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As a member of the Danforth BIA, you are invited to attend the  
**Annual General Meeting**  
Monday, October 17, 2016,  
6:30pm Reception; 7pm Meeting  
7 Numbers  
307 Danforth Avenue

### **Agenda**

1. Call to Order and Introductions
2. Declaration of Conflict of Interest
3. Introduction of Board and General Membership (Quorum of the Board is required to conduct business)
4. Approval of 2015 Annual General Meeting Minutes
5. Auditor's 2015 Report
6. Appointment of Auditor for 2016 Audited Financial Statement
7. Officers' Reports:
  - Streetscaping, Capital Improvements Committee
  - Bike Committee
  - Membership Committee
  - Events/Marketing Committee
  - Treasurer (including projected year-end 2016)
8. Proposed Program and Budget for 2017 (see over)
9. New Business
10. Adjournment

The purpose of this meeting is to decide on the BIA Budget for 2017 (see over) and general program. This program is paid for by a special levy charged to you as well as other commercial/industrial property owners and businesses in the BIA. The best way to participate in the decisions which your BIA is making on your behalf is to get involved.

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

For more information contact Susan Puff (BIA Executive Director ) at [spuff@thedanforth.ca](mailto:spuff@thedanforth.ca)

**Proof of membership will be required. Please bring photo ID and either a business card, utility bill showing business name and address, or your City of Toronto property tax bill.**

**If you are unable to attend and wish to appoint a person to vote on your behalf, please complete the attached Designate Form. Please note that no person in attendance shall have more than one vote.**

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The Danforth BIA  
2017 BIA Budget

Summary of Revenues and Expenditures	2016 Approved Budget	2016 Projected Actual	2017 Proposed Budget
	Column A	Column B	Column C
<b>Revenues</b>			
BIA Levy (includes 10% provision)	297,539	297,539	338,587
Grants			
Donations & Sponsorships	45,000	28,000	20,000
Festival Revenues	33,000	16,782	20,000
Other Revenue (please insert a description)			
<b>Total Revenue</b>	<b>375,539</b>	<b>342,321</b>	<b>378,587</b>
<b>Expenditures</b> (includes 1.76% HST)			
Administration	109,477	109,123	106,504
Capital	30,000	30,000	55,000
Capital - Financed Project Loan Payment (withheld from			
Maintenance	85,828	72,692	79,500
Promotion and Advertising	37,500	36,520	41,700
Festivals and Events	104,500	112,473	107,520
Provision for Tax Appeal Expenditures	27,049	(30,067)	30,781
<b>Total Expenditures</b>	<b>394,354</b>	<b>330,741</b>	<b>421,005</b>
<b>Net Revenue / (Deficit)</b> (O) = (F) - (N)	<b>(18,815)</b>	<b>11,580</b>	<b>(42,418)</b>

Summary of Accumulated Surplus	2016 Approved Budget	2016 Projected Actual	2017 Proposed Budget
<b>Beginning Balance</b>	<b>107,714</b>	<b>107,714</b>	<b>119,294</b>
Change in Accumulated Surplus	(18,815)	11,580	(42,418)
<b>Ending Balance</b>	<b>88,899</b>	<b>119,294</b>	<b>76,876</b>

## DESIGNATE FORM

This form allows a member of the Danforth Business Improvement Area (BIA) to appoint an individual (Designate), who is not a member of the BIA, to vote on his or her behalf at the BIA Annual General Meeting (AGM) to be held on Monday, October 17, 2016.

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

I hereby authorize \_\_\_\_\_ to serve as my Designate and to vote on my behalf on all matters voted on at the AGM of the Danforth Business Improvement Area (BIA) to be held on Monday, October 17, 2016. This designation shall be revocable at any time at the request of the undersigned voting member.

**\*Name - BIA Member:** \_\_\_\_\_

\*Property Owner  **OR** Business Operator  **OR** Both  (check one)

\*Address within BIA: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

\*City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**\*Name - Designate:** \_\_\_\_\_

\*Street Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

\*City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Submit completed form and BIA member proof of property or business ownership (e.g. copy of property tax bill, utility bill, etc.) to:

**City of Toronto BIA Office, Attn: Henry Byres**  
**77 Elizabeth Street, 2<sup>nd</sup> Floor, Toronto, ON M5G 1P4**  
**Tel: 416-392-1134 Fax: 416-392-1380**

**Designate Form is NOT valid if:**

- Information provided is illegible;
- Designate is a member of the Danforth BIA;
- Designate has already been nominated by another member of the Danforth BIA;
- Designate Form is not received at least five business days prior to the AGM;
- BIA member or Designate fails to sign the form and provide required (\*) information; or
- Designate form is not accompanied by BIA member valid proof of property or business ownership

The Designate must present identification at the AGM.

The personal information on this form is collected under the authority of section 141(1) of the *City of Toronto Act, 2006* and section 19-17 of the City's Municipal Code Chapter 19, Business Improvement Areas. This information is used for the purpose of evaluating and recording the registration of individual designates for the above noted AGM, and for contacting them with respect thereto. Questions about this collection can be directed to the Danforth BIA,  
Attention: Susan Puff, Executive Director, [spuff@thedanforth.ca](mailto:spuff@thedanforth.ca)

Date Received

**§ 19-1. Definitions.**

**BUSINESS IMPROVEMENT AREA MEMBERS** – All persons who own rateable property in the area that is in a business property class and commercial and industrial tenants of the property; and recent purchasers of property in the area that is in a business property class, but not assessed on the last returned assessment roll, and commercial and industrial tenants of the property, if the recent purchasers produce evidence of property ownership satisfactory to the Chief Financial Officer.

**BUSINESS IMPROVEMENT AREA OFFICE** - The City's Business Improvement Area Office, Economic Development and Culture Division.

**MEMBER DESIGNATE** – a person, who is not a member of the business improvement area, who has been appointed by a member of the business improvement area to represent the interests of the member at an annual general meeting or general meeting of the business improvement area.

**§ 19-17. Elections of nominees; voter eligibility.**

**F. Ownership of properties.**

- (1) Where a person is the sole owner of more than one property within the business improvement area, or is the sole owner of more than one corporation that owns property within the business improvement area, the person and the corporations solely owned by that person shall have a total of only one vote, regardless of the number of properties owned by that person and the different corporations solely owned by that person.
- (2) Where a person is the sole owner of a property and joint owner of one or more additional properties within the business improvement area, one vote is given for the property owned by that person alone and one vote is given for each jointly owned property, provided the co-owners in each case are different persons and they or their representatives attend the meeting where the vote is held.
- (3) Where a person is the sole owner of a corporation and part owner of different corporations that own property within the business improvement area, one vote is given for the corporation solely owned by that person and one for each jointly owned corporation, provided the co-owners of each corporation are different persons and they or their representatives attend the meeting where the vote is held.

**G.** A member of a business improvement area may, through the completion of a designate form provided by the business improvement area office, nominate in writing a designate to vote on behalf of the member at a general meeting or annual general meeting, provided the designate nominated has not also been nominated by another member of the business improvement area.

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

**I.** Designate forms required under Subsection G must be submitted to the business improvement area office at least five business days in advance of the annual general meeting or general meeting and the submission deadline must be identified in the notice of that meeting and must be accompanied by proof of property or business ownership within the business improvement area.

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