



Members of the Roncesvalles Village Business Improvement Area (RVBIA) are invited to attend our virtual teleconference for the

2022 ANNUAL GENERAL MEETING
TUESDAY, NOVEMBER 15, 2022, 7:00 PM

AGENDA

1. Call to Order, Land Acknowledgement, and Introductions
2. Electronic meeting, recording of the meeting and voting protocols
3. Declaration of Conflict of Interest
4. Approval of the 2021 Annual General Meeting Minutes (Motion)
5. Auditor's 2021 Financial Statements Report
6. Nomination of Auditor for 2022 (Motion)
7. Sub-Committee Reports
8. Proposed Program and Budget for 2023
9. Board Election (2023-2026 Term)
10. General Discussion/New Business
11. Adjournment

The purpose of this meeting is to approve the BIA's budget and proposed activities for 2023 (see over) 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 on your behalf is to get involved. A copy of the complete proposed budget and audited financial statement will be available to you upon pre-registration.

The **RVBIA Annual General Meeting** will be taking place virtually to ensure the safety of our BIA Members, Directors, and Staff. Voting members must join the meeting through the Zoom desktop or mobile app to be able to vote. Voting is not available to attendees that call into the meeting. Pre-registration is required. **Deadline to Pre-register: Monday, November 7, 2022.** Pre-registration link: go to www.roncesvallesvillage.ca/members or email info@roncesvallesvillage.ca.

Annual General Meeting Procedures: To attend, you are required to **complete 2 forms of pre-registration**. If you are an RVBIA member, you are eligible to vote (see restrictions below) and will need to complete both **the Zoom meeting pre-registration** and the **member pre-registration** which requires proof of BIA membership (photo ID and either a business card, utility bill with business name/tenant name and address, or City of Toronto property tax bill) available at the link above.

Voting Eligibility: Per the City of Toronto Municipal Code, Chapter 19, Business Improvement Area, only members of the proposed 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.

Board of Management Nomination: If you are interested in being part of the Board in the coming term, please complete and submit the attached nomination form or via our [website](#), by no later than **Monday, November 7, 2022**. A digital version of this form is available at the link above. Forms must be submitted via the link above or by email. No mail accepted. The nomination form is also available by emailing the RVBIA info@roncesvallesvillage.ca.

Members are encouraged to pre-register immediately. Please RSVP/pre-register no later than **MONDAY, November 7, 2022**. For help or questions with registration, call (416) 537-2701 or email info@roncesvallesvillage.ca

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**Roncesvalles Village BIA
2023 BIA Budget**

Summary of Revenues and Expenditures	2022 Approved Budget	2022 Projected Actual	2023 Proposed Budget	
	Column A	Column B	Column C	
Revenues				
BIA Levy (includes 10% provision)	323,910	323,910	333,628	(A)
Grants	23,000	5,000	30,000	(B)
Signature Events Revenue (input details in event worksheets)	238,200	448,524	5,000	(C)
Other Festival Revenue				(D)
Other Revenue				(E)
Total Revenue	585,110	777,434	368,628	(F)
Expenditures (includes 1.76% HST)				
General and Administrative	182,222	137,959	141,411	(G)
Streetscape Improvements	19,750		55,350	(H)
Streetscape Improvements - City Loan Payment				(I)
Amenity and Maintenance	66,050	73,023	73,300	(J)
Promotion and Communication	88,200	58,140	35,100	(K)
Festivals and Events	333,200	519,553	49,200	(L)
Provision for Tax Appeal Expenditures (10%)	29,446	51	30,330	(M)
Total Expenditures	718,868	788,726	384,691	(N)
Net Revenue / (Deficit) (O) = (F) - (N)	(133,758)	(11,292)	(16,063)	(O)

Summary of Accumulated Surplus	2022 Approved Budget	2022 Projected Actual	2023 Proposed Budget	
Beginning Balance	178,809	178,809	167,517	(P)
Change in Accumulated Surplus	(133,758)	(11,292)	(16,063)	(Q)
Ending Balance	45,051	167,517	151,454	(R)

NOMINATION TO THE BOARD OF MANAGEMENT

Roncesvalles Village BUSINESS IMPROVEMENT AREA

This application is your opportunity to share why you are a strong candidate for the Roncesvalles Village 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 that the brief biography, summary of qualifications, and photograph that you provide will be shared with the BIA membership in advance of the Board's election on Tuesday, November 15, 2022. Please note that all forms must be received by no later than Monday, November 7, 2022; nominations from the floor will not be accepted. A digital Nomination form is also available here: www.roncesvallesvillage.ca/members

Section A: General Information

Nominee's Name Nominee's Name	Nominee's Relationship to the BIA <input type="checkbox"/> Business Property Owner <input type="checkbox"/> BIA Representative <input type="checkbox"/> Business Property Tenant
Business Represented Business Name	
Business Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code) Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code	
Telephone Number XXX-XXX-XXXX	Email Address person@bia.com

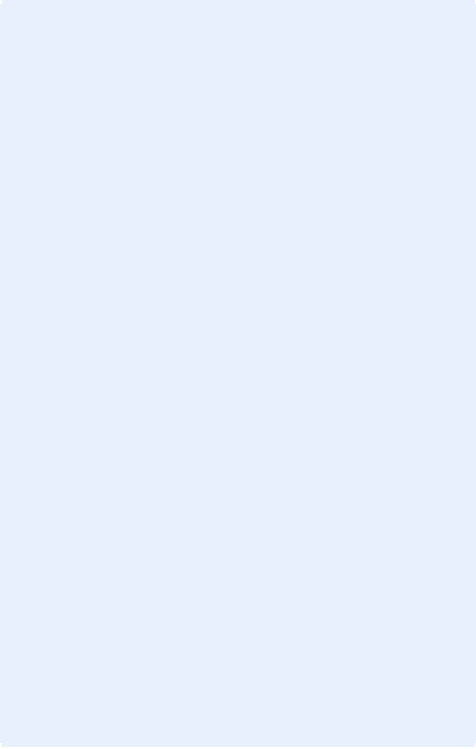
Section B: Nominee Biography

Provide a brief description (of no more than 130 words) about yourself and your interest in serving on the Roncesvalles Village 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

Section C: Photo and Summary of Qualifications

Please attach a photo of yourself, and complete the following Summary of Qualifications.

Nominee Photo	As a nominee, you:	Yes	If Yes
	Are a BIA member or representative	<input type="checkbox"/>	<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"/>	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:
	Will bring energy and enthusiasm to support the building of the BIA's reputation	<input type="checkbox"/>	
	Are willing to prepare for meetings and learn the rules of the operation	<input type="checkbox"/>	
	Have demonstrated good leadership and stewardship through industry or community involvement	<input type="checkbox"/>	
	Have strong communications and interpersonal skills (i.e., the abilities to work well as part of a team, contribute reasoned opinions, and to accept and support decisions reached by the Board)	<input type="checkbox"/>	
	Have the ability to set aside any personal interests and work towards the betterment of the BIA	<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"/>	
	Have previous board experience	<input type="checkbox"/>	

Section D: Submitting the Nomination

Please submit this nomination form to info@roncesvallesvillage.ca by **Monday November 7, 2022**. Nominations must be made on or before this date, **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: _____

Completed forms may be sent to info@roncesvallesvillage.ca, or they may be completed directly via our website at www.roncesvallesvillage.ca/members