



**DOWNTOWN
PORT ELGIN**
BUSINESS IMPROVEMENT AREA

NOTICE

To All Landlords and Business Operators

Downtown Port Elgin BIA Board of Management 2026 Election

Election Day: November 4, 2026 at the Annual General Meeting, 7pm, Location TBC

Offices to be Elected: Six (6) Directors

The Downtown Port Elgin BIA Board of Management consists of six (6) Directors: Six (6) elected members and one appointed by [Municipality] Council. Once appointed by Council, directors will serve a four (4)-year term expiring November 5, 2030.

Who Is Eligible to Run?

BIA Members (commercial property owners and their tenants, per the Membership Roll)

Who Is Eligible to Vote?

All members of the Downtown Port Elgin Business Improvement Area. Under the Municipal Act, 2001, members are persons assessed on the last returned assessment roll with respect to rateable property in the area in a prescribed business property class, and tenants of such property (s.204(4)). A corporate member may nominate in writing one individual to vote on behalf of the corporation (s.204(7)).

Voters' List

During the nomination period the Coordinator will be preparing the official Voters' List. Please verify you are on the Voters' List. If your property is listed under your name you will be automatically on the Voters' List. If you are the owner of a business or a property listed or managed by a corporation, you must complete the BIA Tenancy Declaration Form (see Appendix E) and provide ID linking you to the property/business. See Appendix G for a list of acceptable forms of ID.

Important Dates:

- September 1, 2026 - Nominations open at 9am
- October 16, 2026 - Nominations close at 5pm
- November 4, 2026 - Voting Day, commencing 7pm at Annual General Meeting

For more information, please contact the coordinator@portelginbia.com



2026-2030 Board Elections

Downtown Port Elgin Business Improvement Area Board of Management Elections

2026-2030 Term

The 2026 - 2030 BIA Board of Management nomination period will be open from September 1, 2026 until October 16, 2026.

You're invited to help shape the Downtown Port Elgin BIA for the future! Your expertise and passion for the PEBIA, combined with your desire to work in cooperation with your fellow members, is what shapes our community for the future. We invite you to apply this expertise as a BIA member and help ensure the PEBIA's success for years to come.

What is a Business Improvement Area (BIA)?

A BIA allows local business people and property owners to join together, with the support of the Municipality, to organise, finance, and carry out physical improvement in the area (beyond that provided by the Municipality), and to promote the area as a business district within established boundaries. The Downtown Port Elgin BIA Boundary extends along Goderich Street from Catherine Street to just beyond Market Street (the former cinema building).

Your Downtown Port Elgin BIA is led by a Volunteer Board of Management comprised of six (6) elected BIA members and one member appointed by the Town of Saugeen Shores Council.

Election Process

- Candidates first express their desire to be on the Board by either registering themselves as a nominee or accepting a nomination of them made by another Member. *To register yourself as a nominee you must have the support of at least two other BIA members.*

Nomination Period closes October 16, 2026.

- If more candidates are nominated than there are positions available on the BIA Board, the nominees will be presented to the Membership for voting at the Annual General Meeting on November 4, 2026. Those candidates with the most votes will be presented to Council for approval and formal appointment to the Board. *If a lesser number of candidates are nominated than the number of open position on the Board, those candidates will be acclaimed and presented to Council for approval and formal appointment, and the Board will continue to recruit to fill any open positions.*

Who Can Be Nominated?

Nominations must be received by the BIA Coordinator by 5pm on October 16, 2026

Eligibility

To be eligible to serve on the Board of Management, one must:

- Be a BIA Member (whereby Member is determined to be a person who owns a property that has been assessed the BIA levy, or a tenant of said property required to pay all or part of the levy within the rental agreement), or be a shareholder, director, or employee of a Member who has the written consent of the Member to run for, and if elected to serve as, a Board Member; and be at least eighteen (18) years of age;
- Not be a person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property, or who has been found incapable by a court in Canada or elsewhere;
- Not have the status of bankrupt;
- Sign the Nomination Consent Form (Appendix B), available from coordinator@portelginbia.com

Voting

Those looking to vote should ensure they are on the Membership Roll by reaching out to coordinator@portelginbia.com ahead of the election meeting.

