

Survey of Ontario Business Improvement Areas (BIAs)

1. Does your municipality provide any Human Resources (HR) documents to the Business Improvement Areas (BIAs) that can be used as templates? For example, employment contracts, codes of conduct, incident reports or other City developed employment policies?

Municipality	Yes	No
Burlington		X
Oakville	X	
Ottawa		X
Mississauga		X
Niagara Falls		X
Thunder Bay		X
Windsor		X
Hamilton		X

2. In the event that your BIAs use such policies, whether you have provided them or they have developed their own, would your municipality play any role in enforcing those policies?

Municipality	Yes	No
Burlington		X
Oakville		X
Ottawa		X
Mississauga		X
Niagara Falls		X
Thunder Bay		X
Windsor		X
Hamilton		X

3. How much oversight does your municipality provide to your BIAs? Does the municipality regularly monitor the administrative and / or procedural activities of its BIAs such as those regulated by the Municipal Act (e.g. passing of budget, proper notice of meetings, carrying out of elections, etc.)?

Municipality	Involvement
Burlington	<ul style="list-style-type: none"> - administrating payment of downtown parking levy - establishing a new BIA
Oakville	<ul style="list-style-type: none"> - attend meetings to address BIA or staff identified issues
Ottawa	<ul style="list-style-type: none"> - monitors implementation of required polices - conducts annual governance review - receives and pays bills - scrutineers elections if asked
Mississauga	<ul style="list-style-type: none"> - guidance as requested
Niagara Falls	<ul style="list-style-type: none"> - on occasion, e.g. helping with elections
Thunder Bay	<ul style="list-style-type: none"> - Council members who are on the Board ensure compliance - on occasion staff may become involved
Windsor	<ul style="list-style-type: none"> - for boundary changes only
Hamilton	<ul style="list-style-type: none"> - guidance as requested

4. In the event that your municipality became aware of a breach of the Municipal Act by one of your BIAs, what action if any would your municipality take? If action has been taken in the past, please provide some examples.

Municipality	Any Breach?	Response to Breach
Burlington	No	<ul style="list-style-type: none"> - would involve Clerks and Legal
Oakville	No	<ul style="list-style-type: none"> - would have Board respond at a meeting and then provide minutes of the meeting to Council
Ottawa	No	<ul style="list-style-type: none"> - no comment provided
Mississauga	No	<ul style="list-style-type: none"> - no comment provided
Niagara Falls	Yes	<ul style="list-style-type: none"> - City Solicitor wrote to tell Board to meet its obligation

Thunder Bay	No	- would work with Board to resolve and involve Clerk and / or Treasurer as required
Windsor	No	- Legal staff have written to remind Board of its obligation
Hamilton	No	- would involve appropriate staff to resolve

5. Does your municipality's Legal staff provide legal advice to your BIAs? If no, why not? Please provide an expanded answer if necessary

Municipality	Yes	No
Burlington		X
Oakville		X - assist Boards in obtaining their own legal advice
Ottawa		X - Boards obtain their own legal advice
Mississauga		X - recommend Boards obtain their own legal advice
Niagara Falls		X - municipal legal staff advise municipal staff who work with Boards
Thunder Bay		X
Windsor		X - recommend Boards obtain their own legal advice
Hamilton		X - municipal legal staff advise municipal staff who work with Boards - recommend Boards obtain their own legal advice