

## **Angus Business Improvement Area – Board of Management TERMS OF REFERENCE**

### **Mandate**

- To work as a line of communication between businesses and the Township of Essa Council, while encouraging Council to pursue policies and initiatives to promote the business improvement area.
- To cooperatively work with local business people with the support of the municipality to organize, finance and carry out improvement initiatives to increase the effectiveness and contribution to the economic, cultural and social well being of the community.

### **Selection of Board of Management**

The Board of Management is selected by the members of the BIA by vote, in accordance with the *Municipal Act*, 2001.

### **Composition**

- The Board of Management shall be comprised of four members from the designated BIA boundary that have been selected by the membership of the BIA. The Board members shall be current business owners and/or commercial tenants within the designated BIA area.
- Additionally, one member of Council shall be appointed to sit on the Board of Directors.
- The members of the Board of Management shall determine the Chair by vote at their first meeting of the four year term.

### **Appointment**

- In accordance with the section 204(3) of the *Municipal Act*, it is required that Council directly appoint one director (whom does not have to be a member of the designated BIA boundary).
- Additionally, after the membership has selected by vote the remaining members of the Board of Management, Council is required to appoint those directors to the Board.

### **Vacancy**

- If a vacancy of the Chair occurs for any cause, Council may appoint a person to fill the vacancy for the remainder of the term, and the individual is not required to be a member of the improvement area (*Municipal Act* 2001, s. 204(12)).
- Council may refuse to appoint a person selected by the members of an improvement area, in which case the municipality may leave the position vacant or direct that a meeting of the members of the improvement area be held to elect or select another candidate for the municipality's consideration

### **Duties**

The focus of activities of the BIA will include:

- **Marketing** – Promote the businesses in order to expand and maintain a vibrant customer base
- **Streetscape and Beautification Improvements** – Providing and implementing the appropriate changes in order to provide a more customer friendly and inviting area (including but not limited to lighting, signage, street furniture, planters, banners and sidewalk treatment).

- **Seasonal Decorations** – Creating a pleasant and inviting atmosphere using decorations that reflect various seasons, holidays and events. This is to include the planting of flowers and various plants in the spring time.
- **Special Events** – Coordinate events that promote the uniqueness of the improvement area in order to increase customer visits.

**Term of Office**

The associations’ Board of Management will serve a term of four years which will coincide with the Term of Council. In the event that a vacancy arises, a new member will be elected by the membership (and/or Council – see “Vacancy” above) and serve the remainder of the term. The term of any member appointed to the Committee shall not exceed three consecutive terms.

**Meetings**

The Board of Management will meet three times annually, at a minimum, as outlined below:

	Focus of Meeting
<b>Spring</b>	Discuss and plan flower planting and flag placement
<b>Fall</b>	Discuss and plan holiday season decorations
<b>Before Budget (January)</b>	Plan and prepare a budget for the upcoming year’s events and initiatives

*\*\*It is mandated under the Municipal Act, that, at a minimum, one meeting is to be held for the members of the improvement area for discussion of the proposed budget.*

Meeting dates, location and time will be established by the chair at the first meeting of the calendar year, and communicated to all members with sufficient notice.

**Voting**

- Each member that has been appointed to the Board of Management is entitled to one vote.
- Additionally where the corporate membership of the designated BIA is required to vote (ie: Annual General Meeting; Election/Nomination of Candidates for Board of Management), each member within the designated BIA boundary is entitled to one vote only, regardless of how many business/properties are owned/leased within the designated BIA area.
- A corporate member of an improvement area may nominate in writing one individual to vote on behalf of the corporation (Municipal Act 2001, s. 204(7)). [One individual may be nominated for voting purposes by two or more corporations that are members of the designated BIA area]
- A board of management shall give reasonable notice to the general membership of the improvement area of a meeting to hold a vote (Municipal Act, s. 204 (3) (b) or for the purposes of a discussion under subsection 205 (1)).

**Reporting**

1. The Angus BIA Board of Management will circulate minutes of meetings to Council through the Clerk;
2. The Chair shall provide verbal or written reports to Council as necessary;
3. Recommendations requiring Council approval will be presented separately;
4. The Board shall provide an annual report to Council on their activities.

5. The Board of Management shall prepare a proposed budget for each fiscal year by the date and in the format required by the municipality.