

City Council sitting as the BIA Board of Directors Agenda

**Date:** Monday, April 24, 2023

**Time:** 2:00 o'clock p.m.

**Location:** Council Chambers, 1<sup>st</sup> Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

**MEMBERS:**

Mayor Drew Dilkens

Ward 1 – Councillor Fred Francis

Ward 2 – Councillor Fabio Costante

Ward 3 – Councillor Renaldo Agostino

Ward 4 – Councillor Mark McKenzie

Ward 5 – Councillor Ed Sleiman

Ward 6 – Councillor Jo-Anne Gignac

Ward 7 – Councillor Angelo Marignani

Ward 8 – Councillor Gary Kaschak

Ward 9 – Councillor Kieran McKenzie

Ward 10 – Councillor Jim Morrison

## ORDER OF BUSINESS

### 1. ORDER OF BUSINESS

### 2. CALL TO ORDER

### 3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

### 4. MINUTES

- 4.1 Adoption of the City Council sitting as the BIA Board of Directors meeting minutes held March 9, 2023 (*enclosed*)

### 5. COMMENTS BY ONORIO COLUCCI, ACTING CHIEF ADMINISTRATIVE OFFICER

6. **SUMMARY OF REQUESTS TO DATE —APPROVED BY THE CAO** Pending Council (sitting as the BIA Board of Directors) Approval and Ratification—(*attached as Table 1*)  
**Clerk's Note:** Table 2 - P&C listing provided to Mayor and Members of Council only

### 7. REGULAR BUSINESS ITEMS

- 7.1 Governance Bylaw For Windsor Business Improvement Areas – City Wide

### 8. ADJOURNMENT



## CITY OF WINDSOR MINUTES 03/09/2023

### City Council Sitting as the BIA Board of Directors Minutes

Date: Thursday, March 9, 2023

Time: 4:00 o'clock p.m.

#### **Members Present:**

##### **Mayor**

Mayor Drew Dilkens

##### **Councillors**

Ward 1 - Councillor Fred Francis

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman

Ward 6 - Councillor Jo-Anne Gignac

Ward 7 - Councillor Angelo Marignani

Ward 8 - Councillor Gary Kaschak

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison

**Clerk's Note:** Councillor Fabio Costante participated via video conference (Zoom), in accordance with Procedure By-law 98-2011 as amended, which allows for electronic participation.

# Minutes

## City Council Sitting as the BIA Board of Directors

March 9, 2023

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### 1. ORDER OF BUSINESS

### 2. CALL TO ORDER

The Mayor calls the meeting to order at 4:20 o'clock p.m.

Moved by: Councillor Jo-Anne Gignac

Seconded by: Councillor Angelo Marignani

That Mayor Dilkens **BE APPOINTED** Chairperson of City Council sitting as the BIA Board of Directors.

Carried.

### 3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Councillor Fred Francis discloses an interest and abstains from voting on Item 5-1.9 being the Summary of Requests to Date Approved- Erie Street BIA asking for approval of payment and dates to hold the Carrousel of Nations event as it relates to his employer.

Councillor Renaldo Agostino discloses an interest and abstains from voting on any matters being considered by Council sitting as the BIA Board of Directors as he has a continuing business relationship providing services to the various BIA boards which, he is informed by the Integrity Commissioner, results in him having a disqualifying interest in Council's decisions with respect to its governance review of BIA matters and the temporary appointment of Council as constituting the City's BIA boards.

### 4. COMMENTS BY ONORIO COLUCCI, ACTING CHIEF ADMINISTRATIVE OFFICER

Onorio Colucci, Chief Administrative Officer (A) appears before City Council sitting as the BIA Board of Directors and provides a brief history of the steps taken related to the BIA's as well as details regarding the administrative meeting held virtually with representatives from each of the BIA's that provided information related to recommendations to streamline processes moving forward. Mr. Colucci adds that a dedicated BIA e-mail address was set up to receive requests for approvals from all BIA's, and a standard form was created. Mr. Colucci refers to the list of requests that have been approved as well as the list that requires Council approval. Mr. Colucci concludes by providing details related to consideration of the motion related to delegation of authority and the process for more involved requests that would be brought forward to Council.

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## City Council Sitting as the BIA Board of Directors

March 9, 2023

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**Debbie Croucher, Executive Director, DWBIA**

Debbie Croucher, appears before City Council sitting as the Executive Director, DWBIA regarding “Summary of request to Date-Approved By the CAO Pending Council (sitting as the BIA Board of Directors) Approval and Ratification” and requests that DWBIA information be kept confidential, and provides details related to the type of information she is referring to. Ms. Croucher provides information related to risk and liability if confidential information is divulged. Ms. Croucher concludes by expressing concern with the information that was posted to the City’s website.

Councillor Kieran McKenzie requests that administration respond to Ms. Croucher related to the disclosure of private information. Steve Vlachodimos, City Clerk, appears before City Council sitting as the BIA Board of Directors and indicates that the current process that is in place will be reviewed and the BIA form will be updated requesting that the BIA’s provide details related to the nature of the confidential information as part of their request to ensure privacy concerns can be addressed.

### **5. SUMMARY OF REQUESTS TO DATE—APPROVED** By the CAO Pending Council (sitting as the BIA Board of Directors) Approval and Ratification-**Table 1**

Moved by: Councillor Gary Kaschak

Seconded by: Councillor Jim Morrison

That Table 1 entitled “BIA Requests Approved by the CAO” **BE APPROVED**.

Carried.

Councillors Fred Francis and Renaldo Agostino disclose an interest and abstains from voting on this matter.

### **6. MOTION FOR CONSIDERATION**

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

- I. That in order to facilitate and expedite the normal Business Improvement Areas (BIAs) business activities while City Council is acting as the Board of the Windsor BIAs, Council formally **DELEGATE** authority to the Chief Administrative Officer for the approval of various minor, recurring, and routine requests, including changes to the current signing authorities if required, for all BIAs; and,
- II. That the Ward Councillor **BE REGULARLY KEPT ADVISED** of the decisions that have been made by the CAO under this delegated authority; and,

# Minutes

## City Council Sitting as the BIA Board of Directors

March 9, 2023

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- III. That the full list of decisions made by the CAO under this delegated authority since the last meeting of Council acting as the Board of the BIAs, **BE BROUGHT FORWARD** for information to the next meeting of City Council acting as the Board of the BIAs; and,
- IV. That the Chief Administrative Officer be **DIRECTED** to bring to City Council, as the acting Board of the BIAs, those issues or requests which, in consultation with the Ward Councillor, are determined by the CAO to be significant in nature and generally outside of the regular recurring activities of the BIA, and which therefore should be approved by Council; and,

That administration **BE REQUESTED** to ask the Auditor General to provide information related to a potential audit of all nine City of Windsor Business Improvement Areas including best practices, accounting and financial practices; and that this information **BE INCLUDED** in the final report for Council's consideration; and,

That the final report also **BE FORWARDED** to the Windsor Business Improvement Area Advisory Committee to provide suggestions for potential further enhancements in future.

Carried.

Councillor Renaldo Agostino discloses an interest and abstains from voting on this matter.

Councillor Kieran McKenzie indicates that there is already an audit plan in place and inquires as to how that fits into the existing City work plan, and whether other scheduled work might be delayed or not undertaken as a result. Mayor Dilkens indicates that administration will work with the Auditor General related to the scope and framework of the potential audit, and provide options for Council's consideration.

Councillor Fabio Costante is in agreement with the suggestion but expresses concern with the size of some BIA's and whether a potential audit would be warranted for every BIA. The Mayor agrees that this would be a labour intensive task for some of the smaller BIA's and indicates that this will be outlined in the information that will be brought back to Council.

Councillor Fabio Costante inquires about the list of concerns that he received from his BIA. The Mayor encourages all BIA's to provide comment and public feedback. The Mayor indicates that a by-law will be implemented governing rules and procedures and that this will take place at an open session of Council and encourages the public to take part.

Councillor Gary Kaschak inquires as to whether administration has researched best practices from other Municipalities. Mr. Colucci advises that staff has looked at other jurisdictions although the *Municipal Act* is the driver.

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City Council Sitting as the BIA Board of Directors  
March 9, 2023

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## 7. NEW BUSINESS UPDATED SUMMARY OF REQUESTS TO DATE—PENDING APPROVAL to be considered by Council (sitting as the BIA Board of Directors)—Table 2

Moved by: Councillor Fred Francis  
Seconded by: Councillor Ed Sleiman

That Table 2 entitled “BIA Request Pending Review and Decision” **BE APPROVED**.  
Carried.  
Counillor Renaldo Agostino discloses an interest and abstains from voting on this matter.

Moved by: Councillor Mark McKenzie  
Seconded by: Councillor Gary Kaschak

That administration **BE REQUESTED** to ask the BIA administrators to submit current employment agreements for their respective BIA to the Chief Administrative Officer for review.  
Carried.  
Counillor Renaldo Agostino discloses an interest and abstains from voting on this matter.

## 8. ADJOURNMENT

Moved by: Councillor Ed Sleiman  
Seconded by: Councillor Jim Morrison

That the meeting of City Council Sitting at the BIA Board of Directors stand adjourned until the next meeting or at the call of the Chair.  
Carried.

Accordingly, the meeting is adjourned at 4:47 o'clock p.m.

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Mayor

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City Clerk

Table 1 - BIA Requests Approved by the CAO

Item	BIA	Description of Request	Status
3.1	Erie Street BIA	Approval to make a payment to renew membership in OBIAA (Ontario Business Area Improvement Association).	Approved by the CAO
3.7	Ford City BIA	Approval to change signing authority at the bank. A letter is required to indicate Board changes to the bank.	Approved by the CAO
3.8	Ottawa Street BIA	Approval of June 9/10 sidewalk sale	Approved by the CAO
3.9	Ottawa Street BIA	Approval of street and alley cleaning contract weekly for seven months	Approved by the CAO
4.1	Ottawa Street BIA	Approval of street and alleys cleaning 2-3 times per year	Approved by the CAO
4.2	Ottawa Street BIA	Printing of Ottawa Street Dollars and Social Media Contest	Approved by the CAO



4.3	Ottawa Street BIA	Approval of art gallery artwork installation and sponsoring	Approved by the CAO
4.4	Ottawa Street BIA	Approval to pay coordinator each month	Approved by the CAO
4.7	Erie Street BIA	Approval for maintenance work completed on the shuttle for Erie Street BIA	Approved by the CAO.
4.8	Erie Street BIA	Approval for a cost of a meeting held for breakdown and outline of upcoming budget presentation	Approved by the CAO.
5.1	Walkerville BIA	Approval of event dates that will be held by the BIA.	Approved by the CAO
5.3	Downtown BIA	Take out interns for lunch as a measure of appreciation.	Approved by the CAO
5.5	Wyandotte Street BIA	Payments for regular expenses for the month of February (storage, Enwin, cleaning)	Approved by the CAO
5.6	Wyandotte Street BIA	Adding a signatory for the BIA cheques.	Approved by the CAO
5.8	Ford City BIA	Approval to spend up to \$250 on Social Media "Boosts" for Dropped on Drouillard Posts	Approved by the CAO.
6.1	Ottawa Street BIA	Approval for tent sale and Pridefest collaboration budget.	Approved by the CAO
6.2	Ottawa Street BIA	Approval for August 11/12 tent sale right-of-way permit cost.	Approved by the CAO
6.4	Ottawa Street BIA	Approval for monthly Enwin bill for the sign at Ottawa St.	Approved by the CAO
6.5	Riverside BIA	Approval to initiate an RFP for branding purposes.	Approved by the CAO.

