



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Cassandra Baccardax, Economic Development Officer

DATE: May June 6, 2019

REPORT NO.: RPT-ADMIN-2019-0025

RE: Updated Board of Management at the Acton Business Improvement Area (BIA)

RECOMMENDATION:

THAT Report No. ADMIN-2019-0025, dated June 6, 2019, regarding an updated Board of Management for the Acton Business Improvement Area, be received;

AND FURTHER THAT Council appoint persons to the Acton Business Improvement Area Board of Management, as listed in confidential Appendix 1 to this report;

AND FURTHER THAT Town staff bring forward the necessary By-law to have the members of the Acton Business Improvement Area Board of Management appointed;

AND FURTHER THAT the Mayor and Town Clerk be authorized to amend the By-law, as necessary, in order to respond to any future changes in Board membership and as new members are interested in joining the Board.

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 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 downtown Acton urban area.

The Acton BIA operates under the direction of a volunteer Board of Management (the "Board"). Under its By-Laws, the Board is elected by its membership on an annual basis at its Annual General Meeting ("AGM"). The Term of Office aligns with municipal Council office terms. Board members may resign at any time. Board size is minimum seven (7) members and a maximum of 11 members.

Under the *Ontario Municipal Act*, Council has the role of appointing members of the BIA Board as elected by the BIA membership.

COMMENTS:

The ABIA conducted its 2019 Annual General Meeting on May 21, 2019. As part of this meeting, the Board held its elections for Board members. Minutes of the AGM were not available at the time of writing this report.

All of the existing Board members (6) expressed their intent to continue on the Board and put their names forward for re-election. Nominations for new Board members were then taken from the floor. The total number (existing and new) of persons that put their names forward for election were seven (7). This meets the required minimum Board size. As the maximum number of Board members that can be on the Board is eleven (11), all seven nominees were acclaimed. The newly constituted Board will take effect once this report and the subsequent By-law is passed.

Since the Board membership meets the required minimum, no additional members need to be appointed by the Town at this time. Should the BIA receive additional interest from potential Board members during the current term, Town staff will amend the By-law, as necessary and per the Recommendation of this report.

RELATIONSHIP TO STRATEGIC PLAN:

The efficient and effective operation of the Acton BIA is important to the delivery of the Town's economic development priorities.

FINANCIAL IMPACT:

There is no financial impact from this report.

CONSULTATION:

This report was prepared in consultation with the Town's Clerk and CAO. Board membership is based on the outcomes of the Acton BIA's AGM.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the *Economic* pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Excellent.

COMMUNICATIONS:

The BIA Manager and Board Chair will be informed of Council's decision on this report.

CONCLUSION:

This report seeks Council's approval of Acton BIA Board of Management membership.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Damian Szybalski". The signature is written in a cursive style with a large, stylized 'D'.

Damian Szybalski, Director of Economic Development, Innovation & Culture

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive style with a large, stylized 'B'.

Brent Marshall, Chief Administrative Officer