

ALLISTON BUSINESS IMPROVEMENT ASSOCIATION

Policies and Procedures

2026 Edition

Established under Section 204 of the Municipal Act R.S.O. 2003, Chapter 25

Town of New Tecumseth By-law 2010-056

DRAFT

1. Overview

1.1 Purpose

The Alliston Business Improvement Association (ABIA) was established in 2007 by By-law of the Council of the Town of New Tecumseth under Section 204 of the Municipal Act, 2001, as amended. The Board of Management operates as a local board of Council, with its members formally appointed by Council through an appointing by-law.

The Board of Management is appointed to:

- Oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
- Plan and administer activities for the promotion of the ABIA as an attractive business and shopping destination and to maintain the appearance of the downtown core.
- Engage in strategic planning to address ABIA issues.
- Advocate on behalf of ABIA member interests.
- Manage funds collected by the Town of New Tecumseth through the special ABIA levy.

1.2 Membership

Members are individuals assessed on the most recent returned assessment roll for rateable property in a prescribed business property class within the designated ABIA boundaries, together with tenants of those properties. All properties meeting this definition contribute to the special levy collected by the Town of New Tecumseth to fund the ABIA.

Member rights:

- Each member has one vote, regardless of the number of properties or businesses owned. Corporations and partnerships may nominate one individual in writing to vote on their behalf.
- Members may vote for representatives to the Board of Management and on issues at the Annual General Meeting.
- Members may request agenda items or make deputations to the Board with reasonable notice as outlined in Section 4 of this document – Meeting Procedures.

The ABIA boundaries encompass parts of: Victoria Street, King Street South, Young Street, Paris Street, Church Street, and Highway 89.

1.3 New Members

All new member businesses are to be visited personally by staff or a Board member. At this time the member's preferred email address for ABIA communications should be obtained. If the new member identifies to the ABIA that a Grand Opening event is being held, staff or a Board member shall attend the event if reasonably possible.

2. Board of Management

2.1 Composition and Term

The Board of Management is composed of:

- A minimum of five (5) and not more than thirteen (13) members elected by the ABIA membership and appointed by the Town of New Tecumseth Council.
- At least one (1) appointment to the Board by Council shall include a member of Council.

The Board's term of office runs concurrently with the term of the Municipal Council and will serve until the next Board can be elected by the membership and appointed by Council. Board and sub-committee work is on a volunteer basis. Neither Board members, sub-committee members, nor their relatives may receive payment for ABIA-related work, except for budgeted and receipted out-of-pocket expenses.

2.2 Board Responsibilities

The Board is responsible for:

- Drafting, approving, and amending Policies and Procedures to ensure effective operation of the ABIA.
- Acting as a legal entity to enter into contracts for maintenance, beautification, promotion, and advertising of the downtown area.
- Electing an Executive Committee that will act as Signing Officers.
- Drafting an annual budget for membership approval and submission to Council for approval.
- Overseeing and implementing the approved budget in accordance with Board direction and Council approval.
- Ensuring financial transactions are appropriately carried out and records are maintained; ensuring annual audit by the firm specified by the Town and in accordance with the Town's specified timeline.
- Ensuring agendas and minutes of all Board and Executive meetings are recorded and distributed to the Town and ABIA membership.
- Establishing sub-committees as required and appointing representatives to them.
- Involving the appropriate Town of New Tecumseth staff, in meetings, consultations, procurements, workshops, etc., to receive guidance/approval from the Town.
- Approving the hiring of employees and engagement of contractors required to carry out Board approved programs, services and initiatives in accordance with the approved budget, applicable legislation and Town policies. Maintaining communication with members, including arranging General Meetings.
- All other activities necessary to the effective operation of the ABIA.

2.3 Officers (Executive Committee)

The Board shall elect four (4) members within its membership to form the Executive Committee. All positions of the Executive Committee shall coincide with the Board's term of office. All positions shall be re-elected by the Board, upon a new term of office, or upon the resignation from an individual, from the position. The Executive Committee is composed of the Chair, Vice-Chair, Secretary and Treasurer positions. All Executive Committee members serve as Signing Officers for the Board.

Chair

- Elected by the Board.
- Serves as a member of the Executive Committee.
- Ensures effective and efficient governance and oversees board affairs.
- Serves as ex-officio on every committee.
- Holds primary signing authority for the Board.
- Approves meeting agendas as prepared by ABIA administrative support staff.
- Chairs all Board and Executive meetings in addition to the Annual General Meeting.
- Represents the ABIA in the community.
- Addresses Director performance or conduct issues.