6.6	Riverside BIA	Approval to post for the position of BIA Coordinator	Approved by the CAO.
6.7	Riverside BIA	Approval for Spring Flower Beautification	Approved by the CAO.
6.8	Ford City BIA	Approval to purchase street pole wrap banners for Dropped on Drouillard Promotion.	Approved by the CAO.
6.9	Ford City BIA	Approval for funding to pay for snacks and beverages for the 2023 Earth Day Garden Party. The Ford City Garden is included in the FC BIA 2023 Budget.	Approved by the CAO.



### City of Windsor - BIA Request Form

Please fill out this form and submit it to [biaclerks@citywindsor.ca](mailto:biaclerks@citywindsor.ca) to make a request on items that your BIA would have previously brought forward to their Board for approval. This form will be reviewed and a response will be provided to the requestor.

**Please include any relevant attachments with this form in your email.**

Date of Request: March 13, 2023

BIA Name: Via Italia

Requestor's Name: Brandi Myles

**What is the request:**

Renewal of annual membership to OBIAA (Ontario Business Improvement Areas Association)

**Detailed description of request:**

Via Italia would once again like to renew their membership to OBIAA

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO

Dollar amount of request: \$275.51

Deadline by which you require approval/response: asap

Signature: Brandi Myles Digitally signed by Brandi Myles  
Date: 2023.03.13 15:44:24 -04'00'

*Note: This form will only be used while Council is acting as the Board of the BIAs. After the temporary period has ended, the BIAs will need to follow their standard approval procedure.*

**Stuart, Kelly**

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**From:** Kaitlyn Karns <kaitlyn@fordcity.ca>  
**Sent:** March 16, 2023 9:28 PM  
**To:** Colucci, Onorio  
**Cc:** BIA Clerks  
**Subject:** Re: Bank Signing

**Categories:** Red Category, Purple Category

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi OC,

I will forward you what I sent WFCU. The three signers signed off and consented to add me on the account for the time being. I'll forward you the email.

-Kaitlyn

On Thursday, March 16, 2023, Colucci, Onorio <ocolucci@citywindsor.ca> wrote:

Hi Kaitlyn.

We can certainly designate the appropriate signers on an expedited basis and advise the credit union. City Council delegated to me by resolution the authority approve new signers for the BIA. Can you advise who you would recommend?

Thanks.

OC

Sent from my iPad

On Mar 16, 2023, at 5:44 PM, Kaitlyn Karns <kaitlyn@fordcity.ca> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi all,

I have been in communication with the Windsor Family Credit Union to change our signing authority over and they have informed me that they are waiting on a letter from the City to move forward. Do you have any updates on this? I have a cheque I need to deposit for the BIA and will have payroll coming up, but won't be able to do that until WFCU gets what they need.

I have completed everything I can for WFCU based on what they are asking for. Just wondering if we can get this pushed forward ASAP. My contact at WFCU is Anne Lauzon who is the Assistant Manager ([alauzon@wfcu.ca](mailto:alauzon@wfcu.ca)).

Best,  
Kaitlyn Karns

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**Kaitlyn Karns**  
Executive Director, Ford City BIA  
519-562-0450  
[fordcity.ca](http://fordcity.ca)

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**Kaitlyn Karns**  
Executive Director, Ford City BIA  
519-562-0450  
[fordcity.ca](http://fordcity.ca)

March 17, 2023

Anne Lauzon  
Assistant Manager  
WFCU  
Submitted by email to: [alauzon@wfcu.ca](mailto:alauzon@wfcu.ca)

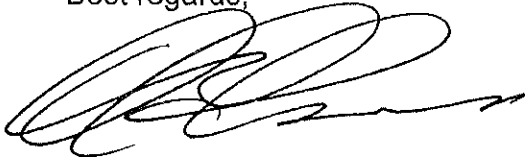
Dear Ms. Lauzon;

I understand that you have received correspondence from the Ford City BIA asking that WFCU change their authorized signers from the previous authorized signers to Ms. Kaitlyn Karns, their Executive Director. This is required during the period that City Council is the Board of Directors for each of the City's nine BIA's.

I am in agreement with the noted request and, consistent with the delegated authority Council has given me through the resolution reproduced in the attached, I hereby authorize WFCU to change the signing authority for the Ford City BIA to Ms. Kaitlyn Karns.

Should you require any clarification, I can be reached at [ocolucci@citywindsor.ca](mailto:ocolucci@citywindsor.ca), or 519-255-6439.

Best regards,



Onorio Colucci  
Chief Administrative Officer  
City of Windsor

Attachment

cc: Kaitlyn Karns  
BIA Clerks  
Rania Toufeili

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

- I. THAT in order to facilitate and expedite the normal Business Improvement Areas (BIAs) business activities while City Council is acting as the Board of the Windsor BIAs, Council formally **DELEGATE** authority to the Chief Administrative Officer for the approval of various minor, recurring, and routine requests, including changes to the current signing authorities if required, for all BIAs; and,
- II. That the Ward Councillor **BE REGULARLY KEPT ADVISED** of the decisions that have been made by the CAO under this delegated authority; and,
- III. That the full list of decisions made by the CAO under this delegated authority since the last meeting of Council acting as the Board of the BIAs, **BE BROUGHT FORWARD** for information to the next meeting of City Council acting as the Board of the BIAs; and,
- IV. THAT the Chief Administrative Officer be **DIRECTED** to bring to City Council, as the acting Board of the BIAs, those issues or requests which, in consultation with the Ward Councillor, are determined by the CAO to be significant in nature and generally outside of the regular recurring activities of the BIA, and which therefore should be approved by Council.

Carried.



## City of Windsor - BIA Request Form

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**Please include any relevant attachments with this form in your email.**

**If you deem this submission to be confidential please also fill out page 2-3 of this form.**

**Date of Request:** March 20 2023

**BIA Name:** Ottawa St BIA

**Requestor's Name:** Ettore Bonato

**What is the request:**

List of items that are recurring and require approval (met with BIA and Ward Councillor)

**Detailed description of request:**

June 9/10 sidewalk sale, cleaning street and alley weekly for 7 months,  
cleaning alleys 2-3 times per year, Ottawa street dollars and social media contest,  
Art gallery artwork installation and sponsoring, paying their coordinator each month

**Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?**  YES  NO

**If yes, has this request required Board approval in the past?**  YES  NO

**Has your Councillor been made aware of this request?**  YES  NO

**Dollar amount of request:** Please see attached word file

**Deadline by which you require approval/response:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Note: This form will only be used while Council is acting as the Board of the BIAs. After the temporary period has ended, the BIAs will need to follow their standard approval procedure.*



**The next two pages must be completed if the request is deemed to be confidential by the requestor for the BIA.**

Please include which specific section(s) of your submission are deemed to be confidential in nature and should not be in the public domain. Please reference the proper section of the *Municipal Act* (outlined below) for considering this matter in closed session. The City of Windsor will review your recommendation based on your submission and explanation.

### **Meetings open to public**

**239 (1)** Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).

### **Exceptions**

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.



**Other criteria**

(3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

**Educational or training sessions**

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- 1. The meeting is held for the purpose of educating or training the members.
- 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

**Description of items that are deemed to be confidential in nature by the requestor, with reference to the *Municipal Act*:**

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*Note: This form will only be used while Council is acting as the Board of the BIAs. After the temporary period has ended, the BIAs will need to follow their standard approval procedure.*

Hi Ettore,

Thank you for meeting with us yesterday.

Per our discussion, below is the priority list of items that we reviewed for approval at this time. A number of items are now approved but there are some items where we require additional information from you:

1. **Expansion of the Ottawa Street BIA to Walker Road: IN REVIEW**
2. **June 9/10, sidewalk sale: APPROVED**
3. **August 11/12 tent sale, in collaboration with Pridefest:**
  - Please send the cost breakdown for the required \$12,500 as discussed at our meeting.
4. **Cleaning street and alleys weekly for 7 months: APPROVED**
5. **Cleaning alleys 2 to 3 times per year: APPROVED**
6. **Ottawa Street Dollars and social media contest: APPROVED**
7. **Art Gallery artwork installation and sponsoring: APPROVED**
8. **Social media contract this year, tender out:**
  - Please send the awarded contract once it is complete and we can approve.
9. **Alley lighting project:**
  - I got in touch with Traffic Operations and they should be finalizing everything shortly. Please send the final invoice from the City when you receive it and we can approve.
10. **Paying the co-ordinator each month: APPROVED**

Please send any additional pending files once you receive them (for items 3, 8 and 9) and we can review for approval.

Thank you,

Rania



**City of Windsor - BIA Request Form**

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**Please include any relevant attachments with this form in your email.**

**If you deem this submission to be confidential please also fill out page 2-3 of this form.**

**Date of Request:** March 20, 2022

**BIA Name:** Via Italia

**Requestor's Name:** Brandi Myles

**What is the request:**

Reimbursement to Filip Rocca for work done at MSJ Auto on the Erie Street shuttle.

**Detailed description of request:**

Via Italia owns a shuttle and it has required much work. It had been at the garage and needed to be moved.

Filip put the charges on his Visa when the garage requested payment as soon as possible and no other signor was available for a cheque.

**Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?**       YES     NO

**If yes, has this request required Board approval in the past?**  YES     NO

**Has your Councillor been made aware of this request?**  YES     NO

**Dollar amount of request:** 334.19

**Deadline by which you require approval/response:** asap

**Signature:** \_\_\_\_\_

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**The next two pages must be completed if the request is deemed to be confidential by the requestor for the BIA.**

Please include which specific section(s) of your submission are deemed to be confidential in nature and should not be in the public domain. Please reference the proper section of the *Municipal Act* (outlined below) for considering this matter in closed session. The City of Windsor will review your recommendation based on your submission and explanation.

### **Meetings open to public**

**239 (1)** Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).

### **Exceptions**

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.



