



# BIA Board of Management Elections: 2023-2026 Term

## Notice of Nomination Period

The 2023-2026 BIA Board of Management nomination period is open from  
**September 5<sup>th</sup> through to October 5<sup>th</sup>, 2022.**

Your expertise and passion for Bronte, combined with your desire to work in cooperation and positivity with your fellow members is what shapes the district as it undergoes major evolution and change. We invite you to apply this expertise as a BIA Board member and help ensure Bronte's success for years to come. Read on to find out how.

### **WHAT IS A BUSINESS IMPROVEMENT AREA (BIA)?**

A BIA allows local business people and property owners to join together and with the support of the municipality, to organize, finance and carry out physical improvement (in the areas beyond that provided by the municipality) and promote the area as a business district, within established boundaries. The Bronte Village BIA boundaries are from East Street on the east, including the businesses just west of Bronte Rd on north and south side of Lakeshore, Sovereign St. on the north to Ontario St. at Bronte Rd. on the south.

The Bronte BIA is led by a volunteer Board of Management comprised of elected members and one member of Town Council. The Board's term of office is four years, concurrent with Town Council. The Board of Management is elected for consideration by the general membership and then officially appointed by Town Council.

### **ELECTION PROCESS**

1. BIA members first express their desire to be on the Board by either registering themselves as a nominee or accepting a nomination of them made by someone else. To register as a nominee you must have the support of at least two other BIA members. To nominate a candidate, that candidate must have the support of one other member. That candidate can either accept or decline the nomination. The nomination form is found in Appendix A, or alternately on the BIA website 'Member Info – Board of Management' section, or by request from the BIA. The form will also be circulated again electronically the opening day of nominations.

Nominees must also submit a nominee biography, found in Appendix B, or on the BIA website.

**Nomination period opens September 5, 2022 and closes October 5th, 2022.**

2. If more candidates are nominated than there are positions on the BIA Board, the nominees will be presented to the BIA Members for voting. Members may vote for one candidate per available seat. Those candidates with the most votes will be presented to Council for approval and formal appointment to the Board. If a lesser number of candidates are nominated than the number of open positions on the Board, those candidates will be presented to Council for approval and formal appointment. The Board will continue to recruit to fill open positions.

**Election voting period opens October 15, 2022 and closes November 5, 2022.**

## **WHO CAN BE NOMINATED?**

To be eligible to serve on the Board of Management, one must:

- a) Be a BIA Member (whereby Member is determined to be a person who owns a property that has been assessed the BIA levy or be a tenant of said property that is required to pay all or part of the levy within the rental agreement), or a shareholder, director, or employee of a Member who has the written consent of the Member to run for, and if elected to serve as, a Board Member
- b) Be at least eighteen (18) years of age;
- c) Not be a person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property or who has been found incapable by a court in Canada or elsewhere;
- d) Not have the status of bankrupt; and
- e) Complete and sign the “Nomination Consent Form”

## **WHAT DOES A BIA BOARD MEMBER DO?**

- Provide strategic direction to BIA initiatives that support the overall purpose of the BIA
- Represent the interests of the downtown BIA membership both as a whole and as a representative of your industry
- Attend all regularly scheduled Board meetings (approximately 10 per year)
- Support BIA Board approved initiatives via: aiding in dissemination of information to members and public; presenting positive and respectful representation of approved initiatives, participating as appropriate in approved initiatives, providing knowledge/expertise as it may pertain to BIA activities and initiatives
- Attend select BIA and/or Town of Oakville meetings as required

## WHAT DOES A BOARD MEMBER NEED?

First and foremost, each Board member must have a keen interest in the affairs of the Bronte community as well as a commitment to serve and represent the best interests of *all* businesses in downtown.

Further, to ensure the BIA members have a Board that is well positioned to represent the key functions of the BIA we are looking for individuals with expertise in the following categories:

- Marketing
- Strategy
- Finance
- Legal
- HR
- Sponsorship/Partnerships
- Innovation
- Board Governance
- Stakeholder Relations
- Information Technology
- Urban Planning
- Real Estate
- Economic Development

**Each Nominee is required to indicate which category(s) he/she has experience in, and provide a brief bio on his/her experience and/or training. Bio must be maximum 250 words or less, point form accepted.**

## HOW MANY POSITIONS ARE THERE?

There are eleven **(11) positions available** for the 2023-2026 term, plus a director appointed from Town Council.

## WHAT IS THE TERM DURATION?

The 2023-2026 term runs from January 1, 2023, to January 31, 2026 (so there's one month of cross-over between incoming and outgoing boards).

A vacancy shall occur where a Board Member resigns from office; dies; is no longer eligible pursuant to subsection 10.2 of the Bronte BIA Constitution; or is absent from three (3) consecutive board meetings without being authorized to do so by resolution of the Board, except in the case of sickness or extenuating circumstances approved by the Board.