Vice-Chair

- Elected by the Board.
- Acts as Chair in the Chair's absence.
- Serves as a member of the Executive Committee.
- Recommends which committees should be established and seeks volunteers.
- Coordinates Board member assignments and ensures committee chairs are in place and active.
- Leads recruitment, orientation of new Board members, and special Board projects.

Secretary

- Elected by the Board.
- Serves as a member of the Executive Committee.
- Records facts and minutes of all proceedings and distributes notices to members, unless a staff member is assigned.
- Maintains Membership list.
- Serves as custodian of all books, records, correspondence, contracts, and documents, unless a staff member is assigned.

Treasurer

- Elected by the Board.
- Serves as a member of the Executive Committee.
- Reviews all financial documents and reports monthly financial information to the Board. Provides monthly reports to be included with published agenda materials for membership review.
- Chairs the Finance Committee and prepares the annual budget.
- Manages the annual audit, ensuring completeness of supporting documentation and timely submission in accordance with timelines provided by the Town's auditor
- Presents audited statements and the annual budget to membership at the AGM.
- Liaises with Town of New Tecumseth staff.

2.4 Vacancies and Removal

Director Attendance: If a Director misses two (2) consecutive meetings, the Chair will reach out to confirm continued interest in serving on the Board. If absences exceed three (3) meetings without Board consent by resolution, the Chair shall write to the Clerk to advise Council and request consideration of removal.

Where a vacancy occurs for any reason, a qualified person may hold office for the remainder of the term. Such interim members must be confirmed by Board resolution and appointed by Council. Prior to recommending any vacancy appointment, the Board shall advertise the opportunity to its membership.

A member may resign by written resignation, effective at the date requested.

Members at a General Meeting of the ABIA, with a minimum of twenty (20) members in attendance may vote by 2/3 majority to recommend the removal of a board member. The final determination on appointment or removal from the board is a Council decision. The Board shall notify the Clerk within two (2) business days if a motion is passed for this purpose.

2.5 Board Member Onboarding

New Board members must review the following documents before their first meeting and acknowledge in writing that they have done so and will adhere to all policies and procedures:

- ABIA Policies and Procedures Document
- Meeting minutes from the preceding 12 months
- Current fiscal year budget

DRAFT

3. Sub-Committees

ABIA sub-committees assist the Board in planning and administering approved initiatives or examining areas of concern. Sub-committees have no independent financial standing and must submit estimated project budgets and income/expense reports to the Board for approval before committing to any expenditure or contract.

DRAFT

Sub-committee members are confirmed by Board vote and work closely with the ABIA administrative staff and the Chair. Written or verbal reports on sub-committee activities must be presented to the Board at monthly meetings.

4. Meeting Procedures

Except as specified in this section, all meeting procedures follow the Procedure By-law designated and approved by Council. Questions about meeting procedures should be directed to the Town Clerk's Office.

4.1 Declaration of Interest

Board members shall seek to avoid conflicts of interest, both pecuniary and non-pecuniary, and shall comply with the requirements of the Municipal Conflict of Interest Act. Members are encouraged to seek guidance from the Integrity Commissioner when they become aware of a potential conflict.

At the beginning of each meeting, every Board member who has a direct or indirect interest — financial or otherwise — in any item on the agenda must declare that interest and abstain from discussion and voting on that item. This applies to the member's own interests and to those of their spouse, children, parents, parents-in-law, or siblings.

4.2 Board Meetings

The Board shall hold a minimum of eight (8) meetings per year, including the Annual General Meeting. A regular meeting schedule will be provided annually to members and posted on the Town's website.

Special or rescheduled meetings may be called by the Chair (or Vice-Chair in the Chair's absence), or by petition of a majority of Board members to the Secretary.

Meeting agenda protocols:

- The ABIA administrative staff support, under direction of the Chair, prepares the agenda for each meeting.
- Members may submit additional agenda items to the Chair at least ten (10) days prior to the meeting.
- Agenda notice shall be published on the Town of New Tecumseth website at least five (5) business days prior to any Board meeting. The ABIA administrative staff support shall also notify all BIA members of the agenda publication.