**Other criteria**

(3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

**Educational or training sessions**

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- 1. The meeting is held for the purpose of educating or training the members.
- 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

**Description of items that are deemed to be confidential in nature by the requestor, with reference to the *Municipal Act*:**

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*Note: This form will only be used while Council is acting as the Board of the BIAs. After the temporary period has ended, the BIAs will need to follow their standard approval procedure.*



**355 Holden Ave.  
Windsor, ON N8X 2W6  
(519)972-7448  
www.msjauto.com  
info@msjauto.com**

**Invoice**

Bill To BIA, Via Italia Erie Street  
854 Erie Street East  
Windsor, Ontario N9A-3Y6  
Canada

Plate ON BB26718  
Description 2008 Ford E-350 Super Duty Base V8 5.4L  
330CID VIN L  
VIN 1FD3E35L88DA39938  
Odometer 360,149

Cell (519) 818-6696  
Email filip@mezzo.ca

Invoice # 127055  
Work Order # 140923  
Service Advisor Jaclyn Sawatsky  
Technician Zachary Slater

Invoice Date 1/25/2023 1:34 PM

**Inspection**

**Ontario Safety Inspection - 2016**

Labor \$0.00 H  
Technician: Zachary Slater / Service Advisor: Jaclyn Sawatsky

Sub            **\$0.00**

**Service**

**M.O.T. Annual Safety Inspection**

Inspect vehicle to meet safety standards - Defects must be rechecked within 10 days or a recheck fee may be charged. Defects are:  
Labor \$149.50 H  
Technician: Zachary Slater / Service Advisor: Jaclyn Sawatsky

Sub            **\$149.50**

**\*\*\*BUS WILL NEED TO GO TO BODY SHOP TO HAVE FLOOR SUPPORTS REPLACE IN REAR, FLOOR AROUND DOG HOUSE AREA REPAIRED & HOLES IN WHEEL WELLS REPAIRED TO INDUSTRY STANDARDS BEFORE SAFETY STICKER CAN BE ISSUED\*\*\***

**Service Call - Return Bus To 925 Erie St E**

Labour \$129.50 H  
Technician: Zachary Slater / Service Advisor: Jaclyn Sawatsky

Sub            **\$129.50**

**Deferred Concern**

**Engine Misfire**

Concern? =  
Condition? =  
Location? =  
Last Service? =

**Deferred Service**

**\*\*\*Vehicle Is In Need of Floor Structural Repairs and Sheet Metal Work\*\*\***

**Maintenance Inspection**

**Replace Both Cracked Exhaust Manifolds**

Remove and Replace components as required to access and install materials, and/or perform needed service. Retest and verify repair as required. Perform final road test where applicable.

**Repair/Replace Rear Upper Clearance Lights**

Remove and Replace components as required to access and install materials, and/or perform needed service, adjustments as required. Retest and verify repair as required. Perform final road test where applicable.

**Install & Balance 3 Tires \*\*\*MUST RECORD DOT NUMBER\*\*\***

Includes installation of tires onto rims, cleaning of rims, installation of new valve stem and computer balance of tires.

**Fan Blower Motor and Resistor**

Remove and Replace components as required to access and install materials, and/or perform needed service. Retest and verify repair as required. Perform final road test where applicable.

**Remove and Replace Secondary Battery (DEAD/DISCONNECTED - MOUNTED UNDER VEHICLE)**

Remove and Replace components as required to access and install materials, and/or perform needed service. Retest and verify repair as required. Perform final road test where applicable. Includes cleaning and servicing of battery cables and battery hold down

**Repair Floor Pan Near Engine Cover**

**Replace Rotted/Rusted Out Tubing Under Rear of Passenger Floor**

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Total Parts		\$0.00
Total Labor		\$279.00
Total Before Taxes & Miscellaneous Charges		<u>\$279.00</u>
(*) Enviromental Compliance Fee	6 %	\$16.74 H
(H) Canadian Harmonized Sales Tax (13% HST)	13 %	<u>\$38.45</u>
<b>Grand Total</b>		<b>\$334.19</b>

BIA, Via Italia Erie Street paid \$334.19 by Visa  
1/25/2023 1:35 PM Card #: XXXXXXXXXXXX6813 Entry Method: Manual Type: Sale Amount: 334.19  
Terminal: 63571 Transaction: b75e8e96-ef92-46d9-a95b-73a27ec28964 Authorization: 037781 Result: Approved

Buyer agrees to pay total amount above according to cardholder's agreement with issuer.

\*\*\*TECH-NET NORTH AMERICA WIDE WARRANTY 2 YEAR - 40,000KM \*\*\*For roadside assistance call 866-588-0728.

If wheels were removed during this visit, please return within 100 km for a wheel re-torque.

I acknowledge that I am indebted for the amount of this invoice. I further acknowledge and agree that in the event of Non-Payment of this invoice by myself that the vehicle is subject to Lien as per the Repair Storage Liens Act.

\_\_\_\_\_  
Customer Signature



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**Please include any relevant attachments with this form in your email.**

**If you deem this submission to be confidential please also fill out page 2-3 of this form.**

Date of Request: March 20, 2023

BIA Name: Via Italia

Requestor's Name: Brandi Myles

What is the request:  
Payment to Mezzo Ristorante

Detailed description of request:  
Meeting was held for breakdown and outline of upcoming budget presentation.

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO

Dollar amount of request: \$140.91 one hundred and forty dollars and ninety one cents

Deadline by which you require approval/response: asap

Signature: Brandi Myles Digitally signed by Brandi Myles  
Date: 2023.03.20 17:33:30 -04'00'

*Note: This form will only be used while Council is acting as the Board of the BIAs. After the temporary period has ended, the BIAs will need to follow their standard approval procedure.*

**The next two pages must be completed if the request is deemed to be confidential by the requestor for the BIA.**

Please include which specific section(s) of your submission are deemed to be confidential in nature and should not be in the public domain. Please reference the proper section of the *Municipal Act* (outlined below) for considering this matter in closed session. The City of Windsor will review your recommendation based on your submission and explanation.

### **Meetings open to public**

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### **Exceptions**

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- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

**Other criteria**

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**Educational or training sessions**

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- 1. The meeting is held for the purpose of educating or training the members.
- 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

**Description of items that are deemed to be confidential in nature by the requestor, with reference to the *Municipal Act*:**

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**Date of Request:** Thursday, March 23rd, 2023

**BIA Name:** Walkerville BIA

**Requestor's Name:** Emily Borland

**What is the request:** To have our event dates approved.

**Detailed description of request:**

### **Event Dates**

Pop Up Market - Saturday, May 20th 10-5

Pop Up Market - Saturday, June 24th 10-5

Art Walk - Friday July 21st 5-10, Saturday July 22nd 10-6

Pop Up Market - Saturday, September 16th 10-5

Pop Up Market - Saturday, October 7th 10-5

Holiday Walk - Friday, November 17th 5-10 and Saturday, November 18th 11-6

**Is this request for something that is recurring in nature and has been dealt with**

by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO Dollar

amount of request: \$0

Deadline by which you require approval/response: As soon as possible

Signature: Emily Borland

*Note: This form will only be used while Council is acting as the Board of the BIAs. After the temporary period has ended, the BIAs will need to follow their standard approval procedure.*

1



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- (f) advice that is subject to solicitor-client privilege, including communications

necessary for that purpose;

- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
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2



#### **Other criteria**

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**Description of items that are deemed to be confidential in nature by the requestor, with reference to the *Municipal Act*:**

N/A

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3

**Stuart, Kelly**

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**From:** Colucci, Onorio  
**Sent:** April 2, 2023 1:00 PM  
**To:** Croucher, Debi  
**Cc:** Janice Dyett; BIA Clerks; Toufeili, Rania  
**Subject:** Re: DWBIA Interns

**Categories:** Red Category

Yes. That is approved.

Thanks.

OC

Sent from my iPhone

On Apr 2, 2023, at 10:48 AM, [debi@downtownwindsor.ca](mailto:debi@downtownwindsor.ca) wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi OC,

I hope this email finds you well. The DWBIA has 3 interns finishing up their placements this week. Our practice, given that they are not paid interns, is to take them out for lunch as a measure of appreciation. Are you OK with us incurring this expense?

Best,

Debi



DEBI CROUCHER  
EXECUTIVE DIRECTOR

DOWNTOWN WINDSOR BIA  
484 PELISSIER STREET  
WINDSOR, ON N9A 4K9  
T 519-252-5723 EXT. 210  
E [debi@downtownwindsor.ca](mailto:debi@downtownwindsor.ca)

This e-mail may contain information that is privileged, confidential and/or exempt from disclosure. No waiver whatsoever is intended by sending this e-mail which is intended only for the named recipient(s). Unauthorized use, dissemination or copying is prohibited. If you receive this email in error, please notify the sender and destroy all copies of this e-mail.





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If you deem this submission to be confidential please also fill out page 2-3 of this form.

Date of Request: March - 29 - 2023

BIA Name: WTCBIA

Requestor's Name: Randy Hwaier

What is the request:

Making payment for regular expenses for the month of February

Detailed description of request:

Life care and clothing (Storage and meeting) \$ 282.50  
Enwin Utilities Ltd \$ 96.17  
St. Leonard's house (Cleaning services) \$ 1,260

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO

Dollar amount of request: \$ 282.60 + 96.17 + 1,260

Deadline by which you require approval/response: April - 5 - 2023

Signature: [Signature]

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Date of Request: March-29-2023

BIA Name: WTC BIA

Requestor's Name: Randy Hwaier

What is the request:

Allowing Randy Hwaier (The requestor) to sign the BIA checks

Detailed description of request:

adding me as a signer on the BIA's checks for the purpose of paying monthly BIA expenses.

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO

Dollar amount of request: \$0

Deadline by which you require approval/response: April-3-2023

Signature: [Signature]

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**City of Windsor - BIA Request Form**

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**Date of Request:** March 22, 2023

**BIA Name:** Ford City BIA

**Requestor's Name:** Kaitlyn Karns- ED

**What is the request:**

Social Media Promotional Spending

**Detailed description of request:**

Spend up to \$250 on Social Media "Boosts" for Dropped on Drouillard Posts

**Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?**  YES  NO

**If yes, has this request required Board approval in the past?**  YES  NO

**Has your Councillor been made aware of this request?**  YES  NO

**Dollar amount of request:** \$250

**Deadline by which you require approval/response:** April 18, 2023

**Signature:** 

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- 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

**Description of items that are deemed to be confidential in nature by the requestor, with reference to the *Municipal Act*:**

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Please fill out this form and submit it to [blackerks@citywindsor.ca](mailto:blackerks@citywindsor.ca) to make a request on items that your BIA would have previously brought forward to their Board for approval. This form will be reviewed and a response will be provided to the requestor.

Please include any relevant attachments with this form in your email.

Date of Request: April 13/2023

BIA Name: Ottawa Street BIA

Requestor's Name: Esthère Bonato

What is the request:

→ Street closure August 12; separate event do tent set up if permitted by city

Detailed description of request:

→ in collaboration with Tridest request do close 4 blocks for street event  
 → budget attached  
 → right of way applied for

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO

Dollar amount of request: \$12,500 was budgeted

Deadline by which you require approval/response: April 13/2023

Signature: Esthère Bonato

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APPENDIX F (CONT'D)

OTTAWA STREET BIA		2022	2022	2023
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Ottawa Street Tent Sale				
Event Dates: Aug.11/street closure Aug.12, 2023				
<b>Revenues</b>				
Must be shown on Cover Page	BIA Contribution			12,500.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
<b>Total Revenues</b>		0.00	0.00	12,500.00
<b>Expenditures</b>				
	Consultants			
	Entertainers			2,500.00
	Fees - EMS			
	Fees - Police			1,000.00
	Permits			1,350.00
	Signage			150.00
	Barricades			250.00
	Advertising/Promotion			500.00
	Waste Handling/Removal			500.00
	Porto-potties			
	Staging			1,850.00
	Insurance			1,150.00
	Security			2,200.00
	Special event insurance			1,000.00
	Equipment rental			50.00
<b>Total Expenditures</b>		0.00	0.00	12,500.00

Notes: Please provide description of the event

Hello,

So far, this is what we have for costs; there is more such as insurance, security, cleanup(which we don't have a price yet), and if anything happens not thought of fund.

