



Danforth Village BIA

General Meeting of the Members

As a member of the Danforth Village BIA, you are invited to attend our

GENERAL MEETING OF THE MEMBERS

Thursday March 26, 2015, 7:00 p.m.

Royal Canadian Legion - 9 Dawes Road

AGENDA

1. Call to Order and Introductions
2. Declaration of Conflict of Interest
3. Approval of 2014 Annual General Meeting Minutes
4. Proposed Constitutional Amendments
5. Standing Committees
6. New Business
7. Adjournment

MISSION STATEMENT

The Board shall serve and protect the general interests of the BIA members. It shall provide good governance adhering to principles of transparency, accountability and integrity. It shall promote and improve the business environment by enhancing the area with elements that bring beauty and attract consumers to its members.



Danforth Village BIA

Chairman's Message

Hello to all our members;

Let me extend my best wishes to you all for a healthy, happy and prosperous New Year.

This March our Danforth Village BIA (DVBIA) will hold a General Meeting to address matters of some significance. This meeting requires a Notice (included) and I ask you all to attend. Our DVBIA has been undergoing some extensive capital expenditures (Streetscape) which are almost finished. Once completed, Streetscape will greatly enhance our appearance and create a vibrant, dynamic business environment that we can all enjoy.

This Spring will be memorable and I look forward to the flowers, sunny weather and buoyant anticipation that always arrive with the season.

In January we established our new Board of Management (BOM) and added several new members. Our number is currently 16 and this gives us new blood and new talent with which to work on your behalf.

With greater numbers, the BOM now has a pool of talent enabling it to form Standing Committees. These committees will help our BIA move forward on various initiatives designed to provide our members with more services. Each of the five Standing Committees will perform certain duties and we welcome any member in our BIA (all of you who receive this letter) to join us and participate.

Some members may not know that all our monthly BOM meetings are posted on our website. They are open to the public. That means you are welcome to attend, ask questions and offer views, opinions or information.

You may also attend the open Standing Committee meetings. After such visits, if the activity interests you and you'd like to play a greater role, everyone is welcome to join a committee and contribute in some way.

Please review the information package included herein and feel free to call or email for further info.

Regards,

Louie Dapergolas,
DVBIA Chair

Tel: 416-691-8672 **Email:** info@dvbia.ca **Web:** www.dvbia.ca

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

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.



Danforth Village BIA

Procedural By-Law

Proposed amendments to Schedule B (DVBIA Procedural By-Law No.1)

Proposed amendments are indicated in **bold font**

MISSION STATEMENT

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Schedule B

Board of Management of the Danforth Village Business Improvement Area

BY-LAW No. 1

PREAMBLE

In accordance with the City of Toronto Act, 2006, and the City of Toronto Municipal Code, Chapter 19, Business Improvement Areas, the Board of Management for the Danforth Village Business Improvement Area is continued as a city board for the purposes and with the authority set out by the City of Toronto Municipal Code Chapter 19.

GENERAL

1. Definitions

AGM – The Annual General Meeting of the Business Improvement Area to which all members of the BIA shall be invited.

BIA – The Danforth Village Business Improvement Area.

Board – The Board of Management for the Danforth Village Business Improvement Area.

Chair – The person presiding at a meeting.

City – The City of Toronto.

Council – The Council of the City of Toronto.

Deputation – An oral submission made by a member of the BIA or a member of the public to the board of management, committee of the board of management, or to the general membership at an AGM or general meeting.

General Membership – the members of a business improvement area, which shall consist of: all persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a business property class and 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 tenants of the property, if the recent purchasers produce evidence of property ownership satisfactory to the Chief Financial Officer for the City of Toronto.

Meeting – A meeting of the Board or of a committee, as the case may be.

Membership – The general membership of the Danforth Village Business Improvement Area.

Motion – A formal proposal put forward by a board member for consideration by the Board, for example, by stating “I move that...” which may then be seconded and voted on.

Motion to postpone - a motion to postpone consideration of an item:

- (a) indefinitely; or
- (b) until a certain time or the happening of a specified event.

