



Grimsby Downtown BIA Financial Proxy Policy Elections Policy 003

1. Introduction

The Grimsby Downtown Business Improvement Area (GDBIA) values the active participation of all members in its decision-making processes. This policy provides clear guidelines for assigning proxy voting privileges during Annual General Meetings (AGM), ensuring representation and participation from all eligible members. This policy adheres to and is compliant with the Ontario Municipal Act, 2001.

2. Scope

This policy applies to all individual ratepayers and authorized representatives of organizations or collectives who are members of the Grimsby Downtown BIA.

3. Proxy Voting Guidelines

Eligibility and Assignment:

- Proxy voting is available to all eligible ratepayers or authorized representatives unable to attend the AGM in person.
- Members may assign their voting rights to a designated proxy-holder by completing the official Proxy Form.
- If a proxy-holder is not specifically designated on the Proxy Form, the Chair of the BIA automatically becomes the proxy-holder.
- The assignment of proxy voting rights shall comply with any relevant provisions of the Ontario Municipal Act, 2001.

Submission of Proxy Form:

- The completed Proxy Form must be submitted electronically to info@grimsbydowntown.com by 4:00 p.m. on the Friday immediately preceding the AGM.
- Proxy Forms submitted after this deadline will not be accepted.

Documentation:

- Proxy Forms must clearly include:
 - The name and signature of the individual ratepayer or authorized representative assigning the proxy.
 - The name of the designated proxy-holder (if applicable).
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- Additionally, members must submit proof of eligibility:
 - Tenants must provide proof of a valid gross lease clearly indicating payment of the BIA levy.
 - Property owners must provide proof of payment of property taxes for their downtown property.
 - Both property owners and business tenants must verify their property or business is located within the BIA catchment area.

4. Roles and Responsibilities

Executive Director:

- Ensure Proxy Forms are accessible and clearly communicated to all eligible members.
- Manage the collection, verification, and documentation of all Proxy Forms submitted.
- Verify proof of eligibility through submitted documents such as gross leases showing BIA levy payments or property tax statements confirming BIA catchment location.
- Ensure compliance with the Ontario Municipal Act, 2001 regarding documentation and retention of proxy-related records.

Chair of the BIA:

- Act as the default proxy holder for Proxy Forms where no proxy holder is specifically designated.
- Vote on behalf of members who assign the Chair as their proxyholder, ensuring decisions reflect the BIA's overall interests.

Board of Management:

- Oversee compliance with this policy and ensure transparency and integrity in the proxy voting process.
- Ensure that all proxy voting practices adhere to the Ontario Municipal Act, 2001.

5. Compliance and Enforcement

- Non-compliance with submission deadlines, form completion guidelines, or failure to provide proof of eligibility may result in the disqualification of the proxy.

- Instances of misuse or misrepresentation related to proxy voting will be addressed promptly by the Board of Management, in accordance with municipal regulations.

6. Policy Review

This Proxy Voting Policy will be reviewed periodically to ensure it remains effective, relevant, and aligned with GDBIA's governance standards, practices, and compliance with the Ontario Municipal Act, 2001.

Revision #	Description of Changes	Date Created	Date Revised	Reviewed By:	Approved By:
001	Creation of Document	May 2025	N/A	Executive Team	Pending
002	Approval of Board	July 2025	N/A	Board of Management	