The event is a street closure of 4 blocks, if the City allows, and is the annual Ottawa Street Tent Sale. It coincides with Pridefest and we are collaborating on making it a great event weekend. The BIA is responsible for Ottawa St. with the restaurants opening and extending patios, vendors, the merchants selling products outside, entertainment, and having some drag queens walk around to promote Pridefest.

August 11 will be the sidewalk sale/tent sale and August 12 will be the sidewalk sale/tent sale street closure.



## City of Windsor - BIA Request Form

Please fill out this form and submit it to [blaclerks@citywindsor.ca](mailto:blaclerks@citywindsor.ca) to make a request on items that your BIA would have previously brought forward to their Board for approval. This form will be reviewed and a response will be provided to the requestor.

Please include any relevant attachments with this form in your email.

Date of Request: April 13/2023

BIA Name: Ottawa Street BIA

Requestor's Name: Esthère Bonato

What is the request:  
→ August 11/12 tent sale

Detailed description of request:

Usually we request right of way permit so merchant can set up in front of their stores. Yearly event

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councilor been made aware of this request?  YES  NO

Dollar amount of request: \$1000

Deadline by which you require approval/response: Apr. 13/2023

Signature: [Handwritten Signature]

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Date of Request:

April 13 / 2023

BIA Name:

Ottawa Street BIA

Requestor's Name:

Eiklore Benato

What is the request:

→ pay Enewin bill for sign at Howard  
d Ottawa

Detailed description of request:

→ pay monthly bill for our sign

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO

Dollar amount of request:

\$ 64.68

Deadline by which you require approval/response:

Apr. 13 / 2023

Signature:

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Date of Request: April 16, 2023

BIA Name: Olde Riverside

Requestor's Name: Chris Ryan

What is the request:  
To initiate an RFP for Branding purposes

**Detailed description of request:**

RFP for a marketing group to rebrand the Riverside BIA, has not been done in a very long time, currently no marketing assets to leverage. This group identified early on that this needs to be addressed with a fresh updated perspective reflective of todays business e

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?       YES     NO

If yes, has this request required Board approval in the past?  YES     NO

Has your Councillor been made aware of this request?  YES     NO

Dollar amount of request: No money required at this time

Deadline by which you require approval/response: asap

Signature: \_\_\_\_\_

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Date of Request: April 16,2023

BIA Name: Olde Riverside

Requestor's Name: Chris Ryan

What is the request:  
to post for the position of BIA Coordinator

**Detailed description of request:**

As Riverside BIA is currently operating without an administrator/coordinator we request to post this position to identify possible candidates/ see attached

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?       YES     NO

If yes, has this request required Board approval in the past?  YES     NO

Has your Councillor been made aware of this request?  YES     NO

Dollar amount of request: No money required at this time/ budgeted position

Deadline by which you require approval/response: asap

Signature: \_\_\_\_\_

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**Title: Olde Riverside Town Centre BIA Coordinator**

**Employer: Olde Riverside Town Centre BIA**

Founded in 1990, Olde Riverside Town Centre BIA is seeking a talented, enthusiastic individual to assist the board of directors in engaging and communicating with their membership, building relationships within its community and supporting the advancement of the BIA to better serve the membership and neighbourhoods that it operates within. The Coordinator will report to the Olde Riverside Town Centre BIA board of directors.

**The Olde Riverside Town Centre BIA's mission is:**

- 1) To enhance, beautify, and maintain public lands and buildings within the association boundaries, beyond that which is provided by the Municipality;
- 2) To promote the area as a leading retail, professional services, and entertainment district.

**Responsibilities:**

Responsible for the day-to-day operations of the Olde Riverside Town Centre BIA. Reporting to a volunteer Board of Directors and various sub-committees, the coordinator interacts with municipal staff, councillors, the Chamber of Commerce, Windsor-Essex Tourism, neighbourhood associations, and community committees. The coordinator would be responsible for everything, including but not limited to:

- Marketing and promotions, including coordination of all promotional campaigns; media relations; management of the BIA website and social media accounts
- Coordination of all BIA events, including business participation; sponsor; media and volunteer relations; marketing promotion; successful event and post-event execution.
- Beautification support, including flower purchase and maintenance; street pole banner, bench and bicycle maintenance (Capital projects) and general encouragement for a clean and aesthetically pleasing commercial district
- Communications, relationship management and advocacy, including ongoing communications, collaboration and maintenance of positive relationships with BIA members and the neighbourhoods they serve, Windsor Essex Chamber of



Commerce, Municipal staff and elected officials, Windsor Essex Pelee Island Tourism, Regional Tourism Organization, Ontario BIA Association ( OBIAA ) as well as community organizations to achieve mutually beneficial goals.

- Grant writing, to implement new initiatives that are beyond budgetary constraints
- Administrative support, including meeting facilitation, monthly reporting (minutes ), and treasury support:

**Qualifications:**

- Proven track record with success and experience in marketing communications, business, community development or relevant experience
- Experience working with businesses, volunteer boards of management and municipal governments preferred
- Strong skills in verbal and written communication, time management, organizational problem solving and customer service
- Strong computer skills, Microsoft Office, Quickbooks, various social media platforms, WordPress etc.
- Outgoing and energetic with the ability to engage and motivate others.
- Demonstrates leadership and project management experience and ability.
- Proven ability to work independently and as a dynamic team member
- Valid Ontario driver's license and access to a reliable vehicle

**Administration:**

- Responsible for maintaining regular office operations such as filing, mailings, etc.
- Performs research and prepares written reports summarizing the results.
- Assists the BIA Board with the development and implementation of organizational policies
- Takes and prepares the minutes of the board meetings
- Prepares invoices and other financial documents.
- Coordinates the Annual General Meeting.
- Arranges with the Municipality and volunteers for the decoration of the BIA as directed by the board.
- Performs member site visits and welcomes new businesses to the BIA with the BIA Welcome Package.

- Participates in all activities carried forth by the Board.
- Responsible for planning, managing and prioritizing assigned tasks.
- Handling of information of a confidential nature.
- Provides resources to BIA members, municipal government departments, members of other BIAs, and community groups who regularly contact the BIA requesting information and/or assistance on a wide range of topics related to the BIA.

### **Marketing & Communications:**

- Compiles, edits, condenses and processes information for distribution to its members and partners to build an advocacy voice of support for its positions and initiatives.
- Maintains and implements all marketing and promotions as directed by the Board.
- Executes all elements of project management for the BIA's special events.
- Executes advertising, promotion, and marketing programs including; print, online and social media.
- Coordinates the design and printing of marketing materials.
- Ensures the Branding of the BIA is consistent and follows design guidelines where applicable.
- Prepares and distributes Press Releases to promote BIA events and accomplishments.
- Communicates with existing BIA members via mail, e-newsletters & social media.
- Website maintenance including posting news articles to the home page, and updating business listings and events.
- Coordinates special events as assigned.
- Manages the BIA's social media accounts including Instagram, Facebook, and the BIA Web site.
- Liaises with municipal departments such as Economic Development, Culture and Tourism, Parks and Recreation, and other departmental staff as appropriate.

- Acts as a spokesperson for the BIA, members, board, and neighbourhood maintaining a high level of professionalism and integrity in all levels of communication.

#### **Financial Affairs:**

- Coordinates the purchase of required supplies, equipment, and contracted services, purchasing within an assigned limit; reviews and recommends accounts for payment.
- Monitors the results of operation compared to the budget monthly.
- Prepare and maintain all financial records, including spreadsheets and preparation of monthly reports and annual audit.
- Prepare cheques for signatures
- Researches and applies for grant funding where available.

#### **Preferred Knowledge, Skills Sets and Abilities:**

- Proficiency in Microsoft Office
- Excellent writing skills
- Strong speaking and presentation skills
- Strong planning and organizational skills
- Excellent time management

#### **Other asset skills that enhance performance:**

- Established a network of contacts with the Municipality and Business community
- Motivated self-starter with limited supervision required
- Experience with WordPress
- Experience with graphic design
- Experience with social media

#### **Work Environment**

This role requires someone who can work independently with minimal supervision and is a self-starter that meets deadlines and goals accordingly. This is a work-from-home position and the coordinator would be expected to have a computer and cell phone.

Job Type: Part-time, hourly

Schedule: Monday-Friday and some weekend availability for events, must be able to attend the board meeting every 2nd Tuesday of the month (8:30-10:30) subject to change

Wage: \$25 / hr (average of 10 hours/week )

The submission deadline for applications is MONTH, DAY, 2023

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Send resume and cover letter to: [info@olderiversidebia.com](mailto:info@olderiversidebia.com)



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Date of Request: April 16,2023

BIA Name: Olde Riverside

Requestor's Name: Chris Ryan

What is the request:  
Approval to proceed with Spring planting BIA Beautification

**Detailed description of request:**  
 As per attached quote from supplier. This is an annual budgeted expense that the BIA has undewrtaken annually, budgeted item

Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?  YES  NO

If yes, has this request required Board approval in the past?  YES  NO

Has your Councillor been made aware of this request?  YES  NO

Dollar amount of request: \$3548.12

Deadline by which you require approval/response: asap

Signature: \_\_\_\_\_

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# INVOICE

Anna's Garden, Home and Wellness  
 1911 Seacliff Drive, Kingsville Ontario  
 Phone: 519.326.3409

INVOICE # 100  
 DATE: 04/14/2023

**PURCHASED BY:**  
 Old Riverside BIA  
 ATTN: Cathy Hendy

**SHIP TO:**  
 Same SPRING PLANTER QUOTE ONLY  
 THIS IS NOT AN INVOICE

**COMMENTS OR SPECIAL INSTRUCTIONS:**  
 Due upon receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
6 hours	Clean Out Service		
5 hours	Set Up Service		
45	30" Window Box		
2	10" Round		
15	14" Square Planter		
1	13" Round Planter		
2	16" Round Planter		
<b>Subtotal</b>			<b>\$3,1400.00</b>
<b>Sales tax</b>			<b>\$408.12</b>
<b>Shipping and handling</b>			<b>0.00</b>
<b>TOTAL DUE</b>			<b>\$3548.12</b>





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**Date of Request:** April 14, 2023

**BIA Name:** Ford City BIA

**Requestor's Name:** Kaitlyn Karns- ED

**What is the request:**

Dropped on Drouillard Promotional Printing

**Detailed description of request:**

Spend \$229 + Tax on 10 street pole wrap banners for Dropped on Drouillard promotion. This work is to be done by Standard Printing in Ford City.

**Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?**       YES     NO

**If yes, has this request required Board approval in the past?**  YES     NO

**Has your Councillor been made aware of this request?**  YES     NO

**Dollar amount of request:** \$229 + Tax

**Deadline by which you require approval/response:** April 28, 2023

**Signature:** 

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**Date of Request:** April 14, 2023

**BIA Name:** Ford City BIA

**Requestor's Name:** Kaitlyn Karns- ED

**What is the request:**

Funding for Earth Day

**Detailed description of request:**

\$150 to the Ford City Community Garden to pay for snacks and beverages for their 2023 Earth Day Garden Party.

