



## **DUKE Heights Business Improvement Area (BIA)**

**As a member of the DUKE Heights BIA, you are invited to attend the**

### **ANNUAL GENERAL MEETING**

**Location: Painters Union Hall (IUPAT), 132 Toro Rd, Toronto**

**Date: Thursday, November 29<sup>th</sup>, 2018**

**Time: 6:00 PM – 8:00 PM**

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### **Agenda**

1. Call to Order, Introductions and Opening Remarks
2. Declaration of Conflict of Interest
3. Approval of 2017 Annual General Meeting Minutes
4. Auditor's 2017 Report
5. Appointment of Auditor for 2018
6. Sub-Committee Reports:
7. Proposed Program and Budget for 2019 (see over)
8. Board Elections (2019-2022 Term)
9. New Business
10. Adjournment

The purpose of this meeting is to decide on the BIA's program and budget for 2019 (see over). This program is paid for by a special levy charged to you as well as other commercial and industrial property owners, and non-residential tenants of such properties. As a member of the BIA, the best way to participate in the decisions your BIA is making on your behalf is to get involved. If you wish to obtain a copy of the complete proposed budget and audited financial statement, please contact the BIA.

**Please forward a copy of this notice to your non-residential tenants.**

**Proof of BIA membership will be required. Please bring photo ID and either a business card, utility bill showing business/tenant name and address, or your City of Toronto property tax bill.**

**Only members of the BIA, and legal representatives of BIA members (proof required), are eligible to vote at the Annual General Meeting. The City of Toronto Municipal Code, Chapter 19, states that Business Improvement Area Members are defined as "all persons who own rateable property in a business property class and all persons who are non-residential tenants of rateable property in a business property class in a business improvement area."**



**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.**

**Please note: As per the amended City of Toronto Municipal Code Chapter 19, adopted by City Council at its meeting on July 4-7, 2017, designates are no longer eligible to vote on behalf of BIA members at annual general meetings. Therefore, a designate form has not been included in your AGM notice package**

For more information contact Matias de Dovitiis (BIA Executive Director) at (416) 739-1621 or email [info@dukeheights.ca](mailto:info@dukeheights.ca).

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 DuKe Heights BIA  
 2019 BIA Budget

Summary of Revenues and Expenditures	2018 Approved Budget	2018 Projected Actual	2019 Proposed Budget
	Column A	Column B	Column C
<b>Revenues</b>			
BIA Levy (includes 10% provision)	1,365,152	1,365,152	3,363,628
Grants	75,000	106,629	105,000
Donations & Sponsorships	5,000	15,000	
Festival Revenues			20,000
Other Revenue (please insert a description)	31,626	36,418	34,672
<b>Total Revenue</b>	<b>1,476,778</b>	<b>1,523,199</b>	<b>3,523,300</b>
<b>Expenditures</b> (includes 1.76% HST)			
General and Administrative	423,704	545,142	575,708
Streetscape Improvements	615,000	939,956	1,280,000
Streetscape Improvements - City Loan Payment			
Amenity and Maintenance	250,000	225,804	275,000
Promotion and Communication	117,000	146,105	366,700
Festivals and Events			40,000
Provision for Tax Appeal Expenditures	124,105	803	305,784
<b>Total Expenditures</b>	<b>1,529,809</b>	<b>1,857,810</b>	<b>2,843,192</b>
<b>Net Revenue / (Deficit)</b> (O) = (F) - (N)	<b>(53,031)</b>	<b>(334,611)</b>	<b>680,108</b>

Summary of Accumulated Surplus	2018 Approved Budget	2018 Projected Actual	2019 Proposed Budget
<b>Beginning Balance</b>	<b>1,344,563</b>	<b>1,344,563</b>	<b>1,009,952</b>
Change in Accumulated Surplus	(53,031)	(334,611)	680,108
<b>Ending Balance</b>	<b>1,291,532</b>	<b>1,009,952</b>	<b>1,690,060</b>