Motion to receive - a motion to acknowledge a particular item for information with no additional action being taken

Motion to refer - a motion made to request more information from another body or from staff.

Quorum – The minimum number of members required to be present at a meeting in order to conduct business.

2. Rules of Procedure

- (1) The rules in this by-law are to be observed in all meetings of the general membership, the Board and committees of the Board.
- (2) The rules of procedure are to be interpreted in a manner that promotes the following fundamental principles:
 - (a) the protection of basic rights by recognising the right of the majority to decide, the minority to be heard, and individuals to have the opportunity to participate;
 - (b) the maintenance of decorum, with all participants being treated with courtesy and respect; and
 - (c) all members have the right to information to help make decisions;
 - (d) members have a right to an efficient meeting;
 - (e) all members have equal rights, privileges and obligations; and
 - (f) in the event of conflict, facilitating a reasonable compromise.
- (3) A motion to amend or repeal the procedures by-law requires a vote of two-thirds of the entire Board to pass.
- (4) Unless this by-law specifies otherwise, a matter passes when a majority of members present vote for it.
- (5) The BIA general membership has the right to participate in the decision-making process of the Board by writing to the Board or committee, by submitting a public petition, or by making a public presentation.

BOARD OF MANAGEMENT OFFICERS

3. Election

The Board of Management, at its first meeting following appointment by Council or as soon as possible thereafter, shall elect a Chair, Vice-Chair, Secretary, **Membership Secretary** and Treasurer who shall serve for the term of the Board or until he or she resigns from the position or is removed from office by resolution and majority vote of the Board. Additional officer positions (for example 2nd Vice Chair, Co-Chair) may be appointed by the Board if deemed desirable. **These positions shall be referred to as Table Officers.**

4. Duties of **Table** Officers **shall include but not be limited to:**

- (1) The Chair shall:
 - (a) chair all meetings of the BIA and of the Board, **set** the agenda, and decide on whether motions are in order;
 - (b) rule on all procedural matters and maintain decorum;
 - (c) ensure motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of the minutes;
 - (e) have general supervision of the affairs of the BIA **and ensure performance of all Board Members;**
 - (f) along with the Secretary or Treasurer, sign all by-laws and execute any documents, contracts or agreements;
 - (g) perform any other duties, which the Board may, from time to time, assign;
 - (h) sit, *ex officio*, on all committees;

- (i) ensure that all past records of the Board are transferred to the succeeding Treasurer when there is a change of Treasurer;
- (j) be the public representative of, and spokesperson for, the Board;
- (k) uphold the constitution and answer to the membership of the BIA at all times and;**
- (l) no other member, unless specifically authorized by the Board, may speak, act or represent the Board.**

(2) The Vice-Chair shall:

- (a) exercise any or all of the duties of the Chair in the absence of the Chair or if the Chair is unable for any reason to perform those duties; and
- (b) perform any other duties that the Board may, from time to time, assign.

(3) The Secretary shall:

- (a) give notice of each regular and special meeting of the Board together with an agenda of the matters to be considered so that notice and agenda will reach members at least five business days, where feasible, in advance of the meeting;
- (b) take minutes of each regular and special meeting of the Board and shall record in the minutes: the place, time and date of meeting; the name of the Chair, the Members present and the Members absent; any correction to, and the adoption of, the minutes of the previous meeting; and, all resolutions.
- (c) keep or cause to be kept: the BIA's records and books of the BIA, including BIA by-laws, policies and resolutions; the registry of Officers and Board members; the minutes of the AGM, General Meetings, meetings of the Board or any committees thereof; and any committee reports;
- (d) certify copies of any record, registry, by-law, resolution or minute;
- (e) give notice of the AGM and General Meetings; and
- (f) perform any other duties that the Board may, from time to time, assign.