Quorum: A majority of appointed Board members (50% plus 1) must be present to conduct business. Members participating virtually count toward quorum. If quorum is not present within one-half hour of the scheduled start time, the names of members present shall be recorded and the meeting shall be adjourned to the next regular meeting date.

Voting: All motions must relate to an item on the agenda. Every question shall be decided verbally or by a show of hands and supported by a majority of members present. A tie vote is deemed lost. The Chair shall vote on all motions but shall not move or second a motion unless

the Chair temporarily passes the chairing role over to the Vice Chair, or in their absence, another Board member until the motion has been discussed and decided. No secret ballot shall be used except for elections as specified in Section 6.

Director Attendance: If a Director misses two (2) consecutive meetings, the Chair will reach out to confirm continued interest. If absences exceed three (3) meetings without Board consent by resolution, the Chair shall write to the Clerk to advise Council and request consideration of removal.

Meetings are open to ABIA members and the public to observe. Public participants may not take part in proceedings unless invited by the Chair. Deputations require ten (10) days' written notice to the Chair.

4.3 Closed Meetings

Meetings closed to the public shall be conducted in accordance with subsection 239(2) of the Municipal Act, 2001 and the Town's Procedure By-law. The Clerk's Office shall be consulted prior to convening a closed meeting.

Before moving into closed session, the Board must pass a motion stating: (a) that the Board is convening into closed session; (b) the time of convening; and (c) the general nature of the matter to be discussed.

Permitted closed meeting matters under s. 239(2) of the Municipal Act, 2001:

- Security of ABIA property
- Personal matters about an identifiable individual, including employees
- Proposed or pending acquisition or disposition of land
- Labour relations or employee negotiations
- Litigation or potential litigation, including administrative tribunal matters
- Advice subject to solicitor-client privilege
- Matters permitted under another Act
- Information supplied in confidence by Canada, a province or territory, or a Crown agency
- Confidential trade, scientific, technical, commercial, or financial information that could prejudice competitive position
- Trade secret or financial information with monetary value belonging to the ABIA
- Negotiating positions, plans, or instructions
- An ongoing investigation respecting the local board by the Ombudsman appointed under the Ombudsman Act
- A meeting held for the purpose of educating or training board members. Note: the meeting cannot discuss or deal with any matter that materially advances the business or decision making of the ABIA

4.4 Executive Committee Meetings

The Executive Committee (Chair, Vice-Chair, Treasurer, and Secretary) may meet at the call of the Chair to address time-sensitive matters that cannot wait until the next Board meeting. A minimum of three (3) Executive members constitute quorum.

Notice of Executive meetings must be posted as an agenda on the Town of New Tecumseth website at least 48 hours prior to the meeting. Minutes must be taken and presented to the next Board meeting for approval. The Board may reconsider any Executive Committee decision at its next meeting.

4.5 Annual General Meeting and Special General Meetings

The Board must call and hold one Annual General Meeting (AGM) within 90 days of the calendar year end. The AGM shall be held at an accessible facility within the ABIA boundaries or in close proximity too.

At each AGM, audited financial statements for the previous year and a proposed budget for the next calendar year must be presented and approved by a majority of members present. Approved figures are then submitted to Council for levy confirmation.

Notice requirements for the AGM:

- Written notice to membership not less than three (3) weeks prior to the meeting date.
- Written notice to the Town of New Tecumseth staff for awareness and distribution.
- Public notice in one (1) local newspaper (print or online) prior to the meeting.
- Notice posted on the Town of New Tecumseth website and distributed by email and social media to the membership.

A Special General Meeting may be called by the Board at any time, or by petition of ten (10) or more ABIA members. Members shall receive at least ten (10) days' notice.

Quorum for General Meetings (including the AGM) is the members present at the meeting.

4.6 Electronic Participation

Board members may participate electronically at Board meetings, Executive meetings, Special meetings, and the AGM. Electronic participants count toward quorum and may vote verbally or by show of hand as directed by the Chair.

If a meeting is held with all members participating electronically and without a public forum, measures must be in place to allow public participation. The Chair ensures equal opportunity to speak for all participants. In the event of a connection disruption, the Chair may recess for up to ten (10) minutes before resuming the meeting.

4.7 Meeting Minutes

All minutes shall be signed by the Chair and Secretary and maintained by the Town per its retention policies. Minutes shall be forwarded to the Town for website posting following approval at the next regularly scheduled Board meeting.