An election shall be held as follows:

- A ballot listing all candidates in alphabetical order shall be prepared (see Appendix H), and made available to each Member on the Membership Roll;
- Voting will take place at the the Annual General Meeting (location to be confirmed), on November 4, 2026 at 7pm.
- A Member who is not on the Membership Roll may obtain a ballot by contacting coordinator@portelginbia.com and providing evidence of their status as a Member satisfactory to the Coordinator;
- Each Member of a BIA has one vote regardless of the number of properties that the Member may own or lease in the Improvement Area.

How Do I Become a Nominee?

To register as a nominee, complete the Nomination Consent Form (Appendix B), have two fellow BIA members support your nomination by signing, and return the form to coordinator@portelginbia.com by 5pm on October 16, 2026.

How Do I Nominate Someone Else?

Complete the Nomination Consent Form (Appendix B), securing a secondary nominator, and have the Nominee sign it. *Two signatures are required.*

How Do I Vote?

Voting will be held at the Annual General Meeting, November 4, 2026 at 7pm. If you are unable to attend, you may give or email your ballot to the Coordinator. Each member has only one (1) vote regardless of the number of properties that the member may own or lease in the improvement area.

The list of nominees will be sent to you via email in our pre-AGM Bulletin and will be listed on our website portelginbia.com

NOTE:

We encourage you to review the biographies of all nominees before making your selection. Bios will be delivered electronically and will be posted on our website southamptonbia.com. Keep in mind the benefits of a well-rounded board that encompasses the key skill sets of Marketing, Beautification, Finance, Legal, Operations, and Stakeholder Relations, and that represents the variety of BIA business owners that make up our membership. We value diversity and welcome the nominees from all businesses, backgrounds, race, religion, creed, gender, orientation, and otherwise.

What Does a Board Member Need?

First and foremost, each Board member must have a keen interest in the affairs of the Southampton BIA, as well as a commitment to serve and represent the best interest of all businesses in the community.

To ensure the BIA members have a Board that is well-positioned to represent the key functions of the BIA, we are looking for individuals with expertise in the following categories:

- Marketing
- Streetscape and Beautification
- Economic Development
- Legal
- Operations
- Stakeholder Relations
- Financial

Each nominee is required to indicate what category(ies) they have experience in and provide a brief biography detailing their experience and/or training. Bios must be 250 words or fewer (see Appendix C).

What is the Term Duration?

The 2026 - 2030 term shall be from November 4, 2026 until November 5, 2030 and if crossover is required between outgoing and incoming Boards, timing shall be adjusted.

What Does a BIA Board Member Do?

- Provide strategic direction to BIA initiatives that support the overall purpose of the BIA;
- Represent the interests of the Downtown Port Elgin BIA Membership both as a whole and as a representative of your particular business sector;
- Attend all regularly scheduled Board Meetings (Approximately 9 per year, lasting from 1.5 to 2.5 hours;
- Chair or sit on any BIA committee;
- Support BIA Board-approved initiatives by aiding in dissemination of information to members and the public; presenting positive and respectful representation of approved initiatives; participating as appropriate, in approved initiatives; and providing knowledge/expertise as it may pertain to BIA activities and initiatives.
- Attend select BIA and/or municipal meetings as required.

Members may vote for up to six (6) names on the ballot but may, in their absolute discretion, vote for fewer than six (6) names. Ballots marked to vote for more than six (6) names shall be declared spoiled. The six (6) nominees receiving the most votes shall be declared elected.

Council Appointments

Council shall appoint one member of the Municipal Council to the Board and may appoint all elected returning members to the Board. Council may refuse to appoint a person elected, in which case Council will leave the position vacant or direct that a Special Meeting of the Membership be held. If Council refuses to appoint a person elected and directs that a Special Meeting be held, then the Board will conduct a new election.

Remuneration

Board Members are volunteers and shall receive no remuneration, either directly or indirectly, for services rendered as a Board Member, but may be reimbursed for out-of-pocket expenses incurred in representing the BIA upon approval of the Board.