



CORPORATION OF THE TOWN OF PRESCOTT

P.O. Box 160 / 360 Dibble St. W.,
Prescott, Ontario
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February 25, 2019

To Whom It May Concern:

The Downtown Prescott Business Improvement Area (BIA) seeks nomination for Board of Management Directors at each new term of Council. The Town has recently passed updates to the Board of Management By-law that provides clarity around who can vote as a member of the BIA, who can be nominated as a Director of the Board of Management, and the policies and guidelines the Board uses to function.

We have included a form to capture the membership data for those property owners and tenants who are eligible to vote at BIA General Meetings and the Annual General Meeting. We are asking that anyone wishing to put their name forward to be a Director of the BIA Board of Management do so at this time on the attached form.

Please complete the attached form and return it to the Town of Prescott via drop-off, mail, email, or fax no later than 4:00 pm March 14, 2019.

Dropoff or Mail: Town of Prescott
PO Box 160
360 Dibble Street West
Prescott, Ontario
K0E1T0

Email: marmstrong@prescott.ca

Fax: 613-925-4381

Sincerely,

Matthew Armstrong
Chief Administrative Officer & Treasurer
Town of Prescott

Attachments

1. Member Voting and Director Nomination Eligibility
2. Member Information and Director Nomination Form

**Downtown Prescott Business Improvement Area
Member Voting and Director Nomination Eligibility**

Property Owners

- The property is located within the Business Improvement Area
- The property is accessed in the business property class (e.g. C-Commercial, D-Office, I-Industrial, G-Parking lot, etc.)
 - o Note this information can be found on the Notice of Assessment from the Municipal Property Assessment Corporation and the property tax bill.

	Member Voting	Nomination Eligibility
Sole Owner of a Property	The owner is entitled to one vote per motion	The owner is entitled to be nominated as a Director
There are two or more co-owners of the property	The co-owners must select one owner to represent and vote on their behalf (one vote per motion)	The co-owners must select one owner to be entitled to be nominated as a Director
The property is owned by a corporation	The corporation must appoint an employee to represent and vote on its behalf (one vote per motion)	The corporation must appoint an employee representative and be entitled to be nominated as a Director
No person or corporation may have more than one vote, regardless of the number of properties or businesses they own, co-own, or represent in the BIA.		

Business Owners

- The business is located within the Business Improvement Area
- The business occupies property that is assessed in the business property class (e.g. C-Commercial, D-Office, I-Industrial, G-Parking lot, etc.)

	Member Voting	Nomination Eligibility
Business is a Sole Proprietorship	The business owner is entitled to one vote per motion	The business owner is entitled to be nominated as a Director
The business is owned by a partnership or cooperative	The members of the partnership or cooperative must appoint one partner or member to represent and vote on their behalf (one vote per motion)	The members of the partnership or cooperative must appoint one partner or member to represent and be entitled to be nominated as a Director
The business is owned by a corporation	The corporation must appoint one employee to vote on its behalf (one vote per motion)	The corporation must appoint one employee to represent and be entitled to be nominated as a Director
No person or corporation may have more than one vote, regardless of the number of properties or businesses they own, co-own, or represent in the BIA.		

**Downtown Prescott Business Improvement Area
Member Information and Director Nomination Form**

Choose One	
Property Owner	
Business Owner	
Choose One	
Sole Owner / Proprietorship	
Two or More Owners / Partnership / Cooperative	
Corporation	
Complete the Following	
Property / Business Address	
Owner(s) / Corporation Name	
Mailing Address	
Telephone	
Email	
Fax	
Name or Person eligible to vote at General Meetings and Annual General Meeting	
Do you wish to put forth a nomination to be a Director on the BIA Board of Management (If Yes)	
Name	
Contact Information of Nominee	

Signature: _____

Date: _____