

PUT THIS ON YOUR BIA’s LETTERHEAD

Dear Clerk,

On behalf of the BIA NAME we wish to extend our thanks for your work to prepare for the 2022 Municipal Election as well as thanking you for your ongoing support.

As you know the BIA NAME is a Local Board of Council and therefore governed by the [Municipal Act of Ontario](https://www.ontario.ca/laws/statute/01m25?search=204#BK223).  This means we are subject to:

* Municipal Act, 2001 (Sections 204-216 and references to “Local Board”),
* Municipal Freedom of Information and Protection of Privacy Act (MFIPPA),
* Portions of the Municipal Elections Act, 1996,
* Municipal Conflict of Interest Act; and one of the following:
	+ Ontario Ombudsman
	+ Meeting Investigator
	+ Integrity Commissioner

We also understand that under the Municipal Act we must have the following:

* Procedure By-Law and Notice
* Procurement/Purchasing
* Personnel (HR)
* Land acquisition/ownership
* Records Retention

These policies, and more, are subject to approval by Municipal Council with the BIA’s Procedure By-Law needing the additional approval of the BIA Membership.

The Municipal Act does outline who the members of our BIA are, but is less clear on who is eligible to be a board member, so our Board would very much appreciate your input on determining this important item as we prepare for our BIA Election.

Clearly, as a Local Board of Council and as indicated above, we are subject to a number of Acts and as a private-public partnership, many of our Board Members (and general Members) may not be proficient in these Acts.  We humbly request that our BIA Board be notified and eligible to attend any training you are providing to your new Council on these Acts, or on items such as holding Open and Closed Meetings.

The goal of our BIA is clear, under the Municipal Act, we wish to work together as and for the collective good of our community, with good governance and know in order to achieve this we need to work closely with you, while respecting the busy-ness of your position.

Thank you for all you do on behalf of our Municipality.

Sincerely,

BIA NAME