



As a member of the Danforth BIA, you are invited to attend our

ANNUAL GENERAL MEETING

Monday, October 5, 2015
6:30 p.m. Reception; 7pm Meeting
at
7 Numbers
307 Danforth Avenue

AGENDA

1. Call to Order and Introductions
2. Declaration of Conflict of Interest
3. Approval of the Minutes of the 2014 Annual General Meeting
4. 2014 Audited Financial Statements
5. Appointment of Auditor for 2015
6. Subcommittee Reports
7. 2016 Proposed Budget (see over)
8. New Business
9. Adjournment

The purpose of this meeting is to approve the Danforth 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.

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

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The Danforth BIA
2016 BIA Budget

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)	318,907	318,907	297,539	(A)
Grants				(B)
Donations & Sponsorships	55,000	43,500	45,000	(C)
Festival Revenues	22,000	37,117	33,000	(D)
Other Revenue TV Shoot Fee)		500		(E)
Total Revenue	395,907	400,024	375,539	(F)
Expenditures (includes 1.76% HST)				
Administration	111,227	108,683	109,477	(G)
Capital	5,000	5,000	30,000	(H)
Capital - Financed Project Loan Payments (withheld from lev				(I)
Maintenance	87,828	89,871	85,828	(J)
Promotion and Advertising	40,000	43,256	37,500	(K)
Festivals and Events	125,000	123,300	104,500	(K)
Provision for Tax Appeal Expenditures	28,992	5,165	27,049	(L)
Total Expenditures	398,047	375,275	394,354	(M)
Net Revenue / (Deficit) (N) = (F) - (M)	(2,140)	24,749	(18,815)	(N)
Net Amount Required to Balance Budget	2,140		18,815	
Net Budget	0		0	(O)

Summary of Accumulated Surplus <i>*See Page 2 for details</i>	2015 Approved Budget	2015 Projected Actual	2016 Proposed Budget	
Beginning Balance	89,133	89,133	113,882	(P)
Appeal Provision Surplus	2,140	2,140	18,815	(Q)
Appeal Provision Deficit				(R)
Withdrawals from/(Contributions to) Accumulated Surplus		(26,889)		(S)
Change in Accumulated Surplus	(2,140)	24,749	(18,815)	(T)
Ending Balance	86,993	113,882	95,067	(U)

BUDGET DECLARATION TO BE SIGNED AFTER AGM							
Board of Management Approval				General Membership Approval			
Day	Month	Year		Day	Month	Year	
Signature of Chair				Signature of Treasurer/Secretary			
Date				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:			

2016 Budget Form

If you have questions about the AGM or above budget please contact the Danforth BIA at spuff@thedanforth.ca.

**To attend the Danforth AGM please RSVP by the end of business on
Monday, September 28, 2015 to 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. No person in attendance shall have more than one vote.

**The Danforth BIA
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 5, 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 Danforth Business Improvement Area (BIA) to be held on Monday October 5, 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. Henry Byres, Economic Partnership Advisor
77 Elizabeth Street, 2nd Floor, Toronto, ON M5G 1P4
Tel: 416-392-1134 Fax: 416-392-1380
Email: hbyres@toronto.ca**

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 BIA Partnership Advisor identified above.

Date Received

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, commercial and industrial tenants of the property and non-residential tenants who are occupying rateable 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, and non-residential tenants who are occupying rateable 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.

E. Notwithstanding § 19-15D(2), a member of a business improvement area may appoint in writing one representative to stand for nomination to the board on behalf of the member, regardless of the number of properties or businesses that the member owns.

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.