

ADMINISTRATIVE REPORT

Date: March 18, 2002
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RTS No. 02603
CC File No. 8300
Council: March 26, 2002

TO: Vancouver City Council
FROM: Director of City Plans, in consultation with the Director of Finance
SUBJECT: Approval of 2002-2003 Business Improvement Area (BIA) Budgets

RECOMMENDATION

THAT Council approve the BIA Business Promotion Schemes and Budgets for the 2002-2003 year listed below and instruct staff to bring forward the appropriate rating by-laws:

<u>BIA</u>	<u>LEVY</u>
<i>Downtown</i>	<i>\$1,800,000</i>
<i>Robson</i>	<i>316,731</i>
<i>Kerrisdale</i>	<i>235,000</i>
<i>Mount Pleasant</i>	<i>160,000</i>
<i>Gastown</i>	<i>304,000</i>
<i>Davie Village</i>	<i>74,379</i>
<i>South Granville</i>	<i>305,150</i>
<i>Yaletown</i>	<i>188,000</i>
<i>Chinatown</i>	<i>108,900</i>
<i>Commercial Drive</i>	<i>110,250</i>
<i>Marpole</i>	<i>100,000</i>
<i>Strathcona Area</i>	<i>250,000</i>
<i>Collingwood</i>	<i>92,000</i>
<i>Hastings North</i>	<i>250,000</i>
<i>Kitsilano Fourth Avenue</i>	<i>100,000</i>

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services RECOMMENDS approval of the foregoing.

COUNCIL POLICY

Each year, BIA Boards are required to obtain approval of their forthcoming year's promotion plan and budget from their members at a general meeting and from City Council.

PURPOSE

The purpose of this report is to request Council's approval of the 2002-2003 budgets for fifteen BIAs, and to instruct staff to prepare appropriate rating by-laws. As of the date of this Report, the Fraser Street BIA has not determined a budget for 2002-2003, and appears unlikely to do so in time for the May/June property tax billing.

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BACKGROUND

Funding for Business Improvement Areas is advanced by Council and recovered through property taxes. Each year Council approves BIA budgets and staff prepare rating by-laws for Council's enactment. After the rating by-laws are enacted, funds are released to the BIA societies in April and recovered through subsequent property taxes.

The 2002-03 budgets for fifteen BIAs are presented in this report.

DOWNTOWN VANCOUVER BIA BUSINESS PROMOTION SCHEME AND BUDGET 2002-03

The Downtown Vancouver Business Improvement Association (DVBIA) has submitted the following business promotion scheme and budget for Council's approval. They request a recoverable grant of \$1,800,000 for 2002-03.

REVENUE

a.	Levy Request	\$1,800,000	
b.	Interest	<u>18,000</u>	
	TOTAL		\$1,818,000

EXPENDITURES

a.	Entertainment and Retail Development	\$ 86,404	
b.	Marketing and Advocacy	254,570	
c.	Maintenance, Security, and Access	1,071,059	
d.	Research and Communications	149,421	
e.	Office Expenses & Administrative Costs	250,810	
f.	Contingency	<u>5,736</u>	
	TOTAL		<u>\$1,818,000</u>

Projected Operating Fund at Year End \$430,529

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 28, 2001. The DVBIA currently has a surplus of \$357,138, which represents approximately \$60,000 carried over from previous fiscal years and \$290,000 from fiscal 2000-2001. The latter amount represents a combination of fewer billable hours in the Downtown Ambassador program, and a planned accrual of funds to be applied to future budgets as part of a commitment to keep annual budget increases at or below 3%. Details of the budget are provided in Appendix A. This is the third year of the BIA's third renewal term (ten-year term).

ROBSON STREET BIA BUSINESS PROMOTION SCHEME AND BUDGET 2002-03

The Robson Street Business Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$316,731 for 2002-03.

REVENUE

a.	Levy Request	\$316,731	
b.	Projected interest	5,000	
c.	GST rebate	<u>7,172</u>	
	TOTAL		\$328,903

EXPENDITURES

a.	Marketing and Promotion	\$100,000	
b.	Community Relations and Contributions	33,000	
c.	Street Enhancement and Custodian	82,420	
d.	Administrative Costs	107,034	
e.	Contingency	<u>6,449</u>	
	TOTAL		<u>\$328,903</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 19, 2001. The RSBA currently has an accrued sum of \$112,000, of which \$80,000 is earmarked for lighting improvements, and \$24,000 for strategic planning and market research, to be undertaken in the upcoming fiscal year. Details of the budget are attached as Appendix B. This is the second year of their third five-year mandate.

KERRISDALE BIA BUSINESS PROMOTION SCHEME AND BUDGET FOR 2002-2003

The Kerrisdale Business Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$235,000 for 2002-03.