The Ford City Garden is included in the FC BIA 2023 budget.

**Is this request for something that is recurring in nature and has been dealt with by the BIA in the past?**  YES  NO

**If yes, has this request required Board approval in the past?**  YES  NO

**Has your Councillor been made aware of this request?**  YES  NO

**Dollar amount of request:** \$150

**Deadline by which you require approval/response:** April 18, 2023

**Signature:** 

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## Subject: Governance By-Law for Windsor Business Improvement Areas – City Wide

### Reference:

Date to City Council sitting as the BIA Boards: April 24<sup>th</sup> 2023

Author: Rania Toufeili

Executive Initiatives Coordinator

519-255-6100, ext. 6479

rtoufeili@citywindsor.ca

Office of the CAO

To: City Council acting as the Board of the Windsor BIAs

### Recommendation:

- I. THAT City Council acting as the Board for all City of Windsor BIA's **ADOPT** the BIA Governance By-Law and supporting schedules as attached.

### Background:

At the February 27<sup>th</sup> 2023 In-Camera Meeting of Council, the following resolution was made, which was subsequently confirmed and ratified in open session on March 9<sup>th</sup> 2023:

*That consideration of the appointment of members to the various Business Improvement Area (BIA) Boards of Management for the term expiring November 14, 2026 **BE PUT ON HOLD** for up to 60 days to allow for administration to develop for Council's consideration a set of basic uniform governance and procedural rules, including but not limited to: how membership is determined, how elections are conducted, the manner of selecting board members, the resignation of members, the determination of when a member's seat becomes vacant, the filling of vacancies, how verifications are undertaken, how financial matters are handled; and further,*

*That during this time period, that City Council **BE APPOINTED** as the Board for the various BIA's, to allow for the development and implementation of this common framework for the BIA's, in the spirit of openness and transparency in a consistent manner; and further,*

*That Council **APPROVE** that 50% of the prior year's funding **BE RELEASED** to the BIA's.*

There have been unresolved governance matters that span over several years related to the BIAs. An internal audit was completed in September 2017 by PwC which recommended that a common set of Constitutional Bylaws be created in consultation

with the BIAs. The audit also noted that “inconsistent Constitutional Bylaws could lead to conflict with local, provincial, and federal legislation or expectations”.

As per February 27<sup>th</sup> 2023 Council direction, City Council became the Board of Directors of the nine BIAs for a period of up to 60 days while Administration developed new governmental and procedural rules. To clarify the new changes from the noted resolution, and to obtain input into the proposed process, Administration held an initial meeting with representatives from the BIAs on March 2<sup>nd</sup> 2023.

While City Council has been the acting Board, the BIAs have been able to continue their daily business and hold scheduled events. There were various on-going activities within the nine BIAs which required review and approval by the acting Board.

In order for BIAs to submit any requests for approval to the Board, the City created a dedicated email inbox and request form. The CAO approved various recurring and routine BIA requests through his delegated authority. Any non-recurring or major requests were brought to the Board for review and a decision.

Furthermore, the BIAs submitted numerous questions, comments and considerations for the proposed governance documents through the dedicated BIA inbox.

### **Discussion:**

During the interim Acting Board period, Administration worked to develop a set of basic uniform governance and procedural rules for Council’s consideration. These documents aim to create consistency, transparency and better governance across all nine BIAs.

Administration worked to maintain openness and collaboration with the BIAs throughout the by-law development process. Once an initial draft was created, a meeting was held on March 29<sup>th</sup> 2023 with representatives from the BIAs. Questions and feedback were collected throughout the meeting and also submitted via email for review and consideration for the by-law.

Once appropriate changes were made to the initial draft based on BIA comments and recommendations, an additional meeting was held on April 17<sup>th</sup> 2023 with the BIA representatives to review the second proposed draft by-law and supporting schedules.

Final versions of the Governance By-Law documents were established as appended to this report:

- BIA Governance By-Law (Appendix 1)
- Schedule A - BIA Election Procedures (Appendix 2)
- Schedule B - BIA Rules of Procedure (Appendix 3)
- Schedule C - BIA Financial Accountability Requirements (Appendix 4)
- Schedule D - BIA Recordkeeping and Retention Requirements (Appendix 5)
- BIA Board Nomination Form (Appendix 6)

The proposed by-law covers items related to the purpose of the BIAs, membership, Board composition, elections, vacancies, financial matters and recordkeeping. The Municipal Act 2001 (sections 204-215) also includes legislative requirements for BIAs



and therefore the proposed BIA Governance By-Law is created to be in alignment with Municipal Act requirements.

As the BIAs were established through various by-laws over time, it is recommended that the governance by-law be passed as a City by-law to ensure all references are consistent.

As indicated in the provisions of the proposed Governance By-Law, it shall not be amended without the approval of City Council. The BIA Boards may also establish any other policies necessary for the efficient and effective management of the BIAs, provided those policies do not conflict with the policies established by the City.

In order to facilitate BIA Board nominations, a Nomination Form (Appendix 6) was also created which may be used by BIAs.

### **Risk Analysis:**

The proposed governing documents should help reduce risk by ensuring that the key legislative and good governance requirements are applied uniformly across all the City's BIAs.

As not all the requested changes from the BIAs were accepted, there is a risk that some BIAs may be dissatisfied with some of the proposed governance requirements.

### **Financial Matters:**

There are no new financial expenditures associated with the recommendations in this report.

As part of the proposed BIA Governance By-Law, BIA Financial Accountability Requirements (in Appendix 4) are created to help provide consistent rules related to annual budgets, annual variance reporting, reserve funds, investments, cash handling, and other financial matters.

### **Consultations:**

Janice Guthrie, Deputy Treasurer, Taxation, Treasury and Financial Projects

Jude Malott, Executive Initiatives Coordinator, Legal and Legislative Services

Terri Knight Lepain, Manager of Records/Elections and Freedom of Information

Joshua Meloche, Senior Legal Counsel

Becky Murray, Executive Administrative Assistant, Legal and Legislative Services

All City of Windsor Business Improvement Areas

### **Conclusion:**

Council passed a resolution to act as the Board of the BIAs for a period of up to 60 days while Administration developed a set of governmental procedures and rules. BIAs were able to continue with their scheduled activities and planning of events during the acting Board period. Requests from the BIAs were submitted to the City and approved by the

CAO through delegated authority for recurring events or the Board for non-routine requests.

During the period of the Acting Board, Administration worked to develop a Governance By-Law for the BIAs along with schedules related to Election Procedures, Rules of Procedure, Financial Considerations and Recordkeeping and Retention. Comments and feedback were collected from the nine BIAs throughout the by-law development process which were considered in the proposed documents. Administration also created a BIA Board Nomination Form that could be used by the BIAs as a template. The proposed by-law and supporting schedules are in alignment with requirements of the Municipal Act.

**Approvals:**

<b>Name</b>	<b>Title</b>
Rania Toufeili	Executive Initiatives Coordinator, Office of the CAO
Steve Vlachodimos	City Clerk
Joe Mancina	Commissioner, Corporate Services, Chief Financial Officer
Shelby Askin-Hager	Commissioner, Legal and Legislative Services
Onorio Colucci	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>
All City of Windsor BIAs. List provided to Clerks.		

**Appendices:**

1. BIA Governance By-Law
2. Schedule A - Election Procedures
3. Schedule B - Rules of Procedure
4. Schedule C - Financial Accountability Requirements
5. Schedule D - Recordkeeping and Retention Requirements
6. BIA Board Nomination Form

# **The City of Windsor Business Improvement Area Governance By-law**

## I. DEFINITIONS

**MUNICIPAL ACT** – Ontario Municipal Act, 2001.

**BIA** - any business improvement area established by The Corporation of the City of Windsor.

**BOARD** – a board of directors for a business improvement area.

**BUSINESS DAYS** – any day during which the business offices at the City are open for business.

**CITY** - The Corporation of the City of Windsor.

**COUNCIL** – the council of The Corporation of the City of Windsor.

**DIRECTOR** – an individual appointed by the City as a director of a Board and/or any Past Chair appointed by a Board to serve as a director of a Board in accordance with this by-law.

**GENERAL MEETING** – a meeting of Members and Non-Voting Members which is called by the Board, from time to time, for any date and time to be held at a location in Windsor, as specified in the notice.

**MEMBER** – has the meaning given in the Municipal Act.

**NON-MEMBER NOMINEE** – an individual appointed in writing by a BIA Member to stand for nomination on behalf of the Member. A Non-Member Nominee must be employed by the Member's business.

**NON-VOTING MEMBER** – a person, business, or institution identified by the Board and approved by the Members of the BIA as offering value to the BIA through participation in BIA meetings.

**NOTICE** – the receipt or deemed receipt of notice of a meeting of the Members or of the Board of Management.

**QUORUM** – in the case of Board meetings is the number of Directors who must be present in order for business to be transacted, which shall be a majority of the whole number of Directors for the Board.

## **II. APPLICATION**

- i. This by-law shall apply to all BIAs.
- ii. Where reference is made in this by-law to legislation, it shall refer to any form of legislation or by-law enacted by provincial, federal, and municipal authorities and shall include any amendments, replacement, or successor legislation.
- iii. In the event of any conflict between this by-law and the Municipal Act or any other applicable provincial or federal legislation, the provisions of the Municipal Act or the federal or provincial legislation shall prevail.
- iv. This by-law shall not be amended without the approval of Council.

## **III. PURPOSE OF THE BIA**

The BIA oversees the improvement, beautification, and maintenance of municipally-owned land, buildings, and structures in the area beyond that provided at the expense of the municipality generally, as well as promote the area as a business or shopping area.

## **IV. MEMBERSHIP**

- i. Membership in a BIA is prescribed by the Municipal Act.
- ii. In addition to Members, a BIA may also include Non-Voting Members as defined in this By-law. Non-Voting Members must be approved by a majority of the Members and their term of Non-Voting Membership coincides with each term of Council.
- iii. A list of all Members and Non-Voting Members shall be kept by the Secretary. The Secretary shall be responsible to ensure the Membership List is current.
- iv. Every Member is entitled to:
  - a. Notice of all General Meetings.
  - b. Attend any General Meeting.
  - c. Cast one vote on each question arising at any General Meeting.
  - d. Eligibility to hold any office of the Board of Management.
- v. Every Non-Voting Member is entitled to receive notice, to attend, and to be heard and at all General Meetings, but cannot vote on any issue.

## **V. BOARD OF MANAGEMENT**

The business and affairs of the BIA towards its purpose shall be managed or supervised by the Board, and may include but is not limited to:

- i. entering into contracts or agreements;
- ii. hiring and supervising an executive director;
- iii. making banking and financial arrangements;
- iv. executing documents; and,
- v. purchasing insurance to protect the property, rights and interests of the BIA and to indemnify the BIA, its Members, the Board, and Officers from any claims, damages, losses or costs arising from or related to the affairs of the BIA.

## **VI. BOARD PROCEDURES**

- i. The Board shall adopt the election procedures set out in Schedule "A" to this by-law.
- ii. The Board shall adopt the rules of procedure set out in Schedule "B" to this by-law.
- iii. These procedures shall not be amended without the approval of Council.

