



BANFF & LAKE LOUISE TOURISM NOMINATION FORM FOR THE BOARD OF DIRECTORS

Banff & Lake Louise Tourism (BLLT) is a member-based organization governed by the Board of Directors. The board consists of twelve elected members, each of whom is elected by a defined business category, and two appointed directors, one representing Parks Canada and the other the Town of Banff. Elected directors are elected for terms of three years; appointed directors are appointed annually.

The responsibilities of the Board of Directors are for the overall management and control of BLLT subject to the organization's bylaws.

In particular, the Board of Directors is accountable to the members of BLLT for the following:

- Ensuring the actions and expenditures of BLLT do not fall outside of the objects of the organization.
- Establishing the mission, vision, goals and expected results for BLLT.
- Providing overall strategic direction for BLLT and ensuring that an effective strategic planning and monitoring process is in place.
- Appointing the CEO who is accountable for meeting the Board's expectations for the performance of BLLT.
- Reviewing and approving the annual report, including the audited financial statements, to be presented to the membership of BLLT at the Annual General Meeting.

QUALIFICATIONS OF ELECTED DIRECTORS:

The qualification of elected Directors are as follows:

- a) an elected Director must:
 - (i) be a Full Member himself/herself or the Nominee of a Full Member (and the Chairperson may request written verification thereof from the Full Member); and,
 - (ii) that Full Member must be a member of the Business Category for which a Board vacancy exists;
- b) an Associate Member shall not qualify as a Director;
- c) no person shall be elected or appointed as a Director if he or she has not attained the age of 18 years, if he or she is an un-discharged bankrupt or has been declared a mentally incompetent person or incapable of managing his or her affairs by a court of competent jurisdiction;

CONSECUTIVE TERMS:

Elected directors may only serve for two consecutive three year terms. Directors who have served for two consecutive three year terms are eligible for re-election after a waiting period of three years.

Nominations for a position determined by a by-election are for the remainder of the term and do not count for the purposes of determining the number of consecutive terms served.

COMMENCEMENT OF TERM:

The elected director will take office immediately following the election.

LIMITED ELIGIBILITY:

The [Bureau Bylaws](#) contain a limited eligibility clause to prevent related corporations from having more than one seat on the board. Related corporations are defined as “Two or more corporations which are in a parent-subsidiary relationship at the time of any election of Directors, or two or more corporations which have common ownership at the time of any election of Directors”.

MEETINGS OF THE BOARD OF DIRECTORS:

Board members are expected to attend regular board meetings throughout the year, with additional meetings scheduled as required. All meetings normally commence at 12 noon and are two hours duration. Directors are additionally expected to attend the Annual General Meeting of the members which is held in spring of each year. Directors can choose to become a member of the standing committees of the board or of any other board committee that is established.

2023-24 BOARD MEETING CALENDAR*: (dates subject to change*)**

- April 18, 2023 – Annual General Meeting
- May 10, 2023 – Board Orientation / Board Meeting
- June 21, 2023 – Board Meeting
- September 13 & 14, 2023 – Strategic Planning Session
- October 25, 2023 – Board Meeting
- November 29, 2023 – Board Meeting
- January 24, 2024 – Board Meeting
- March 27, 2024 – Board Meeting

REMUNERATION OF DIRECTORS:

Unless authorized by special resolution, the Directors serve without remuneration, however the board has the authority to pay any reasonable expenses in connection with any meeting held and any reasonable out-of-pocket expenses necessarily incurred by the Directors in fulfilling their responsibilities.

NOMINATION AND ELECTION DATES

An Election is declared for vacancies on the Board of Directors to represent the **following Business Categories:**

- **Lodging (3-year term)**
- **Retail (3-year term)**
- **Transportation, Attractions & Entertainment (3-year term)**
- **Lodging (by-election – remainder of term is 1 year)**

All nomination forms for this election must be received by the Manager, Governance & Corporate Operations of Banff & Lake Louise Tourism on behalf of the Governance and Nominations Committee, no later than **5:00 p.m. on March 3, 2023.**

If more than one nomination is received for any of the above positions, an election will be called, with **electronic voting links** sent to each full member of the business category on March 13, 2023.

The voting deadline for the election will be 12 p.m. on April 7, 2023.

NOMINATIONS:

- a) Nominations for elected Members of the Board may be made by any 5 Full Members of the Business Category. Nominations must be in writing and signed by all 5 Full Members.
- b) A Nominee cannot nominate himself/herself. A Full Member can nominate more than 1 person to be a director; and,
- c) All nominations must be emailed to the Bureau head offices by the date stipulated and upon receipt all persons so nominated shall be placed in nomination by the Secretary.



BANFF & LAKE LOUISE TOURISM NOMINATION FORM FOR THE BOARD OF DIRECTORS

We nominate _____ to be a candidate for election as a director of Banff & Lake Louise Tourism, to represent the following Business Category:

- ☐ Lodging (3-year term)
- ☐ Retail (3-year term)
- ☐ Transportation, Attractions & Entertainment (3-year term)
- ☐ Lodging (by-election – remainder of term is 1 year)

commencing at the conclusion of the 2023 AGM on April 18.

We are eligible full members of Banff & Lake Louise Tourism, and we are all members of the Business Category for which this nomination is made.

Member Details	Signature
Name: Business: Phone: Email:	
Name: Business: Phone: Email:	
Name: Business: Phone: Email:	
Name: Business: Phone: Email:	
Name: Business: Phone: Email:	

NOMINEE'S ACCEPTANCE

I have read and understand the rules listed above and agree to stand in nomination for the position of Director of Banff & Lake Louise Tourism. I represent an eligible Full Member of Banff & Lake Louise Tourism as a member of the:

- ☐ Lodging (3-year term)
- ☐ Retail (3-year term)
- ☐ Transportation, Attractions & Entertainment (3-year term)
- ☐ Lodging (by-election – remainder of term is 1 year)

Name

Title

Signature

Date

Name of Business

Email Address

Telephone number

DECLARATION:

Initial

I declare that my acceptance of this nomination complies with the Limited Eligibility clause in the [Bureau bylaws](#), which prevents related corporations from having more than one seat on the board.

****Please provide a short biography and state why you are interested in serving on the Board of Directors of Banff & Lake Louise Tourism. (This information will be provided to members of the Business Category in the event of an election).**

All nomination forms must be received by the Manager, Governance & Corporate Operations of Banff & Lake Louise Tourism via email to asmithhay@banfflakelouise.com, no later than 5:00 p.m. on March 3, 2023, on behalf of the Governance and Nominations Committee.