



## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Renée Brown, Deputy Clerk - Administration

**DATE:** February 11, 2021

**REPORT NO.:** ADMIN-2021-0012

**RE:** Appointment of Membership to the Acton Business Improvement Area (BIA) Board of Management

### RECOMMENDATION:

THAT Report No. ADMIN-2021-0012 dated February 11, 2021 regarding Appointment of Membership to the Acton Business Improvement Area (BIA) Board of Management be received;

AND FURTHER THAT the members listed in Confidential Appendix 'A' to this Report be appointed to the Acton BIA Board of Management and that the necessary by-law be enacted to confirm the appointment of the members.

### BACKGROUND:

Within the Town of Halton Hills, there are two Business Improvement Areas (BIAs), the Downtown Georgetown BIA and the Downtown Acton BIA. Both BIAs in Halton Hills were established in 1977.

The Province of Ontario defines a BIA as a geographic area in a municipality that is formed to allow local business people and property owners to join together and with the support of the municipality, organize, finance and carry out physical improvement and promote economic development in their district.

BIAs are legislated by the Municipal Act. Section 204(1) of the Municipal Act states that the municipality may designate an area as an improvement area and establish a Board of Management:

- to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and,

- to promote the area as a business or shopping area. Members of the BIA include both property owners and their tenants within the BIA that were assessed in a prescribed business class on the last returned assessment roll.

By-law No. 1993-0175 is a Town of Halton Hills by-law that establishes the Acton Business Improvement Area and includes the names of the Members of the Board of Management.

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”). Board members may resign at any time. Board size is minimum seven (7) members and a maximum of eleven (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:**

In accordance with Section 204 of the Municipal Act, S.O. 2001, municipalities have the authority to appoint members to the Board of Management for Business Improvement Areas.

When vacancies occur on the BIA’s Board of Management, the BIA’s hold elections to fill the vacancies and subsequently request Council’s approval and appointment of the individuals to their Board of Management. The Acton BIA held their Annual General Meeting on December 7, 2020 as per their By-Laws, they filled two vacancies and confirmed their membership.

The Minutes of the Acton BIA Annual General Meeting held on December 7, 2020 were submitted to the Town Clerk noting that the Board had a held an election and confirmed the rest of the Board membership.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

The efficient and effective operation of the Downtown Georgetown BIA is important to the delivery of the Town’s economic development priorities.

#### **FINANCIAL IMPACT:**

There is no financial impact from this report.

#### **CONSULTATION:**

Consultation was conducted between the Clerk’s Office and the Acton Business Improvement Area Board of Management.

**PUBLIC ENGAGEMENT:**

There was no public engagement required as this is an administrative matter.

**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 and Cultural pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Excellent.

**COMMUNICATIONS:**

The Acton BIA Manager will be informed of Council's decision on this report.

**CONCLUSION:**

It is recommended that Council appoint the members of the Acton BIA Board of Management as set out in Confidential Appendix A to this report.

Reviewed and Approved by,



Valerie Petryniak, Town Clerk & Director of Legislative Services



Chris Mills, Acting Chief Administrative Officer