



As a member of the Little Italy Business Improvement Area (BIA), you are invited to attend our
Annual General Meeting (AGM)
Tuesday, December 6, 2022, 3:30 - 5:00 p.m.
637 College Street

A G E N D A

- 1.0 Call to Order, Introductions, Opening Remarks and Land Acknowledgement
- 2.0 Live Streaming & Recording of Meeting and Voting Protocols
- 3.0 Declaration of Conflict of Interest
- 4.0 Approval of 2021 AGM Minutes
- 5.0 Auditor's 2021 Report
- 6.0 Appointment of Auditor for 2022
- 7.0 Subcommittee Reports:
 - 7.1 Strategic Planning and Streetscape
 - 7.2 Sponsorship and Grants
 - 7.3 Marketing and Communications
 - 7.4 Events
- 8.0 Proposed Program and Budget for 2023 (attached)
- 9.0 Board Election (2023-2026 Term)
- 10.0 New Business
- 11.0 Adjournment

The purpose of this meeting is to approve the Little Italy BIA's budget and proposed activities for 2023 and elect a Board of Management for the 2023-2026 Term. This Program is paid for by a special levy charged to you and other commercial and industrial property owners and non-residential tenants of such properties. As a BIA member, the best way to participate in your BIA's decisions made on your behalf, is to get involved.

Pre-Registration and Voting: The 2022 AGM is taking place in person. If you plan on attending, **pre-registration at <https://tolittleitaly.com/register/bia/> is required by December 2, 2022, 5:00 p.m.** **Please note voting members will be required to provide proof of BIA membership.** You will need to provide **photo ID and a business card** or utility bill with business/tenant name and address, or City of Toronto property tax bill).

Per *The City of Toronto Municipal Code, Chapter 19, Business Improvement Area*, only members of the BIA and their legal representatives (proof required) are eligible to vote at the AGM. A "person" is defined by Chapter 19 to include "a corporation and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to the law." **No person in attendance shall have more than one vote.**

The meeting will also be live-streamed for **viewing purposes only** and a link will be sent to you once you register. As a registered Little Italy BIA member, you will also have access to the 2021 AGM Minutes, 2021 Report of Audited Financial Statements, and the 2023 Proposed Program and Budget at <https://tolittleitaly.com/bia-meetings/>.

Board of Management Nomination: If you are interested in being part of the Board for the 2023-2026 Term, please complete and submit the attached Nomination Form by **December 2, 2022, 5:00 p.m.** **NOMINATIONS WILL NOT BE CONSIDERED AFTER THIS DATE, nor will they be accepted from the floor on the AGM date.** The Nomination Form is also available through our website or email coordinator@tolittleitaly.com to request a digital copy. Nomination Forms must be submitted by email or in person. **No mail accepted.**

Please forward a copy of this notice to your business tenant(s).



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Little Italy BIA
2023 BIA Budget

Summary of Revenues and Expenditures	2022	2022	2023	
	Approved Budget	Projected Actual	Proposed Budget	
	Column A	Column B	Column C	
Revenues				
BIA Levy (includes 10% provision)	383,518	383,518	383,522	(A)
Grants	35,000	7,500	15,000	(B)
Signature Events Revenue (input details in event worksheets)	133,000	188,610	367,550	(C)
Other Festival Revenue				(D)
Other Revenue	2,300	380	2,300	(E)
Total Revenue	553,818	580,008	768,372	(F)
Expenditures (includes 1.76% HST)				
General and Administrative	103,477	108,694	106,600	(G)
Streetscape Improvements	73,500	43,080	53,500	(H)
Streetscape Improvements - City Loan Payment				(I)
Amenity and Maintenance	68,500	91,455	100,000	(J)
Promotion and Communication	85,000	42,336	85,000	(K)
Festivals and Events	266,050	313,722	368,500	(L)
Provision for Tax Appeal Expenditures (10%)	34,865	3,204	34,866	(M)
Total Expenditures	631,392	602,491	748,466	(N)
Net Revenue / (Deficit)	(77,574)	(22,483)	19,906	(O)
	(O) = (F) - (N)			

