meeting or annual general meeting.