Minutes must include:

- Location, date, and time of the meeting
- Declarations of pecuniary interest
- Members present and absent

- A record of each item considered by the Board

DRAFT

5. Election Procedures

5.1 Membership and Voting

Members consist of business property class owners and tenants within the designated area, as outlined in the Municipal Act, 2001 as amended. The Secretary shall maintain a current list of all commercial and industrial members. Each member has one vote regardless of the number of properties owned or leased. Corporations and partnerships nominate one individual in writing. The membership list shall not be used for any purpose other than as specifically approved by the Board.

5.2 Call of an Election

An election will be conducted within four (4) months of a new term of Council commencing, or as directed by Council. The Town Clerk or designate(s) will assist in the election process.

Notice of the election date, location, and nomination information shall be provided at least three (3) weeks in advance by: email, public advertisement, and notices on the Town and ABIA websites and social media.

5.3 Nominations

- Nomination forms will be available in digital format on the Town's website for a three (3) week period.
- All nominations must be submitted on the prescribed digital form. The Clerk and/or designate(s) shall receive and certify nominations.
- Nominations are due at least one (1) week prior to the election date. The deadline must be advertised in election notices.
- A nominee may withdraw by submitting written notice to the Clerk and/or designate(s) before the close of nominations.
- If, at 4:00 p.m. on the Monday following nominations day, the number of certified candidates is equal to or less than the number of seats available, the Clerk shall declare those candidates elected by acclamation, subject to Council approval.
- If an election is required, the Clerk will publish nominee names on the Town's website. The Board will link to this page from its own website and social media.

5.4 Election

- The Clerk and/or designate(s) serve as Returning Officers and are responsible for conducting the election.
- Elections are conducted by secret ballot at an accessible Town facility on the date and time specified by the Clerk in consultation with the Board.
- Each candidate may appoint a scrutineer to represent them during voting, counting, and any recount.
- Proxy votes are permitted and must be authorized on the prescribed form.
- The Clerk will post election results on the Town's website, noting that all appointments are subject to Council approval.

5.5 Appointment by Council

Following the election, the Council of the Town of New Tecumseth formally appoints a Board of Directors not exceeding thirteen (13) individuals. The board shall include at least one(1): member of council with the remaining positions made up of elected ABIA members.

5.6 Implementation

Election procedures may be amended from time to time at the discretion of the Clerk to address specific implementation requirements. The Town Clerk may take any action necessary to give effect to these procedures in accordance with the Municipal Act, 2001 as amended.

DRAFT

6. Financial Management

ABIA funds shall be used only for purposes authorized under section 204 of the Municipal Act, 2001, as amended, including the improvement, beautification and maintenance of municipally owned lands, buildings and structures within the designated area and the promotion of the area as a business or shopping area. All expenditures must align with the approved budget and be authorized through the Board's financial approval process, subject to any required Council approval.

6.1 Fiscal Year

The ABIA fiscal year runs from January 1 to December 31. Spending and debt may not exceed the limits of the calendar year, except where approved at a regularly scheduled AGM or Special General Meeting with the concurrence of the Town of New Tecumseth.

6.2 Budget

- The Treasurer, in consultation with the Finance and Marketing Committees, develops the annual budget, including a detailed breakdown of projects and costs.
- The ABIA will schedule its budget preparation timeline and Board review meeting in accordance with the Town's budget review date, which will be provided to the ABIA by end of June each year.
- The budget will be prepared for multiple years at a time, consistent with the Town's budget process (currently 4 years), and will be reviewed annually for minor updates.
- The Board-approved budget is submitted to the Town of New Tecumseth in accordance with their timeline in order to obtain Council approval.
- Upon approval, the ABIA administrative support staff is authorized to expend funds in accordance with the approved Budget Breakdown.
- Recommendations for spending outside the budget, or changes to the budget, must be presented to the Board for approval with funding options or shifts in account allocation identified.
- The Board shall not:
 - Spend any money unless it is included in the budget approved by Council or in a reserve fund established under Section 417 of the Municipal Act, 2001, as amended.
 - Incur any debt extending beyond the current year without the prior approval of Council; and
 - Borrow money.

6.3 General Reporting and Compliance

All financial activities of the ABIA are governed by the policies, procedures, and by-laws of the Town of New Tecumseth. Schedules attached to those policies are automatically updated and take effect when approved by Town of New Tecumseth Council. The ABIA does not maintain a separate financial approval framework independent of the Town's policy.

