



ADMINISTRATIVE REPORT

Report Date: February 18, 2014
Contact: Jane Pickering
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RTS No.: 10453
VanRIMS No.: 08-2000-20
Meeting Date: March 12, 2014

TO: Standing Committee on City Finance and Services
FROM: General Manager, Planning and Development Services
SUBJECT: Approval of BIA Renewals and 2014-15 BIA Renewal Budgets

RECOMMENDATION

- A. THAT Council approve the applications of the Business Improvement Associations (BIAs) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the BIAs listed below, to establish new funding ceilings, and to remit monies for the respective business promotion schemes:

Table with 2 columns: BIA and Association. Rows include Gastown BIA, Mount Pleasant BIA, South Granville BIA, Yaletown BIA, Point Grey Village BIA, and Victoria Drive BIA.

- B. THAT Council approve the 2014-15 fiscal year Budgets for the BIAs listed below as described in this Report, approve grants to these BIAs in the amounts listed;

FURTHER THAT Council instruct the Director of Legal Services to bring forward the appropriate rating by-laws to recover the amounts of these grants:

Table with 3 columns: BIA, LEVY, and % CHANGE 2013-14/2014-15. Rows include Gastown, Mount Pleasant, South Granville, Yaletown, Point Grey Village, Victoria Drive, and TOTAL.

REPORT SUMMARY

This report has two purposes as follows:

1. To approve BIA Renewal applications for the six BIA's listed above and, subject to approval of the renewals;
2. To approve the 2014-15 Budgets for the six renewing BIAs.¹

BIA Renewal Council Initiatives

For each of the six BIAs, Council must first approve re-designation (renewal) of the business improvement area before it can approve the respective budgets. The purpose of Section 1 of this report is:

- To request Council's approval for the renewal of each of the six BIAs; and
- For each BIA, to instruct staff to prepare by-laws to re-establish the BIA, establish a new funding ceiling, and remit monies for a business improvement scheme.

Section 1 of this report provides background information on the BIA creation and renewal process, the procedure for property-owner and business notifications, an analysis of objections received in response to the notifications, an overview of possible Council actions, and recommendations based on objections received as of the date of the report.

Approval of BIA Budgets

Once Council approves renewal of a BIA, it may then consider approval of the respective BIA budget.

The purpose of Section 2 of this report is:

- To request Council's approval of the 2014-15 budgets for the six renewing BIAs,
- To approve recoverable grants to these BIAs; and
- To instruct staff to prepare appropriate rating by-laws.

Section 2 of this report provides a summary of the six BIA budgets, as well as additional financial information from the BIAs' audited financial statements or otherwise as reported by the BIAs. Background information on BIA budgets and the budget approval process is provided in *Approval of 2014-15 Business Improvement Area (BIA) Budgets*, which deals with the budget approvals for the other 16 BIAs.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Approval of BIA Budgets

For Council Authority /Previous Decisions, refer to the report entitled Approval of 2014-15 Business Improvement Area (BIA) Budgets dated February 18, 2014.

¹ Approval of the budgets for the other 16 BIAs are reported in *Approval of 2014-15 Business Improvement Area (BIA) Budgets* dated February 18, 2014.

BIA Renewal Council Initiatives

Vancouver Charter

Sections 455 through 463 of the Vancouver Charter make provision for the creation, renewal and funding of Business Improvement Areas (BIAs). Taxation of properties in an area pays for a variety of programs to promote and enhance the area.

BIAs are a form of Local Improvement. Under Charter section 506(2)(a), approval of a Local Improvement Council Initiative requires a resolution passed by at least two-thirds of all the Council members present. Section 506(2)(b) provides that a “sufficient number” of notices of objection to defeat a Council Initiative is deemed to be more than *one-half* of the assessed property owners, representing more than *one-half* of the value according to the last revised real-property assessment roll, of the parcels liable to be assessed. However, Council guidelines also apply, and provide an additional standard for BIA approval.

Council Policy

Council policy with respect to BIA applications has been to identify the “sufficient number” of objections to be either *one-third* of the assessed owners, representing at least *one-third* of the assessed value *OR* one-third of the *business tenants*, counted separately.

The one-third guideline has been used to recognize that Council Initiatives require those who oppose an application to make the case that the levy is not desired. Typically, local improvements involve only a few property owners, who have petitioned to have the work done. This is usually not the case for BIA applications, which may have many property owners, and in which the task of assembling sufficient opposition is difficult. For this reason, Council policy is to consider rejection if one-third, rather than one-half, of the owners or tenants oppose the application.

Commencement of Council Initiatives

On December 3, 2013 (*Approval of Council Initiatives - BIA Renewals*), Council considered the following Business Improvement Area (BIA) applications:

- Gastown BIA - Renewal
- Mount Pleasant BIA - Renewal
- South Granville BIA - Renewal
- Yaletown BIA - Renewal
- Point Grey Village BIA - Renewal
- Victoria Drive BIA - Renewal

Council approved commencement of Council Initiatives for the six BIAs, referred the applications to Court of Revision, and instructed staff to notify affected property owners and businesses prior to a decision on the initiatives.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager and the General Manager of Planning and Development RECOMMEND approval of the foregoing.

REPORT***Report Section 1 - BIA Renewal Council Initiatives******Background/Context******Background***

Before a BIA creation or renewal application can be approved, the proposal must be considered by Council:

- Prior to considering the BIA application, Council directs staff to notify all commercial property owners and business tenants in the affected area, regarding the proposed levy and details on filing objections.
- After the one-month period for objections, Council is advised of the numbers and commercial assessed value of objections received, and also hears delegations, if any. Council policy is that if one third of property owners, representing one third of the commercial assessed property value, or one third of business tenants, counted separately, object, the BIA proposal will be defeated.
- If approved, Council directs that a by-law establishing (or, in the case of renewals, re-establishing) the BIA boundaries and funding ceiling be prepared.

Further explanation of the notification and approval process follows.

Process for Notification of Property Owners and Business Tenants***Applicant Outreach to Affected Owners and Businesses***

As outlined in the BIA Council Initiative Report dated November 13, 2013, BIA sponsors (applicant groups) are required to conduct an extensive outreach process to engage affected commercial property owners and business tenants within the proposed BIA, or BIA renewal, area. If after completion of outreach the BIA proposal seems to be generally supported, Council may approve commencing a BIA Council Initiative; forward the application to a Court of Revision; and instruct staff to notify the affected owners and tenants prior to Council deciding whether or not to approve the application.

Notifications

BIA applications are a form of Local Improvement. As such, the City is required to mail to the owners of parcels liable to be assessed: (a) notification of the project, (b) the designated area, and (c) the estimated annual rate. Council may approve a BIA if, within one month of the notification, the requisite number of property-owner objections have not been received. While the Vancouver Charter does not require notification of tenants, it is City policy to notify business owners of a BIA proposal. Property owners and business tenants in the areas affected by the BIA proposals have been notified as follows:

- Individually addressed letters were sent, postmarked on or before December 11, 2013, to all property owners affected by the BIA applications (Appendix A).

Due to business turnover, and to ensure all affected business owners were notified, letters were hand delivered on or before December 14, 2013, to all businesses affected by the BIA applications (Appendix B).

Tabulation of Objections - Issues and Considerations

Distinguishing Property-Owner and Business-Tenant Objections

The Vancouver Charter requires the City to tabulate *all* property-owner objections to determine whether or not a BIA application is defeated. However, it is Council policy to also receive and tabulate objections from business tenants. The two tabulations would produce duplication where letters are received from businesses who also *own* the property or commercial strata unit they occupy (i.e. are not tenants). Therefore, past practice has been to count all objection letters from property-owner businesses as 'property owner' objections rather than as 'business tenant' objections.

Petitions and Form-letters

The City's notification instructs recipients to register objections in the form of an original letter because the identity and authority of the writer is more readily discernible than a signature on a mass petition. Also, with a mass petition, there is uncertainty around the degree to which petitioners are influenced by information from petition organizers. Similar considerations apply to mass-reproduced 'form-letters' that have been collected by opposition organizers in the same way as petitions.

In the Mt. Pleasant BIA, a petition opposing BIA renewal was circulated door-to-door to business tenants. Subsequently, a 22-page document containing over 150 signatures was submitted to the City. A few letters with identical text were also received.

In response to the Pt. Grey Village BIA renewal, organizers submitted a 3-page petition containing 45 signatures. A preamble to the petition states that the signatories are opposed to the budget increase proposed for the renewal term. Organizers have clarified to staff that their objection is to the proposed budget increase, and not to BIA renewal per se.

Privacy Issues

To protect the confidentiality of respondents, under the provisions of the *Freedom of Information and Protection of Privacy Act*, the identity of persons submitting objections is not made available to BIA applicants, supporters, opponents, or the public. However, City Clerk will have available for Council copies of all objections received prior to the meeting date.

Strategic Analysis

Tabulation of Objections - Results

Notification letters sent to affected property owners / business tenants specified that objections to the BIA renewal application(s) may be submitted in the form of a letter to the City Clerk, with the letter being received by 5:00pm on January 24, 2014.

The following sections provide information specific to each of the BIA Renewal Initiatives, including notification data for the application, and a tabulation of objections received as of 5:00pm January 24, 2014.

If objections or counter-petitions arrive after the submission deadline, a supplementary memo with updated opposition data will be distributed should Council wish to consider late objections or other correspondence such as petitions. Council will also have an opportunity to hear delegations, if any. Representatives from the applicants will attend to respond to questions from Council.

GASTOWN BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 3, 2013, Council considered an application by the Gastown Business Improvement Society (GBIS) to commence a Council Initiative to re-establish (renew) the Gastown BIA (Appendix C). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$64 to \$87,982 annually, depending upon the assessed value of the property. Six properties will have a levy under \$100, about 39 properties will have a levy between \$100 and \$1,000, and 71 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2014 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2013 assessment.

Notification

Individually addressed letters were mailed, postmarked on or before December 11, 2013, to 90 property owners, owning 116 legal parcels located within the BIA area. No letters were returned undeliverable. Letters were hand delivered to all 522 businesses within the BIA area.

Letters of Opposition

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 24, 2014. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

Objection Categories	Letters of opposition as of January 24, 2014		Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)
	#	% of total	
# of property owners*	0	0 %	30
# of assessed properties*	0	0 %	39
total assessed value	0	0 %	\$130,059,566
OR # of business tenants	0	0 %	174

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 24, 2014, no objections had been received.

MOUNT PLEASANT BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 3, 2013, Council considered an application by the Mount Pleasant Commercial Improvement Society (MPCIS) to commence a Council Initiative to re-establish (renew) the Mount Pleasant BIA (Appendix D). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$6 to \$38,125 annually, depending upon the assessed value of the property. Twenty-three properties will have a levy under \$100, about 82 properties will have a levy between \$100 and \$1,000, and 110 properties will be charged over \$1,000.

