

## **Staff Report 2019-14**

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Meeting Date: Tuesday, January 15, 2019

Subject: Appointment to the Board of Management of the Bolton Business Improvement Area

Submitted By: Amanda Fusco, Manager of Legislative Services / Interim Town Clerk

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### **RECOMMENDATION**

That the following be appointed as directors to the Bolton Business Improvement Area (BIA) Board of Management for the 2018 – 2022 Term of Council;

- Carberry, Jean
- Ciarcellutti, Alfonso
- Gnida, Bryan
- Hoppler, Shirley
- Rudnitsky, Oleg
- Sodhi, Jotvinder
- Teskey, Rex
- Teskey, Verona

That the necessary appointment by-law be brought forward to give effect thereto;

That the Bolton Business Improvement Area (BIA) Board of Management be required to develop a Strategic Plan that will direct the BIA's efforts over the next four (4) years and that the plan accompany the proposed 2019 BIA Budget;

That the Strategic Plan be presented at a Town Council meeting in 2019; and

That a copy of this resolution and Staff Report be provided to the BIA Board of Management for their action and reference.

### **REPORT HIGHLIGHTS**

- The Bolton Business Improvement Area has been established since December 10, 1980.
- The first Board of Management for the Bolton Business Improvement Area was established by By-law 1981-29 and members were appointed on January 12, 1981.
- The Term of the Board of Management is concurrent with the Term of Council.
- At the Annual General Meeting of the Board of Management on December 3, 2018, an election was held for the new Board of Directors.

### **DISCUSSION**

The purpose of this report is to appoint the members of the Bolton Business Improvement Area Board of Management.

In 1980, the Council of The Corporation of the Town of Caledon designated a business improvement area Bolton. The Bolton Business Improvement Area Board of Management was established by By-law 1981-29 to provide for the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the designated local improvement area and to provide for the promotion of the area. The first Directors of the Board were appointed on January 12, 1981.

Business Improvement Areas (BIA's) are characterized as local boards pursuant to the Municipal Act, 2001. The purpose of the Bolton Business Improvement Area Board is to improve, beautify and maintain municipal owned lands, buildings and structures within the Bolton Business Improvement Area beyond the beautification and maintenance provided by the Town. The mandate includes promoting the area as a business or shopping district.

The BIA provides a list of nominees to their general membership for a vote prior to submitting these nominees for council approval. This practice helps ensure that the general membership is consulted on the board's composition.

### **Annual General Meeting**

Following the municipal election, the Bolton Business Improvement Area Board of Management hosts an Annual General Meeting for the purposes of conducting an election for the new term of the Board of Management.

Following the 2018 Municipal Election, on December 3, 2018, the Bolton Business Improvement Area Board of Management held its Annual General Meeting to elect eight Directors to the Board for the 2018 – 2022 Term of Council. Below is a list of the candidates followed by the number of votes received:

<b>Name</b>	<b>Votes Received</b>
<b>Carberry, Jean</b>	<b>12</b>
<b>Ciarcellutti, Alfonso</b>	<b>14</b>
<b>Gnida, Bryan</b>	<b>10</b>
<b>Hoppler, Shirley</b>	<b>14</b>
<b>Ricciardi, Ralph</b>	<b>8</b>
<b>Rudnitsky, Oleg</b>	<b>13</b>
<b>Sodhi, Jotvinder</b>	<b>12</b>
<b>Teskey, Rex</b>	<b>14</b>
<b>Teskey, Verona</b>	<b>14</b>

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The eight candidates with the most votes are being recommended for appointment to the Board for the 2018 – 2022 Term.

Section 204(3) of the *Municipal Act, 2001* (“the Act”) states that composition of the board of management shall be composed of one or more directors appointed directly by the municipality and the remaining directors selected by a vote to the membership of the improvement area and appointed by the municipality.

As the Bolton Business Improvement Area Board of Management is a statutory board, appointments must be enacted by by-law.

### **Next Steps**

Should Council support the appointments, the elected members of the Bolton Business Improvement Area Board of Management will be notified and staff will work with the new Board on transition and training.

Training for the new Board members shall include a presentation from the Ministry of Municipal Affairs and Housing, Ontario Business Improvement Area Association (OBIAA) and Town Staff to orient members to their role, responsibilities and obligations, and to highlight best practices of successful BIAs.

In preparation for the BIA election and appointment process, Town Staff conducted a review of best practices of other BIAs including Orangeville, Brantford, Alliston and Goderich and reviewed the Province’s Business Improvement Area Handbook.

Most of the BIAs canvassed have developed a strategic and / or financial plan to assess the needs of the local area. A Needs Assessment is seen as an opportunity to develop a strategic financial plan for the BIA that can incorporate improving the economic environment and changing public perception, to enhancing municipal policy in support of the BIA and infrastructure improvement, as well as enhancing parking, circulation, the physical environment and any other important factors that will enhance the area.

The Caledon Public Library Board, the only other statutory board established by the Town, developed a Strategic Plan in 2016, *Building the Future 2017-2020*, which provides a road map that will direct the library’s efforts over the next 4 years. It confirms their intent to work with council, community partners and the community to guide the future of library spaces and services.

Staff recommend that the Bolton BIA develop such a strategic or operation plan for the next 4 years and that such plan accompany the BIA’s proposed 2019 Budget.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

Section 205(1) of the Act states that the board of management prepare a proposed budget for each fiscal year and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget. It is expected that the Board of Management will present their budget at their first meeting of the new Board in February 2019.

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Section 205(2) requires the board of management to submit the budget to Council and the municipality may approve it in whole or in part but may not add expenditures to it. Once the Bolton BIA's budget is approved by the Bolton BIA Board, Town Finance staff will review the budget and prepare a report with a recommendation to Town of Caledon Council in March 2019. Subject to Town of Caledon Council approval of the Bolton BIA budget, the Town will charge commercial property owners within the Bolton Business Improvement Area a special (BIA) tax levy (in addition to the Town's general tax levy) on behalf of the BIA. All revenues from the special (BIA) tax levy is provided to the Bolton BIA board in four installments in 2019 following approval of the BIA's budget by Town of Caledon Council and completion of the year-end financial audit of the Bolton BIA by the Town's auditor.

As noted above, the Bolton BIA has been requested to prepare and submit a Strategic Plan as part of their 2019 budget. Finance will assist the Clerk's Office to review, where applicable, and include the strategic plan as part of the Bolton BIA Budget staff report to Council.

### **COUNCIL WORK PLAN**

The matter is not relative to the Council Work Plan.

### **ATTACHMENTS**

None.