**BIA LOGO**

**SAMPLE AGM NOTICE**

**XXX Business Improvement Area (BIA)**

As a member of the XXX BIA, you are invited to attend the

Annual General Meeting: Time & Date

Registration Link: xx

**Agenda**

1. Call to Order, Introductions, Opening Remarks and Land Acknowledgement
2. Electronic meeting, recording of the meeting and voting protocols
3. Declaration of Conflict of Interest
4. Approval of 2024 Annual General Meeting Minutes
5. Auditor’s 2024 Report
6. Appointment of Auditor for 2025
7. Sub-Committee Reports
8. Proposed Program and Budget for 2026 (see over)
9. New Business
10. Adjournment

The purpose of this meeting is to approve the BIA’s budget and proposed activities for 2026. 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.

**Voting and Pre-Registration:** The BIA Annual General Meeting will be taking place virtually. Voting members must join the meeting through the desktop or mobile app to be able to vote. Voting is not available to attendees that call into the meeting. Pre-registration will be required. Deadline to Pre-register: xxx, xxx, 2025. Pre-registration link: go to https:/xxx or email xxx at xxx@xxx.

**Annual General Meeting Procedures:** To attend, pre-registration is required. If you are a voting member, we will subsequently contact you for 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). 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.

**DUE TO THE ONGOING CANADA POST STRIKE, ALTERNATE DELIVERY METHODS ARE BEING USED TO SHARE THIS NOTICE AS WIDELY AS POSSIBLE.**

**\*BUSINESS TENANTS ARE REQUESTED TO FORWARD THIS NOTICE TO THEIR LANDLORD/PROPERTY OWNER\***

For more information contact xxx at xxxx

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