## **VII. APPOINTMENT OF DIRECTORS**

- i. Directors are appointed to the Board by Council following the processes prescribed in the Municipal Act for a term of four years, mirroring the term of Council.
- ii. Within three months of the commencement of the new term of Council, or at any time as directed by Council in respect of a vacancy, the BIA shall conduct an election in accordance with the election procedures set out in Schedule "A".
- iii. Following the election process, the BIA shall present its nominees to City Council for appointment.

- iv. Council members appointed to the Board shall be entitled to vote at Board meetings, but shall not be entitled to vote at General Meetings unless they are also Members of the BIA.
- v. Each BIA may elect a minimum of five and a maximum of nine Director nominees. The number of Director nominees shall be determined by the Board and approved by the Members.

**VIII. APPOINTMENT OF OFFICERS**

- i. Within one month of the appointment of the Board, and at the first meeting of each new year, as the case may be, the Board shall hold a meeting to appoint the following Officers from among the Directors:
  - a. Chair
  - b. Vice-Chair
  - c. Treasurer
  - d. Secretary
- ii. The Board may, at its discretion, appoint the Past Chair to hold office as a Director. The Past Chair, if appointed, shall be the most recent Chair of the Board.
- iii. Those appointed shall hold office for one year and are eligible to be reappointed for future terms.

**IX. DUTIES OF DIRECTORS AND OFFICERS**

- i. Every Director and Officer shall:
  - a. Exercise the powers and discharge the duties of the office honestly, in good faith, and in the best interests of the BIA;
  - b. Exercise the degree of care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances;
  - c. Prepare for and attend all meetings;
  - d. Attend governance and conflict of interest training provided by the City at least once per term.

## **X. BOARD VACANCIES**

- i. In the event of a vacancy on the Board which occurs before May 1 in the year of a municipal election, the Board shall call a General Meeting to select a replacement nominee as soon as is practicable, and in any event no later than one month following the vacating of the seat to determine a replacement to present to Council.
- ii. In the event of a vacancy on the Board which occurs on or after May 1 in the year of a municipal election, the Board shall name a nominee to fill the vacancy.
- iii. Where more than one candidate is nominated, the candidates will be invited to address the Board. The Board will then vote and send the recommended nominee to Council to consider appointment.
- iv. In the event that a Director does not attend three consecutive meetings without Board authority, the Board may consider a resolution to recommend that Council remove the Director from the Board.
- v. If a motion to recommend removal of a Director is contemplated, the Director shall be given at least five Business Days' notice and an opportunity to address the Board.

## **XI. REMUNERATION**

- i. No remuneration shall be paid to any Director for acting as a member of the Board of a BIA.
- ii. Any reimbursement of Directors and Officers for out-of-pocket expenses shall be done in accordance with the BIA's approved Travel and Business Expense Policy.

## **XII. BOARD OF MANAGEMENT MEETINGS**

- i. The Board shall meet at least once every two months.
- ii. Board meetings shall be held at the BIA office or at such other place within the City of Windsor that the Board may from time to time determine.
- iii. Notice of each regular Board meeting shall be provided at least five Business Days in advance of the meeting.



- iv. The agenda and all supporting documents for each regular Board Meeting shall be provided to all Directors and the City Clerk not less than seventy-two hours before the hour appointed for the holding of such meeting, including the provision of all relevant documents.
- v. In the event of a special meeting of the Board to consider a matter outside of the regular meetings of the Board, notice shall be provided no less than twenty-four hours before the hour appointed for the holding of such meeting, including the provision of all relevant documents.
- vi. The agenda shall be posted to the BIA's website.
- vii. Meeting and voting shall be public unless otherwise permitted by the Municipal Act.

### **XIII. ANNUAL GENERAL MEETING**

- i. The Board shall call an annual General Meeting in each fiscal year, the agenda for which shall include but not be limited to:
  - a. minutes of the last General Meeting;
  - b. annual report on programme and accomplishments;
  - c. annual financial report for the current fiscal year and audited financial statement for the prior fiscal year; and,
  - d. proposed budget for the following year.
- ii. The Board shall distribute notice of the annual General Meeting to all members and Non-Voting Members at least fifteen calendar days before the annual General Meeting.
- iii. The notice shall include the agenda and all supporting documents.

### **XIV. SPECIAL GENERAL MEETINGS**

- i. The Board may hold special General Meetings for any purpose on any date and at any time and at any place within Windsor.
- ii. The Board shall distribute notice of the special General Meeting to all Members and Non-Voting Members at least fifteen calendar days before the meeting.
- iii. The notice shall include the agenda and all supporting documents.

## **XV. RECORDS AND INFORMATION**

- i. The Board shall maintain minutes of every meeting of the Board and shall forward true copies of such minutes to all Directors and the City Clerk as soon as practicable after the meeting.
- ii. Minutes of any Board meetings that are open to the public shall be posted on the BIA's website as soon as practicable following the meeting.
- iii. The Board shall adhere to the recordkeeping and retention requirements set out in Schedule "D" to this by-law.
- iv. Under section 2(3) of the Municipal Freedom of Information and Protection of Privacy Act the Board is deemed to be part of the municipality. Any requests for access to information or records received by the Board shall be referred to the City of Windsor's Freedom of Information Coordinator.

## **XVI. FINANCIAL ADMINISTRATION**

- i. The fiscal year for the BIA shall be the calendar year.
- ii. The Board shall adhere to the financial accountability requirements set out in Schedule "C" to this by-law.
- iii. The City may withhold payments to the BIA until the Board demonstrates compliance with the financial accountability requirements.
- iv. The Board shall prepare a proposed budget for each fiscal year by the date and in the form required by the City.
- v. The proposed annual budget shall be presented to the Membership for information. The Board shall provide Member access to approved budget documents.
- vi. The Board may provide in its budget for the establishment and maintenance of a reserve fund in accordance with the Municipal Act.
- vii. The Board shall designate a financial institution for the deposit of funds on behalf of the BIA.
- viii. The Board shall submit its annual report for the preceding year to Council on the date and in the form required by the City.
- ix. The annual report shall include audited financial statements.

## **XVII. APPLICABLE POLICIES**

- i. The BIA is a local board under the Municipal Act and shall abide by the provisions of the City's Code of Conduct for Members of Council and Local Boards Policy and any amendments thereto.
- ii. The BIA shall take all reasonable steps to provide a work and service environment that is free from any form of discrimination, harassment, and violence and that respects the dignity, self-worth and human rights of every individual in accordance with the Ontario Human Rights Code, the City's Respectful Workplace Policy, and any amendments thereto, including but not limited to provisions regarding:

### **a. Responsibility, Authority & Accountability:**

1. The Board of Management shall maintain a zero-tolerance approach to workplace violence, harassment, and discrimination. All reported incidents of workplace violence, harassment, and discrimination that the Board of Management becomes aware of, shall be reviewed and appropriate action shall be taken.
2. Reprisal against an individual for filing a complaint, participating in any procedure related to the review of a complaint, or being associated with a person who filed a complaint, shall be treated as harassment and will not be tolerated.

### **b. Standards of Department:**

The following is a partial list of breaches of acceptable standards of department which may be considered just cause for referral to the Integrity Commissioner as a violation of the Code of Conduct:

1. Using unsafe or dangerous work methods;
2. Committing acts of an immoral or indecent nature while on duty, including through the use of email or the internet;
3. Use of inappropriate language, specifically the use of profanity, excessive yelling when meeting or speaking with fellow Directors, Members, or the public;
4. Engaging in acts or gestures of violence or harassment towards other Directors, Members, or the public;

5. Engaging in acts of discrimination, harassment, or workplace violence towards other Directors, Members, or the public;
  6. Theft or fraud involving property or assets of the BIA, the City, or the public;
  7. Abuse of BIA or City property or using such property without authorization;
  8. Providing false information to the City or misusing or falsifying records;
  9. Lodging a vexatious or malicious complaint about another Director, Member, City employee, or a member of the public;
  10. Engaging in conduct which may tend to bring the City into disrepute, or which is offensive to the maintenance of good relations with other Directors, Members or the public, or which may otherwise interfere with the proper and efficient administration of the BIA;
  11. Purposefully recording others in one-on-one or group meetings or interviews in a secretive, non-consensual manner.
- iii. Where there is a conflict between the provisions of this section and the City's Respectful Workplace Policy and/or Code of Conduct, the more stringent provision of the two shall apply.
- iv. The BIA shall establish policies related to:
1. sale and disposition of land;
  2. hiring of employees; and,
  3. procurement of goods and services.
- v. The BIA shall establish a policy related to Travel and Business Expenses which shall be approved by the City.

## **SCHEDULE A**

### **ELECTION PROCEDURES**

#### **I. DATE**

- i. The Board shall select a date and time to conduct the election of Director nominees. The election shall not be conducted on a holiday or a date observed as a holiday by the City.

#### **II. NOTICE OF ELECTION DATE AND CALL FOR NOMINATIONS**

- i. Written notice of the election of Director nominees and a call for candidates shall be provided to all Members no later than thirty days before the date fixed for the election. The notice shall specify the time, date, and location of the election. Written notice shall also be provided to the City Clerk at [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca).
- ii. In addition to written notice, the time, date, and location of the election, as well as the call for nominations shall be advertised through public and/or social media commencing no later than fourteen days before the election.
- iii. The call for nominations shall include the form attached as Appendix 1 to these Election Procedures and, the manner in which completed forms are to be submitted to the Board of Management, eligibility, and the date by which forms are due (“nomination day”).

#### **III. NOMINATIONS**

- i. Nomination forms shall be made available at the BIA Office, on the BIA website, and at any other location specified by BIA. These locations will be advertised in the call for nomination notices.
- ii. Each Member may nominate one candidate.
- iii. Members and Non-Member Nominees are eligible to be nominated.
- iv. Nomination day will be seven days before the date of the election.

- v. A person may withdraw their nomination by filing a written withdrawal with the BIA before nomination day.
- vi. Eligibility of all nominees must be verified by the Board.
- vii. If at 4:00 p.m. on the Monday following nomination day, the number of approved candidates for an office is the same as or less than the number to be elected, the BIA shall declare the candidate or candidates elected by acclamation.

#### **IV. VOTING**

- i. The BIA is responsible to conduct its own election. The Board shall appoint two people to act as election officials to conduct and oversee the election.
- ii. Each Member is entitled to one vote regardless of the number of properties that the Member may own or lease in the BIA.
- iii. Every Member that is a corporation or partnership has one vote regardless of the number of shareholders or partners comprising the Member.
- iv. Voting shall take place by secret ballot.
- v. After the poll closes the sealed ballots are to be delivered to the election officials.
- vi. A candidate has the right to appoint a representative to be present during the counting of all ballots.
- vii. The Election Officials shall count all ballots and post the results on the BIA website.

#### **V. COUNCIL APPOINTMENT**

- i. The list of elected nominees for the Board shall be forwarded to Council for the next available agenda to recommend appointment as Directors.
- ii. All ballots shall be kept in a locked place for thirty days following the election or until Council formally appoints the Board, at which time the ballots shall be destroyed.