As the BIA levy will be based on the 2014 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2013 assessment.

Notification

Individually addressed letters were mailed, postmarked on or before December 11, 2013, to 150 property owners, owning 215 legal parcels located within the BIA area. No letters were returned undeliverable. Letters were hand delivered to all 393 businesses within the BIA area.

Letters of Opposition

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 24, 2014. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

Objection Categories	Letters of opposition as of January 24, 2014		Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)
	#	% of total	
# of property owners*	8	5.3 %	50
# of assessed properties*	12	5.6 %	72
total assessed value	\$17,722,299	5.0 %	\$118,151,880
OR # of business tenants	7	1.8 %	131

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Petition Opposing BIA Renewal

In addition to the individual letters of objection, a petition opposing BIA renewal was submitted. For reasons discussed in the *Background* section of this report, the stated response to the City's notification is an individual letter written and signed by the respondent, not a petition. The subject petition contains 156 entries (153 subtracting duplicates /illegible). Each entry includes the name and signature of an individual, as well as business name and street address. The form of petition and associated documents are attached as Appendix E. Twelve of the petitioners are property owners (normally counted separately with property-owner objections) and 3 of the petitioners had also sent letters of objection (should not be double-counted). Therefore, if the petition was considered as a valid form of objection, the total number of business objections would be 145 (36.9%). Property-owner calculations are not significantly affected.

Letters of Support

In early January, MPCIS became aware of a petition circulating in opposition to BIA renewal. In response, MPCIS canvassed businesses and property owners to test the level of support or opposition. As part of that process, MPCIS asked those who expressed support for BIA renewal to submit a letter confirming their support and negating any previous document. The form of that letter is attached as Appendix F. MPCIS has since submitted to the City 137 letters of support, 42 of which can be matched with corresponding opposition signatures in the petition. Although letters of support are not formally tabulated as part of the BIA Council Initiative process, they are referenced in this report for information to allow Council to consider the reliability of the petition results.

Results

In following the process as stated in the letters entitled Notice of Intention to Renew a BIA (Appendix A and B), as of January 24, 2014, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

Past practice has been that petitions have not been an acceptable form in which to register objection to a BIA application. As a petition opposing BIA renewal and, conversely, letters of support in favour of BIA renewal were also submitted by January 24, 2014, they are submitted only as information for Council.

SOUTH GRANVILLE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 3, 2013, Council considered an application by the South Granville Business Improvement Association (SGBIA) to commence a Council Initiative to re-establish (renew) the South Granville BIA (Appendix G). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$248 to \$66,062 annually, depending upon the assessed value of the property. Twelve properties will have a levy between \$100 and \$1,000, and 102 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2014 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2013 assessment.

Notification

Individually addressed letters were mailed, postmarked on or before December 11, 2013, to 88 property owners, owning 114 legal parcels located within the BIA area. No letters were returned undeliverable. Letters were hand delivered to all 333 businesses within the BIA area.

Letters of Opposition

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 24, 2014. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

Objection Categories	Letters of opposition as of January 24, 2014		Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)
	#	% of total	
# of property owners*	2	2.3 %	29
# of assessed properties*	2	1.8 %	38
total assessed value	\$83,237,333	12.6 %	\$219,590,566
OR # of business tenants	1	0.3 %	111

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 24, 2014, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

YALETOWN BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 3, 2013, Council considered an application by the Yaletown Business Improvement Association (YBIA) to commence a Council Initiative to re-establish (renew) the Yaletown BIA (Appendix H). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$3 to \$97,272,000 annually, depending upon the assessed value of the property. 112 properties will have a levy under \$100, about 346 properties will have a levy between \$100 and \$1,000, and 78 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2014 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2013 assessment.

Notification

Individually addressed letters were mailed, postmarked on or before December 11, 2013, to 272 property owners, owning 536 legal parcels located within the BIA area. No letters were returned undeliverable. Letters were hand delivered to all 686 businesses within the BIA area.

Letters of Opposition

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 24, 2014. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

Objection Categories	Letters of opposition as of January 24, 2014		Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)
	#	% of total	
# of property owners*	3	1.1 %	91
# of assessed properties*	5	0.9 %	179
total assessed value	\$13,271,800	1.3 %	\$345,668,228
OR # of business tenants	0	0 %	229

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 24, 2014, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

POINT GREY VILLAGE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 3, 2013, Council considered an application by the Point Grey Village Business Association (PGVBA) to commence a Council Initiative to re-establish (renew) the Point Grey Village BIA (Appendix I). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$470 to \$75,234 annually, depending upon the assessed value of the property. Twenty-five properties will have a levy between \$100 and \$1,000, and 53 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2014 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2013 assessment.

Notification

Individually addressed letters were mailed, postmarked on or before December 11, 2013, to 63 property owners, owning 78 legal parcels located within the BIA area. No letters were returned undeliverable. Letters were hand delivered to all 142 businesses within the BIA area.

Letters of Opposition

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 24, 2014. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

Objection Categories	Letters of opposition as of January 24, 2014		Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)
	#	% of total	
# of property owners*	1	1.6 %	21
# of assessed properties*	1	1.3 %	26
total assessed value	\$777,667	0.4 %	\$63,746,268
OR # of business tenants	2	1.4 %	47

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Petition Received

In addition to the individual letters of objection, a petition was submitted to the City as part of the renewal notification process. For Council's information, the subject petition contains 45 business entries (27% of total businesses), each entry including the name, position and signature of an individual, as well as business name and street address. However, as the petition's stated intention was to object to the PGVBA proposed budget increase rather than oppose BIA renewal, the petition has not been tabulated with the other objections. The form of petition is attached as Appendix J.

Results

As of January 24, 2014, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

VICTORIA DRIVE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 3, 2013, Council considered an application by the Victoria Drive Business Improvement Association (VDBIA) to commence a Council Initiative to re-establish (renew) the Victoria Drive BIA (Appendix K). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$116 to \$12,874 annually, depending upon the assessed value of the property. 167 properties will have a levy between \$100 and \$1,000, and 42 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2014 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2013 assessment.

Notification

Individually addressed letters were mailed, postmarked on or before December 11, 2013, to 180 property owners, owning 209 legal parcels located within the BIA area. 1 letter was returned undeliverable and 1 letter was redirected to the new owner. Letters were hand delivered to all 386 businesses within the BIA area.

Letters of Opposition

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 24, 2014. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

Objection Categories	Letters of opposition as of January 24, 2014		Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)
	#	% of total	
# of property owners*	1	0.6 %	60
# of assessed properties*	1	0.5 %	70
total assessed value	\$1,242,667	0.6 %	\$73,180,320
OR # of business tenants	0	0 %	129

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 24, 2014, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

REPORT SECTION 2 - APPROVAL OF BIA BUDGETS**Strategic Analysis****BIA Budgets Analysis****GASTOWN BIA BUDGET FOR 2014-2015**

The Gastown Business Improvement Society (GBIS) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$567,300² for 2014-15 (2.0% increase over 2013-14). The business promotion scheme and budget was approved by the majority of members present at the annual general meeting held on September 25, 2013.

REVENUE

a.	Grant Request (BIA Levy)		<u>\$567,300</u>	
		TOTAL		\$567,300

EXPENDITURES

a.	Marketing & Promotion, Events, Tourism, Web /Social Media	\$156,000		
b.	Security & Maintenance, Flower Baskets, Banners, Tree-lights	275,000		
c.	Operations & Admin, Office Rent & Staff, Professional Dev.	118,300		
d.	Contingency	<u>18,000</u>		
		TOTAL		<u>\$567,300</u>

Details of the budget are provided in Appendix L. This is the first year of the GBIS' sixth five-year mandate.

Additional Financial Information (2012-13 prior year end)

The GBIS reported a positive 2012-13 year-end balance of \$698,123, including a budget surplus of \$84,161. \$240,000 of the fund balance was committed for on-going and future projects and programs, including tree light replacement/expansion, Steam Clock maintenance, waste management project, security and plant maintenance, banners, Gastown Directory, studies, and other events & marketing.

MOUNT PLEASANT BIA BUDGET FOR 2014-2015

The Mount Pleasant Commercial Improvement Society (MPCIS) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$375,000³ for 2014-15 (0% increase over 2013-14). The business promotion scheme and budget was approved by the majority of members present at the annual general meeting held on September 10, 2013.

REVENUE

a.	Grant Request (BIA Levy)		<u>\$375,000</u>	
b.	Other Income - Grants, Sales, Interest		<u>5,000</u>	
		TOTAL		\$380,000

² Grant for 2013-14 fiscal year was \$556,200

³ Grant for 2013-14 fiscal year was \$375,000.

EXPENDITURES

a.	Business & Tourism Development, Advertising, Events	\$74,999	
b.	Street Enhancement; Banners, Flower Baskets, Cleaning	75,500	
c.	Safety & Security; Crime Prev. & Graffiti Monitoring, Bike Patrol	1,800	
d.	Gov't & Community Relations; BIA Renewal/Expansion	18,200	
e.	Office Rent & Expenses, Wages & Admin	<u>209,501</u>	
	TOTAL		<u>\$380,000</u>

Details of the budget are provided in Appendix M. This is the first year of the MPCIS' fifth renewal mandate (five year term).

Additional Financial Information (2012-13 prior year end)

The MPCIS reported a positive 2012-13 year-end balance of \$130,337 of which \$15,441 was held as reserve. The year-end balance included a 2012-13 operating budget surplus of \$40,975 (carried forward into fiscal 2013-14), reflecting expenses that were less than estimated or not required, or projects that were deferred, such as the replacement of banners in 2013-14. The BIA fund balance is intended to offset future needs, including the installation of decorative lighting, and to provide a source of funds to supplement annual budgets over the next 7-year renewal term, which are otherwise limited by the funding ceiling to a 1% annual increase. The reserve funds are held as a general contingency.

SOUTH GRANVILLE BIA BUDGET FOR 2014-2015

The South Granville Business Improvement Association (SGBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$585,000⁴ for 2014-15 (4.5% increase over 2013-14). The business promotion scheme and budget was approved by the majority of members present at the annual general meeting held on September 24, 2013.

REVENUE

a.	Grant Request (BIA Levy)	<u>\$585,000</u>	
	TOTAL		\$585,000

EXPENDITURES

a.	Promotion/Marketing; Ads/Web/Soc. Media, Events, Tourism	\$163,500	
b.	Beautification; Banners/Baskets, Lighting, Custodial/Graffiti	105,000	
c.	Safety & Security; Concierge & Loss Prev. Teams, Street Audits	162,500	
d.	Administration & Staffing Costs, Office Rent & Expenses	88,000	
e.	Communications & Advocacy; Newsletters, Fair Tax Coalition	53,000	
f.	Contingency	<u>13,000</u>	
	TOTAL		<u>\$585,000</u>

In addition to the staffing costs included under Administration, staffing costs are also allocated as expenditures under lines a-c and e, but not itemized separately. The distribution of these costs reflects the staff time involved in program development, implementation, and management. Further details of the budget are provided in Appendix N. This is the first year of the SGBIA's fourth five-year mandate.

