



## ADMINISTRATIVE REPORT

Report Date: February 28, 2017  
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Meeting Date: March 28, 2017

TO: Vancouver City Council  
FROM: General Manager of Planning, Urban Design and Sustainability  
SUBJECT: Approval of 2017-18 Business Improvement Area (BIA) Budgets

### ***RECOMMENDATION***

THAT Council approve the 2017-18 fiscal year BIA Budgets as described in this report, and approve grants to 22 BIAs totalling \$11,700,546 (to be disbursed as outlined in Table 1, column A); and

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

### ***REPORT SUMMARY***

The purpose of this report is to request Council's approval of the 2017-18 BIA budgets listed in Table 1, to approve recoverable grants to those BIAs, and to instruct staff to prepare appropriate rating by-laws.

### ***COUNCIL AUTHORITY/PREVIOUS DECISIONS***

Under Section 456(1) of the *Vancouver Charter*, Council may by majority vote grant money to an applicant that has as one of its aims, functions or purposes the planning and implementation of a business promotion scheme. Section 455 defines 'business promotion scheme' as:

- carrying out studies or making reports respecting one or more business areas,
- the improvement, beautification or maintenance of streets, sidewalks or city owned land, buildings or structures in one or more business improvement areas,
- the removal of graffiti from buildings or structures in one or more business improvement areas,

- the conservation of heritage property in one or more business improvement areas, and
- the encouragement of business in one or more business improvement areas.

Under Vancouver Charter Section 456(2), grants to the BIAs under Section 456(1) must be recovered through a special tax levy on Class 5 and 6 commercial properties in the BIA area.

### *CITY MANAGER'S/GENERAL MANAGER'S COMMENTS*

The City Manager and the General Manager of Planning, Urban Design and Sustainability, recommend approval of the foregoing.

### *REPORT*

#### *Background/Context*

Funding for Business Improvement Areas is advanced by Council as a grant and recovered through a special BIA tax levy only on BC Assessment Class 5 (light industrial) and Class 6 (commercial) properties within a designated area. For each of the BIA areas, Council has previously enacted a by-law designating the area and length of term in years, and prescribing the aggregate maximum that can be granted to each BIA during its term. In addition, for each of the BIAs, Council has enacted a grant allocation by-law which authorizes annual recoverable grants by resolution, and prescribes terms and conditions for the grants. That by-law designates a not-for-profit society (a 'BIA') to receive the grant/levy money in each area. All of the funds granted to the BIA are raised by way of the BIA tax levy.

Each year, BIA Boards are required to obtain approval of their forthcoming year's budgets from their members at a general meeting, which members are the Class 5 and 6 property owners and their business tenants within the BIA boundary. After membership approval, each BIA submits its budget to the City for approval by Council. Each BIA budget includes the BIA's requested grant amount for the coming year.

Once Council has approved the BIA budgets/grants, rating by-laws are prepared for Council's enactment. Each rating by-law authorizes the imposition of a levy on every qualifying property within the BIA area. Funding is released to the BIA societies beginning in April and recovered in July through the property taxes.

Prior to expiry of a BIA's designation by-law (usually after 5 or 7 years) a BIA may request that Council consider re-designation (renewal) of the BIA for a further term. On renewal, the BIAs undertake an intensive consultation process with their membership which may include surveys, strategic planning and open houses. Typically, renewal is the time when significant BIA levy increases may be considered by BIA Boards and their memberships. BIA levy increases do not affect general taxation, and reflect their members' expectation that an increased expenditure is justified by the expected return. In keeping with the generally arms-length relationship between the City and its BIAs, it has not been Council's practice to consider the merits of a BIA's levy request.

### Strategic Analysis

The BIAs listed in Table 1 below have all submitted their proposed 2017-18 budgets for Council's approval, and have requested recoverable grants<sup>1</sup> in the amounts shown in column A. Business promotion schemes and budgets were approved by the majority of members present at each of the BIA societies' annual general meetings held in June, September and October 2016 (column B). For comparison, recoverable grants approved by Council for the previous fiscal year (2016-17) are shown in column C. The difference (%) between current and previous year recoverable grants is shown in column D.

**Table 1 BIA Recoverable Grants 2017-18 (p.1 of 2)**

	A	B	C	D
Name of BIA/Association	2017-18 Recoverable Grant (\$)	Membership Approval AGM (2016)	2016-17 Previous Year Grant (\$)	Change 2016-17 / 2017-18 (%)
Cambie Village BIA (Cambie Village Business Association)	225,000	Oct 6	249,000	-10%
Chinatown BIA (Vancouver Chinatown BIA Society)	410,750	Sept 7	402,900	2%
Collingwood BIA (Collingwood Business Improvement Association)	210,101	Sept 13	205,985	2%
Commercial Drive BIA (Commercial Drive Business Society)	504,391	Sept 27	484,992	4%
Downtown Vancouver BIA (Downtown Vancouver Business Improvement Association)	2,846,816	June 23	2,685,676	6%
Dunbar Village BIA (Dunbar Village Business Association)	155,250	June 15	155,250	0%
Fraser Street BIA (South Hill (Fraser Street) Business Association)	125,000	Sept 22	120,000	4%
Gastown BIA (Gastown Business Improvement Society)	602,000	Sept 28	590,200	2%
Hastings Crossing BIA (Hastings Crossing Business Improvement Association)	206,000	Sept 28	206,000	0%
Hastings North BIA (Hastings North Business Improvement Association)	500,790	Sept 27	500,790	0%

<sup>1</sup> Grants to BIA societies are 'recoverable' because the funds are recovered by way of annual property tax levies on qualified commercial (Class 6) and light industrial (Class 5) properties within the respective BIA boundaries.

Table 1 BIA Recoverable Grants 2017-18 (p.2 of 2)

	A	B	C	D
Name of BIA/Association	2017-18 Recoverable Grant (\$)	Membership Approval AGM (2016)	2016-17 Previous Year Grant (\$)	Change 2016-17 / 2017-18 (%)
Kerrisdale BIA (Kerrisdale Business Association)	359,000	Sept 8	354,000	1%
Kitsilano Fourth Avenue BIA (Kitsilano 4 <sup>th</sup> Avenue Business Association)	410,000	Sept 27	400,000	3%
Marpole BIA (Marpole Business Association)	182,452	Sept 29	178,852	2%
Mount Pleasant BIA & Exp. (Mount Pleasant Commercial Improvement Association)	469,565 (390,000 + 79,565) <sup>2</sup>	Sept 13	460,777 (385,000 + 75,777)	1% 5%
Point Grey Village BIA (Point Grey Business Association)	225,000	Sept 29	200,000	13%
Robson Street BIA (Robson Street Business Association)	599,821	Sept 20	587,581	2%
South Granville BIA (South Granville Business Improvement Association)	660,000	Sept 26	615,500	7%
Strathcona BIA (Strathcona Business Improvement Association)	841,500	Sept 28	668,000	26%
Victoria Drive BIA (Victoria Drive Business Improvement Association)	187,000	Sept 28	182,000	3%
West Broadway BIA (West Broadway Business Improvement Association)	275,000	Sept 27	275,000	0%
West End BIA (Davie Village Business Improvement Association)	840,110	Sept 21	823,637	2%
Yaletown BIA (Yaletown Business Improvement Association)	865,000	Sept 28	780,000	11%
<b>TOTAL GRANTS /LEVIES</b>	<b>\$11,700,546</b>	<b>-</b>	<b>11,126,140</b>	<b>5%</b>

<sup>2</sup> The Mt. Pleasant BIA recoverable grant (\$469,565) is the sum of the budgets for the existing area (\$390,000) and the expansion area (\$79,565).

## BIA Budget Analysis and Comparison

The proposed 2017-2018 BIA budgets are summarized in Table 2 below based on standardized information provided by each BIA society. The purpose of the table is to facilitate comparative review and discussion of BIA revenues and expenditures. Copies of the detailed BIA budgets are attached alphabetically as appendices. A table itemizing typical BIA expenditures by category is attached (Appendix A).

Table 2 is organized as follows:

- Column headings are for each the 22 BIAs.
- Top three rows contain information about each BIA's budget and renewal cycle.
- Remaining rows contain comparable budget and financial information by BIA:
  - Section A summarizes the major revenues and expenses from each BIA's proposed 2017-2018 budget using standardized information submitted by the BIA in the form of a template.
  - Section B includes additional financial information<sup>3</sup> from the BIAs' audited financial statements submitted annually to the City as required. The financial statements provide transparency by reporting on background information beyond that normally contained in a budget. Specifically, Section B includes; a) the status of reserve funds and/or retained earnings, and b) information on year-end budget surpluses or shortfalls. The information is included because it is common practice among BIAs to hold in reserve the accumulated surpluses from previous years. Reserves provide the ability to fund budget shortfalls, respond to opportunities, and save for future projects.

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<sup>3</sup> The additional financial information in Table 2, section B, references *prior year-end* figures (i.e. year ending March 31, 2016) as submitted in the BIAs' most recent audited financial statement. A review of the BIAs' 2016-17 audited statements (year ending Mar 31, 2017) will be conducted as soon as they are available from their auditors.

