

NOTICE TO ALL MEMBERS

CALL FOR EXPRESSION OF INTEREST FOR POSITION ON DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT TERM: 2019-2022

The Downtown Yonge Business Improvement Area (DYBIA) is a catalyst for creating vibrant urban experiences and events in the heart of downtown Toronto. Representing more than 2,000 businesses and their employees, as well as the broader community of residents, students and visitors, the DYBIA champions attractive public spaces, popular events, safety and cleanliness. It plays an active role both at street level and in boardrooms, advocating for a thriving and diverse community of retailers, restaurants and services.

The Downtown Yonge Business Improvement Area Board of Management comprises of twelve (12) board positions plus two (2) City Councillors. Every four (4) years coinciding with the Municipal elections, the association puts out a Call for Expression of Interest for representation on the board. The term of office is for four (4) years, 2019 – 2022.

The board is a governance board and operates under Robert's Rules of Order¹.

The organization is governed under Chapter 19 of the Municipal Code of the City of Toronto.

Ultimately, we want to help build the critical mass necessary to ensure our businesses and the downtown community thrives.

The Nominating Task force will strive to achieve representation from each of our unique areas within our BIA, along with a mixed set of complimentary skills and diverse membership. Downtown Yonge is committed to promoting diversity, multiculturalism, and inclusion. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity and national origin.

We are committed to inclusive, barrier---free recruitment and selection processes in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation.

The ideal candidates for the Board of Management will meet the following criteria:

- Be a member of the B.I.A. either as a commercial property owner or commercial tenant
- Bring a positive attitude to assist in building the reputation of Downtown Yonge
- Bring unique skill sets, e.g. finance, public relations, marketing, real estate knowledge, legal knowledge, retail knowledge, urban planning or bring experience of particular value to the Board

¹ Robert's Rules of Order Newly Revised, 11th ed. (Da Capo Press, 2011)

- Be recognized as a current or future leader in the district
- Understand complex organizations
- Steward the organization through our Strategic Plan and establish direction beyond
- Board experience is an asset in terms of policy setting and establishing strategic direction
- Support our strategic projects in member engagement and retention, unapologetic advocacy and placemaking
- Have demonstrated either through industry or community involvement good stewardship and governance
- Works well as part of a team, contributes reasoned opinions and accepts and supports decisions reached by the board
- Have the ability to set aside any personal agenda and work towards the betterment of Downtown Yonge
- Able to commit the time and resources to serve on the board and task force(s)

Nominations will be open until Friday, October 5, 2018 and will be accepted by email or mail upon completion of the Nomination Application Form attached plus a copy of your Curriculum Vitae to the attention of: Mark Garner – Chief Operating Officer & Executive Director

Submissions by: E-mail: mgarner@downtownyonge.com
 Mail: 40 Dundas Street West, Suite #300, Toronto, ON, M5G 2C2

The absolute deadline for submissions is Friday October 5, 2018.

What happens after October 5, 2018?

- The Nominating Committee will vet the applications and provide a slate of directors to the existing board for approval.
- The approved slate will be voted upon by the membership at our November 22, 2018 Annual General Meeting (AGM) – there will be no nominations from the floor.
- The slate will then be forwarded to the BIA Office at The City of Toronto for ultimate approval by Council.
- The new board will take office in January of 2019.
- The new board members will then participate in mandatory board orientation at a mutually convenient time.

**APPLICATION - BOARD OF MANAGEMENT POSITION
DOWNTOWN YONGE BUSINESS IMPROVEMENT AREA
Term: 2019 - 2022**



Name: _____

Business: _____

Address: _____

City: _____ Postal Code: _____ Phone: _____

Email: _____

Type of Member:

- Commercial Property Owner Commercial Tenant

1. Why do you want to become a board member of the Downtown Yonge Business Improvement Area?

2. What specific expertise would you bring to the board of Downtown Yonge Business Improvement Area?

- | | |
|---|---|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Governance | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Urban Planning |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Other: | |

3. What specific skills or competencies would you bring to the board of Downtown Yonge Business Improvement Area?

4. Please identify if you have had either board or committee volunteer experience.

5. Are you familiar with the work that the Downtown Yonge Business Improvement Area does in the Neighbourhood?

- Yes Somewhat Not sure New to the District

6. Board members are expected to prepare for and attend 7 board meetings annually. If applicable, committee volunteer work includes up to four meetings annually. Is this a commitment you are able to make?

- Yes Somewhat Unsure of commitment at this point

7. Please describe any other experience you consider relevant for this board position.

8. Please feel free to make other comments or details that would be of value to the Nominating Committee.

Please submit this form and your Curriculum Vitae no later than Friday, October 5, 2018 to the attention of Mark Garner, Chief Operating Officer & Executive Director. Methods of communication:

E-mail: mgarner@downtownyonge.com

Mail: 40 Dundas Street West, Suite #300, Toronto, ON, M5G 2C2

NOTE: Should you have questions prior to submitting your application, contact Mark Garner, Chief Operating Officer & Executive Director at 416-597-0255 or mgarner@downtownyonge.com