⁴ Grant for 2013-14 fiscal year was \$560,000.

Additional Financial Information (2012-13 prior year end)

The SGBIA reported a positive 2012-13 year-end balance in the amount of \$231,547, including a budget surplus of \$46,856.

YALETOWN BIA BUDGET FOR 2014-2015

The Yaletown Business Improvement Association (YBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$780,000⁵ for 2014-15 (90.2% increase over 2013-14). The business promotion scheme and budget was approved by the majority of members present at the annual general meeting held on June 26, 2013.

REVENUE

a. Grant Request (BIA Levy)		<u>\$780,000</u>	
	TOTAL		\$780,000

EXPENDITURES

a. Marketing & Events		\$225,225	
b. Security		44,100	
c. Street Beautification		111,300	
d. Administration & Operations		280,390	
e. Economic Development		<u>118,985</u>	
	TOTAL		<u>\$780,000</u>

Further details of the budget are provided in Appendix O. This is the first year of the YBIA's fourth five-year mandate.

Additional Financial Information (2012-13 prior year end)

The YBIA reported a 2012-13 year-end balance of \$117,081, after a budget shortfall of \$35,379

POINT GREY VILLAGE BIA BUDGET FOR 2014-2015

The Point Grey Village Business Association (PGVBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$250,000⁶ for 2014-15 (212.5% increase over 2013-14). The business promotion scheme and budget was approved by the majority of members present at the general meeting held on September 30, 2013.

⁵ Grant for 2013-14 fiscal year was \$410,000. The increase for 2014-15 reflects the BIA's new 5-year strategic plan and intention to attain renewal funding sufficient to accomplish BIA goals and aspirations. The plan includes increased spending in the following areas: street cleaning, posters and graffiti; way finding, public realm and lighting; tourism and visitors; marketing and advertising; and special events including Farmer's Market, Christmas Festival and Taste of Yaletown.

⁶ Grant for 2013-14 fiscal year was \$80,000. The increase for 2014-15 reflects the BIA's intention to attain renewal funding sufficient to accomplish BIA goals and aspirations. Examples of new projects and initiatives are: social media marketing and print and radio ads, shop local campaign, business/investor recruitment, street events, street team, branded street blade signs, flower baskets, holiday lighting, and new planters and street furniture.

REVENUE

a.	Grant Request (BIA Levy)		<u>\$250,000</u>	
		TOTAL		\$250,000

EXPENDITURES

a.	Promotions & Events, Advertising, Web, Print & Soc. Media	\$74,000		
b.	Image: Banners, Floral, Lights, Murals, Pole Painting, Cleaning	112,500		
c.	Admin; Staffing, Office, Operations & Communications	53,700		
d.	Safety Resources; Safety Guide, Workshops	2,000		
e.	Business Relations & Memberships; Business Recruitment	<u>7,800</u>		
		TOTAL		<u>\$250,000</u>

Further details of the proposed budget are provided in Appendix P. This is the first year of the PGVBA's third five-year mandate.

Additional Financial Information (2012-13 prior year end)

The PGVBA reported a positive 2012-13 year-end balance in the amount of \$68,559, including a budget surplus of \$22,649. The fund balance was earmarked for installation of decorative lighting on lamp standards.

VICTORIA DRIVE BIA BUDGET FOR 2014-2015

The Victoria Drive Business Improvement Association (VDBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$172,000⁷ for 2014-15 (1.2% increase over 2013-14). The business promotion scheme and budget was approved by the majority of members present at a general meeting held on September 30, 2013.

REVENUE

a.	Grant Request (BIA Levy)	\$172,000		
b.	Miscellaneous Revenue	10,000		
c.	Total Other Income	<u>2,000</u>		
		TOTAL		\$184,000

EXPENDITURES

a.	Marketing & Promotion; Festivals & Events, Advertising	\$13,790		
b.	Street Enhancement, Banners, Cleaning & Graffiti Removal	49,000		
c.	Security and Foot Patrol	37,051		
d.	Administration; Operations, Payroll, Rent & Office Expenses	83,159		
e.	Contingency	<u>1,000</u>		
		TOTAL		<u>\$184,000</u>

Further details of the proposed budget are provided in Appendix Q. This is the first year of the VDBIA's third five-year mandate.

Additional Financial Information (2012-13 prior year end)

The VDBIA reported a positive 2012-13 year-end balance in the amount of \$41,748, after a budget shortfall of \$40,999.

⁷ Grant for 2013-14 fiscal year was \$170,000.

Implications/Related Issues/Risk

Financial

A comparison of the six renewing BIAs' 2013-14 and 2014-15 budgets is provided in Appendix R. The combined budgets of the renewing BIAs totals \$2,729,300. BIA members (commercial property owners and business tenants) approve the BIAs' budgets by vote at Annual General Meetings. As the BIA levies in the six renewing BIAs average only about 6 percent of Class 5 and 6 property owners' commercial property tax bill, the overall impact on their tax bills is relatively small. To date, very few concerns have been registered about BIA budgets and the corresponding BIA tax levies in their areas. One exception is the Pt. Grey Village BIA, where some BIA members have raised objections to the proposed renewal budget.

Should Council approve the BIA budgets and enact the rating by-laws, these funds will be advanced to the BIA societies in April and October and recovered through the 2014 property taxes. There is no net impact to the 2014 operating budget.

CONCLUSION

The six BIAs referenced in this report must be renewed by Council in order to continue operation, and their 2014-15 budgets must then be approved before receiving funding. This report contains recommendations to accomplish both purposes.

BIA Renewals

As of January 24, 2014, very few objections had been received in response to notifications for the six BIA renewals; therefore, this report recommends approval of the BIA renewals. The report notes that petitions were received in relation to the Pt. Grey Village and Mount Pleasant BIAs. The Pt. Grey petition objects to the proposed BIA budget increase, not BIA renewal. The Mt. Pleasant petition opposes BIA renewal but, for reasons discussed in the report, is not determinative against BIA approval.

BIA Budgets

Appendix R compares the six proposed 2014-15 BIA renewal budgets with their corresponding budgets from 2013-14. In the case of BIAs seeking a renewed term, larger budget increases are fairly typical, as BIA boards move to implement new or enhanced programs identified by their members during renewal outreach and strategic planning. The most significant proposed increases are Point Grey Village (212%) and Yaletown (90%). Point Grey Village is the City's smallest BIA (3 blocks), currently with the smallest budget (\$80,000), virtually unchanged since the BIA was established in 2004. The Point Grey Village BIA's proposed increase was contemplated in the BIA's renewal proposal and funding ceiling approved by the majority of BIA members at its annual general meeting and reflects the BIA's intention to attain renewal funding sufficient to accomplish BIA goals and aspirations. The Yaletown BIA's proposed budget increase was approved unanimously by its membership at its annual general meeting.

The budgets of all six renewing BIAs were approved by the BIA memberships at their annual general meetings, and the proposed business promotion schemes are in keeping with the spirit of the BIA legislation. The BIAs have complied with the requirements in the City's BIA Grant Allocation By-law and BIA Operational Guidelines (Appendices S and T). The City has received the BIAs' 2012-13 audited financial statements. This report recommends approval of the 2014-2015 BIA budgets as submitted.



PLANNING & DEVELOPMENT SERVICES
City-Wide & Regional Planning
BIA Program

November 19, 2013

«Name_1»
«Name_2»
«Mailing»

RE: PROPOSED RENEWAL OF _____ BUSINESS IMPROVEMENT AREA (BIA)
SPECIAL ASSESSMENT NOTIFICATION

COORDINATE: «Folio»

PROPERTY ADDRESS: «Civic»

City of Vancouver records indicate you are the owner of the above property. The [BIA society] is proposing to renew a BIA in your area.

To cover the cost of services, a BIA levy would continue to be added to your property tax. Information about the services to be provided, and the process for approval of the BIA renewal, is attached.

If the BIA renewal is approved, your estimated share would be: \$«Annual_Charge»

Based on your included commercial assessed property value of: \$«Included Asses»

A Court of Revision will be held on Wednesday, February 19, 2014 at 6:00 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear complaints from property owners concerning errors only with respect to the names of the assessed owners and the length of the frontage of other measurements of the parcel, and any variation applied pursuant to section 508 (g) and (j) of the Vancouver Charter.

A copy of the Special Assessment Roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.



If you have questions, the attached materials provide phone numbers to contact the [BIA society] and the City of Vancouver BIA Program.

Yours truly,



Peter Vaisbord
Coordinator, BIA Program

peter.vaisbord@vancouver.ca

Phone: 604.871.6304

PV/eh



NOTICE OF INTENTION TO RENEW A BIA

December 3, 2013

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing BIA. If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services provided by a Business Improvement Area, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the funds for a variety of activities to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2014. The City requested the association discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the association conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

As part of its Annual General Meeting (AGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM, and the association requested the City to act on the BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council. On December 3, 2013, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached Notice of Special Assessment indicates the amount which would be assessed against your property in 2014. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property

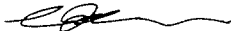
owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

The Vancouver Charter provides that a BIA Initiative will not proceed if, within one month of mailing the notification, more than one-half in number of the then assessed owners, representing more than one-half of the value according to the last real-property assessment roll, of the parcels liable to be specially assessed have, in writing, given notice to the City Clerk that they object to the BIA Renewal Initiative. Further, Council's policy is to consider rejection of a BIA renewal initiative if 1/3 or more of the property owners or business tenants register objections.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. **However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk before 5pm on Friday January 24, 2014.**

Should the BIA renewal initiative be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA renewal process, please call me at (604) 871-6304.

Yours truly,



Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



NOTICE OF INTENTION TO RENEW A BIA

December 3, 2013

Dear Business Owner:

I am writing to advise you that the Business Improvement Association (BIA) for your area is proposing to renew its BIA mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires March 31, 2014. The City requested the association discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the association conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

As part of its Annual General Meeting (AGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM, and the association requested the City to act on the BIA renewal application.

However, before the BIA renewal proposal can be approved and the levy applied, the proposal must be considered by City Council. On December 3, 2013, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The amount of each property owner's levy varies because of different assessment values. City staff have mailed all property owners estimates of the proposed BIA levy. To determine how the proposed BIA levy could impact your business, I suggest that you discuss the matter with your landlord, and/or contact your BIA association.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name and position of authority (e.g. business owner or manager), and the business name and street address. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 24, 2014*.