REVENUE

a.	Levy Request	\$235,000	
b.	Interest Income	500	
c.	Fundraising	15,000	
d.	Parkade Management Fee	<u>6,000</u>	
	TOTAL		\$256,500

EXPENDITURES

a.	Events, Advertising and Promotion	\$91,000	
b.	Street Beautification, Banners and Signage	51,000	
c.	Security	68,000	
d.	Office & Administrative Costs; Newsletter	<u>46,500</u>	
	TOTAL		<u>\$256,500</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 27, 2001. Details of the budget are provided in Appendix C. This is the second year of their third five-year mandate.

GASTOWN BIA BUSINESS PROMOTION SCHEME AND BUDGET FOR 2002-03

The Gastown Business Improvement Society has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$304,000 for 2002-03.

REVENUE

a.	Levy Request	\$304,000	
b.	Funds Carried Over, and Transfer from Reserve	<u>\$9,000</u>	
	TOTAL		\$313,000

EXPENDITURES

a.	Marketing, Special Events and Public Relations	\$77,000	
b.	Street Enhancement, Maintenance, Safety and Security	143,000	
c.	Communications, Fees and Operating Expenses	88,000	
d.	Contingency	<u>5,000</u>	
	TOTAL		<u>\$313,000</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 19, 2001. Details of the budget are provided in Appendix D. This is the fourth year of their third five-year mandate.

MOUNT PLEASANT BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The Mount Pleasant Commercial Improvement Society has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$160,000 for 2002-03.

REVENUE

a.	Levy Request	\$160,000	
b.	Interest, Grants	8,000	
c.	Advertising	<u>5,000</u>	
	TOTAL		\$173,000

EXPENDITURES

a.	Business / Tourism Development, Gov't/Comm. Rel'ns	\$36,000	
b.	Street Enhancement, Facade Grants	49,000	
d.	Safety and Security	10,000	
d.	Office Expenses and Administration	<u>78,000</u>	
	TOTAL		<u>\$173,000</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 25, 2001. Details of the budget are provided in Appendix E. This is the fourth year of their third renewal term (ten year term).

DAVIE VILLAGE BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-2003

The Davie Village Business Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$74,379 for 2002-03.

REVENUE

a.	Levy Request	\$74,379	
b.	Interest	<u>600</u>	
	TOTAL		\$74,979

EXPENDITURES

a.	Promotion	\$1,000	
b.	Street Enhancement and Maintenance	51,000	
c.	Operating Expenses	15,600	
d.	Contingency	<u>7,379</u>	
	TOTAL		<u>\$74,979</u>

Projected Operating Fund at Year End \$NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 25, 2001. Further details of the budget are provided in Appendix F. This is the fourth year of their initial five-year mandate.

SOUTH GRANVILLE BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The South Granville Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$305,150 for 2002-03.

REVENUE

a.	Levy Request	\$305,150	
b.	Carried over funds	<u>38,000</u>	
	TOTAL		\$343,150

EXPENDITURES

a.	Marketing, Communication, and Advocacy	\$111,000	
b.	Street Enhancement	60,000	
c.	Access and Security	71,000	
d.	Administration	96,150	
e.	Contingency	<u>5,000</u>	
	TOTAL		<u>\$343,150</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 27, 2001. Further details of the budget are provided in Appendix G. The members also approved a mid-term funding-ceiling increase (from \$880,000 to \$1,440,000) to enable the SGBIA to maintain its current level of expenditure for the balance of its five year term. This is the fourth year of their initial five-year mandate.

YALETOWN BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The Yaletown Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$188,000 for 2002-03.

REVENUE

a.	Levy Request	\$188,000	
b.	Filming and misc. revenues	<u>\$4,000</u>	
	TOTAL		\$192,000

EXPENDITURES

a.	Special Events, Communication and Networking	\$67,000	
b.	Safety and Security	34,200	
c.	Administration	68,111	
d.	Street Enhancement and Maintenance	22,500	
e.	Undetermined	<u>189</u>	
	TOTAL		<u>\$192,000</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 27, 2001. Further details of the budget are provided in Appendix H. This is the fourth year of their initial five-year mandate.

CHINATOWN BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The Vancouver Chinatown BIA Society has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$108,900 for 2002-03.

REVENUE

a.	Levy Request	\$108,900	
b.	Membership Fees	\$500	
c.	Interest	<u>\$1,400</u>	
	TOTAL		\$110,800

EXPENDITURES

a.	Special Events, Advertising and Promotion	\$20,700	
b.	Street Enhancement and Maintenance	23,150	
d.	Safety and Security	28,000	
d.	Administration and Operations	36,932	
e.	Contingency	<u>2,018</u>	
	TOTAL		<u>\$110,800</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on June 26, 2001. Further details of the budget are provided in Appendix I. This is the third year of their initial five-year mandate.