Table 2 Summary of Proposed BIA Budgets 2017-18 (p.1 of 3)

	Cambie Village BIA (Cambie Village Business Association)	Chinatown BIA (Vancouver Chinatown BIA Society)	Collingwood BIA (Collingwood Business Improvement Association)	Commercial Drive BIA (Commercial Drive Business Society)	Downtown Vancouver BIA (Downtown Vancouver Business Improvement Association)	Dunbar Village BIA (Dunbar Village Business Association)	Fraser Street BIA (South Hill (Fraser Street) Business Association)
Budget year - current term	7	1	7	3	8	5	6
Length of term (years)	7	7	7	7	10	5	7
# of terms since inception	2	4	3	4	4	2	2
<b>A. PROPOSED BUDGETS (\$)</b>							
Appendix #	B	C	D	E	F	G	H
<b>REVENUE</b>							
Levy	225,000	410,750	210,101	504,391	2,846,816	155,250	125,000
Non-Levy (unrestricted)	20,000	44,200	3,000	7,000	316,325	3,000	40,000
From Reserves	0	0	25,000	0	173,926	5,000	0
<b>TOTAL REVENUE</b>	<b>245,000</b>	<b>454,950</b>	<b>238,101</b>	<b>511,391</b>	<b>3,337,067</b>	<b>163,250</b>	<b>165,000</b>
<b>EXPENSES</b>							
Promotion	107,700	157,200	31,100	200,100	471,588	65,750	25,000
Placemaking	46,100	59,000	63,500	152,500	1,120,546	46,000	30,500
Community Safety	6,300	109,250	45,200	45,000	679,413	0	51,000
Governance & Administration	88,900	122,000	98,301	113,791	1,065,520	46,500	58,500
Contingency	2000	7,500	0	0	0	5,000	0
<b>TOTAL EXPENSES</b>	<b>245,000</b>	<b>454,950</b>	<b>238,101</b>	<b>511,391</b>	<b>3,337,067</b>	<b>163,250</b>	<b>165,000</b>
<b>B. ADDITIONAL FINANCIAL INFORMATION</b>							
2015-16 levy fund surplus (deficit) \$	(16,261)	170,487	9,377	(8,755)	(60,923)	0	(34,980)
Mar 31, 2016 year-end levy fund balance \$	3,371	292,342	63,951	206,409	408,112	0	20,242

Table 2 Summary of Proposed BIA Budgets 2017-18 (p.2 of 3)

	Gastown BIA (Gastown Business Improvement Society)	Hastings Crossing BIA (Hastings Crossing Business Improvement Association)	Hastings North BIA (Hastings North Business Improvement Association)	Kerrisdale BIA (Kerrisdale Business Association)	Kitsilano Fourth Avenue BIA (Kitsilano 4th Avenue Business Association)	Marpole BIA (Marpole Business Association)	Mount Pleasant BIA (Orig. + Exp.) (Mount Pleasant Commercial Improvement Society)
Budget year - current term	4	2	7 (3)	2	2	6	4 (2)
Length of term (years)	5	5	7 (3)	5	5	7	7 (5)
# of terms since inception	6	2	3	6	4	3	5
<b>A. PROPOSED BUDGETS (\$)</b>							
Appendix#	I	J	K	L	M	N	O
<b>REVENUE</b>							
Levy	602,000	206,000	500,790	359,000	410,000	182,452	469,565
Non-levy (unrestricted)	0	4,500	5,500	5,100	0	3,500	5,000
From Reserves	0	12,017	0	12,550	0	40,000	0
<b>TOTAL REVENUE</b>	<b>602,000</b>	<b>222,517</b>	<b>506,290</b>	<b>376,650</b>	<b>410,000</b>	<b>225,952</b>	<b>474,565</b>
<b>EXPENSES</b>							
Promotion	211,200	17,500	131,500	197,200	162,000	34,000	138,700
Placemaking	115,300	50,000	152,090	43,100	51,900	75,000	177,070
Community Safety	190,000	60,000	113,900	85,000	45,000	0	27,170
Governance & Administration	67,500	82,200	108,800	51,350	137,100	65,000	131,485
Contingency	18,000	12,817	0	0	4000	48,952	140
<b>TOTAL EXPENSES</b>	<b>602,000</b>	<b>222,517</b>	<b>506,290</b>	<b>376,650</b>	<b>410,000</b>	<b>225,952</b>	<b>474,565</b>
<b>B. ADDITIONAL FINANCIAL INFORMATION</b>							
2015-16 levy fund surplus (deficit) \$	(29,738)	(8,515)	68,478	4,178	53,005	(39,017)	66,747
Mar 31, 2016 year-end levy fund balance \$	662,732	(3,278)	125,170	45,723	74,214	16,391	115,292

Table 2 Summary of Proposed BIA Budgets 2017-18 (p.3 of 3)

	Point Grey Village BIA (Point Grey Village Business Association)	Robson Street BIA (Robson Street Business Association)	South Granville BIA (South Granville Business Improvement Association)	Strathcona BIA (Strathcona Business Improvement Association)	Victoria Drive BIA (Victoria Drive Business Improvement Association)	West Broadway BIA (West Broadway Business Improvement Association)	West End BIA (Davie Village Business Improvement Association)	Yaletown BIA (Yaletown Business Improvement Association)
Budget year - current term	4	5	4	1	4	2	2	4
Length of term (years)	5	5	5	7	5	5	5	5
# of terms since inception	3	5	4	4	3	2	4	4
<b>A. PROPOSED BUDGETS (\$)</b>								
Appendix #	P	Q	R	S	T	U	V	W
<b>REVENUE</b>								
Levy	225,000	599,821	660,000	841,500	187,000	275,000	877,610	865,000
Non-levy (unrestricted)	0	2,500	0	1,500	2,650	0	37,500	8,200
From Reserves	0	50,000	0	47,500	54,800	0	0	0
<b>TOTAL REVENUE</b>	<b>225,000</b>	<b>652,321</b>	<b>660,000</b>	<b>843,000</b>	<b>244,450</b>	<b>275,000</b>	<b>877,610</b>	<b>873,200</b>
<b>EXPENSES</b>								
Promotion	41,100	200,500	241,000	266,870	20,000	88,500	371,254	332,938
Placemaking	104,500	173,000	117,500	199,140	111,550	77,000	209,433	191,050
Community Safety	8,400	120,000	175,000	231,710	42,000	500	79,901	76,750
Governance & Administration	71,000	149,350	81,500	145,280	69,900	100,900	217,022	218,750
Contingency	0	9,471	45,000	0	1,000	0	0	53,712
<b>TOTAL EXPENSES</b>	<b>225,000</b>	<b>652,321</b>	<b>660,000</b>	<b>843,000</b>	<b>244,450</b>	<b>275,000</b>	<b>877,610</b>	<b>873,200</b>
<b>B. ADDITIONAL FINANCIAL INFORMATION</b>								
2015-16 levy fund surplus (deficit) \$	19,341	7,185	(69,179)	84,887	11,710	29,968	47,175	55,196
Mar 31, 2016 year-end levy fund balance \$	(6,594)	193,632	69,476	220,802	92,216	48,100	196,026	253,731

Budgets as presented to/approved by BIA society memberships at their annual general meetings are attached as Appendices B - W.



## *Implications/Related Issues/Risk*

### *Financial*

The total requested funding for all 22 BIA societies is \$11,700,546 representing an increase of \$574,406 (approximately 5%) compared to the 2016-17 approved grants.

BIA members (commercial property owners and business tenants) approve the BIAs' budgets by vote at Annual General Meetings. As BIA levies average only about 5 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.

Should Council approve the BIA budgets and rating by-laws prepared for Council's enactment, these funds will be advanced to the BIA societies in April and recovered through the 2017 property taxes. There is no net impact to the 2017 operating budget.

### *CONCLUSION*

This report contains recommendations for the approval of twenty-two BIA budgets.

The combined levy for all 22 BIAs is approximately \$11.7 million for fiscal 2017-18, an increase of approximately 5% compared with 2016-17. A portion of the expenditure provides tangible benefits to the City; e.g., in the upcoming year, the BIAs will collectively expend about \$3.4 million on public realm enhancements and maintenance in the City's commercial areas. The City's cost is limited to administration of the BIA Program.

Table 1 compares all 22 of the 2017-18 BIA budgets with their corresponding budgets from 2016-17. A majority of the BIAs are proposing budget increases under 5%, four of the BIAs propose increases over 5%, and one BIA (Cambie Village) proposes a budget *decrease* of 10%. The proposed increases reflect higher costs for goods and services and/or expenditures earmarked for expanded BIA programs and initiatives. The largest increase (Strathcona BIA, 26%) reflects this BIA's strategic plan and expenditures for its 2017 - 2024 renewal term.

The budgets of all the BIAs were approved by BIA memberships at their annual general meetings, and the proposed Business Promotion Schemes are in keeping with the spirit of the BIA legislation. All the BIAs have complied with the requirements set out in the City's BIA Grant Allocation By-law (Appendix X). We have received all of the BIAs' 2015-16 audited financial statements. As a result, this report recommends approval of the 2017-18 BIA budgets as submitted.