## **SCHEDULE B**

### **RULES OF PROCEDURE AND DUTIES OF OFFICERS**

#### **I. RULES OF PROCEDURE**

- i. The rules in this Schedule B to this by-law are to be observed in all General Meetings and Board meetings.
- ii. The rules of procedure are to be interpreted in a manner that promotes the following fundamental principles:
  - a. the protection of basic rights by recognizing the right of the majority to decide, the minority to be heard, and Members and Non-Voting Members to have opportunities to;
  - b. the maintenance of decorum, with all attendees being treated with courtesy and respect;
  - c. all Members and Non-Voting Members have a right to promote informed debate and decisions;
  - d. Members and Non-Voting Members have the right to an efficient meeting;
  - e. all Members have equal rights, privileges, and obligations; and,
  - f. in the event of a conflict, facilitating a reasonable compromise.

#### **II. DUTIES OF OFFICERS**

- i. The Chair shall:
  - a. chair all meetings of the BIA including General Meetings and Board meetings, follow the agenda, and decide 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; have general supervision of the affairs of the BIA;
  - d. along with the Secretary or Treasurer, sign all by-laws and execute any documents, contracts or agreements on behalf of the BIA
  - e. perform any other duties which the Board may, from time to time, assign;
  - f. be a member ex-officio on any committees of the Board; and,
  - g. ensure that all past financial records of the Board are transferred to the succeeding Treasurer when there is a change of Treasurer and

administrative records are transferred to the succeeding Secretary when there is a change of Secretary.

ii. The Vice Chair shall exercise any or all of the duties of the Chair in the absence of the Chair or if the Chair is unable or unwilling to perform those duties.

iii. The Secretary shall:

- a. ensure that notice is given of each meeting of the BIA as required;
- b. ensure that an agenda of the matters to be considered and any supporting documents are provided to Members and Non-Voting Members as required;
- c. ensure that the minutes of each meeting (Board meetings and General Meetings) are recorded and presented at the following meeting for adoption. The minutes shall record:
  - i. the place, date, and time of the meeting;
  - ii. the name of the chair of the meeting;
  - iii. the names of all Directors present at Board meetings and Members and Non-Voting Members present at General Meetings;
  - iv. the names of those Directors not present at Board meetings;
  - v. the names of all others present at the meeting;
  - vi. the adoption of the minutes of the prior meeting; and
  - vii. all other motions, decisions, and other proceedings of the Board or General Meeting, as the case may be.
- d. record confidential minutes of in camera sessions of the Board;
- e. along with the Chair, sign the adopted minutes and distribute as required;
- f. keep or cause to be kept the BIA's records and books, including by-laws, policies and resolutions, the minutes of all meetings, and all reports.

iv. The Treasurer shall:

- a. under the direction of the Board, supervise the expenditure of the funds of the BIA;
- b. keep and maintain or cause to be kept and maintained the financial records and books of the BIA;
- c. assist the auditor in the preparation of the financial statements of the BIA;
- d. prepare and distribute the proposed annual budget in accordance with the requirements of the City; and,



- e. prepare and present a financial status report for the Board's review and consideration at each regular meeting.
- v. The Past Chair shall provide support, guidance, and continuity of knowledge and practice to the Board.
- vi. The Chair, in consultation with the Secretary and other members of the Board as required shall establish the agenda for each meeting, based on the matters submitted before the agenda distribution deadline.
- vii. Directors are entitled to submit agenda items for consideration by forwarding them to the Secretary before the agenda distribution deadline.

### **III. ELECTRONIC MEETINGS**

- i. BIA's may hold electronic meetings. Any Director, Member, or Non-Voting Member participating in an electronic meeting shall be deemed to be present at the meeting for all purposes, including determination of quorum, and are entitled to participate in all aspects of the meeting.
- ii. The format and platform for the electronic meeting may be established by the Board.
- iii. In the event of an electronic meeting, an electronic link or other participation instructions must be provided in the meeting Notice, and any saved or archived records of the meeting must be maintained as minutes.

### **IV. VOTES**

- i. Every Director has a vote on all motions, unless prohibited by law in which case the Secretary shall record the name of the Director who does not vote and the reason for not voting.
- ii. The Directors shall vote on any motion arising at any meeting of the Board. All motions must be seconded before proceeding to a vote.
- iii. 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 is not made when another Director is speaking, a vote has been called, the Directors are

voting, or a Director has indicated to the Chair a desire to speak on the matter under consideration

- iv. A majority of votes shall decide each motion.
- v. A tie vote means a motion does not carry.
- vi. Members have the right to abstain from voting.

## **V. DEPUTATIONS**

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

## **VI. DETERMINATION OF MOTIONS**

All motions arising at any General Meeting, 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 Member. The Chair shall declare that a motion has been carried or not carried. The motion shall be entered into the minutes of the General Meeting. It is not necessary to record the number or proportion of the votes.

## **VII. NOTICE**

Any notice of meeting shall be in writing and shall be delivered, mailed by prepaid mail, sent by facsimile, or sent by email. Notices that are:

- a. delivered personally shall be deemed to have been received upon receipt;
- b. transmitted by facsimile or email shall be deemed to have been given on the next Business Day following the day they were sent;
- c. mailed shall be deemed to have been given on the fifth Business Day following the date they were mailed.

A copy of all Notices must be provided to the City Clerk.

## **SCHEDULE C**

### **FINANCIAL ACCOUNTABILITY REQUIREMENTS**

#### **I. ANNUAL BUDGET**

- i. The Board shall prepare a proposed budget for each fiscal year by the date and in the form as set out in Schedule 1 to Schedule C or as amended from time to time.
- ii. The Board shall submit its budget to Council and Council may approve it in whole or in part but may not add expenditures to it.
- iii. The money to be collected from the Members by the City on behalf of the BIA shall be paid by the City Treasurer to the Board from time to time as follows:
  - a. An interim payment in amount of 50% of the prior year's approved levy upon receipt of a current year Board approved budget.
  - b. A final payment in the amount of the current year approved levy less any interim payment as noted in (a) upon receipt of the prior year's audited financial statements. The final payment will be reduced by any previously approved and committed funding for capital repayments to the City.
  - c. A holdback of 5% of the current year levy will be retained by the City and released at the end of each fiscal year. This holdback will be used by the City to fund any reduction in levy that occurs during the year. Any additional levy received during the year will be added to the holdback payment.
- iv. The Board is responsible to ensure that expenditures made are in accordance with the approved budget and that expenditures do not exceed revenues such that an operating deficit is incurred.

#### **II. ANNUAL VARIANCE REPORTING**

- i. Budget variance reporting shall be completed and presented to the Board at a minimum semi-annually or more frequently as requested by the Board.
- ii. An annual variance report shall be presented in conjunction with the current year budget to the Members and Non-Voting Members at the annual General Meeting.

### **III. ANNUAL FINANCIAL STATEMENTS**

- i. The Board is responsible to ensure that the financial information relating to each fiscal year end is provided to the auditors in a timely manner but no later than ninety days following the fiscal year end.
- ii. Audited financial statements are required to be presented in conjunction with the annual report to Council.

### **IV. RESERVE FUNDS**

- i. Any levy that is collected and not used in a current year shall be placed in a general operating reserve to be used in a subsequent year at the discretion of the Board. Expenditures from the reserve must be compliant with the Municipal Act and aligned with those that would typically be undertaken by the BIA. Where possible use of the reserve as a funding source is included in a budget submission the funding must be clearly identified as coming from the general operating reserve.
- ii. At no time shall the general operating reserve reach a level that exceeds 25% of the annual year's levy. Should the general operating reserve reach a level that is in excess of this maximum amount, the Board is required to develop a plan that will expend the funds with said plan being presented as part of the annual budget submission for approval by Council. The excess funds shall be included as a revenue source in the annual operating budget for the year in which the funds will be spent in accordance with the plan.
- iii. The Board may provide in its annual budget the establishment and maintenance of a specific purpose reserve fund to be used for special projects and or initiatives. Funds which are placed into these special purpose reserves must be used for the intended purpose. Reuse/redirection of funds previously set aside requires the approval of Council.
- iv. A separate schedule of transactions made from either the general operating and specific purpose reserves from the preceding year shall be included as a document in the annual financial statements.

### **V. INVESTMENTS**

- i. Where there are funds on hand in excess of current operating requirements, the Board may, in their discretion, approve the placement of those excess funds in short and/or medium term (no greater than five

years) interest bearing deposits with a Schedule I bank or credit union with consideration of the following:

- a. Legality
  - a. Preservation of capital
  - b. Risk
  - c. Liquidity
- ii. Where funds are invested with a credit union, proof that the credit union meets the financial reporting requirements as defined by the Municipal Act must be obtained prior to the placement of the deposit and renewed annually through the period of time that the investment is held.
- iii. The term of the investment should not extend beyond the time for which the funds will be required.
- iv. Interest received from the investment of excess funds should be deposited into the BIA general account and can be used in support of expenditures that are consistent with items included in approved budgets.
- v. An annual report of investments and yields shall be prepared and presented at the annual General Meeting and included in the annual report to Council.

## **VI. BANKING AND SIGNING AUTHORITY**

- i. The designation of a financial institution for the deposit and disbursements of funds on behalf of the BIA is the responsibility of the Board.
- ii. The disbursements of funds shall be by cheque or electronic form wherever possible/practical and in all cases where the disbursements are in excess of \$100.00 it shall be by way of cheques which shall bear at a minimum two signatures, namely that of the Chair and Vice-Chair. Alternate signing authorities may be granted to either the Treasurer and/or the Secretary who may sign a cheque in the place of a primary signature. At no time can a cheque bear the signature of two alternate signatories. Where electronic payment methods are in place, an approval process which aligns with the cheque signing process noted above shall be utilized as authorization to release payment.
- iii. The use of a business credit card for purposes of purchases may be utilized where practical. The Board is responsible to ensure that only authorized individuals are provided with a business credit card and that monthly statements are regularly reviewed and reconciled.

- iv. Where a BIA utilizes the position of Executive Director, in addition to the Chair and Vice-Chair, this position may be designated by the Board as a primary signatory for banking purposes.
- v. Under no circumstances will an individual authorize any payment to or sign any agreement or other document in relation to themselves, their spouse, partner, children or step-children, parents or step-parents, grandparents or step-grandparents, siblings or step-siblings.
- vi. Reimbursement for expenditures incurred on behalf of the BIA must be accompanied by a supporting invoice and be in compliance with the BIA's travel and business expense policy.
- vii. Bank reconciliations shall be completed and independently reviewed by the Treasurer on a regular monthly basis but no less than quarterly. Bank reconciliations shall be presented to the Board for approval.
- viii. Consideration will be given to the appropriateness of in-kind services. Where such services have been deemed appropriate the Treasurer must ensure that value is determined with regards to regulatory or legislative reporting and further that all in-kind services are identified in the annual report.

## **VII. BOOKS AND RECORDS**

- i. The Secretary shall ensure that all necessary books and records required by the Board or by any applicable law are retained and preserved in a secure manner. The Secretary shall ensure that appropriate record and retention protocols are in place to ensure the appropriate safeguarding of all records and to ensure that such books and records remain readily available for inspection by Directors, auditors and others upon the approval of the Board.
- ii. Under section 2(3) of the Municipal Freedom of Information and Protection of Privacy Act, records relating to the business of the Board are accessible to the public upon request.