The ABIA must retain the services of a professional bookkeeper to complete all accounting and financial reporting in compliance with Public Sector Accounting Standards (PSAS) and Generally Accepted Accounting Principles (GAAP).

6.4 Audits

- The external auditor of the Town shall be the auditor for the ABIA and shall have all the rights and powers of an auditor as outlined in the Municipal Act, 2001, as amended.
- The ABIA is subject to an audit by the Town's external auditor, as required by the Town to confirm that the financial statements are presented fairly.
- The ABIA Board of Management is responsible for the preparation and fair representation of the financial statements in accordance with the Canadian Public Sector Accounting Standards, and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
- The audit will be undertaken at a pre-established timeline for the previous year, and the draft financial statements and all audit requests will need to be provided in a timely manner as outlined by the external auditor and the Town's Finance Department.
- The ABIA is responsible for budgeting for and payment of the audit fees including any additional charges issued by the Town's external auditor, including but not limited to, late fees, unusual additional effort required to complete the audit.

6.5 Banking and Signing Authorities

By motion at a regular Board meeting, the Board shall designate three (3) Board members as signing authorities on all ABIA bank accounts. The Treasurer is exempt from having signing authority on any ABIA bank accounts. All designated signing authorities will have 33% control of the bank account, with 50% control required to perform any financial transaction. Any 2 of the 3 signing authorities are required to sign all cheques. The Board shall review and reconfirm signing authorities at the start of each Board year.

In the absence of one signing authority, the Board may, by motion, designate a temporary alternate. All such designations must be recorded in Board minutes.

6.6 Expenditure Approval and Process

The ABIA shall follow the Town of New Tecumseth's Procurement Policy and Procedure (Schedules 2 and 3) for all expenditures. The following process applies to all ABIA financial transactions:

- ABIA administrative support staff must obtain invoices for all goods and services prior to payment.
- Invoices are submitted to the Chair or designate for approval before proceeding to payment.
- All expenses must align with approved budget lines. Where a project or event is expected to exceed the approved budget, Board approval must be obtained before the expense is incurred.
- Cheques require the signatures of 2 designated signing authorities before issuance.
- All expenses are reported to the Board at the next regular meeting.

6.7 Contracts

- Where expenses are project-based requiring a signed contract, no purchase order is required. The contract must be signed by the assigned Board Director and any member of the Executive Committee.
- Contracts over \$10,000 require written approval from a majority of the Executive Committee prior to signing.

- All contracts are filed in the applicable project folder and retained under proper records retention practices as specified by the Town.

6.8 Payment Processing

- The ABIA administrative support staff reviews and approves account allocations on all invoices before submitting them for payment
- Supporting documentation (e.g., receipts, invoices, delivery confirmations) must accompany all payment requests. Supporting documents are accepted in lieu of original receipts where originals are unavailable.
- All payments issued by ABIA, whether by cheque, electronic funds transfer, online banking, wire transfer, or other approved payment method, shall require authorization by two (2) designated signing authorities, as identified in Section 6.5 – Banking and Signing Authorities

6.9 Credit Card Policy

The ABIA corporate credit card is to be used only for transactions that cannot be processed by invoice and cheque — for example, sundry goods such as meeting refreshments, cleaning supplies, and incidental office items. Wherever possible, purchases shall be completed via the standard invoicing and cheque process. The use of a credit card for any item that can reasonably be invoiced is not permitted. All credit card transactions must be supported by original receipts and reported to the Board at the next meeting.

6.10 Expense Guidelines — Board Members

- Board members will be reimbursed for parking and taxi costs incurred to attend meetings on behalf of the ABIA.
- Board members assigned advocacy-related duties by the Board may be reimbursed for reasonable meal expenses incurred while carrying out those duties, provided such expenses have received prior Board approval. Reimbursement shall be limited to actual, reasonable meal costs supported by receipts. The total amount reimbursed under this provision shall not exceed \$500 in any fiscal year.
- All other expenses must be discussed and approved by the Board prior to expenditure.

6.11 Expense Guidelines — Conferences and Conventions

Employees authorized to attend a conference or convention will be reimbursed for:

1. Transportation up to but not exceeding economy airfare, upon presentation of receipts.
2. Mileage at the approved Town of New Tecumseth rate where the employee uses their own vehicle, provided mileage and parking do not exceed economy airfare costs.
3. Hotel accommodation, ground transportation, and meals not included in conference fees. Alcohol purchases will not be reimbursed.
4. One hundred percent (100%) of conference or convention registration fees.