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# CITY OF VANCOUVER BIA BUDGET TEMPLATE



BIA Name \_\_\_\_\_

AGM Date: \_\_\_\_\_



This form was developed jointly by the Vancouver BIA Partnership and the City of Vancouver

BUDGET CATEGORY	TOTAL
<b>REVENUE</b>	
LEVY	1
NON LEVY (unrestricted funds)	2
FROM RESERVES	3
<b>REVENUE TOTAL</b>	<b>4</b>
<b>EXPENSES</b>	
PROMOTION	5
PLACEMAKING	6
COMMUNITY SAFETY	7
GOVERNANCE & ADMINISTRATION	8
CONTINGENCY	9
<b>EXPENSE TOTAL</b>	<b>10</b>

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

BIA Contact: \_\_\_\_\_

**Cambie Village BIA  
Seven Year Budget  
PROPOSED**

YEAR 7  
\$ 1.00

<b>REVENUE</b>			
City Levy	\$ 225,000.00		
Grants and Sponsorships	\$ 20,000.00		
	<b>\$ 245,000.00</b>	<b>\$ 245,000.00</b>	
<b>Administration</b>			
Audit / Insurance / Legal	\$ 4,000.00		
AGM, Annual Report	\$ 1,000.00		
Administration / Human Resources	\$ 51,500.00		
Office Rental and Utilities	\$ 24,000.00		
Supplies	\$ 500.00		
Meetings / Workshops / Conferences	\$ 4,500.00		
Memberships / Associations	\$ 2,000.00		
Internal Communication to Members	\$ 1,400.00		
	<b>\$ 88,900.00</b>	<b>\$ 88,900.00</b>	
<b>Marketing and Promotion</b>			
Advertising	\$ 5,200.00		
Website and Social Media	\$ 4,000.00		
Branding and Graphic Design	\$ 5,500.00		
Project administration	\$ 5,000.00		
	<b>\$ 19,700.00</b>	<b>\$ 19,700.00</b>	
<b>Special Events and Street Festivals</b>			
(Summer, Easter, Halloween)	\$ 64,500.00		
Marketing and Administration	\$ 3,500.00		
Administration	\$ 20,000.00		
	<b>\$ 88,000.00</b>	<b>\$ 88,000.00</b>	
<b>Crime Prevention</b>			
Security and Other Safety Initiatives	\$ 500.00		
Equipment	\$ 800.00		
Administration	\$ 5,000.00		
	<b>\$ 6,300.00</b>	<b>\$ 6,300.00</b>	
<b>Street Enhancements</b>			
Anti-graffiti program	\$ 1,100.00		
Banners - design, production	\$ 16,000.00		
Decorative Lights W.18th	\$ 12,000.00		
Greening Initiatives	\$ 3,500.00		
Sidewalk cleanup	\$ 500.00		
Bike racks	\$ 3,000.00		
	<b>\$ 36,100.00</b>	<b>\$ 36,100.00</b>	
Expansion Outreach and Renewal	\$ 4,000.00		
Contingency	\$ 2,000.00		
	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	
<b>Total Expenses</b>	<b>\$ 245,000.00</b>	<b>\$ 245,000.00</b>	
<b>SUMMARY</b>			
Administration	\$ 87,900.00		
Marketing and Promotion	\$ 19,700.00		
Special Events and Street Festivals	\$ 88,000.00		
Crime Prevention	\$ 7,300.00		
Street Enhancements	\$ 36,100.00		
Expansion and Renewal and Contingency	\$ 6,000.00		
<b>TOTAL EXPENSES</b>	<b>\$ 245,000.00</b>		

**Proposed VCBA Budget (2017 - 2018)**

Year one Budget 2017-2018 Proposed Budget
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<b>Revenue</b>	
City Levy	City Levy
Non-Levy	Membership Fee
	Interest
	Sponsorship / Events & others income
<b>Revenue Total:</b>	

\$410,750.00
\$700.00
\$500.00
\$43,000.00
<b>\$454,950.00</b>

<b>Governance &amp; administration</b>	
<b>Administration</b>	
	Wages / Benefits / CPP, El..etc
	Rent
	Insurance
	Telephone / Fax
	Office equipment & expenses
	Office maintenance & supplies
<b>Legal &amp; Accounting</b>	
	Acc & Audit / Professional fees
<b>Governance</b>	
	AGM
	Networking, planning & professional development

\$57,600.00
\$29,300.00
\$4,850.00
\$2,500.00
\$8,500.00
\$7,200.00
\$8,750.00
\$2,500.00
\$1,000.00

<b>Promotions</b>	
<b>Events</b>	
	Chinatown Festival, Youth Talent Showdown and Young Stars Challenge
	Mascot project
	Other events: Parades, special events
<b>Marketing &amp; Advertising</b>	
	Marketing, seasonal promotion
	Advertisement / Radio
	Chinatown Map
	Tourism promotion, Web & Social Media,
<b>Community Relations</b>	
	Sponsorship, advertising, public relationship

\$77,000.00
\$58,000.00
\$9,000.00
\$10,000.00
\$79,000.00
\$30,700.00
\$11,300.00
\$22,000.00
\$15,000.00
\$1,200.00

<b>Place Making</b>	
<b>Maintenance / Beautification</b>	
	Alley & Graffiti Cleaning
	Street Furniture / Lighting / Flower Baskets / Banner
<b>Planning</b>	
	Research and street use

\$59,000.00
\$33,000.00
\$25,000.00
\$1,000.00

<b>Community Safety</b>	
	Security

\$109,250.00
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<b>Contingency</b>	
	Contingency

\$7,500.00
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<b>SUB-TOTAL</b>	
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<b>\$454,950.00</b>
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<b>Surplus / Deficit:</b>	
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<b>\$0.00</b>
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2017- 2018 Approved BUDGET as of July 12, 2016 Year 17

## Collingwood Business Improvement Association

	Annual Budget	
<b>REVENUE:</b>		
BIA Levy 2017 - 2018	\$210,101.00	
Interest Earned		
GST Rebate	\$2,000.00	
Other	\$1,000.00	
Carried Forward	\$25,000.00	
<b>TOTAL REVENUE</b>	<b>\$238,101.00</b>	
<b>EXPENSES:</b>		
<b>Crime Prevention</b>	<b>\$45,200.00</b>	18%
Bike & Foot Safety Patrols	\$12,000.00	
Anti-Graffiti Program	\$15,200.00	
Collingwood Guardians	\$18,000.00	
<b>Street Enhancements</b>	<b>\$63,500.00</b>	30%
Sidewalk Sweeping/Clean Team	\$21,000.00	
Banner Installation/Maintenance	\$25,000.00	
Street Pole lighting	\$5,000.00	
Street Furniture & Bulletin Board	\$5,000.00	
Gardening Maint./Baskets/Planter box	\$3,500.00	
Planter Boxes	\$4,000.00	
<b>Marketing &amp; Promotion</b>	<b>\$31,100.00</b>	14%
Business Directory	\$0.00	
Collingwood Days	\$5,000.00	
Other Events	\$3,000.00	
Tree Lighting Event	\$8,000.00	
Web Site Hosting Fee/Web Development	\$600.00	
Promotional Items	\$3,000.00	
Newspaper Ads	\$10,000.00	
Jr. BIA Scholarship/Jr. BIA	\$1,500.00	
<b>Membership</b>	<b>\$9,000.00</b>	4%
Annual General Meeting (AGM)	\$1,500.00	
Renewal	\$1,000.00	
Vancouver BIA Partnership	\$500.00	
BIABC and IDA Membership	\$900.00	
BIABC and IDA Conference	\$5,100.00	
Government Relations	\$0.00	
<b>Administration</b>	<b>\$29,801.00</b>	11%
Office Expenses	\$20,000.00	
Rent/Parking		
Telephone/Facsimile		
Photocopies/Supplies/Equipment		
Courier/Postage		
Internet		
Audit	\$5,600.00	
Insurance	\$2,673.00	
Meeting Expenses	\$700.00	
Miscellaneous Costs	\$828.00	
<b>Staff</b>	<b>\$59,500.00</b>	23%
Executive Director	\$46,000.00	
Administrative Assistant	\$12,000.00	
Additional Staff Resources/Exp.	\$1,500.00	
<b>TOTAL EXPENSES</b>	<b>\$238,101.00</b>	100%

**COMMERCIAL DRIVE BUSINESS SOCIETY**  
**PROPOSED OPERATING BUDGET 2017/2018**

**Revenue**

BIA Levy	\$504,391.30
Interest/GST & Other Revenue	\$7,000.00
<b>Total Revenue</b>	<b>\$511,391.30</b>

**Expenses****Office Overhead**

Office Rent	\$20,791.31
Printer	\$4,600.00
Phone/Internet	\$3,800.00
Bank Fees	\$250.00
Office Supplies	\$2,000.00
Postage/Courier	\$500.00
Parking	\$850.00
<b>Total Office Overhead</b>	<b>\$32,791.31</b>

**Member Relations**

Member Assistance Program	\$20,000.00
AGM	\$3,500.00
Auditing	\$5,000.00
Education & Co-operation	\$1,000.00
Committee Expenses	\$2,000.00
<b>Total Member Relations</b>	<b>\$31,500.00</b>

**Administration**

Payroll	\$62,000.00
Payroll Expenses	\$7,500.00
Insurance	\$6,500.00
Professional Fees	\$5,000.00
<b>Total Administration/Operations</b>	<b>\$81,000.00</b>

**Marketing**

Memberships & Partnerships	\$3,500.00
Tourism Campaign	\$14,000.00
Social Media Writers/Bloggers	\$15,000.00
Social Media Management	\$8,000.00
Web	\$2,000.00
Website Maintenance	\$3,000.00
Scholarships/Bursaries	\$1,500.00
Promotions	\$2,500.00
Graphic Design	\$6,000.00
Printing/Postage	\$6,000.00
Grandview Park Events	\$12,000.00
Little Italy	\$12,000.00
Whitecaps/Italian Heritage Night	\$4,000.00
<b>Total Marketing</b>	<b>\$89,500.00</b>

**Festivals**

Italian Day	\$30,000.00
Halloween	\$9,000.00
Christmas	\$14,000.00
Family Day	\$2,500.00
Canada Day	\$3,000.00
Activation Miscellaneous	\$2,600.00
<b>Total Festivals</b>	<b>\$61,100.00</b>