(4) The Treasurer shall:

- (a) keep and maintain the financial records and books of the BIA;
- (b) assist the auditor in the preparation of the financial statements of the BIA;
- (c) perform any other duties that the Board may from time to time assign;
- (d) maintain an inventory of all physical assets owned or leased by the BIA;
- (e) prepare and distribute the proposed annual budget in accordance with the requirements of the City;
- (f) co-sign all cheques;
- (g) co-sign all contracts and agreements which have a direct financial impact upon the BIA; and
- (h) prepare and present written financial updates for the Board's review and consideration at each regular meeting.

(5) The Membership Secretary shall:

- (a) maintain and update a database of all merchants and property owners and keep such data current at all times. This database shall include all contacts, phone numbers, email addresses, etc. A list of vacant properties shall also be kept on record.**

(6) General

- (a) The Table Officer positions are to be held by Board members who shall fully perform the respective duties required of each position. If the duties of an office are not fully performed or cannot be fully performed by the elected Table Officer, then that position shall be declared vacant by a Board majority vote and will remain open until another Board member is elected to that position.**
- (b) In the event that a Table Officer, Director, or Chair of a committee is to be removed from Board office, that individual shall be given 21 days notice that a motion will be brought before the next Board meeting to declare his or her position vacant. If in attendance, the named member may oppose the motion. If the named member resigns in advance of any vote, then the motion shall be withdrawn as if it had never been made.**

- (c) In the event that vacancies occur, each vacancy may be filled by a BIA member nominated by the Board, subject to Council approval. Said nominee(s) shall be required to attend meetings and actively participate for a period not less than six months before their name is submitted to Community Council.

BOARD MEETINGS

5. Calling and Notice of Meetings

- (1) Notice of AGMs, **General Meetings (GM)** and meetings of the Board shall be posted on the BIA's website and in a conspicuous place at the BIA's office, if applicable.
- (2) The Board shall hold at least four meetings per year, including one AGM **and one GM.**
- (3) Meetings of the Board may be called by the Chair, the Vice-Chair, the Secretary or any two members of the Board. The Board may hold its meetings at any place in the City of Toronto as it may from time to time determine.
- (4) All board members must be notified of Board meetings at least five business days in advance of the meeting date. The Board may establish a select day or days in any month or months for regular meetings at an hour to be named.
- (5) The Chair may cancel or postpone a scheduled meeting of the Board if it appears certain that quorum will not be reached or if there is insufficient BIA business to warrant a meeting.
- (6) No error or omission with respect to notice for a meeting of the Board shall invalidate the meeting or invalidate or make void any proceedings taken or had at the meeting.
- (7) Except as provided in section 190 of the City of Toronto Act, 2006, all meetings shall be open to the public.

6. Quorum

- (1) A majority of the members of a Board constitutes a quorum of the Board, unless City Council approves an alternate quorum figure which shall not be less than one-half the Board membership less one.
- (2) A member of City Council appointed to a Board shall not be included for the purpose of determining what constitutes a quorum of the Board, but a member of City Council attending a meeting of a Board may be counted in order to achieve quorum.
- (3) In the event quorum is not present 15 minutes after the time appointed for a meeting, the members present may ask the Secretary to call the roll and record the names of the members present and the meeting will then stand adjourned until the next scheduled meeting, or at the call of the Chair.
- (4) If quorum is lost during a meeting for a period of 15 minutes, members present may ask the Secretary to record the names of those members present and the meeting will stand adjourned until the next scheduled meeting, or at the call of the Chair.
- (5) The members present may agree to proceed informally with the agenda and the Secretary shall report to the next meeting of the Board on any proposals made at the informal gathering.
- (6) Any proposals made at the informal gathering shall be submitted to the Board for consideration at the next regular meeting.

7. Absence of Chair

- (1) If neither the Chair nor the Vice-Chair has arrived 15 minutes after the time the meeting is to start and, if a quorum is present, one of the other members of the Board may be appointed Acting Chair.
- (2) The Acting Chair shall preside and discharge the duties of the Chair during the meeting, or until the arrival of the Chair or Vice-Chair.