The *Vancouver Charter* provides that a BIA Initiative will not proceed if, within one month of mailing the notification, more than one-half in number of the then assessed owners, representing more than one-half of the value according to the last real-property assessment roll, of the parcels liable to be specially assessed have, in writing, given notice to the City Clerk that they object to the BIA Renewal Initiative. Further, Council's policy is to consider rejection of a BIA renewal initiative if 1/3 or more of the property owners *or business tenants* register objections.

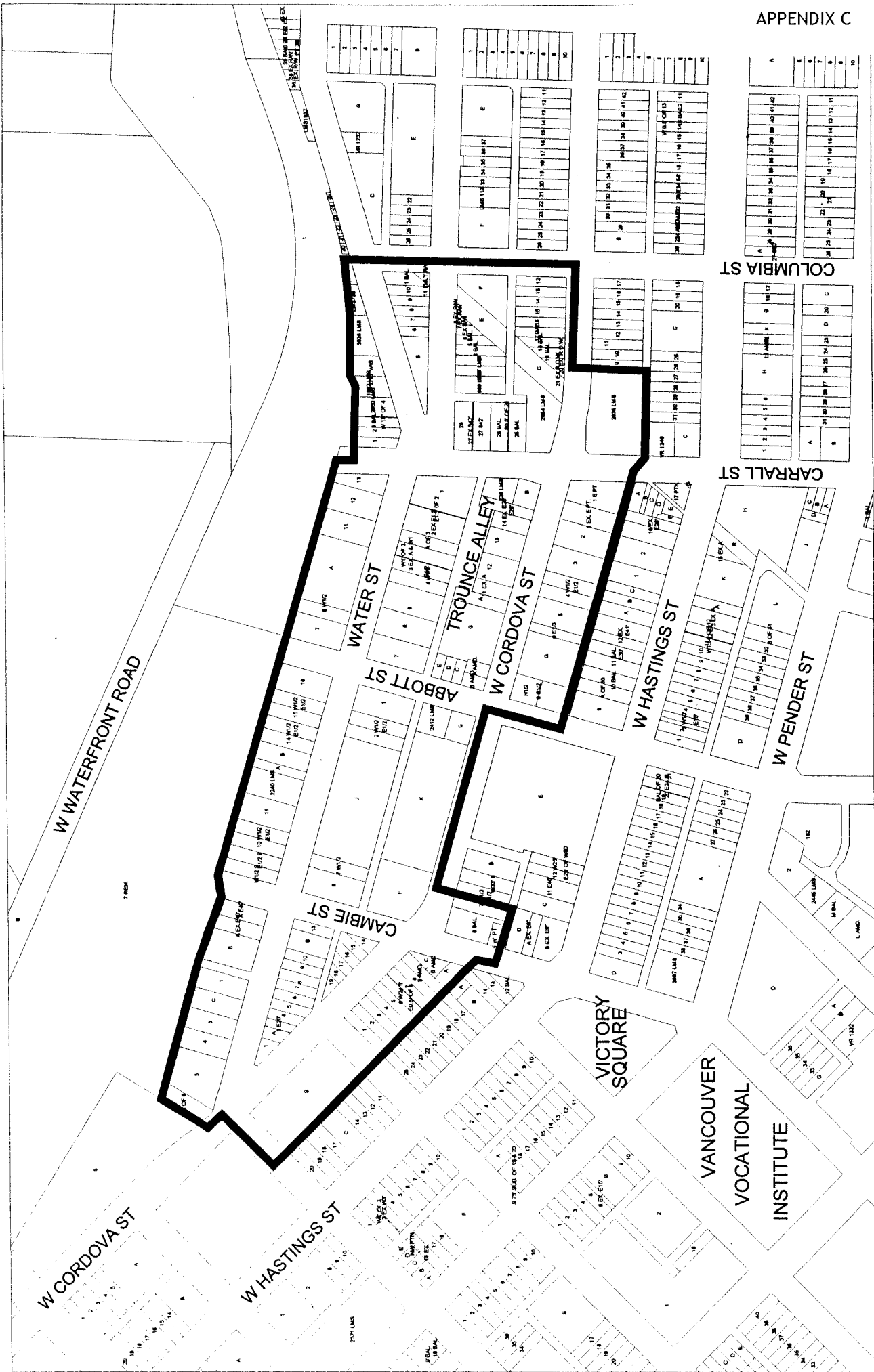
Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

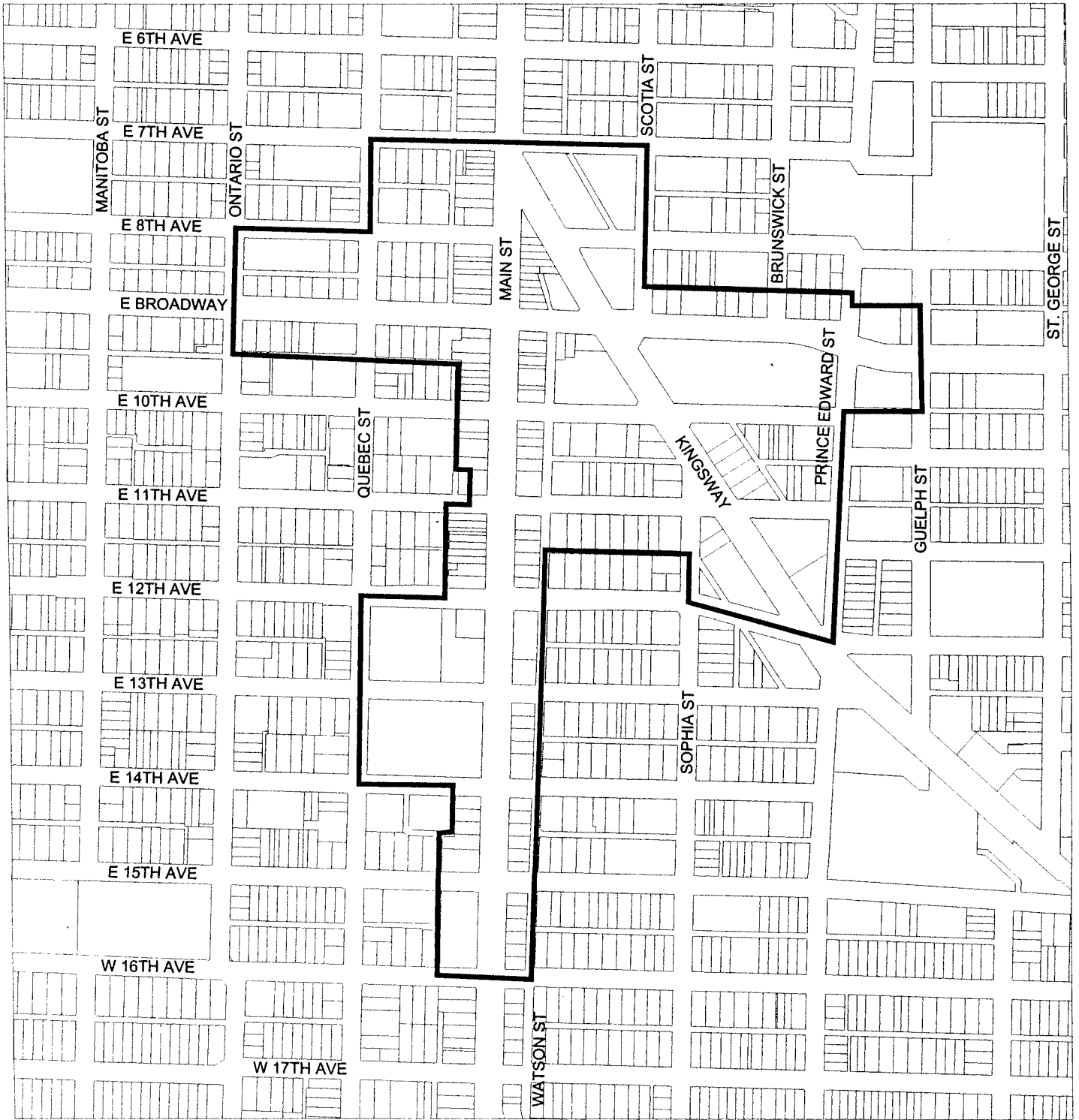


Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



Gastown B.I.A.



Mt. Pleasant B.I.A.



J&M COIN & JEWELLERY LTD.



127 E. Broadway, Vancouver, B.C. V5T 1W1 Telephone: 604-876-7181 Fax: 604-876-1518
LIFE MEMBERS OF C.N.A., A.N.A., ETC.- COIN & JEWELLERY AUCTIONEER
WE BUY, SELL or TRADE ALL COINS, JEWELLERY, BULLION GOLD & SILVER, & DIAMONDS
PROFESSIONAL INVESTMENT COUNSELLING BY: JOSEPH IORIO.
Email: jandm@jandm.com

January 22, 2014

City Clerk
Vancouver City Hall
453 West 12th Avenue
Vancouver, BC, V5Y 1V4

Dear City Clerk:

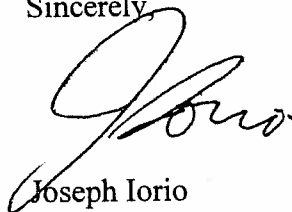
Attached are 154 petitions opposed to the MPBIA renewal. There may be a maximum of four duplicated plus any other objections to the MPBIA directly mailed to the City Clerk, including my own.

I didn't directly attempt to reach property owners because of time and unknown quantity of required signatures. However, the owner occupied we would have at least 80% plus and of the total tenants we definitely have over 50%.

Please advise me when the petition will be heard in Council as we wish to be placed on the Speakers' List.

Thank you.

Sincerely,



Joseph Iorio

CITYCLERKDEPT 13:44 14JUN22

Dear City Clerk:

We, the undersigned, are opposed to the
MPBIA renewal for the seven years proposed.

24

1 Name: _____ Business: _____
Owner Manager
Address: _____ Signature: _____

2 Name: _____ Business: _____
Owner Manager
Address: _____ Signature: _____

3 Name: _____ Business: _____
Owner Manager
Address: _____ Signature: _____

4 Name: _____ Business: _____
Owner Manager
Address: _____ **SAMPLE** _____

5 Name: _____ Business: _____
Owner Manager Petition on file _____
Address: _____ Signature: _____

6 Name: _____ Business: _____
Owner Manager
Address: _____ Signature: _____

7 Name: _____ Business: _____
Owner Manager
Address: _____ Signature: _____

8 Name: _____ Business: _____
Owner Manager
Address: _____ Signature: _____

9 Name: _____ Business: _____
Owner Manager
Address: _____ Signature: _____



J&M COIN & JEWELLERY LTD.