**Street Enhancement**

Street Banners	\$15,000.00
Seasonal Lighting & Maintenance	\$15,000.00
Flower Baskets	\$30,000.00
Anti-Graffiti Program	\$42,000.00
Kettle Friendship Society - SEED	\$42,000.00
Pressure Washing	\$8,500.00
<b>Total Street Enhancement</b>	<b>\$152,500.00</b>

**Safety & Security**

Community Patrol Program	\$10,000.00
Private Security	\$35,000.00
<b>Total Safety &amp; Security</b>	<b>\$45,000.00</b>

**Outreach & Advocacy**

Community Relations / R&D	\$18,000.00
<b>Total Outreach &amp; Advocacy</b>	<b>\$18,000.00</b>
<b>Total Expenses</b>	<b>\$511,391.31</b>

**DOWNTOWN VANCOUVER BUSINESS IMPROVEMENT ASSOCIATION  
PROPOSED BUDGET FOR APRIL 1, 2017 – MARCH 31, 2018**

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**REVENUES**

B.I.A. levy	\$2,846,816
Membership events	13,325
Other revenue	10,000
Hastings West voluntary levy	130,000
Alberni St. voluntary levy	75,000
Granville St. voluntary levy	75,000
Interest	<u>13,000</u>
<b>TOTAL REVENUES</b>	<b>\$3,163,141</b>

**PROGRAMMING EXPENDITURES**

<i>Advocacy</i>	
Policy development	20,600
<i>Safety + Security</i>	
Loss Prevention Team	391,756
Downtown Clean Team	206,000
Consultant fees	76,385
Crime prevention	5,272
<i>Access &amp; Mobility</i>	
Wayfinding	24,970
<i>Place Making + Marketing</i>	
Awareness / Public space	195,000
Sponsorships	236,640
Communications	53,109
Christmas guide/Cultural destination	63,509
Retail District Promotions (Hastings, Alberni, Granville)	235,000
<i>Membership</i>	
Downtown Ambassadors	705,251
Membership events	33,215
Executive/Board/AGM meetings	11,668
Member relations & recruitment	28,772
Research	5,000
Committees' meeting expenses	<u>17,445</u>
<b>TOTAL PROGRAMMING</b>	<b>\$2,309,592</b>

**Administration**

Operations	\$318,811
Wages & benefits	<u>708,664</u>
<b>TOTAL ADMINISTRATION</b>	<b>\$1,027,475</b>

**TOTAL EXPENDITURES (Programming + Administration) \$3,337,067**

**EXCESS REVENUES (EXPENDITURES) (\$173,926)**

**PROJECTED OPERATING FUND,  
BEGINNING OF YEAR \$189,249**

**Legal Defence Reserve Allocation\* \$14,234**

**PROJECTED OPERATING FUND,  
END OF YEAR \$1,089**

*\*This .5% contribution from the levy would bring the Legal Defence Reserve total to \$91,564 by the end of 2017-2018.*

# Dunbar Village Business Association

## Budget 2017-2018

APPENDIX G

### Revenue

BIA Levy transferred from the City	\$ 155,250
Contingency - Carried over from previous year	\$ 5,000
Sponsorship & Vendor Sales	\$ 3,000
Carryover from previous year	\$ -
<b>Total Revenue</b>	<b>\$ 163,250</b>

### Expenses

#### Street Beautification

Banners	\$ 10,000
Flower Basket Program	\$ 12,000
Placemaking - Streetscape Gardening/Planters & Dig Dunbar	\$ 9,000
Seasonal Lighting including Maintenance, Storage, Restoration	\$ 15,000
<b>Street Beautification Total</b>	<b>\$ 46,000</b>

#### Marketing & Promotion

Co-op Advertising & Dunbar Life Magazine	\$ 13,000
Consulting Services & Strategic Planning	\$ 3,000
Graphic Design	\$ 1,000
Newsletter & Communication Materials	\$ 1,000
Part-Time Labour for Events & Special Projects	\$ 4,000
Partnerships & Special Projects	\$ 4,000
Street Entertainment & Special Events & Promo Items	\$ 37,750
Website Maintenance	\$ 2,000
<b>Marketing &amp; Promotion Total</b>	<b>\$ 65,750</b>

#### Administration & Member Communication

Accounting & Audit	\$ 5,500
AGM	\$ 1,500
Dues, Filling Fees & Memberships	\$ 2,000
Board-Related Meetings + Meet & Mingle Socials	\$ 1,500
Insurance	\$ 2,000
Management Fees - Part Time	\$ 30,000
Printing, Copying, Postage	\$ 1,000
Storage Rental	\$ 2,000
Telephone & Fax	\$ 1,000
<b>Administration &amp; Member Communication Total</b>	<b>\$ 46,500</b>

<b>Total Expenses</b>	<b>\$ 158,250</b>
<b>Contingency</b>	<b>\$ 5,000</b>
	<b>\$ 163,250</b>



# South Hill (Fraser Street) Business Association

## PROPOSED 2017 - 2018 BUDGET

### Revenue

BIA Levy	Restricted	\$ 125,000	
Grants & Sponsorship*	Unrestricted	\$ 40,000	
<b>Total Revenue</b>			<b>\$ 165,000</b>

### Expenses

#### Safety & Security

Host Program	\$ 38,500	
Safety & Security Projects/Communications	\$ 2,000	
<b>Subtotal Safety &amp; Security Expenses</b>		<b>\$ 40,500</b>

#### Street Cleanliness & Maintenance

Litter and Debris Control	\$ 10,000	
Street Cleaning Projects	\$ 500	
<b>Subtotal Safety &amp; Security</b>		<b>\$ 10,500</b>

#### Street Beautification

Banners/Planters/Lights*	\$ 28,500	
Public Relations – Lighting Project	2,000	
Public Art	\$ 0	
<b>Subtotal Street Beautification Expenses</b>		<b>\$ 30,500</b>

#### Marketing & Communication

Advertising & Promotion	\$ 750	
Newsletter	\$ 750	
Member Workshops	\$ 500	
<b>Subtotal Marketing &amp; Communication Expenses</b>		<b>\$ 2,000</b>

#### Special Events

Night Market and Community Fest*	\$ 20,000	
Other Events	\$ 3,000	
<b>Subtotal Special Events Expenses</b>		<b>\$ 23,000</b>

#### Administration

Association Management	\$ 37,000	
Wages & Employee Benefits	\$ -	
Dues	\$ 800	
Accounting & Audit, Legal	\$ 8,000	
Insurance	\$ 2,500	
AGM	\$ 700	
Office Supplies	\$ 1,500	
Rent	\$ 5,500	
Telephone/Internet/WiFi	\$ 1,900	
Miscellaneous	\$ 600	
<b>Subtotal Administration Expenses</b>		<b>\$ 58,500</b>
<b>Total Expenses</b>		<b>\$ 165,000</b>

<b>GASTOWN BUSINESS IMPROVEMENT SOCIETY</b>					
<b>DRAFT 2017-2018 BUDGET</b>					
<b>MARKETING &amp; PROMOTIONS:</b>					
Marketing/Special Events			117,900.00		
Tourism Advertising			21,000.00		
Web Presence/Social Media			40,000.00		
<b>Sub Total</b>			<b>178,900.00</b>		
<b>PHYSICAL PLANT &amp; SECURITY:</b>					
Crime Prevention/Street & Lane Maintenance			210,000.00		
Hanging Flower Basket Program			36,000.00		
Steam Clock Maintenance			3,000.00		
Tree Lights			26,000.00		
<b>Sub Total</b>			<b>275,000.00</b>		
<b>OPERATIONS &amp; ADMINISTRATIONS:</b>					
Office rent/equipment			23,000.00		
Insurance/audit/legal			12,300.00		
Admin costs/wages/conferences/education			94,800.00		
<b>Sub Total</b>			<b>130,100.00</b>		
<b>OPERATIONS RESERVES:</b>				<b>18,000.00</b>	
<b>TOTAL BUDGET:</b>				<b>602,000.00</b>	
<b>NOTE:</b>	<b>The Budget amount of \$602,000.00 was approved by the membership at the 2013 AGM when the membership approved the five-year renewal.</b>				
	<b>The increase in the budget from 2016-2017 is \$11,800.00</b>				