## HOW DO I BECOME A NOMINEE?

To register as a nominee, fill out the Nomination Form and have two fellow BIA members support your nomination by signing to nominate you as a candidate for the BIA Board of Management Election and return the form to the BIA office via electronic or hard copy **by 5:00pm, October 5, 2022.**

Once all of the nominations have been received the Board of Management will review them on or before **Wednesday, October 12, 2022.**

## HOW DO I NOMINATE SOMEONE?

Simply fill out the form (including securing a second nominator) and have the nominee sign it if they agree to have their nomination stand. Make sure they understand the commitment and skills required for the role.

## HOW DO I VOTE?

If there are more nominees than seats available, an election is needed. The list of nominees will be sent electronically for your review, and a paper ballot with voting envelope will be distributed to all BIA members starting **October 14, 2022**. Ballots will be mailed to off-site property owners based on the list we have on file. If you are a property owner and do not have an office in the local area you may request that we send the ballot to an address of your choosing, or pick up a ballot at the BIA office. If your place of business did not get a ballot please contact the BIA office. You must be able to show proof of membership status to receive a ballot. **Voting will close on November 5 at 5:00pm.**

**In order to vote, you must return your completed ballot in the provided envelope to the BIA office, or have it sealed in the provided envelope ready for pick up, no later than 5:00pm on November 5, 2022.**

Collection of ballots not brought directly to the office will take place between November 5 through November 7, 2022. If your ballot is not available at the time BIA staff come around to collect you will not be permitted to turn it in late, so please be sure to have your staff aware of your prepared ballot's location such that it is available for pick up.

Members may vote for up to eleven (11) names on the ballot, but may in their absolute discretion vote for less than eleven (11) names. Ballots marked to vote for more than eleven (11) names shall be declared to be spoiled.

**NOTE:** We encourage you to review the biographies of all nominees before making your selection (bios will be delivered electronically and be available on the BIA website). Further, we advise you to keep in mind the benefits of having a well-rounded board that encompasses the key skill sets of Marketing, Finance, Legal, HR, Strategy, Sponsorships, Innovation, Board Governance, Stakeholder Relations, Information Technology, etc., and represents the variety of stakeholders that make up our membership and vote accordingly.

We value diversity and welcome nominees from all businesses, backgrounds, race, religion, creed, gender, orientation, geographic locations within the district, industry and otherwise.

## **COUNCIL APPOINTMENTS**

Council shall appoint one (1) member of Council to the BIA Board and may appoint all elected members to the Board. Council may refuse to appoint a person elected, in which case Council may leave the position vacant or direct that a Special Meeting of the Membership be held.

If Council refuses to appoint a person elected and directs that a Special Meeting be held, then the Board will conduct a new election.

## **REMUNERATION**

Board Members receive no remuneration, either directly or indirectly, for services rendered as a Board Member, but may be reimbursed for out-of-pocket expenses incurred by them in representing the BIA upon approval of the Board.

## BIA Board of Management 2023 – 2026 Nomination Form

Here is a nomination for the following BIA Member to hold a position on the 2023-2026 BIA Board of Management:

Name of Nominee:	
Business Name /Property(s) Owned	
Position within Business	
Address of Business/Property(s)	
Email:	
Telephone:	
Signature of Nominee:	
Date:	
Manager signature (authorizing that you are representing the opinions of that business):	

**Nominator information:**

I (Name) \_\_\_\_\_ of  
(business/property/company) \_\_\_\_\_

**Hereby support the nomination of the above-named nominee:**

Signature of Nominator \_\_\_\_\_ Date: \_\_\_\_\_

I (Name) \_\_\_\_\_ of  
(business/property/company) \_\_\_\_\_

**Hereby support the nomination of the above-named nominee:**

Signature of Nominator \_\_\_\_\_ Date: \_\_\_\_\_

*Signatures of both nominee and nominators required.*

**\*\*\* RETURN NOMINATION FORM BY: 5:00pm, Wednesday Oct 5\*\*\***

No nomination forms will be accepted after this time.

**Please return with biography to BIA office at 2360 Lakeshore Road West or  
email: [info@brontevillage.net](mailto:info@brontevillage.net)**

## Appendix B

# Bronte BIA Election 2023-2026

## Nominee Biography

**1. Name:**

**2. Business Name and/or Company work for:**

**3. Your Area of Expertise:**

*(Desired experience from Board of Management members include: Marketing, Strategy, Finance, Legal, HR, Sponsorship/Partnerships, Innovation, Board Governance, Stakeholder Relations, Information Technology, Urban Planning, Real Estate, Economic Development, etc. You may wish to highlight that you have one or more of these skills or highlight other distinct areas of expertise)*

**4. What are you are most looking forward to by being a member of the BIA Board?**

*(Answer may be written in full or point form)*

**5. Bronte involvement (provide a detailed description).**

*(Answer may be written in full or point form)*

Please return with nomination form to BIA office at 2360 Lakeshore Road West or  
email: [info@brontevillage.net](mailto:info@brontevillage.net)