



www.downtownpg.com

March 23, 2017

NOTICE OF THE ANNUAL GENERAL MEETING of the
Downtown Prince George Business Improvement Association

WHEN:

Wednesday, May 10, 2017
Doors Open/Registration 5:00pm
Meeting 5:30-7:00pm

WHERE:

The Hubspace
1299 3rd Avenue

ATTENTION: Downtown Prince George Property Owner/Business Owner

You are invited to attend the **Annual General Meeting** of Downtown Prince George. If you or someone you know would like to put their name forward to be considered for a Board of Directors position, please call or email our office. Persons must have a membership form on file and/or be an authorized representative for a Business Owner/Tenant or Property Owner in the Downtown C1 Zone.

*IMPORTANT: In order to vote at the **AGM** you must have a membership form on file 30 days in advance of the meeting (**by Monday, April 10, 2017**). If you have any questions about the status of your membership, please contact us at (250) 614-1330 or info@downtownpg.com*

INCLUDED IN THIS PACKAGE:

➤ **Membership Form - IMPORTANT**

If you have received this package by regular post it means, we do not have your email address registered. Please return the enclosed Membership Form with your email address which will allow us to communicate with you by email in the future.

➤ **Proxy Voting Form**

If you are unable to attend the AGM, but wish to have someone else participate and vote on your behalf, please refer to the enclosed Proxy Voting Form.

➤ **Downtown Prince George Brochure**

Please take a moment to learn more about the programs we offer through our organization. If you are interested in participating in the development of our downtown, we would encourage you to let your name stand for election to the Board of Directors and/or join one of our committees.

Sincerely,

Colleen Van Mook, Executive Director
colleenvm@downtownpg.com

**Downtown Prince George
Business Improvement Association
Member Information Form – Terms & Conditions**

Thank you for submitting a Member Information Form to the Downtown Prince George Business Improvement Association which includes your expressed consent to communicate with you by email. We look forward to connecting with you at our AGM and the various issues and initiatives of the organization.

Please find below our TERMS as they relate Property Owners and Tenants (Businesses) and the conduct of our Annual General Meetings. Please also find a link to our Privacy Statement as pertains to the collection of your information and the use of your email address(es).

If you have any questions regarding your submitted form or the information below, please do not hesitate to contact our office (250) 614-1330.

TERMS:

By signing this, the member making the application certifies that the applicant is a:

“Property Owner” means a person, group, society, body or corporation who holds an interest registered at the Prince George Land Title Office as fee simple owner or purchaser under a registered Agreement for Sale of class five or class six real property, as referred to in Bylaw no. 8263 of the City of Prince George, located within the boundaries of the BIA;

“Tenant” means a person, group, society, body or corporation who leases, sub-leases or rents class five or class six real property, as referred to in Bylaw no. 8263 of the City of Prince George, located within the boundaries of the BIA, under a lease with an unexpired term of not less than one year including renewals, or under any form of tenancy where that person has been in actual occupation for no less than six months, from which that person carries on a business and for which that person holds a valid City of Prince George business license.

Other Definitions:

“Authorized Representative” means that person appointed by a member that is a group, society, body or corporation through a written authorization on the letterhead of that group, society, body or corporation.

“Proxy Voting” Voting by proxy is permitted provided that a written Notice of Proxy, in a form approved by the Directors and specifying the meeting to which the proxy applies, is delivered to the Society at, or before, the commencement of that meeting. Pursuant to section 63 of the Society Act, a permanent proxy or proxy entitling a person or member to vote at other than one meeting and adjournment is void.

PRIVACY POLICY and CANADIAN ANTI-SPAM LEGISLATION POLICY

Visit www.downtownpg.com/privacy

**Please Return Completed Membership Form
to Downtown Prince George Business Improvement Association**

Scan/Email: info@downtownpg.com

Fax: (250) 614-1550

Mail/Drop Off: 1406 2nd Avenue, Prince George BC

**Downtown Prince George
Business Improvement Association
Member Information Form**



All Property Owners and Business Owners in the C1 Zone of Prince George, BC are encouraged to complete the membership information. This enables Downtown Prince George to communicate with you on issues and initiatives while complying with our Bylaws. Completion of this form confirms your membership and voting privileges. Your information will not be shared with any third party. Visit www.downtownpg.com/privacy to view our privacy policy and CASL/consent policy.

Member Category:	<input type="checkbox"/> Property Owner or <input type="checkbox"/> Tenant		
Legal Business Name:			
Operating Name/dba: (if different from above)			
Operating as:	<input type="checkbox"/> For Profit (Corp./ Partnership/ Proprietor)	<input type="checkbox"/> Non-Profit/ Society	<input type="checkbox"/> Gov't
Primary Contact Person:	Name:		
	Phone:		Cell: <input type="text"/>
	Email:		
Name of Authorized Representative: (for AGM voting, terms below)			
Physical Address of Business or Property(s):			
Preferred Mailing Address: (if different from above)			
I wish to receive my AGM package by:	<input type="checkbox"/> Email or <input type="checkbox"/> Regular Post Mail or <input type="checkbox"/> Fax		
Do you consent to receive additional information/updates by email from Downtown Prince George:	<input type="checkbox"/> Yes, I consent <input type="checkbox"/> No, I do not consent		
Property Management Company:	<input type="checkbox"/> N/A		

By signing this, the member making the application acknowledges the Terms and Privacy Policy provided to him/her and consents to receiving email from Downtown Prince George to the email address listed above.

Authorized Signatory (Print)

Signature

Date

Additional Business Information:

Online & Social Media Information	Website:	
	Facebook:	
	Twitter:	
	Other:	
	Other:	

Secondary Contacts who wish to receive information from Downtown PG:

Secondary Contact 1	Name:	
	Email:	
	Date:	
	Signature:	

Secondary Contact 2	Name:	
	Email:	
	Date:	
	Signature:	

Secondary Contact 3	Name:	
	Email:	
	Date:	
	Signature:	

By their signature, the above named individuals acknowledge the Terms and Privacy Policy provided to him/her and consent to receiving email from Downtown Prince George to the respective email address listed.

NOTES:



PROXY VOTING FORM

Downtown Prince George Business Improvement Association

2017 Annual General Meeting
Wednesday, May 10, 2017

Property Owner or Business Name:
Address of Property or Business:

The undersigned hereby appoints
of ,
or failing him/her ,
of ,

*as the proxy for the undersigned to attend and vote on behalf of the undersigned
at the Prince George Downtown Business Improvement Association
Annual General Meeting to be held on the 10th day of May 2017*

Signed this day of 2017

Name of Member (please print): _____

Signature of Member: _____

PLEASE NOTE: A proxy is valid for only one meeting or any adjournment thereof