### HxBIA 2017-2018 Budget

		2016-2017		PROPOSED 2017-2018	
REVENUES		Budgeted Amount	% of Revenue	Budgeted Amount	% of Revenue
City Tax Levy		\$206,000	96%	\$206,000	97.86%
Interest		\$4,200	2%	\$500	0.24%
GST Rebate		\$4,000	2%	\$4,000	1.90%
<b>Total Revenues</b>		<b>\$214,200</b>	<b>100%</b>	<b>\$210,500</b>	<b>100.00%</b>
EXPENSES		Budgeted Amount	% of Expenses	Budgeted Amount	% of Expenses
<b>Administration</b>					
Staffing + Contractors	Includes MERCS	\$50,000	23%	\$54,000	26%
Staffing	Admin support	\$3,000	1%	\$2,500	1%
Rent		\$3,500	2%	\$3,500	2%
Accounting	Bookkeeper, Audit	\$10,000	5%	\$10,000	5%
Insurance		\$1,500	1%	\$1,500	1%
Board and Committee Expenses	Strategic planning and advocacy	\$6,000	3%	\$5,000	2%
Office Supplies		\$1,700	1%	\$1,700	1%
Membership Fees	Tool Share Library (non HxBIA members)	\$1,000	0%		0%
Web		\$3,000	1%	\$2,000	1%
Travel and Conferences		\$2,000	1%	\$2,000	1%
<b>Administration Sub-total</b>		<b>\$81,700</b>	<b>38%</b>	<b>\$82,200</b>	<b>39%</b>
<b>Marketing and Promotion</b>					
Special Community Events	Networking/speaking events	\$1,500	1%	\$2,500	1%
Newsletters and Marketing		\$5,000	2%	\$2,000	1%
Neighbourhood Events					
Sponsorship and Marketing	Living History Series or other				
Ad-Hoc	Signature Event	\$5,000	2%	\$7,000	3%
Fair In the Square		\$1,000	0%	\$1,000	0%
Word		\$1,000	0%	\$1,000	0%
Vancouver Queer Film Festival		\$2,500	1%	\$2,500	1%
Indian Summer Festival		\$1,500	1%	\$1,500	1%
<b>Marketing and Promotion Sub-total</b>		<b>\$17,500</b>	<b>8%</b>	<b>\$17,500</b>	<b>8%</b>
<b>Public Relations and Safety</b>					
Safety and Well-being	MP Neighbors Patrol	\$55,000	26%	\$55,000	26%
CommunityWise		\$5,000	2%	\$5,000	2%
Tool Share Library Upkeep and Park Stewardship Committee		\$10,000	5%	\$5,000	2%
<b>Public Relations and Safety Sub-total</b>		<b>\$70,000</b>	<b>33%</b>	<b>\$65,000</b>	<b>31%</b>
<b>Public Art, Placemaking, and Cleanliness</b>					
Public Art and Placemaking		\$25,000	12%	\$25,000	12%
Infrastructure Development, Maintenance and Cleaning	MP Maintenance	\$20,000	9%	\$20,000	10%
<b>Public Art, Placemaking, and Cleanliness Sub-total</b>		<b>\$45,000</b>	<b>21%</b>	<b>\$45,000</b>	<b>21%</b>
<b>Totals Expenses</b>		<b>\$214,200</b>	<b>100%</b>	<b>\$209,700</b>	<b>100%</b>
<b>Surplus/Deficit Working Capital Fund</b>					
		\$0		\$800	

# Proposed Budget 2016/2017 **EAST VILLAGE**

HASTINGS NORTH BUSINESS IMPROVEMENT  
ASSOCIATION

BUDGET  
April 1, 2017 to March 31, 2018

REVENUE:	DOLLAR
Tax Levy	\$500,790
Associate Member	5,500
<b>TOTAL REVENUE</b>	<b>\$506,290</b>
EXPENSES:	
Community Resource Centre	
Administration	
Wages & Payroll Tax	\$38,800
Office Expenses	70,000
Sub Total	\$108,800
Community Improvement Programs	
Clean & Safe	
CPC Grant	\$27,900
CPC Patrol Grant	54,000
Coast Foundation Society	57,200
Anti-Graffiti Program	32,000
Program Management	32,000
Sub Total	\$203,100
Marketing & Communications	
Communications	53,000
Events	32,500
Design and Promotion	46,000
Sub Total	\$131,500
Revitalization and Community Relations	
Banners	\$40,590
Public Bulge and Boulevard Maintenance	4,000
Light Industrial Planning	5,000
Community Relations	13,300
Sub Total	\$62,890
<b>TOTAL EXPENSES</b>	<b>\$506,290</b>

	Actual - Audited for the year ended March 31, 2016	Budget for the year ended March 31, 2017	5 Year Plan Budget March 31, 2018
<b>REVENUE</b>			
<b>Levy Revenue</b>			
Business Improvement Association Levy	354,000	354,000	350,000
<b>Non Levy Revenue</b>			
Parkade management fee	6,000		
Interest income	385	600	600
Other donations	1,000		
Fundraising - Carnival Days	3,350	3,000	3,000
Fundraising - Kerrisdale Days	1,750	1,500	1,500
	12,485	5,100	5,100
<b>Total Revenue</b>	<b>366,485</b>	<b>359,100</b>	<b>364,100</b>
<b>EXPENSES</b>			
<b>Promotion</b>			
<b>Marketing &amp; Advertising</b>			
Advertising	68,015	64,000	65,000
Banners	24,072	26,000	26,500
Newsletter	1,981	2,500	2,500
Posters	7,840	7,000	7,100
Signage	2,987	2,600	2,700
Website	678	1,300	1,400
	105,572	103,400	105,200
<b>Events</b>			
Carnival Days	21,310	23,000	23,500
Kerrisdale Days	31,472	25,000	25,500
Music Under the Clock	5,994	6,000	6,500
Christmas	26,611	27,000	27,500
Free Skate	2,899	3,600	4,000
New Event Developments		5,000	5,000
	86,285	89,600	92,000
<b>Total Promotion</b>	<b>193,857</b>	<b>193,000</b>	<b>197,200</b>
<b>Placemaking</b>			
<b>Maintenance &amp; Beautification</b>			
Cleanup & Maintenance	18,210	15,000	15,500
Landscaping & Gardens	18,213	25,000	25,500
Water & energy		2,000	2,100
<b>Total Placemaking</b>	<b>36,423</b>	<b>42,000</b>	<b>43,100</b>
<b>Community Safety</b>	<b>80,770</b>	<b>83,000</b>	<b>85,000</b>
<b>Governance and Administration</b>			
<b>Governance</b>			
BIA renewal costs	1,333	5,500	5,500
Meetings & AGM	6,581	5,500	5,500
	7,913		
<b>Administration</b>			
Coordinator	27,600	28,800	28,800
Clerical support	2,280	2,400	2,400
Insurance	2,192	2,200	2,200
Telephone	2,107	2,400	2,500
Office supplies	784	1,000	1,100
WorkSafe	64	150	150
	35,026	36,950	37,150
<b>Legal and Accounting</b>			
Accounting	4,472	4,500	4,500
Audit	3,844	4,100	4,200
	8,315	8,600	8,700
<b>Total Governance and Administration</b>	<b>51,255</b>	<b>51,050</b>	<b>51,350</b>
<b>Total Expense</b>	<b>362,305</b>	<b>369,050</b>	<b>376,650</b>
<b>Net Income (Loss) before Contingency Expenditures</b>	<b>4,180</b>	<b>(9,950)</b>	<b>(12,550)</b>
<b>Net Assets - Beginning of year</b>	<b>41,545</b>	<b>45,725</b>	<b>30,325</b>
<b>Net income for year</b>	<b>4,180</b>	<b>(9,950)</b>	<b>(12,550)</b>
<b>Contingency expenditures</b>		<b>(5,450)</b>	<b>(7,695)</b>
<b>Net Assets - End of year</b>	<b>45,725</b>	<b>30,325</b>	<b>10,080</b>

**BUDGET April 1, 2017 - March 31, 2018**

Levy	\$410,000
Total Income	<b>\$410,000</b>
<b>PROMOTION/MARKETING/EVENTS</b>	
Khatsahlano	\$65,000
Category Promotion - Fashion	\$13,000
Category Promotion - Restaurants	\$10,000
Category Promotion - Outdoor/Active	\$7,000
Category Promotion - Home/Garden	\$3,500
Christmas Promotion	\$15,000
Black Friday	\$3,500
Shop Local Program	\$8,000
Miscellaneous Print (Tourism, Features)	\$10,000
Website	\$5,000
Social Media & Web Marketing	\$22,000
Subtotal	<b>\$162,000</b>
<b>STREET USE</b>	
Graffiti Removal Program	\$13,000
Clean Team	\$16,000
Public Art	\$10,000
Tree Lighting (Electrical bill)	\$7,000
Security	\$45,000
Banners	\$10,000
Sub total Committee	<b>\$101,000</b>
<b>NETWORKING &amp; ADVOCACY</b>	
Merchant-2-Merchant Networking (2)	\$3,000
Education & Conferences	\$1,000
Subtotal	<b>\$5,900</b>
<b>ADMINISTRATION</b>	
Admin Staff & Benefits	\$105,000
Accounting & Audit	\$11,000
Insurance	\$5,300
Storage Rental	\$2,000
AGM/Monthly Board Meetings	\$6,000
Office Expenses	\$5,800
Legal	\$2,000
Subtotal	<b>\$137,100</b>
<b>CONTINGENCY</b>	
Operating Expenses	\$14,000
GST Refund	(\$10,000)
Subtotal	\$4,000
<b>Total</b>	<b>\$410,000</b>

# Draft 2017-2018 Budget

	Budget
<b>Income</b>	
Funding	\$ 182,452
Interest Income	500
GST Rebate	3,000
	185,952
<b>Other Items</b>	
Transfer from unrestricted funds	40,000
<b>Expense</b>	
Future Projects	40,000
Street Banners	10,000
Banner Installation	8,000
Christmas Lighting	1,000
Blvd-Side St. Maintenance	8,000
Flower Pot Program	32,000
Public Art Program	8,600
Sidewalk & Street Clean up	11,000
Contract Employment	44,000
Community Relations	250
Fair Tax Coalition	1,500
Website	1,200
Advertising & Promotion	26,000
Memberships	250
Newsletter	3,000
Business Directory	2,500
Accounting & Legal	4,000
Insurance	1,900
Mileage	800
Misc	1,000
Contingency	8,352
Storage	1,100
Telephone	1,500
AGM & Board costs	1,500
Conference	1,000
Supplies	1,000
GST Expenses	4,000
Retail Marketing Study	2,500
	225,952
<b>Surplus / Deficiency</b>	-