Summary of Accumulated Surplus	2022 Approved Budget	2022 Projected Actual	2023 Proposed Budget	
Beginning Balance	358,024	358,024	335,541	(P)
Change in Accumulated Surplus	(77,574)	(22,483)	19,906	(Q)
Ending Balance	280,450	335,541	355,447	(R)



Nomination to the Board of Management Little Italy Business Improvement Area (BIA)

This application is your opportunity to share why you are a strong candidate for the Little Italy BIA Board of Management. Your responses should demonstrate a genuine interest in the BIA and indicate how your experiences and skills would be of value to the Board.

Please note the brief biography and summary of qualifications you provide will be shared with the BIA membership in advance of the Board's election on Tuesday, December 6, 2022.

Section A: General Information

Nominee's Name (First, Last)	Nominee's Relationship to the BIA <input type="checkbox"/> Business Property Owner <input type="checkbox"/> Business Property Tenant <input type="checkbox"/> BIA Representative
Business Represented (Business Name)	
Business Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)	
Telephone Number:	Email Address:

Section B: Nominee Biography

Provide a brief description (maximum 130 words) about yourself and your interest in serving on the Little Italy BIA Board of Management. Please be sure to address some, if not all, of the following topics:

- Why you are interested in serving as a Director on the Board
- Any relevant qualifications, skills, or experiences that make you a good fit for the position
- Any previous board or community involvement (including any participation on BIA Subcommittees)
- What you would like the Board to achieve in the next four (4) years

Maximum 130 words



Section C: Summary of Qualifications

Please complete the following Summary of Qualifications

As a Nominee, you:	Yes	No	If Yes,
Are a BIA member or representative ?	<input type="checkbox"/>	<input type="checkbox"/>	You are a: <input type="checkbox"/> Property Owner <input type="checkbox"/> Property Tenant <input type="checkbox"/> BIA Representative
Will bring unique skill sets or experiences of particular value?	<input type="checkbox"/>	<input type="checkbox"/>	Select up to three (3) of your strongest assets: <input type="checkbox"/> Accounting <input type="checkbox"/> Advertising <input type="checkbox"/> Budgeting <input type="checkbox"/> Event Planning <input type="checkbox"/> Finance <input type="checkbox"/> Legal <input type="checkbox"/> Marketing <input type="checkbox"/> Public Relations <input type="checkbox"/> Real Estate <input type="checkbox"/> Retail <input type="checkbox"/> Other:

As a Nominee, you:	Yes	No
Will bring energy and enthusiasm to support the building of the BIA's reputation?	<input type="checkbox"/>	<input type="checkbox"/>
Are willing to prepare for meetings and learn the rules of the operation?	<input type="checkbox"/>	<input type="checkbox"/>
Have demonstrated good leadership and stewardship through industry or community involvement?	<input type="checkbox"/>	<input type="checkbox"/>
Have strong communications and interpersonal skills (i.e. abilities to work well as part of a team, contribute reasoned opinions, and accept and support decisions reached by the Board)?	<input type="checkbox"/>	<input type="checkbox"/>
Have the ability to set aside any personal interests and work towards the betterment of the BIA?	<input type="checkbox"/>	<input type="checkbox"/>
Have the ability to commit the time and resources to serve on the Board [and, potentially, its Subcommittee(s)]?	<input type="checkbox"/>	<input type="checkbox"/>
Have previous Board experience ?	<input type="checkbox"/>	<input type="checkbox"/>

Section D: Submitting the Nomination

Please submit this completed Nomination Form to Teri Weaver via email coordinator@tolittleitaly.com or drop it off at the BIA Office (address below) by **December 2, 2022, 5:00 p.m.** **NOMINATIONS WILL NOT BE CONSIDERED AFTER THIS DATE INCLUDING AT THE AGM.**

All elected members will be required to take an online MANDATORY training course from the City of Toronto to be eligible to serve as a Board member.

I understand the requirements of this volunteer position and am able to commit to the terms and conditions.

Signature: _____ Date: _____