

BIA General Regulations

1. Board Composition - The Board of Management shall be comprised of a minimum of five (5) directors and a maximum of nine (9) directors appointed by Council. One director shall be a City Councilor as appointed by Council.
2. Eligible Members - That to be a member and/or to be eligible for appointment to the Board of Management, a person must be:
 - a. a member of council, or
 - b. the assessed owner of rateable property in the area that is in a prescribed business property class, or
 - c. a tenant of the above, who by virtue of their lease, is required to pay all or part of the taxes on the property, or
 - d. a nominee to (b) or (c).
3. Classes of Property - The classes of real property prescribed as business property classes (as noted in 2b) above) are: Commercial (C), Industrial (I), Office Building (D), Parking Lot (G), Shopping Centre (S), and Large Industrial (L). All of these classes of property are subject to the BIA Levy noted in Section 19.
4. One vote - Each member of an improvement area has one vote regardless of the number of properties that a member may own or lease in the improvement area.
5. Term - The term of the Board of Management shall be the same as the term of Council that appointed them but continues until their successors are appointed. (Current Term 2022- 2026).
6. Appointments - The Board of Management shall as soon as possible after its Directors are appointed, elect a Chair, Vice Chair, Secretary-Treasurer, and appoint such other officers as it may deem necessary to properly conduct the business of the Board.
7. Reappointment - Members of the Board of Management are eligible for reappointment on the expiration of their term of office provided they are still eligible members pursuant to Section 2 above.
8. Executive Director - The Board of Management may hire or appoint an Executive Director. The Executive Director may be an employee or volunteer of the Board of Management and shall carry out all duties as specified by the Board of Management. Duties of the Executive Director must be provided in writing and approved by the Board of Management

9. Vacancies - Where a vacancy occurs in the Board of Management for any reason, Council may appoint a qualified person to fill the vacancy for the unexpired portion of the term. Council's appointment may be based on the recommendation from the Board of Management and the General Membership.

10. General Meetings of the Membership

a. At every Annual General Meeting (AGM), in addition to any other business that may be transacted, the budget and the report of the auditors shall be presented and discussed to the members present.

b. A majority of the Board of Management or the Chair shall have power to call, at any time, a Special General Meeting of the members of the Business Improvement Area (BIA).

c. The members present at general meetings, including Annual General Meetings (AGM) and Special General Meetings, shall constitute a quorum. However, if there are less than ten (10) members present then a majority vote of the Board of Management may adjourn the Annual General Meeting (AGM) or Special General Meeting.

d. Each member shall be given notice of the time and place of the Annual General Meeting (AGM) or Special General Meeting. A minimum of fourteen (14) days notice shall be given to each eligible voting member pursuant to the Municipal Act, 2001, as amended, of any general meeting. Each eligible voting member present at a meeting shall have the right to exercise one vote.

e. No error or omission in giving notice of any Annual or Special General Meeting or any adjourned meeting, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member for any meeting or otherwise, the address of the member, shall be their address recorded on the last returned assessment roll.