8. Agenda and Minutes

- (1) The Chair, in consultation with the Secretary, and other members of the Board as required, shall establish the agenda for each meeting, based on matters submitted prior to the agenda deadline.
- (2) Board members are entitled to submit agenda items for consideration by forwarding them to the Secretary prior to the agenda distribution deadline.
- (3) The Secretary shall distribute the agenda and previous meeting minutes to all Board members a minimum of three business days prior to the subject Board meeting.
- (4) The Secretary shall make the agenda available to the public after delivery of the agenda to the Board members.
- (5) The Secretary shall record the minutes of each meeting and present the minutes at the following meeting for adoption.
- (6) The minutes shall record:
 - (a) the place, date and time of meeting;
 - (b) the names of all those present at the meeting;
 - (c) the correction and adoption of the minutes of the prior meeting; and
 - (d) all motions, decisions and other proceedings of the Board.
- (7) For purposes of transparency the Board shall post the Minutes of each Board meeting on its web page and/or it shall provide a link from its web site to a data storage bank where copies of the Minutes are stored.**

9. Additional Agenda items

Any communication or agenda item received before the meeting, but not in sufficient time to be included with the agenda, will be reviewed by the Chair and:

- (1) if the communication is considered by the Chair to pertain to a matter listed on the agenda, it may be submitted as a supplementary item for that meeting;
- (2) if the communication is considered by the Chair to not pertain to a matter listed on the agenda, it will be included on the agenda for the next subsequent meeting; and
- (3) if a communication or agenda item is considered by the Chair to be urgent, the Chair may direct that it be submitted as a supplementary item at the meeting for which it was submitted.

10. Votes

- (1) With the exception of the Chair, who shall vote only to make a tie or break a tie, every member has a vote on all motions, unless prohibited by law (for example, a declared conflict of interest) in which case the Secretary shall record the name of the member who does not vote and reason for not voting.
- (2) The members of the Board shall vote on any motion arising at any meeting of the Board. All motions must be seconded prior to proceeding to a vote.
- (3) Motions may include:
 - (a) motion to approve or adopt an item;
 - (b) motion to receive an item;
 - (c) motion to postpone or refer an item; and
 - (d) motion to adjourn the meeting, provided the motion to adjourn is not made when another member is speaking, a vote has been called, the members are voting, or a member has indicated to the Chair his or her desire to speak on the matter under consideration.
- (4) A majority of votes shall decide each motion.
- (5) A tie vote means a motion does not carry.

- (6) A declaration by the Chair that a motion has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact, without proof of the number or proportion of the votes recorded in favour or against any motion.

11. Deputations

The Board may hear deputations from the public at its discretion and may set limits for speaking time.

12. Special Meetings

- (1) Special meetings of the Board may be called by the Chair on 24-hours' notice, whenever he or she considers it necessary to do so.
- (2) If a written request is made by a majority of the Board members to call a special meeting, it is the duty of the Chair, or in case of his or her absence, the Secretary, to summon a special meeting of the Board within the timeframe set out in the written request.

13. Notification of Absence

- (1) Members will notify the Secretary if they:
 - (a) will not be attending;
 - (b) will be arriving late for; or
 - (c) will be leaving early from; any meeting of the Board or a Committee.
- (2) The Board may request the City's BIA Office to recommend that Council, or Community Council as the case may be, consider removing a Member if he or she is **accumulatively** absent from **Committee meetings** or meetings of the Board for three consecutive **meetings**, if the absence is not authorized by a Board resolution.

MEMBERSHIP MEETINGS

14. Date and Location

- (1) The AGM of the BIA, to which all members of the BIA shall be invited, shall be held at a location in Toronto and on a date determined by the Board of Management.
- (2) The Board of Management may, from time to time, call a General Meeting of the Members of the BIA for any date and time to be held at a location in Toronto, as specified in the notice.

15. Agenda

The AGM agenda shall include, but not be limited to:

- (1) minutes of the last annual general meeting;
- (2) annual activity and financial report of the board of management;
- (3) audited financial statement;
- (4) appointment of auditor for following year;
- (5) proposed annual budget for the following year;
- (6) election of board of management (if a municipal election year); and
- (7) any other business that may properly be brought before the meeting.