# Mount Pleasant Commercial Improvement Society (MPBIA)

## Proposed Budget for the Period: April 1, 2017 to March 31, 2018

### REVENUE

City Tax Levy	\$	390,000.00
Other Sources: Grants, Sales and Bank Interest	\$	5,000.00

<b>TOTAL REVENUE</b>	<b>\$</b>	<b>395,000.00</b>
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### EXPENSES

#### Member / Center Support

Wages: Executive Director	\$	66,106.00
Wages: BIA Resource Centre	\$	58,622.14
Wages: BIA Resource Centre	\$	9,700.00
<b>Sub-Total</b>	<b>\$</b>	<b>134,428.14</b>

#### Administration

Accounting and Auditor	\$	9,000.00
Insurance	\$	2,600.00
Meetings / Conferences / Seminar / Employment Advertising	\$	4,650.00
<b>Sub-Total</b>	<b>\$</b>	<b>16,250.00</b>

#### Economic Development Resource Centre & Special Project Support

Legal Fees	\$	1,000.00
Furniture and Equipment	\$	1,500.00
Office Supplies and Equipment	\$	10,000.00
Miscellaneous - Travel and Volunteers	\$	3,200.00
Rent and Office Upgrades	\$	22,300.00
Repairs and Maintenance - Office	\$	2,100.00
Telephone / Internet / Web Hosting	\$	4,500.00
Website Upgrade and Maintenance	\$	8,600.00
<b>Sub-Total</b>	<b>\$</b>	<b>53,200.00</b>

### SPECIAL PROJECT COST - COMMITTEES

#### Business & Tourism Development

Newsletter and Promo Items	\$	2,500.00
Advertising Features:		
Print Media / Website Advertising	\$	1,000.00
Event Advertising: Georgia Straight / Other	\$	6,000.00
Tourist Publications	\$	2,500.00
Meetings, Supplies and Seminars	\$	500.00
Special Events:		
Christmas	\$	2,000.00
Celebrate Mount Pleasant Day	\$	800.00
Car Free Day	\$	15,000.00
Halloween	\$	1,000.00
Tree Chipping for Charity	\$	400.00



**Mount Pleasant Commercial Improvement Society (MPCIS)**  
**Proposed Budget for the Period: April 1, 2017 to March 31, 2018**

Mural Festival	\$	30,500.00
BBQ Cook-off	\$	1,500.00
Tourism Challenge	\$	1,000.00
Summer Student: Marketing Events	\$	3,000.00

**Sub-Total** **\$ 67,700.00**

**Special Projects**

Wages \$ 25,000.00

**Sub-Total** **\$ 25,000.00**

**Government & Community Relations**

AGM \$ 7,000.00

Member Survey \$ 1,000.00

Strategic Planning Sessions and Meetings \$ 2,500.00

Membership Dues & Fees \$ 1,300.00

**Sub-Total** **\$ 11,800.00**

**Safety & Security**

Committee Meetings and Membership Dues \$ 300.00

Graffiti Monitoring and Crime Prevention \$ 1,821.86

**Sub-Total** **\$ 2,121.86**

**Street Enhancement**

Banner Replacement and Installation \$ 14,000.00

Flower Baskets \$ 18,800.00

Planters \$ 2,500.00

Graffiti Monitoring \$ 5,000.00

Weed Control \$ 4,200.00

Coast Foundation: Sidewalk Cleaning and Poster Removal \$ 40,000.00

**Sub-Total** **\$ 84,500.00**

**TOTAL EXPENSES** **\$ 395,000.00**

**Excess of Revenue Over Expenditure** **\$ -**

## Mount Pleasant Commercial Improvement Society (MPBIA)

### Proposed Budget for MPBIA Expansion Area Year-1

**April 1, 2017 to March 31, 2018**

#### REVENUE

City Tax Levy	\$	79,565.85
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<b>TOTAL REVENUE</b>	<b>\$</b>	<b>79,565.85</b>
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#### EXPENSES

##### Member / Center Support

Wages: Executive Director	\$	8,894.00
Wages: BIA Resource Centre	\$	10,395.00
CPP, UIC, MSP and WCB	\$	1,714.00
<b>Sub-Total</b>	<b>\$</b>	<b>21,003.00</b>

##### Administration

Accounting and Auditor	\$	1,575.00
Insurance	\$	294.00
Meetings / Conferences / Seminar / Employment Advertising	\$	150.00
<b>Sub-Total</b>	<b>\$</b>	<b>2,019.00</b>

##### Economic Development Resource Centre & Special Project Support

Office Supplies and Equipment	\$	525.85
Rent and Office Upgrades	\$	2,300.00
Telephone / Internet / Web Hosting	\$	375.00
Website Upgrade and Maintenance	\$	600.00
Contingency	\$	140.00
<b>Sub-Total</b>	<b>\$</b>	<b>3,940.85</b>

#### SPECIAL PROJECT COST - COMMITTEES

##### Business & Tourism Development

Newsletter and Promo Items	\$	575.00
Advertising Features:		
Print Media/Website Advertising	\$	500.00
Event Advertising: Georgia Straight / Other	\$	300.00
Tourist Publications	\$	150.00
NEW EVENT - IN EXPANSION AREA	\$	1,000.00
Summer Student: Marketing Events	\$	1,408.00
<b>Sub-Total</b>	<b>\$</b>	<b>3,933.00</b>

# Mount Pleasant Commercial Improvement Society (MPBIA)

## Proposed Budget for MPBIA Expansion Area Year-1

April 1, 2017 to March 31, 2018

<b>Government &amp; Community Relations</b>	
AGM	\$ 250.00
<b>Sub-Total</b>	<b>\$ 250.00</b>
<b>Safety &amp; Security</b>	
Committee Meetings and Membership Dues	\$ 50.00
Bike Patrols: Security Company	\$ 20,000.00
<b>Sub-Total</b>	<b>\$ 20,050.00</b>
<b>Street Enhancement</b>	
Banners	\$ 4,500.00
Banner Brackets	\$ 1,320.00
Power Washing	\$ 2,000.00
Graffiti	\$ 10,250.00
Weed Control Around Trees	\$ 800.00
Coast Foundation: Sidewalk Cleaning and Poster Removal	\$ 9,500.00
<b>Sub-Total</b>	<b>\$ 28,370.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 79,565.85</b>
<b>Excess of Revenue Over Expenditure</b>	<b>\$ -</b>


[www.pointgreyvillage.com](http://www.pointgreyvillage.com)

<b>Proposed Annual Budget 2017-2018</b>	
<b>Governance &amp; Administration</b>	
Audit	\$3,000.00
Insurance	\$3,000.00
Annual General Meeting	\$2,000.00
Miscellaneous Office Expenses	\$5,050.00
Member Communications & Events	\$1,950.00
BIA Management	<u>\$56,000.00</u>
	<b>\$71,000.00</b>
<b>Placemaking</b>	
Banners	\$12,000.00
Utilities	\$4,000.00
Tree Lighting	\$27,500.00
Planters	\$35,000.00
Placemaking Projects	\$6,000.00
Hanging Flower Baskets	\$20,000.00
	<b>\$104,500.00</b>
<b>Promotion &amp; Events</b>	
Branding	\$3,000.00
Special Events	\$21,000.00
Marketing Campaigns	\$5,000.00
Print Material & Mailings	\$6,000.00
Website and Social Media	\$3,100.00
Advertising	<u>\$3,000.00</u>
	<b>\$41,100.00</b>
<b>Community Safety</b>	
Safety Education	\$1,000.00
Regular Sidewalk Cleaning	\$5,000.00
Street Cleaning Projects	\$1,000.00
Graffiti/Vandalism Management	<u>\$1,400.00</u>
	<b>\$8,400.00</b>
<b>Total Annual Budget</b>	<b>\$225,000.00</b>

More details of the budget will be available at the AGM for those interested.

## 2017-2018 Proposed Budget

### INCOME

BIA levy	\$	599,821.00
Allocation from surplus	\$	50,000.00
Interest	\$	2,500.00
GST recovery	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>652,321.00</b>

### EXPENSES

#### Administration

Accounting & Legal	\$	7,000.00
Bank charges	\$	350.00
Board & committee meetings	\$	1,700.00
Computer & software	\$	1,500.00
Conferences	\$	4,000.00
Education	\$	1,000.00
Equipment	\$	3,000.00
Insurance	\$	4,500.00
Memberships & dues	\$	1,500.00
Office supplies	\$	2,000.00
Parking	\$	300.00
Postage & courier	\$	1,000.00
Rent	\$	19,000.00
Telephone, fax & internet	\$	3,000.00
Wages & benefits	\$	146,000.00

**Sub-Total** \$ **195,850.00**

#### Community Relations

AGM	\$	4,500.00
Renewal (*new)	\$	5,000.00
Member Communications	\$	1,500.00
Member Mixer(s)	\$	2,500.00
Security	\$	120,000.00

**Sub-Total** \$ **133,500.00**

#### Marketing & Promotion

Communications/Social Media	\$	45,000.00
Placemaking	\$	45,000.00
Window displays	\$	8,500.00
Web maintenance	\$	2,000.00
Special marketing projects	\$	25,000.00

**Sub-Total** \$ **125,500.00**

#### Street Enhancement

Banners	\$	15,000.00
Hanging flower baskets	\$	21,000.00
Lighting		
Power	\$	6,500.00
Holiday Pole Mounts	\$	17,000.00
Special holiday lighting	\$	25,000.00
Tree mini lights	\$	38,000.00
Pedestrian Counter	\$	2,500.00
Power washing	\$	26,000.00
Sidewalk cleaning	\$	27,000.00
Snow removal	\$	10,000.00

