

**BOARD OF DIRECTORS SELF-NOMINATION FORM:**

This document must be completed and returned to the Downtown Brampton BIA office no later than Wednesday June 7, 2023 at 6:00 p.m. The Board of Directors Nomination form may be submitted electronically to downtownbia@brampton.ca, hand delivered, or mailed to:

Downtown Brampton BIA  
7 Queen Street West  
Brampton ON L6Y 1L9  
Attention: Suzy Godefroy, Executive Director

I, \_\_\_\_\_, as a member in good standing of the Downtown Brampton BIA (BIA) wish to put my name forward, with the support of the following members, in the election of its Board of Directors. I understand board members will be elected for a term of four years from June 2023 until the appointment of new Board elected at the next scheduled election at the 2027 Annual General Meeting. I also understand that a member can only hold one seat and one vote on the Downtown Brampton BIA regardless of multiple properties and/or multiple businesses owned or operated in the downtown core.

My business or property (name and/or location):

Phone:

The following two BIA members in good standing support this nomination:

1.

Name:

Phone:

Business or Property (name and/or location):

2.

Name:

Phone:

Business or Property (name and/or location):

Please attach a 50-70 word small bio on yourself and your interest in being a board member for the election process.

## **The BIA and its Board of Directors**

Governed by a volunteer Board of Directors, the BIA is organized into three components; Directors (board members) committee members and staff who work and coordinate together to fulfill short-term goals and long term strategies on behalf of the membership. Apart from staff, these positions are volunteer.

## **Responsibilities of the Board of Directors**

The newly elected Board of Directors shall determine a Chair, Vice Chair, and Secretary. The role of Treasurer is appointed by the City of Brampton and is a non-voting member of this board.

The Chair shall:

- Chair at meeting of the Board and Members.
- Rule on all procedural matters and maintain decorum.
- Ensure motions and business matters 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.
- Have a signing authority for the organization along with the Treasurer.
- Sit, ex officio, on all committees of the board of directors
- Be the representative of and spokesperson for the Board and BIA as required.
- Perform other duties as the Board may, from time to time, assign.

The Vice Chair shall:

- In the absence of or inability to act of the Chair, the Vice-Chair shall have full power and authority to act as Chair and in any such case the absence of or inability to act of the Chair shall be presumed.
- Perform other duties as the Board may, from time to time, assign.

The Secretary shall:

- Ensure all meeting notices with an agenda of the matters to be considered are set five days in advance of the meeting.
- Ensure minutes are recorded for all meetings and are submitted to the City Clerk as per process as well as posted online.
- Ensure BIA records are kept up to date.
- Perform other duties as the Board may, from time to time, assign.

The Treasurer Shall:

- Supervise the keeping accounts of the BIA and its banking arrangements.
- Present the financial statements to the board for review on a quarterly basis.
- Ensure the timely deposit of all funds related to the day to day operations of the BIA.
- Advise the Board of Management with the respect to the audited financial report which is presented at the Annual Meeting.

The Directors Shall:

Chair subcommittees.

- Ensure the communities they sit on acts within its mandate.
- Report to the Board of Directors on the activities of the committee(s) they chair.
- Perform other duties as the Board may from time to time, assign.

Committees of the board

- BIA sub-committees help the Board to plan and administer approved initiatives, projects or examine specific areas of concern.
- Sub-committees propose initiatives and suggest expenditures for approval by the Board.
- Sub-committees have no independent financial standing and must submit estimated project budgets and basic income and expense reports to the board. Similarly, if sub-committees contract work related to their activities, the board must approve the expense by those employed.
- Ultimate responsibility for their activities rest with the BIA Board of Management which must therefore receive written reports (minutes) on sub-committee activities monthly Board meetings.
- They are expected to work closely with the BIA Executive Director.

Term of the Office

- The Term of the Office shall be approximately four years.
- Each Director shall hold office from the time of appointment by council until the first AGM held after the municipal election. Directors shall hold office until their successors are appointed.

General Board of Directors duties include:

- Advise the Council of its election by the general membership for confirmation as provided in the Municipal Act.
- Appoint a Chair and Vice Chair plus a Secretary.
- Manage the activities, determine the policies and supervise the affairs of the BIA. All Board decisions shall be after due consideration of the wishes of the majority of the general membership as established via membership engagement and meetings.
- Maintain liaison with the City of Brampton Council and departments.
- Prepare and approve a proposed business plan and annual budget for the fiscal year(s) required by the date and in the format required and shall hold one or more meeting of the Members for discussion of the proposed budget.
- Submit the annual financials including audited and certified financial statements of its affairs, balance sheet and revenue and expenditure statement, as compiled by the City of Brampton Treasury department, to the membership at Annual General Meeting.

## **Membership**

### 3.0 Membership

Members of the BIA consist of those persons who are assessed on the last returned assessment roll, with respect to rateable property in the area set out in By-law 276-88, which is in a prescribed business property class and business tenants of such property.

All property owners and commercial tenants, who pay a portion of the property tax, pay a special levy that funds the organization. These funds constitute the organization's budget and allow the Board and their sub-committees to execute programs and events, with great volunteer support of the membership, on behalf of all of the members within the boundaries.