

**Parkdale Village
Business Improvement Area (BIA)**

As a member of the Parkdale Village BIA, you are invited to attend the
Annual General Meeting:
Thursday, October 8th, 2015 at 7:00 p.m.
(Registration starts at 6:30 p.m.)
St John's Polish National Catholic Cathedral, 186 Cowan Ave

A G E N D A

1. Welcome
2. Declaration of Conflict of Interest
3. Approval of 2014 Annual General Meeting Minutes
4. Report from Ward 14 City Councillor
5. Report from Ward 14 Member of Parliament Peggy Nash
6. Report from Rev. Dr. Cheri DiNovo, Member of Provincial Parliament, Parkdale-High Park
7. Report from 11 & 14 Division
8. Board Report
9. Committee Reports
 - a. Marketing Committee Report
 - b. Streetscape Committee Report
10. Follow-up from the 2014 AGM
11. Financial Report
 - a. 2014 Audited Financial Statement
 - b. Appointment of Auditor for 2015
12. 2016 Proposed Budget
13. Board Member Vacancy
14. Community Events
15. Other Business
16. Adjournment

The purpose of this meeting is to approve the Parkdale Village Business Improvement Area's (BIA) budget and general program for 2016 (see over). 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 AGM is an opportunity to participate in the decisions that your BIA is making on your behalf. We look forward to you attending the meeting to learn more about the improvements being made within your business area.

Should you ever be interested in joining the Parkdale Village BIA Board of Management please contact Anna Bartula, Executive Director at 416-536-6918 or email director@parkdalevillagebia.com.

Please forward a copy of this notice to your commercial/industrial tenants. Proof of membership will be required. Please bring photo ID and either a business card, utility bill showing business name and address, or your City of Toronto property tax bill.

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

**Parkdale Village
2016 BIA Budget Summary**

Summary of Revenues and Expenditures	2015 Approved Budget	2015 Projected Actual	2016 Proposed Budget
<i>*All values rounded to the nearest dollar.</i>	Column A	Column B	Column C
Revenues			
BIA Levy (includes 10% provision)	237,194	237,194	237,159
Grants			
Donations & Sponsorships			
Festival Revenues			
Other Revenue (please insert a description)			
Total Revenue	237,194	237,194	237,159
Expenditures (includes 1.76% HST)			
Administration	96,028	105,758	111,353
Capital	53,728	69,048	10,636
Capital - Financed Project Loan Payments (withheld from levy)			
Maintenance	88,475	61,896	91,906
Promotion and Advertising	10,500	8,221	10,500
Festivals and Events	40,850	24,298	48,330
Provision for Tax Appeal Expenditures	21,563	4,363	21,560
Total Expenditures	311,144	273,584	294,285
Net Revenue / (Deficit) (N) = (F) - (M)	(73,950)	(36,390)	(57,126)
Net Amount Required to Balance Budget	73,950		57,126
Net Budget	0		0

Summary of Accumulated Surplus <i>*See Page 2 for details</i>	2015 Approved Budget	2015 Projected Actual	2016 Proposed Budget
Beginning Balance	235,870	235,870	199,480
Appeal Provision Surplus	19,450	19,450	18,626
Appeal Provision Deficit			
Withdrawals from/(Contributions to) Accumulated Surplus	54,500	16,940	38,500
Change in Accumulated Surplus	(73,950)	(36,390)	(57,126)
Ending Balance	161,920	199,480	142,354

BUDGET DECLARATION TO BE SIGNED AFTER AGM							
Board of Management				General Membership			
Approval	Day	Month	Year	Approval	Day	Month	Year
Signature of Chair _____ Date _____				Signature of Treasurer/Secretary _____ Date _____			
<i>If the budget is prepared by someone other than the Treasurer, please provide the name and telephone number of that person below.</i>							
Name: _____				Phone No. / E-mail: _____			

DESIGNATE FORM

This form allows a member of the Parkdale Village Business Improvement Area (BIA) to appoint an individual (Designate), who is not a member of the BIA, to vote on his or her behalf at the BIA Annual General Meeting (AGM) to be held on October 8, 2015.

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 Parkdale Village Business Improvement Area (BIA) to be held on October 8, 2015. This designation shall be revocable at any time at the request of the undersigned voting member.

***Name - BIA Member:** _____

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

*Address within BIA _____ Suite/Unit: _____

*City: _____ Province: _____ Postal Code: _____ Telephone: _____

Signature: _____ **Date:** _____

***Name - Designate:** _____

*Street Address: _____ Suite/Unit: _____

*City: _____ Province: _____ Postal Code: _____ Telephone: _____

Signature: _____ **Date:** _____

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

City of Toronto BIA Office, Attn: (BIA Advisor: Marianne Szczuryk)
77 Elizabeth Street, 2nd Floor, Toronto, ON M5G 1P4
Tel: 416-392-1820 Fax: 416-392-1380

Designate Form is NOT valid if:

- Information provided is illegible;
- Designate is a member of the Parkdale Village BIA;
- Designate has already been nominated by another member of the Parkdale Village 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 Parkdale Village BIA,

Attention: Anna Bartula, Executive Director, 1313 Queen Street West, Toronto, Ontario M6K1L8
416-536-6918 director@parkdalevillagebia.com



Excerpt from City of Toronto Municipal Code, Chapter 19 Business Improvement Areas

§ 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.

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.

G. 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.

H. 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.

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

J. Designate forms required under Subsection H shall 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 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.

K. The business improvement area office shall forward the designate forms received as per Subsection H to the business improvement area a minimum of three days prior to the date of the general meeting or annual general meeting.