127 E. Broadway, Vancouver, B.C. V5T 1W1 Telephone: 604-876-7181 Fax: 604-876-1518
LIFE MEMBERS OF C.N.A., A.N.A., ETC.- COIN & JEWELLERY AUCTIONEER
WE BUY, SELL or TRADE ALL COINS, JEWELLERY, BULLION GOLD & SILVER, & DIAMONDS
PROFESSIONAL INVESTMENT COUNSELLING BY: JOSEPH IORIO.
Email: jandm@jandm.com

November 8, 2013

To all the business and property owners in the MPBIA

The reason you are being contacted is to see if you are aware that over 6% of property tax that you are paying is to be members of the Mount Pleasant Business Improvement Area (MPBIA). Are you in agreement with paying these membership fees that are levied in the form of taxes?

I personally was not aware that I was paying additional taxes to be a member of the MPBIA until last year. I believe that a lot more are not knowledgeable of this membership fee that is levied as taxes.

I believe most of the tenants operating businesses in the Mount Pleasant area are unaware of the additional costs passed on to them. **If it is not in your lease that you are required to pay BIA membership fees you should not be required to pay.**

All mall leases spell out the extra fees in their leases as well as advising what the operating costs are in advance.

Now that the renewal is coming for the City to renew these charges it is the perfect time to see if the majority really want to pay these fees or not. The present voting is flawed. Every tenant and every landlord should receive a ballot form and have a vote, not just a few select members. To be exact, there were about 60 people present at the meeting and only 35 or less voted in favour and there are over 700 property owners and business owners.

The MPBIA is saying it is seeking funding from the City. This is actually false because in reality they are seeking to increase the membership fees which are levied in taxes. This is something that should be clear, not hidden.

I would support either the 'yes' or the 'no' side as long as I know that an honest and fair vote has taken place and certainly not by a show of hands as is the present practice with less than 10% of the eligible voters present.

Thank you.

Sincerely,

Joseph Iorio

Hidden membership fees in the form of property taxes **Property Tax Savings!**

This affects every business.

Did you know that you're a member of the Mount Pleasant BIA association?

Do you want to be a member?

You are paying taxes for your BIA membership!

Do you want to continue paying for the next seven year renewal that they have applied for?

Do you know what your MPBIA membership cost is?

My fees for 2010 were \$2,396.00. My fees for 2013 were \$3,857.08.

Their spending is out of line. For example: my BIA rate has gone from 0.98872 mill rate in 2010 to 1.05796. In dollars and cents 2010 cost was \$2,396.00 and in 2013 was \$3,857.08 — that's a 62% increase in three years and now they want to increase the mill rate even more! If you are a tenant you should ask your landlord what your membership cost is because he or she is simply passing it on to you as taxes. However, they are MPBIA fees and not taxes. Do you even know about it? Over 6% of your taxes are for MPBIA membership. Are MPBIA membership fees spelled out in your lease? If these BIA membership fees are not in your lease you should not be responsible to pay the fees. They are the landlord's responsibility if they choose to be a member.

**All you need to do is vote against
the Mount Pleasant BIA.**

Please vote ASAP before it is approved. Otherwise you will be paying for the next seven years whether you like it or not!

The MPBIA board has already approved this with less than 10% of eligible members present at the September 10th meeting which is not a fair representation.

Your immediate response in favour or against must be filed immediately with the City of Vancouver.

I have already voted against the MPBIA. In the attached letter are my views. Now you should file your reply ASAP!

You can send your response to:

Peter Vaisbord,
City of Vancouver,
453 W. 12th Avenue,
Vancouver, BC, V5Y 1V4
peter.vaisbord@vancouver.ca

I would appreciate a copy at:

Joseph Iorio
J&M Coin & Jewellery Ltd.,
127 E. Broadway,
Vancouver, BC, V5T 1W1
jandm@jandm.com

Thank you.

Joseph Iorio

Am - 11/19

Levies from Other Tax Authorities				
Provincial School Tax - Non Residential	6.40458	23,349.61	23,349.61	23,349.61
Net Provincial School Tax		23,349.61	23,349.61	23,349.61
TransLink	1.53819	5,607.88	5,607.88	5,607.88
BC Assessment	0.18709	682.09	682.09	682.09
Regional District	0.15080	549.78	549.78	549.78
Municipal Finance Authority	0.00052	1.90	1.90	1.90
Net Levies from Other Tax Authorities		30,191.26	30,191.26	30,191.26
Levies from City of Vancouver				
General Levy	8.20424	29,910.75	29,910.75	29,910.75
BIA - Mount Pleasant	1.05796	3,857.08	3,857.08	3,857.08
Cross Connection Fee	1.00000	25.00	25.00	25.00
Net Levies from City of Vancouver		33,792.83	33,792.83	33,792.83
Total 2013 Taxes				
Payments/Adjustments		63,984.09	63,984.09	63,984.09
		-28,881.00	-28,881.00	-28,881.00
TOTAL TAXES DUE JULY 3, 2013		35,103.09	35,103.09	35,103.09

Take the fast forward > Pay your taxes online through your financial institution and claim your Home Owner Grant online at vancouver.ca/grant

Pay by the month > You can make monthly payments on future taxes through the Tax Instalment Prepayment Plan. Find out how at vancouver.ca/tipp

You are receiving this notice due to an amendment to your Business Improvement Area charge.



MOUNT PLEASANT
BUSINESS IMPROVEMENT AREA

MOUNT PLEASANT COMMERCIAL IMPROVEMENT SOCIETY
301-3102 MAIN STREET, VANCOUVER, BC V5T 3G7
T: 604.874.9816 F: 604.874.9316 E: CONNECT@MPBIA.CA
WWW.MOUNTPLEASANTBIA.COM

City of Vancouver
453 West 12th Avenue
Vancouver, BC V5Y 1V4

Attention: Peter Vaisbord
Coordinator, BIA Program

Email: peter.vaisbord@vancouver.ca

January 24, 2014

Dear Sirs:

RE: SUPPORT FOR THE RENEWAL OF THE MOUNT PLEASANT BUSINESS IMPROVEMENT AREA

Please find attached the support letters we have received for the Renewal of the Mount Pleasant BIA.

With reference to the related input we and some of our members have sent you, it is questionable as to whether all the members who did sign this petition did so with full disclosure and whether they were aware they were requesting that the mandate of the MPBIA not be renewed.

The actual wording of the petition is ambiguous, stating:

“We, the undersigned, are opposed to the MPBIA renewal for the seven years proposed.”

From the feedback we have received many thought they were protesting property taxes, others thought they were signing a form that was originated from the MPBIA and many were unaware they were signing for the termination of the MPBIA.

On behalf of the Board of Directors of the Mount Pleasant BIA, we would respectfully request that all signatories to the petition be contacted to ensure they were making a fully informed decision requesting that the Mount Pleasant BIA not be renewed and that they are authorized to represent the business.

Best regards,

John Boychuk,
President, Mount Pleasant Commercial Improvement Society (MPBIA)

City of Vancouver
453 West 12th Avenue
Vancouver, BC V5Y 1V4

Attention: Peter Vaisbord
Coordinator, BIA Program

Email: peter.vaisbord@vancouver.ca

January __, 2014

Dear Sirs:

RE: SUPPORT FOR THE RENEWAL OF THE MOUNT PLEASANT BUSINESS IMPROVEMENT AREA

I am the owner or authorized representative of a business or commercial property within the Mount Pleasant BIA.

I /we wish to register support for the proposed Renewal of the Mount Pleasant Business Improvement Area (MPBIA) for a further 7 year term.

This letter expresses the authorized and informed view of the owner(s) and overrides any previous correspondence or petition that may have been submitted or signed in relation to this matter.

Yours truly,

SAMPLE

Signature

Letters on file

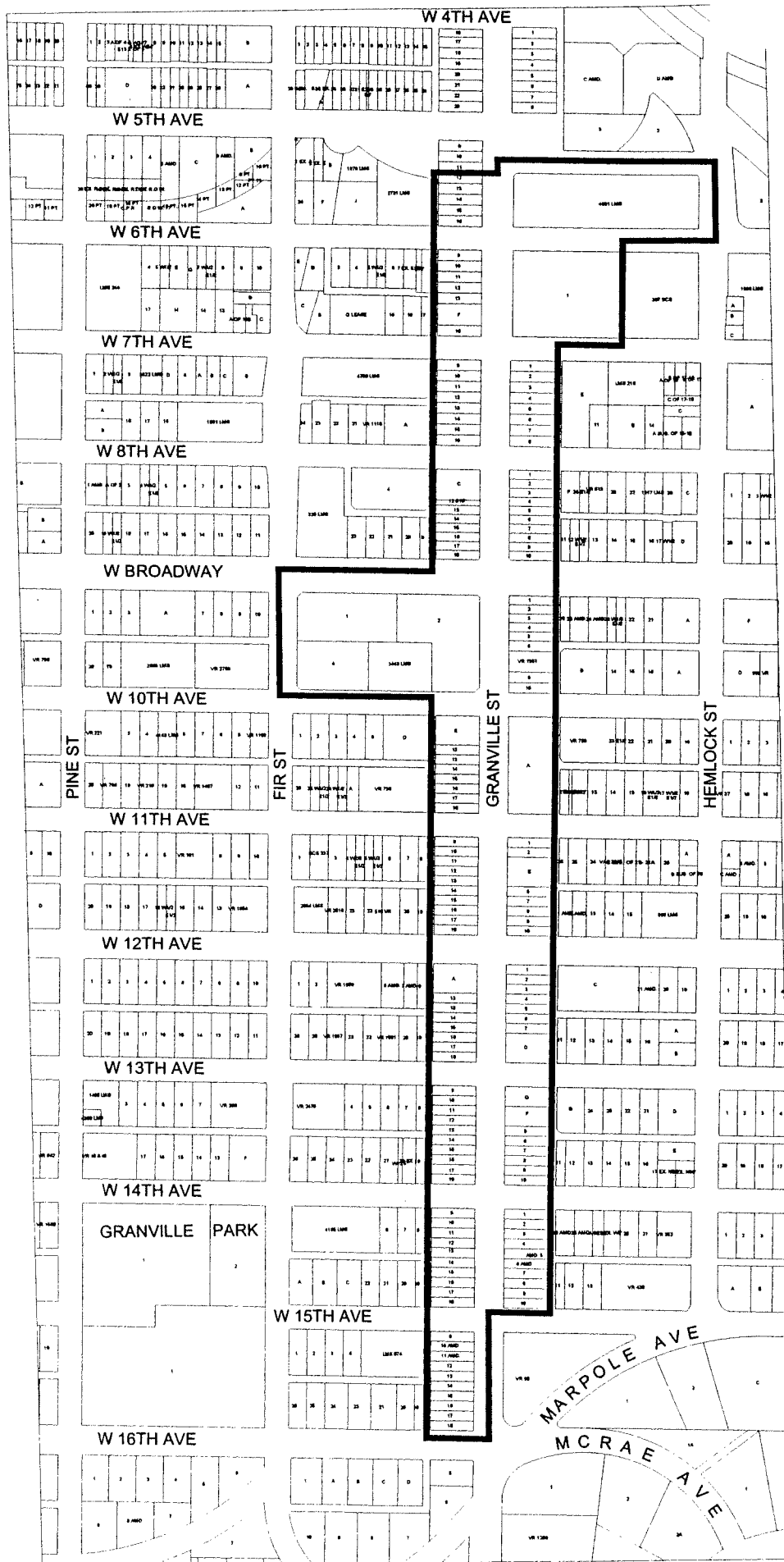
Name (please print)

