

Business Improvement Zone AGM Preparation & Check List



For questions contact: Martin Pasieczka, BIZ Liaison
at 204-986-5247 or mpasieczka@winnipeg.ca

Purpose: this check list has been created to support Business Improvement Zones in fulfilling obligations required under Sections 15(1) and 21(1) of the City of Winnipeg Business Improvement Procedures By-law No. 8111/2002.

No later than September 30

In preparation for a Board meeting the following should be considered:

- Present draft program and budget for coming year for Board review
- Confirm Board membership (if required, send out Call for Nominations to membership)
- Set date for Annual General Meeting (AGM) and consider 'Save the Date' communication
- Choose/book location of AGM
- Note: The BIZ Audited Financial Statements should be completed or in the process of being finalized, and brought to the Board for review and approval to be sent to the upcoming BIZ Membership AGM.

Note:

1. If the Board Chair and existing Recording Secretary are unable to carry out their duties at the AGM, the Board may appoint a Chair and Recording Secretary for the AGM, who need not be a proprietor, director or employee of a member business.
2. At a Board meeting prior to the scheduled AGM, the Board may make the following suggested motion(s): 1. That (name) be appointed Chair for the AGM on (date) and/or 2. That (name) be appointed Recording Secretary for the AGM on (date).

No later than October 30

- Send Notice of AGM to membership as per Sections 13(1) and 13(2) of By-law No. 8111/2002:
 - o 13(1) At least 15 days prior to a General Meeting, the board must provide notice to every member business of the date, time, location and agenda of the General Meeting.
 - o 13(2) Notice of the General Meeting may be hand delivered or sent by ordinary mail to the street address of the member businesses.
- Set a deadline date for filing of nomination papers with BIZ
- Place this date on AGM Notice being distributed to membership
- Include RSVP on AGM Notice
- Board Meeting - present final program, budget and BIZ levy % for review and consideration by the Board
- Board Motion – Board recommends the (applicable year) Program/Budget and Levy to go to AGM
- Notify Board of proposed nominations

15 calendar days prior to AGM

Reminder: If notice has not previously been sent, By-law requires meeting notice be sent at least 15 days prior to the AGM

7 calendar days before AGM

As per Section 17(3) of By-law No. 8111/2002, the budget must be available if requested for review by member businesses

- Prepare package for members, which must include:
 - Agenda
 - Final copy of budget
 - Treasurer's report
 - Audited statement
 - List of Board nominees, if vote is required
- Prepare sign-in sheet
- Confirm venue/location booking

Day of AGM

- Sufficient copies of AGM package for distribution
- Sign-in sheet
- All supplies (pens, etc.)

Requirements following AGM

Sections 21 (1)(a) – (e) of the Business Improvement Zone Procedures By-Law No. 8111/2002 require the following be submitted electronically by the end of the third week of January of the new year.

Please email the following documents to: Andrew Poitras, City Clerk's Department at cityclerks@winnipeg.ca with copy to Martin Pasieczka, BIZ Liaison, at mpasieczka@winnipeg.ca:

1. AGM Notice
2. Proposed BIZ Budget for Council consideration (must use City budget template)
3. If BIZ used a different budget format approved at AGM, please include as well
4. Audited Financial Statement for the previous fiscal year, signed by two Board members
5. List of BIZ Board members for the next fiscal year
6. Description of the BIZ activities during the previous fiscal year

Other templates can be requested from the BIZ Liaison such as:

- Sample AGM Agenda
- Sample Board Member Nomination form
- Sample Board Member Matrix
- Sample BIZ Zone AGM Sign-in sheet