16. Public Access

All membership meetings shall be open to the public, except as provided in section 190 of the City of Toronto Act, 2006, whereby meetings may be closed if the subject matter being considered includes, for example, employee negotiations, litigation or potential litigation, and advice that is subject to solicitor-client privilege.

Comments and questions from non-BIA members of the public attending such meetings shall be permitted at the discretion of the meeting Chair.

17. Notice of Membership Meetings

- (1) The Board shall distribute notices of the AGM or General Meeting at least 10 business days before the date of the meeting to all BIA business tenant members and Council members sitting on the Board.
- (2) The City shall send the notice of the AGM by prepaid mail at least 10 business days before the date of the meeting to BIA property owner members.
- (3) Notice of the AGM must include the meeting agenda and a summary of the proposed budget for the following year.
- (4) The accidental omission to give notice of any meeting or the non-receipt of any notice by any BIA member shall not invalidate any resolution passed or any proceedings taken at any meeting.
- (5) For the purpose of meeting Notice requirements, Notices shall be deemed properly given if sent by email to a current email address supplied by the recipient and kept on the BIA membership database. For purposes of accuracy and receiving communications, it shall be the responsibility of each member to provide to the Board's Membership Secretary all contact numbers in a timely manner. Any member without an email address or who declines contact by email may choose Notice by mail delivery or facsimile (Fax), provided written instructions to that effect are sent to the Membership Secretary.**

18. Quorum

A quorum for the AGM or for a General Meeting of the BIA shall equal the quorum for the Board. No business shall be transacted at any meeting unless quorum is present at the commencement of business.

19. Determination of Motions

All motions arising at any meeting of the BIA membership, other than those arising under new business, shall relate to an item on the agenda for that meeting and the Chair shall have the right to determine whether a motion is in order. All questions shall be decided by a majority vote unless otherwise stated in this by-law or as required by law. At all meetings, every motion shall be decided by a show of hands unless a ballot on the motion is required by the Chair or requested by a BIA member. The Chair shall declare that a motion has been carried or not carried. The motion shall be entered into the minutes of the BIA. It is not necessary to record the number or the proportion of votes.

COMMITTEES OF THE BOARD

20. Standing and Ad hoc Committees

- (1) The Board of Management may establish standing committees.
- (2) The Board may appoint ad hoc committees as may be deemed necessary to carry out the objectives of the BIA or to advise the Board. The Board shall prescribe the duties of all such committees.
- (3) The Board shall elect from among its members the chair of each committee. Committee members must be Board members. Members of the BIA and/or non-Members of the BIA may be appointed as ex-officio members of any committee.
- (4) All committees and committee members are required to comply with this by-law.

21. Report to Board

- (1) All committees shall be directly responsible to the Board and shall report to the Board on their activities and make recommendations to the Board at such times and in such manner as the Board directs, and no committee shall have the power to act on behalf of or to commit or take any course of action affecting the BIA.
- (2) The Board may allocate funding to one or more standing and/or ad hoc committees to undertake approved, specific tasks on behalf of the Board, provided an account of all planned expenditures is presented at each Board meeting for review and approval.

- (3) The Board shall establish the following Standing Committees; Communications, Events, Safety and Security, Services and Streetscape.**
- (4) Every Standing Committee or *ad hoc* committee will be comprised of two or more members, one of whom shall act as Chair (facilitator) of the committee and retain notes, including attendance, for reporting to the Board and schedule the Committee's meetings. All Standing Committees shall meet a minimum of 4 times annually. *Ad hoc* Committees may meet as required. Any member of the public may serve on Standing or *ad hoc* committees.**
- (5) The Chairs of all committees shall be responsible for their performance and in the failing of their duties, the Chair position shall be declared vacant and will remain open until another member is elected to that position. Section 4, ss. 6 (b).**
- (6) All Board members are required to serve on one or more committees each calendar year.**
- (7) Unless otherwise stated in this by-law, the terms of reference for each committee shall be determined by the Board, from time to time.