Original receipts must be provided for all reimbursable expenses.

6.12 Event Revenue

Net funds generated from events shall be retained by the organization and may be redistributed to support other events held within the same fiscal year. The allocation of funds shall be determined based on the needs and objectives of the events and approved in accordance with the organization's applicable budget and financial approval processes.

6.13 Reserve Fund Policy

The ABIA shall maintain reserve funds to ensure long-term financial health and stability, in accordance with the Town of New Tecumseth's Reserve and Reserve Fund Policy.

Purpose

- Financial Stability: To provide a cushion against unexpected revenue shortfalls or emergency expenses.
- Capital Planning: To accumulate funds for major planned capital expenditures (e.g., wayfinding, benches, banners, streetscape improvements).
- Levy Smoothing: To prevent significant year-over-year fluctuations in the BIA levy.

Types of Reserves

- Operating Reserve (Discretionary): Working capital to manage cash flow before the municipal levy is received, or to cover unforeseen operational deficits.
- Capital Reserve (Specific Purpose): Funds restricted to specific future projects approved in the annual budget (e.g., Streetscape Revitalization Fund).

Target Funding Levels

- Operating Reserve Target: 15% to 25% of the total annual operating budget.
- Capital Reserve Target: Based on the ABIA's 5-year or 10-year Capital Plan.

Funding Sources

- Annual year-end operating surpluses.
- Dedicated annual budget allocations approved by the Board.
- Interest earned on existing reserve balances (credited back to the fund).

Administration and Authorized Use

- All transfers to and from reserve funds must be authorized by formal Board resolution and/or as part of the annual budget presented at the AGM.
- All reserve balances must be reported in the ABIA's annual financial statements and submitted to the municipal treasurer.
- Funds shall be held in low-risk, liquid accounts (e.g., High-Interest Savings or GICs) in accordance with the municipality's investment policy.

Reporting and Review

- Reserve balances and transactions must be included in annual audited financial statements.
- The Board shall review this reserve policy every three years or at the beginning of each new Board term.

2026 Compliance Note: Under Ontario Regulation 284/09, BIAs as local boards must report on excluded expenses such as amortization. The reserve policy should account for the State of Good Repair for any ABIA-owned assets to align with current financial reporting standards.

6.14 Procurement

The ABIA shall follow the Procurement Policy implemented by the Town of New Tecumseth (refer to the current version of that document) with the following exceptions:

Expenditures under \$5,000

May be approved at the discretion of the Board or designated signing authority, provided the expenditure falls within the approved annual budget.

Expenditures of \$5,000 to \$10,000

New goods or services in this range require a minimum of two (2) written quotes prior to award. Expenditures in this range for goods or services already identified and approved in the annual budget do not require additional quotes, as they have received Board approval through the budget process.

Expenditures of \$10,000 to \$25,000

All expenditures in this range follow the Town's procurement process, including a minimum of three (3) written quotes.

Expenditures over \$25,000

Follow the Town's Procurement Policy in full.

In all procurements, the ABIA shall make every effort to utilize ABIA member businesses. If the required goods or services are not available through an ABIA member, or if the Town's Procurement Policy cannot be met using a member business, the ABIA shall make every effort to use a business located within the Town of New Tecumseth before looking outside the municipality.

6.15 Insurance

As a municipal board of the Town of New Tecumseth, the ABIA is covered under the Town's corporate insurance policy.

- Prior to undertaking any improvements, special events, use of private property, or other activities, the ABIA must contact Town staff to determine applicable insurance requirements.
- All vendors attending special events hosted by the ABIA must carry liability insurance in accordance with the current requirements of the Town of New Tecumseth.
- Where private property is used for events or activities, the ABIA must follow the Town's Private Property Use for Events and Interactive Art Installations Policy (Schedule 4).

6.16 Land Acquisition and Ownership

As a municipal board of management, the ABIA is prohibited from owning municipal or private land.

- All acquisition, sale, and disposition of land is the responsibility of the Council of the Town of New Tecumseth.
- The ABIA shall not make improvements to private property, except for graffiti or poster removal, or where the Town of New Tecumseth's Council has authorized the ABIA to enter into an agreement with a private property owner for a specific purpose.

7. Governance Policies

7.1 Code of Conduct

All Board members must follow the Code of Conduct for Members of Council and Local Boards implemented by the Town of New Tecumseth (refer to the current version of that document).

