



Business Improvement Areas 2009 Annual General Meeting & 2010 Budget Approval Process

Responsible	Action	Deadline
BIA Board of Management	Forward 2010 Capital Cost-Sharing Request to City BIA Office*	August 4, 2009
BIA Board of Management	Forward AGM Notice & Proposed Budget to City BIA Office: Forward 2009 Annual General Meeting notice (including proposed 2010 simplified budget) indicating date, time and location to the City BIA Office for mailing (15 days prior to meeting date)*	September 10, 2009
City BIA Office	Mail AGM notice: Including the proposed 2010 budget to commercial/industrial property owners (minimum of ten business days notice required)	September 16, 2009
BIA Board of Management	Distribute AGM notice: Including the proposed 2010 budget to business operators & board members including Councillors (minimum of ten business days notice required)	September 16, 2009
BIA Membership	Annual General Meeting: Approve proposed 2010 budget	October 1, 2009
BIA Board of Management	Forward Approved Budget Forms to City BIA Office**	October 2, 2009 ***
City Econ. Dev. Committee	Approve 2010 BIA Budget	November 12, 2009
City Council	Adopt 2010 BIA Operating & Capital Cost-Sharing Budgets	Nov. 30 & Dec. 1, 2009
City Finance	Forward 50 Percent Levy Advance to BIA	Early 2010

* Attention: City of Toronto, Economic Development, BIA Office

77 Elizabeth Street, Toronto, ON M5G 1P4, Fax: 416-392-1380

** A copy of your BIA's 2008 Audited Financial Statements must accompany your approved budget forms. Without it, the Financial Planning Division will not recommend approval of your 2010 budget.

***Budgets received after October 1, 2009, will be reported to Council in 2010, and will result in BIAs receiving their levy advance at a later date.