BIA Board of Management Application

☐ **Application for Nomination**
(Complete Sections A, B, C & D)
- ☐ Annual General Meeting (AGM)
- ☐ Board Meeting

☐ **Application for Removal**
(Complete Section A)
- ☐ Resignation
- ☐ Board-Initiated (Complete Appendix 1)
- ☐ No Longer a BIA Member

Section A: BIA Name & Member Name

BIA Name:	
Member Name (First, Last):	**Board Meeting/AGM Date (yyyy-mm-dd):**

Section B: Business Contact Information

Mailing Address (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code):

Telephone Number:	**Alternate Telephone Number:**	**Email Address:**

Section C: Eligibility (Check all that apply)

☐	I am the owner of commercial or industrial property within the BIA **Address of Property** (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code):
☐	I am the tenant of commercial or industrial property within the BIA **Name of Business:** **Address of Property** (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code):
☐	I am the authorized representative* of the owner of a commercial/industrial property, or a business tenant, within the BIA **Name of Business:** **Address of Property** (Street Number, Street Name, Suite/Unit Number, City, Province, Postal Code):

*Please attach a letter from the owner or business tenant appointing you to stand for nomination to the Board on theirbehalf or a business card confirming that you are an employee of the BIA member

Section D: Acknowledgement

As a member of a local board I hereby agree to: comply with all applicable laws and City policies including, but not limited to, the City of Toronto Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act, Code of Conduct for Members of Local Boards, Policy on Use of City Resources during an Election, Public Appointments Policy; and complete the Toronto BIA Office online training to familiarize myself with the relevant policies and legislation that govern members of local boards as noted above. I hereby acknowledge that Nominees are appointed by Council or Community Council. Council or Community Council retains the right to remove any appointed member at any time and for any reason.

Nominee's Signature:	**Date (yyyy-mm-dd):**

The meeting minutes where the board adopted the motion to nominate or remove the director must accompany the submission of this form. Submit completed form to the Toronto BIA Office – Email: biaoffice@toronto.ca / Fax: 416-935-1380
Please be advised that all information collected on this form will be maintained as public record