7.2 Board and Committee Protocol

- Board and committee members direct comments and concerns to their respective Chairs, who consolidate discussions, brief the ABIA administrative support staff, and report at the next Board meeting.
- Individual Board and committee members should not contact staff directly with requests or direction requiring action outside of what has been approved in Board meetings.
- Chairs are responsible for managing meetings, moving the agenda, reporting at meetings, and ensuring action items are executed.
- Board and committee members are expected to come prepared, attend and participate at meetings, keep comments concise and constructive, and volunteer for action items.

7.3 Meeting Decorum

- Debate must be confined to the question before the Board and should avoid personal remarks.
- Board members are not permitted to disrupt proceedings by whispering, moving about, or any other disruptive conduct.

7.4 Conflict of Interest

Board and committee members are obligated to declare a conflict of interest on any matter requiring such declaration and to recuse themselves from discussion and voting accordingly. A member who believes another person in attendance may have a conflict must raise this with the Chair.

7.5 Media Inquiries

The Chair is the primary contacts for all media inquiries. In the event that the Chair is not available, the Vice-Chair shall be used as a secondary contact. The Chair may ask any Board member to respond to media calls pertaining to projects they are leading.

7.6 Integrity Commissioner

The Town of New Tecumseth Integrity Commissioner provides advice to board members on any conflict of interest (pecuniary or non-pecuniary) and the code of conduct. This role also investigates any alleged breaches of the code of conduct or Municipal Conflict of Interest Act brought forward by members of the public regarding board or director(s) activity. In addition, the Integrity Commissioner provides education and training services to Council and its local boards. As a best practice, Director's who have questions concerning a pecuniary or non-pecuniary matter should seek confirmation from the Integrity Commissioner. Where a matter is reported for investigation, parties are encouraged to attempt resolution where appropriate first, recognizing that this may not always be possible.

7.7 Councillor Role

Councillors appointed to the ABIA Board act as a liaison between the Board and municipal Council. A member of Council may be elected as Chair, subject to any applicable municipal policy that would restrict such a role.

7.8 Changes to Policy or Procedure

Proposed changes must be presented to the full Board for discussion and approval, with a clear explanation of the reason for the change and how it will improve the existing process. Any changes made to this document needs to be presented as part of the agenda package published to the membership and general public.

Documentation change may require Council approval. The Town Clerk should be consulted for any changes to this documentation.

7.9 Annual Policy Review and Acknowledgement

These Policies and Procedures shall be reviewed annually by the Board of Management to ensure they remain current, compliant with applicable legislation, and aligned with the operational needs of the ABIA. The review shall be conducted at the beginning of each new Board year or following any significant changes in Board composition or municipal direction.

Following each annual review, all Board members are required to re-sign this document to confirm they have read, understood, and agree to adhere to the current Policies and Procedures. Signed acknowledgements shall be retained by the Secretary and filed with ABIA records.

DRAFT

Approval

This Policies and Procedures document was approved by the Board of Management of the Alliston Business Improvement Association.

Passed by the Board of Management on: _____

Chair: _____ Date: _____

Town Clerk: _____ Date: _____

DRAFT

Annual Board Member Acknowledgement

As per Section 7.9, all Board members are required to review and re-sign these Policies and Procedures annually. By signing below, each Board member confirms they have read, understood, and agree to adhere to the ABIA Policies and Procedures as approved and in effect for the current Board year.

Review Year: _____ Reviewed by (Chair): _____

Board Member 1: Name: _____ Signature: _____
Date: _____

Board Member 2: Name: _____ Signature: _____
Date: _____

Board Member 3: Name: _____ Signature: _____
Date: _____

Board Member 4: Name: _____ Signature: _____
Date: _____

Board Member 5: Name: _____ Signature: _____
Date: _____

Board Member 6: Name: _____ Signature: _____
Date: _____

Board Member 7: Name: _____ Signature: _____
Date: _____

Board Member 8: Name: _____ Signature: _____
Date: _____

Board Member 9: Name: _____ Signature: _____
Date: _____

Board Member 10: Name: _____ Signature: _____
Date: _____

Board Member 11: Name: _____ Signature: _____
Date: _____

Board Member 12: Name: _____ Signature: _____
Date: _____

Board Member 13: Name: _____ Signature: _____
Date: _____

Board Member 14: Name: _____ Signature: _____
Date: _____