

**Downtown Kingston Business Improvement Area  
MEMBER DESIGNATE FORM**

This form allows a member of the Downtown Kingston Business Improvement Area (BIA) to appoint an individual (Designate), to vote on his or her behalf at the BIA Annual General Meeting (AGM) to be held on November 23, 2022.

**Completed forms must be received by the Downtown Kingston BIA Office (address below) at least five days before the Annual General Meeting.**

I hereby authorize \_\_\_\_\_ to serve as my Designate and to vote on my behalf on all matters voted on at the AGM of the Downtown Kingston Business Improvement Area (BIA) to be held on November 23, 2022. This designation shall be revocable at any time at the request of the undersigned voting member.

**\*Name – BIA Member:** \_\_\_\_\_

\*Property Owner  **OR** Business Owner  **OR** Both  (check one)

\*Address within BIA: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

\*City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Name – Designate:** \_\_\_\_\_

\*Street Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

\*City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form and BIA member proof of property or business ownership (e.g. copy of property tax bill, utility bill, lease, etc.) to:

**Downtown Kingston BIA Office  
353 King Street East, Suite 200  
Kingston, ON K7L 3B5  
613-542-8677**

Designate Form is not valid if:

- Information provided is illegible;
- Designate has already been nominated by another member of the Downtown Kingston BIA;
- Designate Form is not received at least 5 business days prior to the AGM;
- BIA member or Designate fails to sign the form and provide required (\*) information; or
- Designate form is not accompanied by BIA member valid proof of property or business ownership

The Designate must present identification at the AGM.

Date Received	BIA Staff Witness