## **VIII. CASH HANDLING**

- i. All cash must be immediately recorded upon receipt.
- ii. Cash must be kept secure at all times – lockable cash register, safe, floor safe, locked storage, etc. The safeguarding of cash should take into account the amount of cash on hand during various periods.

- iii. Active cashiering or cash counting stations are not to be left unattended, at any time, without being properly secured. Physical access to cash shall be restricted to authorized personnel.
- iv. Special events should be adequately supervised with appropriate internal control measures in place to ensure that all funds received from the event are appropriately tracked with appropriate audit trails in place with funds immediately deposited.
- v. The use of cash for payment of services should be limited and in no case should exceed \$100.

## **IX. BOOKEEPING**

- i. The use of a bookkeeper for financial record keeping is strongly encouraged and may be established by the Board.
- ii. Where bookkeeping services are determined to be appropriate the terms and conditions, including fees, should be evidenced through a formal agreement.

## **X. REGULATORY FILINGS**

- i. The Board is responsible to ensure that the BIA obtains any required registrations with the Canada Revenue Agency and obtains, if required, a corporate business identity number to be used for purposes of any required filings inclusive of payroll and HST.
- ii. The Board must ensure that appropriate processing of any required payroll is completed in full compliance with all Canada Revenue Agency requirements relative to processing, reporting and remittances.
- iii. The Board is responsible to ensure that payroll implications for any services provided to the BIA are appropriately considered and managed.
- iv. The Board is responsible to ensure that all regulatory filings with regards to Harmonized Sales Tax are completed on a timely basis.
- v. The Board must also ensure that any other regulatory filings with Canada Revenue Agency A or other level of government is completed in full compliance as defined by those entities.

## **XI. GRANTS**

- i. BIA's are encouraged to seek alternative funding sources from upper levels of government such as grants to be used in support of planned events and activities
- ii. Where grant applications are submitted and accepted, Board approval to proceed with documentation to finalize the grant must be obtained.
- iii. The Board is responsible to ensure that all required reporting, documentation and/or claims submission are completed in full compliance with the grant provider so as to not jeopardize the receipt of funding.



## Schedule 1 – Annual Budget and Variance Report Template

BIA Name	Summary Page		
	Previous Year	Previous Year	Current Year
	Approved Budget	Projected Actual	Proposed Budget
<b>REVENUE</b>			
BIA Levy		\$ -	\$ -
<u>Government Grants</u>			
Federal or Provincial			
Municipal			
<u>Other Revenue</u>			
Donations			
OTHER: PLEASE SPECIFY			
Rent			
Sponsorships			
Promotions & Events Revenue			
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>			
<b>(includes non-recoverable HST)</b>			
Total Administrative		\$ -	\$ -
Total Capital		\$ -	\$ -
Total Marketing		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -
<b>Surplus/Deficit</b>	\$ -	\$ -	\$ -

**ACCUMULATED SURPLUS(DEFICIT)**

Beginning Balance		\$ -	\$ -
Use of Reserve			\$ -
Addition to Reserve			
Ending Balance		\$ -	\$ -

**BUDGET DECLARATION TO BE SIGNED AFTER AGM**

Board of Management Approval			General Membership Approval		
Date	Month	Year	Date	Month	Year
Signature of Chair		Date	Signature of Treasurer		Date
<i>If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below:</i>					
Name:		Phone Number:		Email Address:	

BIA Name Administrative Expenses		Previous Year	Previous Year	Current Year
		Approved Budget	Projected Actual	Proposed Budget
<b>Staff</b>	Salaries/Wages/Benefits			
<b>Other Admin.</b>	Accounting			
	Audit			
	AGM Expenses			
	Meeting Expenses (non AGM)			
	Bank Charges			
	Conferences/Seminars			
	Consultants			
	Donations			
	Strategic Plan			
	Memberships			
	Subscriptions			
	Insurance			
	Legal			
	Telephone			
	Postage & Courier			
	Transportation & Travel			
	Office Supplies			
	Office Equipment/Furniture/Maintenance			
	Printing			
	Storage/Maintenance			
	Rent/Lease			
	Utilities			
	Other: (please specify)			
<b>Total Administrative Expenses</b>		\$ -	\$ -	\$ -

BIA Name Capital Expenses		Previous Year	Previous Year	Current Year	
		Approved Budget	Projected Actual	Proposed Budget	
<b>Capital</b>					
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment				
	Street Furniture				
	Benches				
	Alley Enhancements				
	Signage				
	Decorative Lighting				
	Decorations-Seasonal				
	Decorations-Other				
	Banners				
	Murals				
	Planters				
	Hanging Baskets				
	Signage				
	Technical/Professional Services				
	Other: (please specify)				
<b>General Maintenance</b>					
	Flowers/Plants/Trees				
	Snow Removal				
	Decorations				
	Hydro				
	Graffiti Removal				
	Power Washing				
	Needle Collection				
	Street Cleaning				
	Broken Windows				
	Miscellaneous Repairs				
	Permit Fees				
	Security				
	Other: (please specify)				
	<b>Total Capital Expenses</b>		\$ -	\$ -	\$ -

BIA Name		Previous Year	Previous Year	Current Year
		Approved Budget	Projected Actual	Proposed Budget
<b>Communications/Marketing/Promotions &amp; Events</b>				
<b>Communications</b>				
	Memberships			
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website			
	Public Relations/Liaison			
<b>Advertising and Marketing</b>				
	Advertising			
	Printing – (Flyers, Brochures, etc.)			
	Marketing Design			
	Branding			
	Retail Recruitment			
	Social Media			
	Signage			
	Sponsorships			
	Newsletter			
	Website Development/Maintenance			
	Other: (please specify)			
<b>Promotions &amp; Events</b>				
	Canada Day			
	Christmas			
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)			
	Fall Event (Please specify)			
	Winter Event (Please specify)			
	Signature Event 1 (complete tab)			
	Signature Event 2 (complete tab)			
<b>Total</b>	City Council sitting as the BIA Board of Directors - April 24, 2023	\$	-	\$ -

BIA Name		Previous Year	Previous Year	Current Year
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name:				
Event Dates:				
<b>Revenues</b>				
<b>Must be shown on Cover Page</b>	BIA Contribution			
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
<b>Total Revenues</b>		\$ -	\$ -	\$ -
<b>Expenditures</b>				
	Consultants			
	Entertainers			
	Fees - EMS			
	Fees - Police			
	Permits			
	Signage			
	Barricades			
	Advertising/Promotion			
	Waste Handling/Removal			
	Porto-potties			
	Staging			
<b>Total Expenditures</b>		\$ -	\$ -	\$ -
Notes: Please provide description of the event				

BIA Name		Previous Year	Previous Year	Current Year
Signature Event 2 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name:				
Event Dates:				
<b>Revenues</b>				
<b>Must be shown on Cover Page</b>	BIA Contribution			
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
<b>Total Revenues</b>		0.00	0.00	0.00
<b>Expenditures</b>				
	Consultants			
	Entertainers			
	Fees - EMS			
	Fees - Police			
	Permits			
	Signage			
	Barricades			
	Advertising/Promotion			
	Waste Handling/Removal			
	Porto-potties			
	Staging			
<b>Total Expenditures</b>		0.00	0.00	0.00

Notes: Please provide description of the event

BIA Name

Previous Year Actual Expenditures

**Explanation of Significant Variances (Previous Year Projected Actual vs. Previous Year Approved Budget):**

**SUMMARY**

*(Include Previous Year accomplishments; also indicate what was not accomplished in the Previous Year and why)*

**1. Previous Year Accomplishments**

--

Mandatory
-----------

**REVENUES**

*Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below*

**2. Grants, Donations & Sponsorships**

--

Variance
-

**3. Promotions, Events & Other Revenues**

--

Variance
-

**EXPENDITURES**

*Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below*

**4. Administration**

--

Variance
-

**5. Capital & General Maintenance**

--

Variance
-

**7. Communications, Marketing, Promotions & Events**

--

Variance
-

**8. Harmonized Sales Tax (HST) Rebates**

--

Mandatory
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**BIA Name**

**Current Year Proposed Budget**

**Explanation of Significant Variances (Current Year Proposed Budget vs. Previous Year Approved Budget):**

**SUMMARY**

*(Include any other pertinent information)*

**1. Current Year Goals and Objectives**

--

Mandatory
-----------

**REVENUES**

*Provide explanations for significant variances only, i.e. **plus or minus 10%** variance for each section below*

**2. Grants, Donations & Sponsorships**

--

Variance
-

**3. Promotions, Events & Other Revenues**

--

Variance
-

**EXPENDITURES**

*Provide explanations for significant variances only, i.e. **plus or minus 10%** variance for each category below*

**4. Administration**

--

Variance
-

**5. Capital & General Maintenance**

--

Variance
-

**7. Communications, Marketing, Promotions & Events**

--

Variance
-



## **SCHEDULE D**

### **RECORDKEEPING AND RETENTION REQUIREMENTS**

#### **I. DEFINITION OF A RECORD**

- i. A record is defined as any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes; correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof.

#### **II. RECORDS RETENTION**

- i. All Directors and BIA employees and volunteers are responsible for the retention of documents related to the business of the BIA.
- ii. A record of the Board may only be destroyed in accordance with section 255(1) of the Municipal Act and if the retention period has expired or the record is a copy of an original report or record.
- iii. All Board meeting minutes, agendas and any related documents and reports shall be considered permanent records and be kept in perpetuity.
- iv. Any other records related to the business of the BIA as defined above shall be kept for a period of seven years.

#### **III. RECORDKEEPING REQUIREMENTS**

- i. All Directors, employees and volunteers shall take care to ensure that all records of the Board are preserved in a secure and accessible manner.
- ii. Directors shall ensure that the personal privacy of individuals and economic interests of third parties are protected through proper physical records storage (locking filing cabinets) and secure electronic storage (password protecting files).
- iii. When conducting BIA business, Directors are encouraged to communicate using official Board issued email addresses, phone numbers, and technology where available.

Insert Company Logo Here

**APPENDIX 1 - NOMINATION FORM**  
**ELECTION TO BUSINESS IMPROVEMENT AREA BOARD**

**Member Type - Nominator:**

- Commercial Property Owner
- Commercial Tenant
- I am eighteen years of age or over.

**Nominator (full name):** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**Nominator**

I, \_\_\_\_\_ hereby nominate \_\_\_\_\_ for a position on the Board of Directors of the BIA Board for the term expiring November, 2026.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Nominator's signature)*

**Member Type - Nominee:**

- Authorized Representative of Commercial Property Owner
- Authorized Representative of Commercial Tenant (must be employed by the Member's business)
- I am eighteen years of age or over.

**Nominee (full name):** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**Nominee**

I, \_\_\_\_\_ agree to stand for election to the Board of Directors of the BIA Board and, if elected, I am prepared to devote the time and energy required of me to promote the best interests of the Business Improvement Area.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Nominee's signature)*

Please return to **xxxxxxx** in a sealed envelope marked **"BIA Nomination"**  
For questions or further information, please contact:

**Name & email of BIA Contact**

**Nominations will be accepted until 10:00 am on **XXXX****