CONFLICT OF INTEREST

- 22. Every Board member who has any direct or indirect conflict of interest concerning any matter to be considered by the Board, or any direct or indirect interest in any contract or arrangement, or proposed contract or arrangement with the BIA shall disclose his or her interest in the manner required by the Municipal Conflict of Interest Act, R.S.O. 1190 c M-50 (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m50_e.htm) as the same may be amended and shall:
 - (1) declare his or her interest at the first meeting of the Board after which he or she became interested or aware of any such interest;
 - (2) request that his or her declaration be recorded in the minutes of the meeting; and
 - (3) not vote on any resolution or participate in any discussion with respect to the resolution concerning the contract or proposed contract.

CODE OF CONDUCT

- 23. The Board shall comply with the provisions of the City of Toronto Code of Conduct for Members of Local Boards (<http://www.toronto.ca/integrity/pdf/code-conduct-local-boards.pdf>).

CONFIDENTIALITY AND PRIVACY OF INFORMATION

- 24. The Board shall abide by and act in accordance with the laws, policies, and practices governing all matters related to confidentiality, privacy, and access to information. In this regard, every Board member shall:
 - (1) respect the confidentiality of all matters discussed at Board meetings and any other information and documentation to which one may have access in the capacity as Board member of the BIA;
 - (2) respect and act in accordance with the BIA policies governing the privacy and access to information to which one may acquire in the capacity of Board member of the BIA; and
 - (3) bring forward requests for information received to the next meeting of the Board for consideration.

STANDARD OF CARE

- 25. Every Board member of the BIA shall:
 - (1) exercise the powers and discharge the duties of the office honestly, in good faith, and in the best interests of the BIA; and
 - (2) exercise the degree of care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances.

FINANCIAL MATTERS – Hirings and Purchases

26. Hiring Policies: The Board may, at its discretion and where required, hire the following:

- (1) Special Agent to the Board – to provide research, advice (legal, if required); represent the Board at meetings, negotiations, court appearances or other assignments as required. This is a case-by-case project management position and not a full-time employee arrangement. This position may be voluntary or remunerated and it may also cover any expenses incurred, at the Board's discretion. Whether paid or voluntary, a job description by way of contract is required. The job assignment will include, on a case-by-case basis, details of the authorization, power of attorney or any such parameters as are given to the Agent for purposes of entering agreements on the Board's behalf.**
- (2) Consultant Position – to provide research, organize and manage programmes and events, as required according to job description. This is a case-by-case project management position and not a full-time employee arrangement. This will be a contracting arrangement paid on an hourly basis with submission of time sheet displaying hours worked and hourly rates, and may also include any expenses incurred. Or, it may be according to a pre-determined flat fee per contract. A job description is required.**
- (3) Administrative Assistant – to provide administrative services for the Chair. The services may include, but not be limited to, account bookkeeping, recording of Minutes, clerical work including communications, scheduling meetings and management of the Board's web site and any other office assistance required according to a job description and at the discretion of the Chair. This will be an employee position reporting only to the Chair, paid on an hourly basis with submission of time sheet displaying hours worked and hourly rates, etc. A job description is required.**

Hiring Protocols:

- (4) For staff – a job description with all details to be provided for each position.**
- (5) For Contractors or Consultants - contracts with all details (terms and conditions, remuneration, etc) clearly set out. Contracts shall be submitted to legal counsel before acceptance by the BOM.**
- (6) All hirings will be subject to review (quarterly, semi-annually, annually) as set out in each contract or job description. All hiring requirements which exceed \$500 per service shall invite tenders by posting job descriptions and RFQs on the BIA web site.**

Purchasing Protocols:

- (7) For amounts exceeding \$500, the Board shall seek a minimum of two quotes from suppliers. For amounts exceeding \$1,500, the Board shall seek a minimum of three quotes submitted by suppliers. All quotations shall include full details of the items purchased, price, warranties and delivery times.**
- (8) Requests for quotes (RFQs) shall be posted prominently on the BIA web site for a reasonable time of exposure and be open to the public.**
- (9) No BIA member may commit the BIA to any expense without prior authorization from the Board.**
- (10) No Board shall spend any funds for any capital expenditure, except in the maintenance of existing infrastructure, that exceed the lesser of \$70,000 or 15% of the total BIA approved budget, unless the capital project and its cost is approved by the members at a general meeting called for that purpose.**