I am a business owner or representative:

Business Name: _____ Phone Number: _____

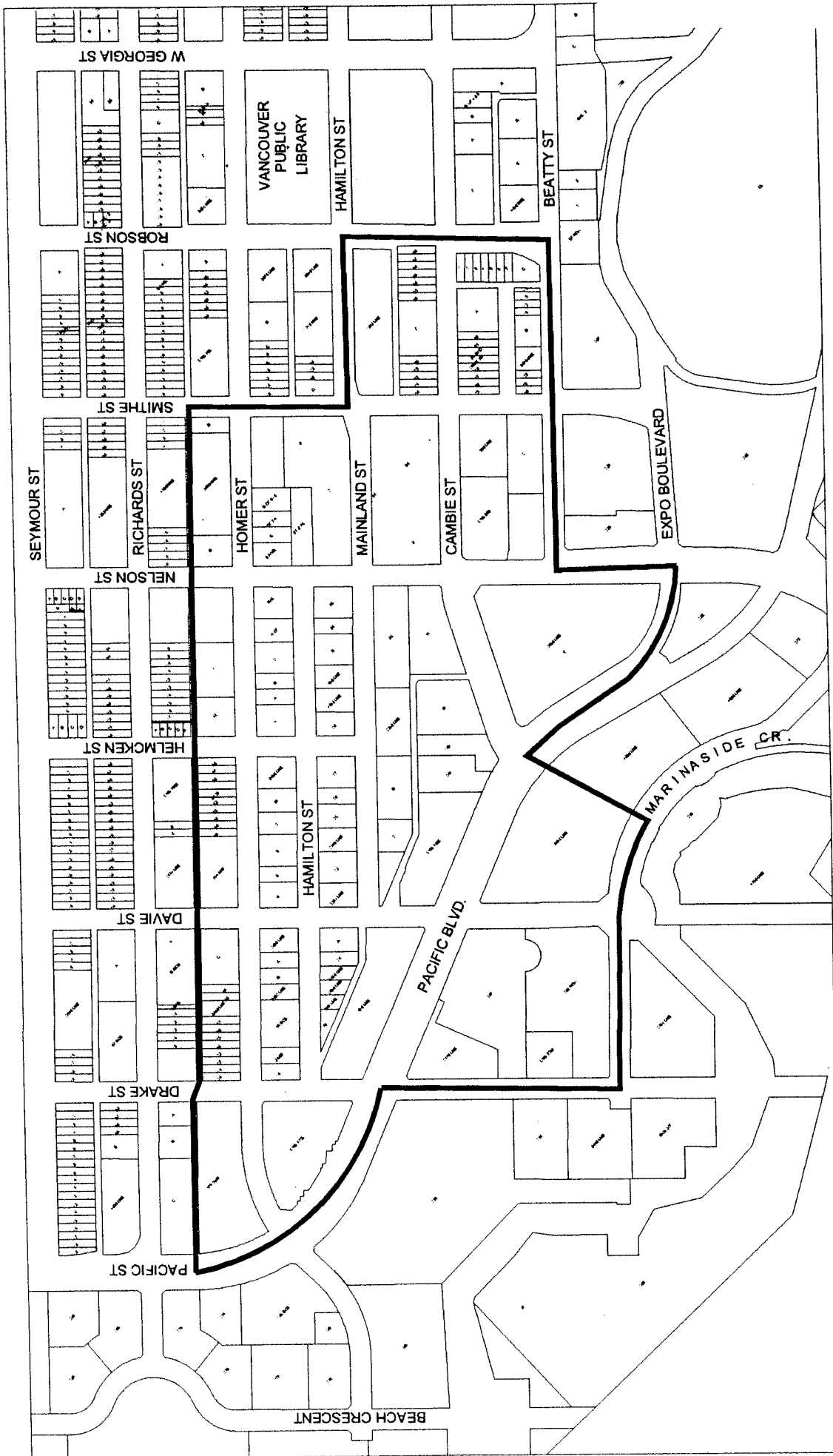
Business Address: _____ Vancouver, BC V_____

Mailing Address (if different): _____

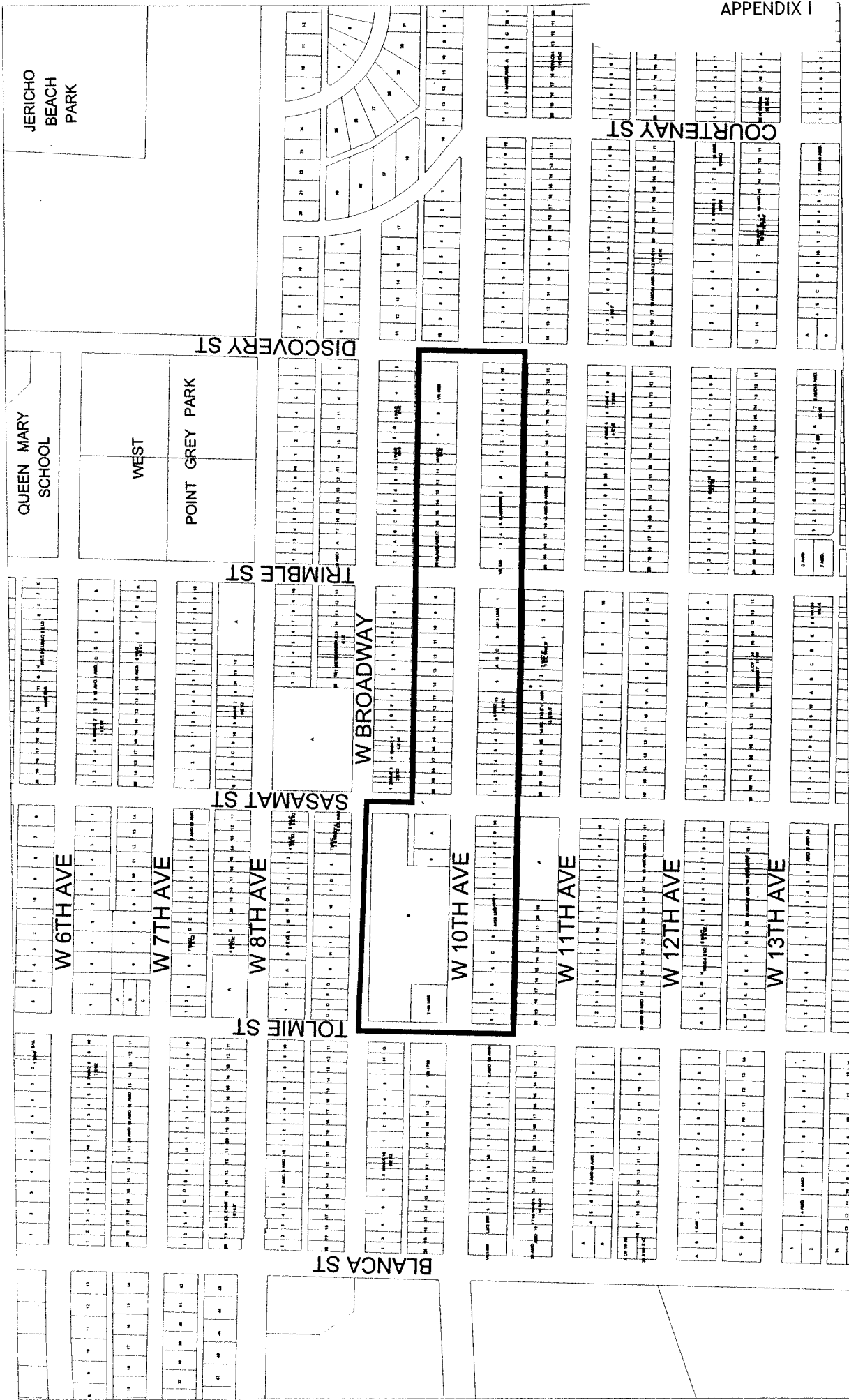


South Granville B.I.A.



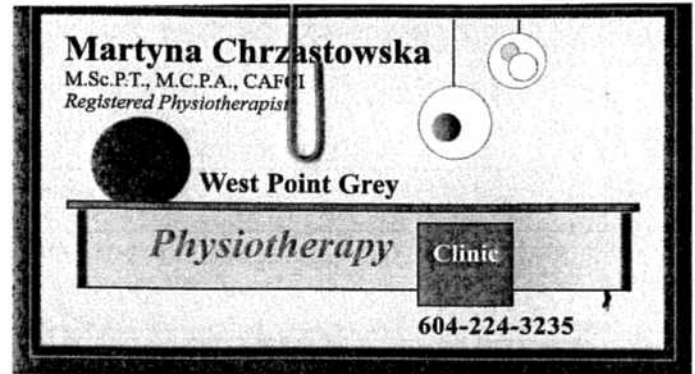


Yaletown B.I.A.



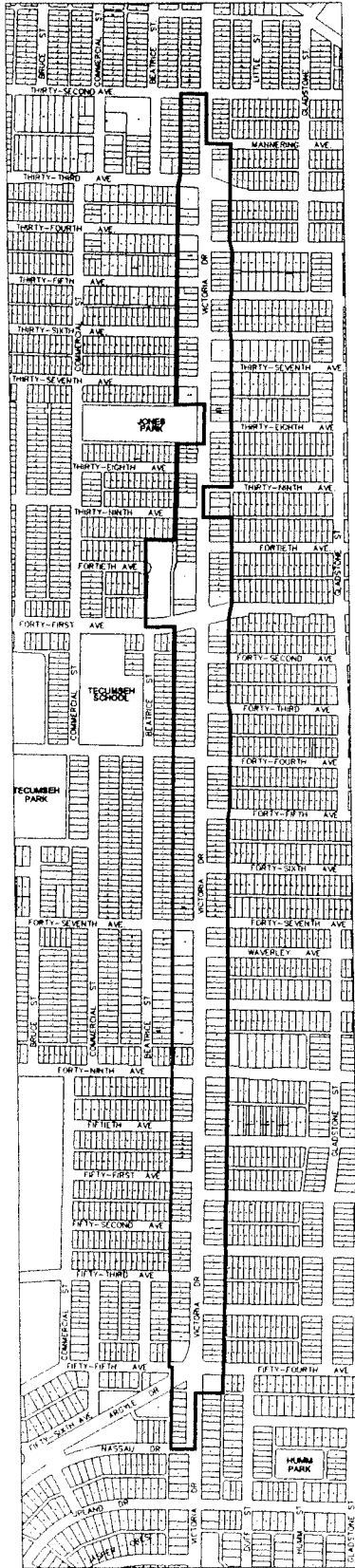
Point Grey Village B.I.A.