**Sub-Total** \$ **188,000.00**

**Contingency** \$ **9,471.00**

**Total Budget** \$ **652,321.00**

## South Granville Business Improvement Association Proposed 2017-2018 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

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**\$188,000**

### NEIGHBOURHOOD BEAUTIFICATION

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

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**\$117,500**

### SAFETY & SECURITY

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

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**\$175,000**

### ADVOCACY & MEMBER COMMUNICATIONS

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

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**\$53,000**

### ADMINISTRATION

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

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**\$81,500**

### CONTINGENCY & CAPITAL RESERVES

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**\$45,000**

Proposed 2015/2016 Levy	\$660,000
Approved 2015/2016 Levy	\$615,500
Increase	7.25%

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

STRATHCONA BIA

**SBIA FINANCIALS****2017/2018  
BUDGET****2017/2018****REVENUES**

BIA Levy	\$ 841,500
Investment Income	1,500
<b>TOTAL REVENUES</b>	<b>\$843,000</b>

**EXPENSES**

Payroll	180,000
Operating Expenses	89,000
	269,000

**Good Governance**

Annual Strategic Planning & Review	15,000
BOD Member Development	3,000
Professional Development	3,000
	21,000

**Local Economic Development**

Community Safety	165,000
Made in Strathcona	80,000
Beautification & Placemaking	64,000
Graffiti Removal	45,000
Street & Lane Cleanup	30,000
Events - Membership	30,000
Government/Public Relations (Advocacy)	24,000
Debris Pick Up	20,000
Research & Data Analysis	14,000
Member Communications	10,000
	482,000

**Environmental Sustainability**

Research & Consulting	40,000
Sustainable Business Strategies	10,000
Member Education & Outreach	10,000
	60,000

**Community Development**

Sponsorship & Donations	6,000
Programming & Partnerships	5,000
	11,000

<b>TOTAL EXPENSES</b>	<b>\$843,000</b>
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**Surplus**

**VICTORIA DRIVE BIA PROPOSED BUDGET - Year 2017****REVENUE**

<b>INCOME</b>	<b>2017</b>
City Tax Levy	187,000.00
<b>OTHER INCOME</b>	
Interest Revenue	150.00
Miscellaneous Revenue	0.00
Total Other Income	2,500.00
<b>TOTAL REVENUE</b>	<b>\$ 189,650.00</b>

**OPERATING EXPENSES****PAYROLL**

Wages & Salaries	30,000.00
EI Expense	600.00
CPP Expense	1,400.00
WCB Expense	50.00
<b>Total Payroll Expense</b>	<b>32,050.00</b>

**GENERAL & ADMINISTRATIVE EXPENSES**

Accounting & Legal	5,000.00
Advertising & Promotions/Event	20,000.00
Business Fees & Licenses	200.00
Courier & Postage	500.00
Sponsorships	12,000.00
Insurance	2,000.00
Interest & Bank Charges	100.00
Office Supplies	2,200.00
<b>TOTAL GENERAL &amp; ADMIN EXPENSES</b>	<b>42,000.00</b>

**RENT & UTILITIES**

Rent	7,000.00
Alarm Monitoring	350.00
Utilities	500.00
Decorative Light Utility Bill	2,600.00
<b>TOTAL RENT &amp; UTILITIES</b>	<b>10,450.00</b>

**SECURITY & STREET ENHANCEMENT**

Security and Foot Patrol	42,000.00
Street Cleaning	47,000.00
Banners, Lights, Design & Installations	60,050.00
Graffiti Removal	2,000.00
Decorative wraps	2,500.00
<b>TOTAL SECURITY &amp; STREET ENHANCEMENT</b>	<b>153,550.00</b>

**OTHER**

Website Maintenance	300.00
Telephone	1,600.00
Contingency	1,000.00
Conference & Meetings/Meals	3,500.00
<b>TOTAL OTHER</b>	<b>6,400.00</b>

<b>TOTAL EXPENSES</b>	<b>\$ 244,450.00</b>
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## WEST BROADWAY BIA BUDGET

APRIL 1, 2017 TO MARCH 31, 2018

AREA / INITIATIVE:	BUDGET
<b>ADMINISTRATION</b>	
Audit & Bookkeeping (note 1)	\$3,900.00
Insurance	\$1,800.00
AGM: annual meeting, annual report & distribution	\$2,000.00
Miscellaneous Office: supplies, telephone, internet, storage	\$9,000.00
Member Communication & Events: updates, networking events (note 2)	\$2,000.00
BIA Coordinator (note 3)	\$60,000.00
BIA Assistant (note 3)	\$22,000.00
Contingency Fund (note 4)	\$0.00
	<b>\$100,700.00</b>
<b>PLACEMAKING - STREET ENHANCEMENT &amp; SAFETY</b>	
Banners & Street Signs: branding & beautifying the area (note 5)	\$10,000.00
Street Lighting: Tree & pole lights, maintenance, infrastructure (note 6)	\$35,000.00
Street Clean Team: Litter/waste pick-up services (note 7)	\$10,000.00
Street Cleaning/Façade Improvements (note 8)	\$2,000.00
Graffiti/Vandalism Mgmt: monitoring, reporting & resources (note 9)	\$1,000.00
Landscaping: planting & maintenance for street & planters (note 10)	\$12,000.00
Street Amenities: benches, litter cans, bike racks (note 11)	\$2,000.00
Public Art: Murals, utility/mailbox wraps, art installations (note 12)	\$5,000.00
Safety Resources: updates, guides & workshops (note 13)	\$500.00
	<b>\$77,500.00</b>
<b>MARKETING - EVENTS / ADVERTISING / PROMOTIONS</b>	
Events & Campaigns: outdoor movie, street activations (note 14)	\$33,000.00
Greek Day Sponsorship & Participation: exposure for area (note 15)	\$10,000.00
General Advertising: radio, print, co-op ads (note 16)	\$10,000.00
Brochure/Flyers: business directory and merchant promotions, printing	\$5,000.00
Direct Mail Marketing: brochure/promotion delivery to residents (note 17)	\$3,000.00
Website: maintenance, upgrades & revisions	\$5,000.00
Digital Marketing & Social Media: posts & campaigns/ads	\$20,000.00
Branding & Promotional Products (note 18)	\$2,000.00
Staff Discount Program: discount card/tags, incentives to shop local	\$500.00
	<b>\$88,500.00</b>
<b>BUSINESS RELATIONS &amp; MEMBERSHIPS</b>	
Business Recruitment: vacant unit signs, listings, investor info (note 19)	\$4,500.00
Fair Tax Coalition: Advocacy for lower commercial property tax (note 20)	\$400.00
Vancouver BIA Partnership (note 21)	\$500.00
Tourism Vancouver: brochure display at Tourist centre	\$100.00
BIABC Membership (note 22)	\$325.00
Education/Conferences (note 22)	\$2,475.00
	<b>\$8,300.00</b>
<b>TOTAL</b>	<b>\$275,000.00</b>

**WEST END BIA**

Presentation Budget for the 2017-2018 Fiscal Year

July 4/16

<u>Revenue</u>		
City of Vancouver Levy	\$	840,109.74
<u>Other Revenue</u>		
Sponsorship	\$	-
Jim Deva Plaza Sponsorship	\$	25,000.00
2017YE GST Rebate (est)	\$	9,500.00
Interest	\$	3,000.00
<b>Total Revenue</b>	<b>\$</b>	<b>877,609.74</b>
	<b>\$</b>	<b>877,609.74</b>
<u>Expenses</u>		
<u>Community Safety</u>		
Leveraged Services (CPC)	\$	55,000.00
Meetings	\$	200.00
Wages	\$	24,701.22
<b>Total Community Safety</b>	<b>\$</b>	<b>79,901.22</b>
<u>Placemaking</u>		
Equipment Purchase ( e.g. street decorative lights)	\$	30,000.00
Street Maintenance & Beautification	\$	50,000.00
Hanging Flower Baskets	\$	15,000.00
Leveraged Services (GNH)	\$	60,000.00
Meetings	\$	1,300.00
Research & Policy Development	\$	10,800.00
Sponsorship (Community Relations)	\$	6,500.00
Wages	\$	35,832.78
<b>Total Placemaking</b>	<b>\$</b>	<b>209,432.78</b>
<u>Promotion</u>		
Advertising/Brand Development	\$	58,800.00
Banner Program	\$	43,792.00
Events/Visitor Servicing	\$	68,000.00
Jim Deva Plaza	\$	40,000.00
Meetings	\$	2,853.39
Member Communications	\$	1,200.00
Printing	\$	2,000.00
Sponsorship	\$	3,500.00
Wages	\$	107,108.73
Website Development & Digital Marketing	\$	44,000.00
<b>Total Promotion</b>	<b>\$</b>	<b>371,254.12</b>
<u>Administration/Governance</u>		
Bank Charges	\$	150.00
Insurance	\$	4,500.00
Information Technology	\$	2,500.00
Meetings, Memberships, Professional Development & Co	\$	15,000.00
Office Equipment	\$	5,000.00
Office Supplies	\$	5,000.00
Printing	\$	600.00
Professional Fees (e.g. Legal, Accounting)	\$	16,500.00
Rent	\$	40,000.00
Repair & Maintenance	\$	500.00
Storage	\$	1,450.00
Telephone and Internet	\$	4,354.00
Transportation	\$	1,000.00
Wages, Benefits & Ceridian Fees	\$	120,467.61
<b>Total Administration</b>	<b>\$</b>	<b>217,021.61</b>
<u>Contingency</u>		
Contingency Fund & GST Rebate (est)	\$	-
<b>Total Contingency</b>	<b>\$</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$</b>	<b>877,609.74</b>
	<b>\$</b>	<b>877,609.74</b>
<u>Net Income</u>		
	<b>\$</b>	<b>-</b>