27. GENERAL

Any member of the Board, staff member of the BIA, or third party attending Board meetings who promotes, supports, implements or by any other action advocates a policy or takes action harmful to, or against the general interests of the BIA may, at the discretion of the Chair, be asked to recuse himself or herself from attending Board meetings; and, at the discretion and direction from the Board, by majority vote, may have their participation suspended until the suspension is ratified or revoked by a General Meeting of the BIA, or by revocation or removal from the Board by Community Council.



Danforth Village BIA

Shoppers World Postal Outlet
3003 Danforth Ave. P.O. Box 93617
Toronto, ON M4C 5R5

For follow-up purposes and to keep you informed of BIA activities, we ask that you provide all the contact info requested below. This will be used to update our database. It will also be forwarded to the Police who gather this info in the event of calling an owner during off-hour emergencies. The info will not otherwise be distributed.

Unless directed not to do so, the BIA will send all future Notices via your email. This is required for all property owners and merchant-members.

Thank you for your participation.

Member Profile Information (Please Print)

- ☐ Business Owner
- ☐ Property Owner
- ☐ Both

Business Name _____

Business/Property Address(es) _____

Main Contact Name _____

Business Phone _____ Home Phone _____

Mobile _____

Email (personal) _____ Email (business) _____

In case of emergencies call _____

- ☐ Please check if you would like to have a feature article written about your operation and posted on the BIA web site. If so, you will be asked to complete a business profile at a later date

Please send completed form via, Email: info@dvbia.ca, Fax: 416-691-4663 or at the General Meeting of the Members, Thursday March 26, 2015 - 7:00pm Royal Canadian Legion (9 Dawes Road)

The following items below are being discussed by your BIA for implementation. In order to better serve the needs of our members, it would help if you indicate what items you would prefer to have us pursue.

From the list below, number your most preferred with a number "1" and show by priority any further items (you can choose more than one).

- ☐ Front façade improvements (50/50 with the city, max \$20,000)
- ☐ Graffiti removal program - pay per use, partially subsidized
- ☐ Business Neighbourhood Watch program
- ☐ Business Directory Mailing to surrounding area residence
- ☐ Snow removal from back laneways - pay per use, BIA will coordinate
- ☐ Free Wi Fi zone in Danforth Village
- ☐ Store window washing service - pay per use, BIA will coordinate
- ☐ Business & building insurance premiums - bulk rates for business operations
- ☐ Credit card rates - bulk rates for business operations
- ☐ Web site creation and hosting - bulk rates for business operations
- ☐ Street furniture - more bike racks, benches, garbage cans...
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

Please send completed form via, Email: info@dvbia.ca, Fax: 416-691-4663 or at the General Meeting of the Members, Thursday March 26, 2015 - 7:00pm Royal Canadian Legion (9 Dawes Road)



Danforth Village BIA

Designate Form

This form allows a member of the Danforth Village 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 General Meeting (GM) to be held on Thursday March 26, 2015 - 7:00pm (Royal Canadian Legion - 9 Dawes Road)

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

I hereby authorize _____ to serve as my Designate and to vote on my behalf on all matters voted on at the GM of the Danforth Village Business Improvement Area (BIA) to be held on Thursday March 26, 2015. 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. Michael Saunders, Economic Partnership Advisor

77 Elizabeth Street, 2nd Floor, Toronto, ON M5G 1P4

Tel: 416-392-1005 Fax: 416-392-1380

Email: msaunder@toronto.ca

Designate Form is NOT valid if:

- ☐ Information provided is illegible;
- ☐ Designate is a member of the Danforth Village BIA;
- ☐ Designate has already been nominated by another member of the Danforth Village BIA;
- ☐ Designate Form is not received at least five business days prior to the GM;
- ☐ 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 GM.

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 GM, and for contacting them with respect thereto. Questions about this collection can be directed to the BIA Partnership Advisor identified above.

§ 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.