



DUKE HEIGHTS BIA

A NEW VISION. A NEW BEGINNING.

The Board of Directors of the BIA decided to move away from the old perceptions of the area and create a new and vibrant community that's connected and committed to growth. Part of this new ambitious goal was to rename the area. With the help of Us Communications, a branding and marketing agency, the name DUKE was chosen.

DUKE was formed by connecting the two names, Dufferin and Keele, that mark the boundaries of the area. The Duke Heights BIA is positioned as the Height of Opportunities.

DUKE Heights reflects the vibrancy of the community, and projects the vitality and entrepreneurial spirit that's at the heart of this area. It's the new engine of growth. The new destination for talent. And the new investment magnet of the city.



As a member of the DUKE Heights BIA, you are invited to attend our: ANNUAL GENERAL MEETING

Location: Painters Union Hall, 132 Toro Rd, Toronto

Date: Wednesday, December 7th, 2016

Time: 6-8pm

AGENDA

1. Call to Order and Introductions
2. Declaration of Conflict of Interest
3. Introduction of Board and General Membership (Quorum of the Board is required to conduct business)
4. Approval of 2015 Annual General Meeting Minutes
5. Auditor's 2015 Report
6. Appointment of Auditor for 2016
7. Officers' Reports:
 - Festivals /Events
 - Marketing
 - Streetscaping
 - Treasurer (including projected year-end 2016)
8. Proposed Program and Budget for 2017 (see over)
9. Adoption of BIA Constitution/ Procedural By-Law (for new BIAs or if presenting changes- incl. a copy)
10. New Business
11. Adjournment

The purpose of this meeting is to decide on the BIA Budget for 2017 (see over) and general program. 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 best way to participate in the decisions which your BIA is making on your behalf is to get involved.

Contact:

Matias de Dovitiis | Executive Director

DUKE Heights BIA

1120 Finch Ave W - Suite 205 | Toronto, ON - M3J 3H7 Phone: (416) 739-1621 |

Fax: (416) 739-7816

Email: matias@dukeheights.ca

Website: www.dukeheights.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. Please note that no person in attendance shall have more than one vote.

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.

Summary of Revenues and Expenditures	2016 Approved Budget	2016 Projected Actual	2017 Proposed Budget
	Column A	Column B	Column C
Revenues			
BIA Levy (includes 10% provision)	1,159,368	1,159,368	1,196,921
Grants		10,000	
Donations & Sponsorships		10,000	
Festival Revenues			
Other Revenue (please insert a description)			
Total Revenue	1,159,368	1,179,368	1,196,921
Expenditures (includes 1.76% HST)			
Administration	290,535	277,459	333,625
Capital	407,500	275,000	535,000
Capital - Financed Project Loan Payment (withheld from levy)			
Maintenance	260,000	230,000	200,000
Promotion and Advertising	107,000	119,500	103,200
Festivals and Events			
Provision for Tax Appeal Expenditures	105,397	(29,848)	108,811
Total Expenditures	1,170,432	872,111	1,280,636
Net Revenue / (Deficit) (O) = (F) - (N)	(11,064)	307,257	(83,715)
Summary of Accumulated Surplus	2016 Approved Budget	2016 Projected Actual	2017 Proposed Budget
Beginning Balance	645,876	645,876	953,133
Change in Accumulated Surplus	(11,064)	307,257	(83,715)
Ending Balance	634,812	953,133	869,418

If you are interested in joining the DUKE HEIGHTS BIA Board of Management, have questions about the AGM or above budget please contact the BIA.

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.

This form allows a member of the DUKE HEIGHTS 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 DATE.

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 **DUKE HEIGHTS** Business Improvement Area (BIA) to be held on DATE. 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 ☐ (please 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. Marianne Szczuryk, Economic Partnership Advisor
77 Elizabeth Street, 2nd Floor, Toronto, ON M5G 1P4
Tel: 416-392-1820 Fax: 416-392-1380**

DATE RECEIVED

Designate Form is NOT valid if:

Information provided is illegible;
Designate is a member of the DUKE Heights BIA;
Designate has already been nominated by another member of the DUKE Heights 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.