



## **Chinatown Business Improvement Area (BIA)**

### **Nomination Request to the Board of Director**

(Effective 2019 December 6)

#### **Nominee's Application Profile and Declaration Form**

The Chinatown Business Improvement Area (BIA) is an organization established through Municipal Bylaw 43M2015 as approved by the City Council for The City of Calgary in accordance with Municipal Government Act (MGA), Revised Statutes of Alberta 2000, Chapter M-26, and the regulations established thereunder.

The role of the Business Improvement Area is to promote economic and business development in the Chinatown District through:

- Public infrastructure (i.e. roadways, signage, parking, lighting, etc.);
- Public safety (i.e. clean, clear and hazard-free environments);
- Public security (i.e. fire, police, emergency medical services, and crisis management); and
- Business promotion and revitalization initiatives that benefits the community as a whole.
- Municipal Planning (i.e. Chinatown land use, transportation, and transit municipal plans)

Situated in the heart of Calgary, on Centre Street along the Bow River, Chinatown is the hub of Asian (especially Chinese) culture, language, education, community, and commerce. The Chinatown BIA embodies the responsibilities to promote the cultural fabric through infrastructure, appearance, and language together with Chinatown's residents, merchants, societies and associations, and civic partners.

The BIA is governed through BIA Bylaws, approved by members of the Chinatown BIA (January 17, 2019), which outline the composition of the Board of Directors, the Director's nomination criteria, and the BIA Board election process.

The Board of Directors is comprised of either

- a minimum of 6 and maximum of 8 business tax rate payers from within the BIA district and no more than 5 Associate Members (i.e. non-ratepayers from the municipality of Calgary) nominated by a BIA rate payer from within the BIA district depending upon the number of ratepayer director nominees and both elected by the Chinatown BIA members at the Annual General Meeting

It is a requirement of all Nominees to the Board of Directors:

- To complete Nominee's Application Profile in fullest of detail and accuracy;
- To sign the declaration acknowledging their responsibilities to govern the BIA in accordance with the Chinatown BIA Bylaws and Terms of Reference;
- To sign the declaration acknowledging their responsibility to comply with the Director's Code of Conduct;
- To secure sponsorship of the nomination from a ratepayer within the Chinatown BIA zone along with two additional ratepayer supporters;
- To submit the Nominee's Application Profile as per the posted nomination process and by 4 pm on Friday 2020 January 3<sup>th</sup>; and,
- To attend the Annual General Meeting or Special Meeting to receive the confirmation of their nomination before the BIA Board Election Process commences.

Only confirmed nominations will be eligible to participate in the BIA Board Elections.

Sincerely,

The Board of Directors of the Chinatown BIA



## Chinatown Business Improvement Area (BIA)

### Nomination Request to the Board of Director

(Effective 2019 December 5)

#### Nominee's Application Profile and Declaration Form

- 1. Complete either "A - Ratepayer" or "B - Associate Member" Nominee's Profile, then proceed to Section 2.**

#### **A - Ratepayer Nominee's Profile**

I, \_\_\_\_\_, Rate Payer member of the Chinatown Business Improvement Area at \_\_\_\_\_

\_\_\_\_\_ and a would like to be considered a candidate for a position on the Board of Directors, with a one-year term for newly elected candidates and two-year term for re-elected candidates starting from January 2020.

**OR**

#### **B - Associate Member Nominee's Profile**

I, \_\_\_\_\_, member of \_\_\_\_\_  
Rate Payer Name, Business Name, Address

the Chinatown BIA, would like submit the name of \_\_\_\_\_ as  
Associate Member Candidate Name

my Board Director nominee candidate on the Chinatown Business Improvement Area Board of Directors with a one-year term for newly elected candidates and two-year term for re-elected candidates starting from January 2020.

### **2. Director's Competencies**

For each box below, please check those competencies most applicable to you.

#### **Professional Experience**

- ☐ Legal / Law
- ☐ Finance/Accounting
- ☐ Marketing/Sales
- ☐ Business Executive
- ☐ Land Development
- ☐ Building Construction
- ☐ Arts/Entertainment
- ☐ Other \_\_\_\_\_

#### **Business/Merchant**

- ☐ Restaurant
- ☐ Food Retail
- ☐ Non-Food Retail
- ☐ Health Services
- ☐ Professional Services
- ☐ Corporate
- ☐ Arts/Culture
- ☐ Other \_\_\_\_\_

#### **Cultural/Language**

- ☒ English (Required)
- ☐ Mandarin
- ☐ Cantonese
- ☐ Other Asian
- ☐ Education
- ☐ Community Services
- ☐ Family Associations
- ☐ Other \_\_\_\_\_

### 3. Expression of Interest

Briefly, please tell us what interests you about Chinatown and why you wish to serve as a BIA Director.

**My interest and reasons for wishing to serve on the Chinatown BIA Board are:**

(Continue this on a separate piece of paper if necessary)

### 4. Terms of Reference

The Chinatown BIA Board of Directors is responsible for the accountable management of BIA staff, resources, and finances. Additionally, the Board of Directors provides Board leadership, governance and oversight on behalf of the Chinatown Ratepayer community. This is in accordance with the Chinatown District BIA Bylaws including the Terms of Reference covered in Section 19. See <http://calgarychinatown.com/AGM>

I, the undersigned, have read this Section 19 Appendix B – Terms of Reference carefully before signing, and that I understand and accept all of its contents. I execute it voluntarily and with full knowledge of its significance. I understand that it will be binding, not only by me, but also by my heirs, next of kin, personal representatives and assigns.

DATED at the city of Calgary in the province of

Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

## 5. Director's Code of Conduct

It is the Chinatown BIA Board of Director expectation that all Board Directors contribute and participate fully, conduct themselves with dignity, engage BIA members, other board members and staff with respect, and carry out their responsibilities with good standing. This is in accordance with the Chinatown District BIA Bylaws including the Director's Code of Conduct covered in Section 21. See <http://calgarychinatown.com/AGM>

I, the undersigned, have read this Section 21 Appendix C – Directors' Code of Conduct carefully before signing, and that I understand and accept all of its contents. I execute it voluntarily and with full knowledge of its significance. I understand that it will be binding, not only by me, but also by my heirs, next of kin, personal representatives and assigns.

DATED at the city of Calgary in the province of

Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

## 6. Nominee, Sponsor and Supporters Nomination Request

As per Section 6.5 of the Chinatown BIA Bylaws, all nomination requests must be signed by the nominee candidate, a sponsoring BIA ratepayer, and two BIA ratepayer supporters to qualify that this nomination request is complete, accurate, and in good standing with the BIA membership and the internal bylaws.

Nominee Candidate:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Cell Phone #

Sponsoring BIA Rate Payer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Cell Phone #

BIA Rate Payer Supporter:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Cell Phone #

BIA Rate Payer Supporter:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Cell Phone #