

Board of Management Policy
Port Credit Business Improvement Area
July 2018

- The Board of Management shall consist of a maximum of twelve members and a minimum of seven members, one of whom shall be a member of City Council, one of whom shall be the past Chair of the Board (non-voting), and the remaining Board Members shall be elected from the general membership. All members of the Board of Management will be formally appointed by City Council.
- Eligible members of the Board of Management shall be a member of the Port Credit BIA as property owner or lease-holding tenant or the parent, child of age of majority, spouse, partner, sibling, officer, director, employee.
- Each member shall hold office from the time of appointment until the expiration of the term of the Council that made the appointment, if the member continues to be qualified as set out herein.
- The Board of Management shall manage the operation of the Port Credit BIA, including all liaisons with the City of Mississauga elected officials and staff.
- The Board of Management is accountable to City Council and to the general membership.
- All persons elected to the Board of Management shall accept the provisions of the Constitution and the Policies and Procedures of the PCBIA.
- Fifty percent of the elected members of the Board of Management plus one member shall constitute quorum, and a majority vote shall be necessary to give effect to any action of the Board.
- If a member is absent for three (3) Meetings in one calendar year, the Board of Management will review their position on the Board and at the Board's discretion may pass a resolution for removal.
- In the event that a seat becomes vacant during the Board's term, the Board of Management may appoint an eligible member of the PCBIA after that individual has attended three Meetings and has consented to accept the office for the remainder of the term. Time served by appointment does not affect the two-term policy.
- If more than one person is nominated for appointment, a vote of members of the Board of Management shall be taken, and the nominee who receives the most votes shall fill the vacancy.
- The Board of Management shall then request that City Council appoint the recommended members to the Board of Management.
- The Board of Management shall meet monthly (excluding July and August) on a regular day and time to be fixed at the beginning of each year.
- Additional Board of Management Meetings may be called by the Chair, the Vice Chair or the Treasurer with notice being given to all members of the Board at least 48 hours prior to such Meetings.
- Board Members shall receive (i) an Agenda of a scheduled Board Meeting at least five business days prior to that Meeting and (ii) Minutes of a Board Meeting within five business days of the holding of that Board Meeting.
- The Board of Management may postpone or cancel any regular Meeting provided that it convenes at least ten (10) regular Meetings during each year of its term.

- No Board Member shall be remunerated for the performance of their duties respecting the Board of Management. There will be no financial compensation for this position.
- A Member of the Board of Management may be reimbursed for approved out-of-pocket expenses incurred when conducting Board of Management Business.
- Motions may be conducted by email vote but must be ratified at the next Meeting of the Board of Management.
- Members may serve for two terms (2) terms. Time served immediately prior to the end of the Board's term by appointment does not affect the two-term policy.
- To avoid conflict of interest issues or appearance of conflict of interest, Board Members should not be involved at a high level with Boards or groups associated with or receiving funding from the PCBIA.
- Suppliers to the PCBIA cannot sit on the Board, avoiding conflict of interest.

STAFF

- The Board of Management shall engage a General Manager under such terms and conditions it deems advisable and may delegate to this person authority to manage and direct the day-to-day business affairs of the Board of Management. The General Manager shall report, on the affairs of the Board, at all regular Meetings.
- A member of the Port Credit BIA may not be appointed as the General Manager.
- Additional staff may be hired to perform duties as required, following approval of the Board of Management, and all staff shall be under the direction and supervision of the General Manager who reports directly to the Board.