Proposed

**Yaletown BIA  
Budget 2017 - 2018  
AGM**

<b>REVENUE</b>				
	Bia Levy			\$ 865,000.00
	Tax Rebate			\$ 8,200.00
		<b>Subtotal</b>		<b>\$ 873,200.00</b>
<b>Other Revenue Sources</b>				
	Event Sponsorship		\$ -	
	Advertising Revenue		\$ -	
		<b>Subtotal</b>		<b>\$ -</b>
		<b>Total Revenue</b>		<b>\$ 873,200.00</b>
<b>EXPENSES</b>				
<b>Administration</b>	Staff Allocation	<b>Note 1</b>	\$ 29,375.00	
	Source Deductions		\$ 33,000.00	
	Admin Wages		\$ 24,000.00	
	Bookkeeper		\$ 12,000.00	
		<b>Total</b>		<b>\$ 98,375.00</b>
<b>Events</b>	Tourism Events		\$ 11,500.00	
	Sports		\$ 10,000.00	
	Community BBQ		\$ 3,500.00	
	Event Sponsorship		\$ 12,500.00	
	Halloween		\$ 3,000.00	
	Member Networking		\$ 2,500.00	
	Taste of Yaletown		\$ 30,000.00	
	Christmas Events		\$ 100,000.00	
	Staff Allocation	<b>Note 1</b>	\$ 23,375.00	
		<b>Total</b>		<b>\$ 196,375.00</b>
<b>Marketing</b>	Brochure & Racking		\$ 10,664.40	
	Social Media		\$ 500.00	
	Concierge Marketing		\$ 3,000.00	
	Marketing Wages		\$ 48,000.00	
	Advertising		\$ 38,451.00	
	Production		\$ 7,573.00	
	Website maintenance		\$ 5,000.00	
	Staff Allocation	<b>Note 1</b>	\$ 23,375.00	
		<b>Total</b>		<b>\$ 136,563.40</b>
<b>Eco Development</b>	Area WiFi		\$ 40,000.00	
	Staff Allocation	<b>Note 1</b>	\$ 17,375.00	
				<b>\$ 57,375.00</b>

**Yaletown BIA  
Budget 2017 - 2018  
AGM**

<b>Operations</b>	Accounting/legal		\$ 9,000.00	
	Equipment		\$ 3,500.00	
	Insurance		\$ 4,500.00	
	Supplies, repairs, maintenance		\$ 3,500.00	
	Rent		\$ 55,000.00	
	Additional rent cost		\$ 6,000.00	
	Utilities		\$ 5,500.00	
	AGM		\$ 4,000.00	
	Staff Allocation	Note 1	\$ 29,375.00	
		<b>Total</b>		<b>\$ 120,375.00</b>
<b>Security</b>	Security Patrols/VPD		\$ 42,000.00	
	Staff Allocation	Note 1	\$ 34,750.00	
		<b>Total</b>		<b>\$ 76,750.00</b>
<b>Street Beautification</b>	Planters & Paving		\$ 26,000.00	
	Cleaning & Janitorial		\$ 33,300.00	
	Street Banners		\$ 10,000.00	
	Special Projects		\$ 7,000.00	
	Decorative Lighting		\$ 30,000.00	
	Area Painting		\$ 10,000.00	
	Staff Allocation	Note 1	\$ 17,375.00	
		<b>Total</b>		<b>\$ 133,675.00</b>
<b>Contingency</b>				<b>\$ 53,711.60</b>
<b><u>TOTAL EXPENSES</u></b>				<b>\$ 873,200.00</b>
			Difference	<b>0.00</b>
<b>Note 1</b>				

The staff allocation is based on the City of Vancouver BIA Budget Template.

BY-LAW NO. \_\_\_\_\_

**A By-law to Grant Money for a Business Promotion Scheme  
in the XXXX 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 "XXXX Business Improvement Area Grant Allocation By-law".

2. In this By-law:

"accountant" means a member in good standing, or a partnership whose partners are members in good standing, of the Chartered Professional Accountants of British Columbia and who is authorized to carry on public practice;

"Association" means the XXXX Business Improvement Association;

"audited financial statements" mean financial statements that have been audited by an accountant and that include a Statement of Financial Position, a Statement of Revenue and Expenditures, a Statement of Cash Flows, a Statement of Retained Earnings or Equity, and a separate schedule for grant money and revenue derived from grant money;

"budget" means a budget based on a fiscal year commencing April 1, containing information sufficient in detail to describe anticipated expenses and revenues, including anticipated non-grant expenses and revenues, and that has been approved at a general meeting of the Association;

"business improvement area" means the area of the city designated by Council as the XXXX Business Improvement Area;

"business promotion scheme" means a business promotion scheme as defined in section 455 of the Vancouver Charter;

"declaration of meeting" means a document that includes a copy of the draft minutes of a general meeting, together with a declaration that all persons eligible to be BIA members were notified of the meeting, the meeting was duly convened and conducted, a quorum was achieved and maintained, and, in the case of an annual general meeting, that the budget and audited financial statements were approved;

"Director" means the Director of Finance appointed by Council and any person authorized to act on behalf of the Director of Finance;

"grant money" means any money granted to the Association by Council pursuant to this By-law;

“list of directors” means a list of the names and executive positions of continuing and newly elected directors, together with contact information for one director;

“owner” means all persons who own class 5 or class 6 properties in the business improvement area;

“summary budget” means a budget in a form satisfactory to the Director; and

“tenant” means all persons who lease class 5 or class 6 properties in the business improvement area.

3. Subject to the XXXX Business Improvement Area Designation By-Law, the terms and conditions set out in this By-law, and Council’s approval of the budget referred to in section 4, Council, by annual resolution, may grant money to the Association at such times and in such amounts as Council determines.

4. The grant money may be paid to the Association, subject to the following conditions:

- (a) the Association must have as one of its aims, functions or purposes the planning and implementation of a business promotion scheme;
- (b) the Association must give at least 60 days notice to the Director of any general meeting at which the Association proposes the amendment of its constitution or by-laws, together with the text of the proposed amendments;
- (c) the Association must not alter its constitution and by-laws without first obtaining the consent of the Director;
- (d) the grant money must only be spent by the Association;
- (e) the Association must only spend the grant money for a business promotion scheme;
- (f) on or before December 31<sup>st</sup> of each year, the Association must submit a summary budget and a budget to the Director for approval by Council;
- (g) on or before September 30<sup>th</sup> of each year, the Association must deliver the Association’s audited financial statements to the Director;
- (h) the Association must keep grant money and revenue derived from grant money in a separate account or sub-account;
- (i) the Association must:
  - (i) have sufficient funds to pay all its debts, and
  - (ii) insofar as possible, pay all its debts,by the end of the fiscal year;

- (j) the Association must permit the Director to inspect all financial records that, in the opinion of the Director, must be inspected in order to verify and obtain further particulars of budgets and audited financial statements as they relate to grant money, except that such inspections must take place during normal business hours and on reasonable notice;
- (k) the Association may invest any grant money not required for immediate use but must do so only in securities in which trustees are authorized to invest in accordance with the Trustee Act of British Columbia;
- (l) the Association must carry commercial general liability insurance:
  - (i) in the amount of at least \$5,000,000.00,
  - (ii) with a maximum deductible of \$5000.00,
  - (iii) naming the city as an additional named insured,
  - (iv) containing a cross coverage provision, and
  - (v) including an endorsement stating that the Director will be given 60 days' notice of any material change to or cancellation of the policy;
- (m) the Association must provide proof of insurance, to the satisfaction of the Director, annually and within 30 days of the effective date of the insurance or insurance renewal;
- (n) the Association must give notice to the Director of every general meeting, other than a meeting referred to in subsection (b), together with the financial and membership information that is provided to owners and tenants in accordance with subsection (o), at least 14 days before the date scheduled for the meeting if delivered by hand or transmitted via facsimile or electronically, and at least 21 days before the date scheduled for the meeting if delivered by any other means;
- (o) the Association must give notice of every general meeting to all owners and tenants, together with the proposed budget, the audited financial statements, and membership application information, at least 14 days before the date scheduled for the meeting if delivered by hand or transmitted via facsimile or electronically, and at least 21 days before the date scheduled for the meeting if delivered by any other means;
- (p) notice of a general meeting:
  - (i) must be given to owners to their address as ascertained from the most recent assessment roll for the City of Vancouver,
  - (ii) may be given to tenants or the Director by hand delivery to their business address, or by mail, e mail or facsimile or similar means, and
  - (iii) must not be given solely by means of publication in a newspaper or on a website;

- (q) the quorum at a general meeting must be a minimum of 15 persons present in person or by proxy, except that each proxy holder present must hold no more than one proxy vote;
- (r) within 30 days of every general meeting, the Association must submit to the Director:
  - (i) a declaration of meeting, and
  - (ii) in the case of an annual general meeting, a list of directors; and
- (s) the board of directors of the Association must include at least one property owner and one business owner.

5. The Association must comply with all the provisions of this By-law.

6. If, in the opinion of the Director, the Association has failed to comply with any of the provisions in this By-law, the Director may withhold payment of all or part of the grant money.

7. This By-law is to come into force and take effect on April 1, 20XX, and is to expire and have no further force or effect after March 31, 20XX.

ENACTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk