



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Cassandra Baccardax, Economic Development Officer

DATE: June 6, 2018

REPORT NO.: ADMIN-2018-0020

RE: New Board of Management at the Acton Business Improvement Area

RECOMMENDATION:

THAT Report No. ADMIN-2018-0020, dated June 6, 2018, regarding a new Board of Management for the Acton Business Improvement Area, be approved;

AND FURTHER THAT Council pass a By-law to appoint the members of the Acton Business Improvement Area Board of Management, as listed in Appendix 1 and confidential Appendix 2 to this report (ADMIN-2018-0020);

AND FURTHER THAT Council direct Town staff to identify two additional persons to fill the existing vacancies on the Acton Business Improvement Area Board of Management, as permitted by the Municipal Act, and authorize Town staff to appoint the same, and authorize the Mayor and Town Clerk to amend the By-law as appropriate.

BACKGROUND:

The Acton Business Improvement Area ("ABIA") is a sub-committee of the Council of the Town of Halton Hills, established more than 40 years ago. The ABIA operates as a not-for-profit (NFP) organization and represents approximately 120 businesses and property owners (the "membership" or "members") in Downtown Acton. The role of the BIA is to foster economic growth in the Acton downtown urban area.

The Acton BIA operates under the direction of a volunteer Board of Management (the "Board"). Under the By-Laws, the Board is elected by its membership on an annual basis at its Annual General Meeting ("AGM"). The Term of Office is four years, aligning with municipal Council office terms. Board members may resign at any time. Board size is minimum seven members and a maximum of 11 members.

COMMENTS:

The ABIA conducted its 2018 Annual General Meeting on May 31, 2018. The Agenda included opening comments and a keynote speaker from the Town prior to the official commencement of the AGM to highlight the significant economic investment flowing into Acton and surroundings, as well as the close partnership between the BIA and the Town as both parties work to advance key strategic projects.

BIA Chair, Dana Selby, opened the meeting and recognized all Board members in presence for their past service. It was announced that two of the existing Board members resigned effective immediately, as well as the Chair. Previous Board Members, Monica Galway and Councillor Mike Albano (appointed by the Mayor), intend to remain on the Board. Nominations for new Board members were then taken from the floor. The new and renewed Board members, taking their seats by acclamation effective May 31, 2018, are listed in Appendix 1 attached to this report.

Under the *Ontario Municipal Act*, Council has the role of appointing members of the BIA Board. Council may refuse to appoint a person selected by the BIA, and may leave the position vacant or direct that a meeting of the BIA be held to elect or select another candidate for the municipality's consideration. In the event of vacancies, Council also, as per the Municipal Act, may fill a vacancy by appointing a person for the unexpired portion of the term. The appointed person is not required to be a member of the improvement area. The Municipal Act specifically notes;

If a vacancy occurs for any cause, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area.

Since the current Board membership does not meet the minimum Board members size of 7 (minimum) and 11 (maximum), it is recommended that Council appoint three additional Board members, as listed in confidential Appendix 2, for a total of 8 Board members. This will enable the Board to meet its minimum size requirements while providing a 'buffer' with one additional member beyond the minimum of 7. The BIA will also then be able to seek additional members for Council's consideration at a later date to the maximum of 11.

RELATIONSHIP TO STRATEGIC PLAN:

While the Town's Strategic Plan does not specifically speak to Council's role in appointing BIA Board members, the efficient and effective operation of the Acton BIA is key to the delivery of the Town's services. The Town's partnership with the BIA is also a crucial part of the Town's economic development efforts.

FINANCIAL IMPACT:

There is no financial impact from this report.

CONSULTATION:

This report was prepared in consultation with the Town's CAO.

COMMUNICATIONS:

There is no communications impact associated with this report.

CONCLUSION:

This report asks for Council's approval of new membership of the Acton BIA, including appointment of new members to fill vacancies. These new members will support the BIA in the development and delivery of key strategic initiatives, including implementation of its Strategic Plan, as well as day-to-day operations.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Damian Szybalski". The signature is written in a cursive, slightly slanted style.

Damian Szybalski, Manager of Economic Development, Innovation & Culture

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive, slightly slanted style.

Brent Marshall, CAO