City Clerk
 Vancouver City Hall
 453 West 12th Ave
 Vancouver, BC
 V5Y 1V4



Please accept this letter as an objection to the proposed budget for the Point Grey Village Business Improvement Area for 2014. Upon looking at the suggested budget increase, we as the business/property owners feel the increased budget is unnecessary and costs were not properly discussed in the general meeting. Specifically looking at the suggested budget for the new category "Decorative Pole Lighting" for \$30,000 and the subsequent pole maintenance of \$3,000 is too much money to set aside for a vaguely explained beautification project, especially when you look and see \$15,000 dedicated to hanging flower baskets and \$10,500 to flower box/planters. Along with \$10,000 being set aside for graffiti and mural program as other street beautification projects, making a total of \$68,500 designated for beautification projects increasing from the assigned from the current budget of \$8800. A \$5,000 increase from the current budget for "Holiday Tree Lighting" is also noted as an excessive expense increase. There are several new We as business owners understand the need to increase budgets as the cost of business increases; however as a community we feel the proposed 2014 budget at hand is an excessive and unjustified expense.

Name (First and Last)	Position at Business (O-owner or PM-Property Manager)	Business Name and Address	Signature
		SAMPLE	
		Petition on file	



Victoria Dr. B.I.A.

GASTOWN BUSINESS IMPROVEMENT SOCIETY				
DRAFT 2014-2015 BUDGET				
MARKETING & PROMOTIONS				
Marketing/PR/Special Events/Branding				100,000.00
Tourism Promotion				26,000.00
Website/Social Media Presence				30,000.00
Sub Total				156,000.00
PHSICAL PLANT & SECURITY				
Crime Prevention/Street & Lane Maintenance				210,000.00
Hanging Flower Baskets				36,000.00
Steam Clock				3,000.00
Tree Lights/Banners				26,000.00
Sub Total				275,000.00
OPERATIONS & ADMINISTRATION				
Office Rent/Equipment				23,000.00
Insurance/audit/legal				12,300.00
Admin costs/wages/meetings/conferences				83,000.00
Sub Total				118,300.00
OPERATIONS RESERVES				18,000.00
TOTAL				567,300.00

**Mount Pleasant Commercial Improvement Society (MPBIA)
Proposed Budget for the Period: April 1, 2014 to March 31, 2015**

REVENUE

City Tax Levy	\$	375,000.00
Other Sources: Grants, Sales, & Bank Interest	\$	5,000.00

TOTAL REVENUE	\$	380,000.00
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EXPENSES

Member / Center Support		
Wages: Executive Director	\$	78,000.00
Wages: BIA Resource Centre	\$	38,174.50
CPP, UIC, MSP and WCB	\$	8,414.00
Sub-Total	\$	124,588.50

Administration		
Accounting and Auditor	\$	7,400.00
Insurance	\$	2,300.00
Meetings/Conf./Seminar/Employment Advertising	\$	3,300.00
Sub-Total	\$	13,000.00

Economic Development Resource Centre & Special Project Support		
Legal Fees	\$	1,500.00
Furniture & Equipment	\$	1,500.00
Office Supplies and equipment	\$	10,000.00
Miscellaneous - travel and volunteers	\$	1,750.00
Rent & Office Upgrades	\$	20,500.00
Repairs and Maintenance - Office	\$	2,300.00
Telephone / Internet / Web Hosting	\$	3,000.00
Website upgrade	\$	5,000.00
Contingency	\$	1,500.00
Sub-Total	\$	47,050.00

SPECIAL PROJECT COST - COMMITTEES

Business & Tourism Development		
Newsletter & Promo Items	\$	2,200.00
Advertising Features:		
Print Media / Website Advertising	\$	2,000.00
Event Advertising: Georgia Straight / Other	\$	10,000.00
Tourist Publications	\$	4,000.00
Meetings, Supplies & Seminars	\$	200.00
Wayfinding Signs Update	\$	2,000.00
Special Events:		
Christmas	\$	5,500.00
Celebrate Mount Pleasant Day	\$	800.00
Car Free Day	\$	8,500.00

**Mount Pleasant Commercial Improvement Society (MPBIA)
Proposed Budget for the Period: April 1, 2014 to March 31, 2015**

Drift Festival	\$	-
Clean Sweep Event	\$	1,000.00
Halloween	\$	2,000.00
Tree Chipping for Charity	\$	500.00
Autumn Shift Festival	\$	16,000.00
BBQ Cook-off / Laneway Event	\$	2,600.00
Fashion Show	\$	1,200.00
Contingency	\$	8,499.00
Summer Student: Marketing Events	\$	8,000.00
Sub-Total	\$	74,999.00

Renewal / Expansion		
Wages	\$	24,862.50
Print & Meeting Costs	\$	5,000.00
Sub-Total	\$	29,862.50

Government & Community Relations		
AGM	\$	6,500.00
Member Survey	\$	1,000.00
Fair Tax Coalition Contribution	\$	1,500.00
Summer Student: Special Project	\$	-
Strategic Planning Sessions & Meeting	\$	2,200.00
Membership Dues & Fees	\$	2,000.00
Sub-Total	\$	13,200.00

Safety & Security		
Committee Meetings & Membership Dues	\$	300.00
Graffiti Monitoring & Crime Prevention	\$	1,000.00
CPO Bike Patrols	\$	500.00
Sub-Total	\$	1,800.00

Street Enhancement		
Banner Replacement & Installation	\$	17,700.00
Street Beautification Contingency	\$	-
Flower Baskets	\$	17,700.00
Planters	\$	2,000.00
Committee Meetings	\$	100.00
Graffiti	\$	5,000.00
Coast Foundation: Sidewalk Cleaning & Poster Removal	\$	33,000.00
Sub-Total	\$	75,500.00

TOTAL EXPENSES	\$	380,000.00
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	\$	-
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South Granville Business Improvement Association

Proposed 2014-2015 Budget

PROMOTION / MARKETING

To include initiatives such as: Newsprint and other traditional advertising; Website/Blog; Social Media; Street Events; ArtWalk; Christmas Promotion; Category Promotions; Tourism brochures, maps & advertising; Associated Staffing Costs

\$163,500

NEIGHBOURHOOD BEAUTIFICATION

To include initiatives such as: Graffiti Abatement Program; Banner Design/Installation; Decorative Lighting; Street Projects; Street Custodial Team; Flower baskets & Planters; Associated Staffing Costs

\$105,000

SAFETY & SECURITY

To include initiatives such as: Concierge Team services; Street infrastructure audits, Loss Prevention Teams; Merchant awareness campaigns; Associated Staffing Costs

\$162,500

ADVOCACY & MEMBER COMMUNICATIONS

To include initiatives such as: Newsletters; AGM materials; Networking events; Vancouver Fair Tax Coalition; Associated Staffing Costs

\$53,000

ADMINISTRATION

To include costs such as: unrecoverable HST/GST expense; office equipment; Audit & Bookkeeping, Insurance, AGM/Board Meetings; Conference/Membership fees; Office Expenses (rent, phone, WiFi etc); Associated Staffing Costs

\$88,000

CONTINGENCY

\$13,000

Proposed 2014/2015 Levy	\$585,000
Approved 2014/2015 Levy	\$560,000
Increase	4.46%

For a more detailed budget, please contact the BIA office.

Yaletown BIA Proposed Budget 2014-2015

REVENUE

BIA Levy		\$	780,000.00
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	Total		
	Revenue	\$	780,000.00

EXPENSES

Administration		Total	\$ 219,340.00
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Marketing		Total	\$ 91,875.00
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Events		Total	\$ 133,350.00
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Street Beautification		Total	\$ 111,300.00
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Economic Development		Total	\$ 118,985.00
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Security		Total	\$ 44,100.00
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Operations		Total	\$ 61,050.00
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	Total		
	Expenses	\$	780,000.00

POINT GREY VILLAGE

BUSINESS ASSOCIATION ANNUAL GENERAL MEETING 2013

RENEWING
the POINT GREY VILLAGE
Business Association
2014-2019

RENEWAL BUDGET 2014-2019

WITH OUR RENEWAL BUDGET WE CAN:

- Bring customers to the area
- Make the street look beautiful
- Recruit business & investors
- Advocate for businesses
- Connect businesses & engage community

- I.e. shop local
- promotions
- social media
- web updates
- recruit businesses
- lower property tax
- hanging flower baskets
- street lights
- banners & more

IT'S A SMALL INVESTMENT WITH A BIG RETURN:

- Renewal budget costs businesses less than \$39 to \$22 per month
- less than a latte a day, or one 1.1 page ad per week
- Current budget is assessed at City's 22 business areas

THE BUDGET CONTRIBUTION IS SHARED BY EACH BUSINESS*

= so it's **COST-EFFECTIVE** (less than latte a day or 1 ad year)

+ it has **COLLECTIVE BUYING POWER** (versus individual efforts)

TO BENEFIT YOUR BUSINESS & THE BOTTOM LINE:

