

Memorandum

To: Port Colborne Downtown Business Improvement Area (BIA)
From: Planning and Legislative Services Department-Clerk's Division
Date: September 6, 2023
Re: By-Law to Provide Procedural, Financial, Governance and Operating Guidelines to the Downtown Port Colborne Business Improvement Area Board of Management

City staff have conducted a thorough review of the current Downtown BIA Board structure. The objective was to identify any existing gaps between Board's responsibilities, the City's Strategic Plan and ensure alignment with the current organizational structure.

At its meeting of September 5, 2023, the Council of the City of Port Colborne approved the By-Law to Provide Procedural, Financial, Governance and Operating Guidelines to the Downtown Port Colborne Business Improvement Area Board of Management.

The Council adopted procedural by-law, Council and Committee/Board code of conduct and revised operating guidelines will ensure Port Colborne's Downtown BIA Board structure is responsive, accountable, and transparent.

The next steps for the Board will include procedural training for members, agendas to be completed through the eScribe software and to be posted to the City's website and annual workplans to be drafted for 2024.

The Economic Development and Tourism Services Division Staff namely the Business Community Ambassador and Tourism and Strategics Projects Coordinator, will provide support in respect to the Board, Committee and sub-committee meeting agendas and minutes, communications, website administration and beautification projects.

The new appointment By-Law, the Procedural, Financial, Governance and Operating Guidelines, information from the Ministry of Municipal Affairs and Housing and other governing documents are attached for your reference.

Respectfully Submitted:

Joanne Goulet

Joanne Goulet
Interim Deputy Clerk

S. Tufail

Saima Tufail
Acting City Clerk