	Current Budget	Renewal Budget
Administration		
Audit	\$2,500.00	\$2,500.00
Insurance	\$1,000.00	\$1,000.00
Annual General Meeting	\$1,000.00	\$1,000.00
Miscellaneous Office	\$500.00	\$1,800.00
Member Communications: Newsletter, Meetings	\$500.00	\$2,000.00
BIA Coordinator	<u>\$18,000.00</u>	<u>\$45,400.00</u>
	\$23,500.00	\$53,700.00
Street Enhancement & Safety		
Banner Design / Production	\$6,500.00	\$12,000.00
Banner Installation	\$3,000.00	\$4,500.00
Holiday Tree Lighting	\$5,000.00	\$15,000.00
Decorative Pole Lighting	NEW	\$30,000.00
Street Cleaning & Clean Team	\$4,000.00	\$12,500.00
Pole Painting Maintenance	\$1,000.00	\$3,000.00
Graffiti Management & Mural Program	\$2,800.00	\$10,000.00
Landscaping: Flower Boxes, Planters	\$5,000.00	\$10,500.00
Hanging Flower Baskets	NEW	\$15,000.00
Safety Resources: Safety Guides, Workshops	NEW	\$2,000.00
	\$27,300.00	\$114,500.00
Marketing - Promotions & Events		
Promotions & Special Events	\$20,000.00	\$45,000.00
Advertising	\$2,200.00	\$10,000.00
Co-op Advertising Opportunities	\$2,000.00	\$6,000.00
Brochure/Flyers: Development, Distribution	\$3,000.00	\$8,000.00
Website & Social Media: Updates, Maintenance, Upgrades	<u>\$1,500.00</u>	<u>\$5,000.00</u>
	\$28,700.00	\$74,000.00
Business Relations & Memberships		
Tourism Vancouver Membership	\$500.00	\$500.00
Business Recruitment: Investor Packages, Window Display/Signs	NEW	\$5,000.00
Education/Conferences	NEW	\$1,000.00
BIABC Membership	NEW	\$300.00
Student Scholarship & Internship Program	NEW	\$1,000.00
	<u>\$500.00</u>	<u>\$7,800.00</u>
Total	<u>\$80,000.00</u>	<u>\$250,000.00</u>

* All commercial properties on W. 10th from Discovery to Tolmie are part of the Business Association, & their contribution toward the budget is **proportionate to their property tax value**. Property owners typically gather their contribution among their tenants. **THE RENEWAL BUDGET IS A FRACTION OF THE AREA'S TOTAL ASSESSED PROPERTY VALUE = \$225 mill & TAX VALUE = \$3 mill.**

VICTORIA DRIVE PROPOSED 5 YEAR PLAN
INCOME STATEMENT (Date TBA)

REVENUE	CURRENT YEAR	FIVE YEAR PROPOSED BUDGET PLAN				
	2013	2014	2015	2016	2017	2018
INCOME						
City Tax Levy	170,000.00	172,000.00	177,000.00	182,000.00	187,000.00	192,000.00
OTHER INCOME						
Interest Revenue	83.25	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenue	916.79	10,000.00	0.00	0.00	0.00	0.00
Total Other Income	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
TOTAL REVENUE	\$ 172,000.04	\$ 184,000.00	\$ 179,000.00	\$ 184,000.00	\$ 189,000.00	\$ 194,000.00
OPERATING EXPENSES						
PAYROLL						
Wages & Salaries	29,932.60	41,937.65	44,030.05	45,805.77	48,102.74	50,482.47
EI Expense	767.60	1,105.44	1,156.55	1,203.38	1,247.57	1,326.71
CPP Expense	1,315.42	1,898.32	2,001.88	2,089.34	2,203.10	2,321.90
WCB Expense	42.44	58.59	61.52	64.01	67.21	70.57
Total Payroll Expense	32,058.06	45,000.00	47,250.00	49,162.50	51,620.62	54,201.65
GENERAL & ADMINISTRATIVE EXPENSES						
Accounting & Legal	4,950.00	5,200.00	5,550.00	5,800.00	6,085.00	6,340.00
Advertising & Promotions/Event	13,636.16	13,790.00	12,755.00	12,088.00	12,000.00	13,240.00
Business Fees & Licenses	54.25	160.00	168.00	176.40	185.22	194.48
Courier & Postage	402.69	450.00	459.00	468.18	477.54	487.09
Donations	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Insurance	1,562.00	1,600.00	1,632.00	1,664.64	1,697.93	1,731.88
Interest & Bank Charges	101.22	99.00	98.95	98.06	98.88	99.00
Office Supplies	1,898.41	1,900.00	1,995.00	2,094.75	2,199.48	2,309.45
TOTAL GENERAL & ADMIN EXPENSES	34,604.73	35,199.00	34,657.95	34,390.03	34,744.05	36,401.90
RENT & UTILITIES						
Rent	5,400.00	6,000.00	6,000.00	6,000.00	6,300.00	6,600.00
Alarm Monitoring	300.00	300.00	315.00	330.75	347.28	364.64
Utilities	239.07	250.00	262.50	275.00	289.40	303.87
Decorative Light Utility Bill	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
TOTAL RENT & UTILITIES	5,939.07	8,550.00	8,577.50	8,605.75	8,936.68	9,268.51
SECURITY & STREET ENHANCEMENT						
Security and Foot Patrol	35,287.75	37,051.00	38,903.55	40,848.72	42,000.00	45,035.70
Street Enhancement	750.00	8,000.00	8,050.00	1,102.00	8,157.00	1,215.50
Banners	3,132.00	23,000.00	13,301.00	20,518.00	13,000.00	15,690.00
Street Cleaning Program	15,442.99	16,000.00	16,800.00	17,640.00	18,522.00	19,448.10
Graffiti Removal	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
TOTAL SECURITY & STREET ENHANCEMENT	54,612.74	86,051.00	79,054.55	82,108.72	83,679.00	83,389.32
OTHER						
Website Maintenance	225.00	3,000.00	3,000.00	3,000.00	3,000.00	3,418.00
Telephone	1,153.10	1,200.00	1,260.00	1,323.00	1,389.15	1,458.60
Contingency	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Conference & Meetings/Meals	3,966.50	4,000.00	4,200.00	4,410.00	4,630.50	4,862.02
TOTAL OTHER	5,344.60	9,200.00	9,460.00	9,733.00	10,019.65	10,738.62
TOTAL EXPENSE	\$ 132,559.20	\$ 184,000.00	\$ 179,000.00	\$ 184,000.00	\$ 189,000.00	\$ 194,000.00

Year over Year BIA Budget Comparison

BIA Name	2013-2014	2014-2015	% change
Gastown	\$556,200	\$567,300	2.0%
Mt. Pleasant	\$375,000	\$375,000	0.0%
S. Granville	\$560,000	\$585,000	4.5%
Yaletown	\$410,000	\$780,000	90.2%
Pt. Grey Village	\$80,000	\$250,000	212.5%
Victoria Dr.	\$170,000	\$172,000	1.2%
TOTAL	\$2,151,200	\$2,729,300	26.9%

BY-LAW NO. _____

A By-law to Grant Money for a Business Promotion Scheme
in the _____ Business Improvement Area

THE COUNCIL OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

1. The name of this By-law, for citation, is the “_____ BIA Grant Allocation By-law”.
2. In this By-law:

“Director” means the city’s Director of Finance;

“grant money” means any money granted to the Association by Council under section 3; and

“Association” means the _____ Association.
3. Subject to the _____ BIA Designation By-Law, the terms and conditions set out in this By-law, and Council’s approval of the budget referred to in section 5, Council, by annual resolution, may grant money to the Association at such times and in such proportions as Council determines.
4. The Association may spend the grant money only to encourage, promote, and develop business in, and to improve the economics and welfare of, the area designated under the _____ BIA Designation By-law including studies, reports, management, and administration necessary to implement the business promotion scheme.
5. On or before December 31 of each year or as otherwise determined by the Director, the Association must submit to the Director a budget, based on a fiscal year commencing April 1, which contains information sufficient in detail to describe all anticipated expenses and revenues, and which the Association has approved in accordance with the requirements of its constitution and by-laws.
6. At least every three months after Council approves the budget, the Association must submit to the Director a statement of revenues and expenditures.
7. On or before September 30 of each year, the Association must cause its auditor to deliver to the Director the Association’s audited financial statements including a balance sheet, a statement of revenue and expenditures, a statement of change in financial position, and a schedule of change in financial reserves.
8. The Association must keep grant money in a separate account, and must cause the revenue and expenditures resulting from use of that separate account to be an audited schedule to the financial statements and reported separately as required by section 6.

9. The Association must not borrow if the result is an indebtedness or other obligation as to grant money which extends beyond the fiscal year in which Council approved the grant.
10. The Association must permit the Director, or Director's designate, during normal business hours on reasonable notice, to inspect all financial records the Director deems advisable to verify and obtain further particulars of budgets and financial statements of the Association as they relate to grant money.
11. The Association may invest any grant money not required for immediate use but must do so only in securities in which trustees are authorized by law to invest.
12. The Association must carry comprehensive general liability insurance of at least \$2,000,000.00 which includes the city as an additional named insured, and contains a cross coverage provision and an endorsement to give the Director 30 days' notice of change to or cancellation of the policy.
13. The Association must give notice of every general meeting at least 14 days before the date scheduled for the meeting if delivered by hand or transmitted via facsimile or electronic mail, or 21 days by any other means to the Director; to all persons who own class 5 or class 6 properties, as described in section 459 of the *Vancouver Charter*, to their address as ascertained from the most recent assessment rolls for the City of Vancouver; and to all persons who lease class 5 or class 6 properties and from which they carry on a business, to their address as determined by directories, visual inspection or any other information system.
14. If the Association alters its constitution or by-laws without first giving the Director 60 days' notice and obtaining approval from the Director, the city may withhold payment of further grant money.
15. The Association must comply with the requirements under this By-law at its own expense.
16. This By-law is to come into force and take effect on *[date]*, and is to expire and have no further force or effect after *[date]*.

ENACTED by Council this _____ day of _____, 20__

Mayor

City Clerk

BIA OPERATIONAL GUIDELINES

In addition to the terms and conditions outlined in the Grant Allocation By-law the Director of Finance recommends that funding be contingent upon the Director being satisfied that the BIA Societies are complying with seven guidelines described herein.

The general intent of the guidelines is to ensure: that each BIA Management is representative of the community; that all persons eligible to be a BIA member are notified of general meetings; and that their ability to vote on the annual budgets is not restricted.

These operational guidelines were not incorporated into the City's by-laws because they may need to be changed as more experience is gained with business improvement areas. The guidelines are as follows:

- A. Copies of all minutes shall be provided to the Director of Finance within 30 days of general meetings and director's meetings.
- B. Should a Society choose to charge an annual membership fee, in addition to the BIA levy, that fee shall not exceed \$5.00.
- C. The quorum for a general meeting shall be fifteen members.
- D. BIA members can be either (class 5 or 6) owners or tenants. In order that the views of both types of BIA members are represented, the Board of Management shall consist of both property owners and business owners who are eligible to be members.
- E. A declaration, stating that all persons eligible to be BIA members were notified of a general meeting, shall be sent to the Director of Finance not less than 7 days prior to the date scheduled for a general meeting.
- F. AGM Notice should include:
 - a detailed new budget so it can be reviewed before the AGM;
 - a list of nominees for the Board;
 - financial statements.
- G. Guidelines for bidding practices
 - Common law rule indicates that a director is disqualified from voting on any question in which he or she has a personal or pecuniary interest distinct from that of the inhabitants generally. In addition, directors are expected to disclose any disqualifying interest.
 - Three bids, closed envelopes, no post mortem undercutting.
 - Clear identical descriptions of jobs provided to all bidders.