COMMERCIAL DRIVE BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The Commercial Drive Business Society has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$110,250 for 2002-03.

REVENUE

a.	Levy Request	\$110,250	
b.	Contingency Fund	<u>3,800</u>	
	TOTAL		\$114,050

EXPENDITURES

a.	Marketing and Special Events	\$36,500	
b.	Street Enhancement, Graffiti Removal, Newsletter	20,500	
c.	Administration	53,800	
d.	Contingency Reserve	<u>3,250</u>	
	TOTAL		\$ <u>114,050</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on October 23, 2001. Further details of the budget are provided in Appendix J. This is the third year of their initial five-year mandate.

MARPOLE BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The Marpole Business Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$100,000 for 2002-03.

REVENUE

a.	Levy Request	\$100,841	
b.	GST Rebate	<u>1,000</u>	
	TOTAL		\$101,841

EXPENDITURES

a.	Promotion, Communication & Community Rel'ns	\$24,850	
b.	Street Enhancement	36,000	
c.	Administration	15,150	
d.	City Adjustment for 2001-02 Levy Shortfall	841	
e.	Contingency	<u>25,000</u>	
	TOTAL		\$ <u>101,841</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 12, 2001. Further details of the budget are provided in Appendix K. This is the third year of their initial five-year mandate.

STRATHCONA AREA BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The Strathcona Area Merchants Society has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$250,000 for 2002-03.

REVENUE

a. Levy Request	<u>\$250,000</u>	
	TOTAL	\$250,000

EXPENDITURES

a. Marketing and Promotion	\$46,950	
b. Street Enhancement/Cleanup	22,500	
c. Street Activities Initiative	81,000	
d. Administration / Operating Expenses	74,550	
e. Levy Equalization	<u>25,000</u>	
	TOTAL	<u>\$250,000</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 11, 2001. At that meeting staff noted concern regarding a \$200,000 surplus indicated in the 2000-2001 financial statements. The Society indicated this surplus was due to staff turnover causing delay in implementing programs and projects. The Society intends to deplete the funds on upcoming projects, such as a more extensive banner installation and a possible security program. Further details of the budget are provided in Appendix L. This is the third year of their initial five-year mandate.

COLLINGWOOD BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The Collingwood Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$92,000 for 2002-03.

REVENUE

a. Levy Request	<u>\$92,000</u>	
	TOTAL	\$92,000

EXPENDITURES

a. Marketing & Promotion, and Special Events	\$11,000	
b. Street Enhancement	25,500	
c. Crime Prevention	15,000	
d. Administration and Communication	29,000	
e. Contingency	<u>11,500</u>	
	TOTAL	\$ <u>92,000</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 20, 2001. Further details of the budget are provided in Appendix M. This is the second year of their initial five-year mandate.

HASTINGS NORTH BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-2003

The Hastings North Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$250,000 for 2002-03.

REVENUE

a. Levy Request	<u>\$250,000</u>	
	TOTAL	\$250,000

EXPENDITURES

a.	Shop Local, Marketing and Promotions	\$50,000	
b.	Safety and Security	54,000	
c.	Cleanup and Beautification	86,000	
d.	Resource Centre - Staff, Rent, Capital Costs	<u>60,000</u>	
	TOTAL		\$ <u>250,000</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 25, 2001. Further details of the budget are provided in Appendix N. This is the second year of their initial five-year mandate.

KITSILANO FOURTH AVENUE BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2002-03

The KCC 4th Avenue Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$100,000 for 2002-03.

REVENUE

a.	Levy Request	<u>\$100,000</u>	
	TOTAL		\$100,000

EXPENDITURES

a.	Business Promotion and Special Events	\$26,000	
b.	Street Enhancement - Banners / Street Improvements	40,500	
c.	Staffing and Administration	23,500	
d.	Educational Programs	5,000	
e.	Contingency	<u>5,000</u>	
	TOTAL		\$ <u>100,000</u>

Projected Operating Fund at Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 26, 2001. Further details of the proposed budget are provided in Appendix O. This is the second year of their initial five-year mandate.

SUMMARY

All the BIAs have complied with the requirements set out in the City's BIA Grant Allocation By-law and the City's operational guidelines (see Appendices P and Q). City staff have reviewed the audited financial statements of all the existing BIAs. The proposed Business Promotion Schemes are in keeping with the spirit of the BIA legislation. Staff recommend approval of the BIAs' 2002-2003 budgets.

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Downtown Vancouver Business Improvement Association
PROPOSED BUDGET: PROGRAMS, STAFF & ADMINISTRATION
APRIL 1, 2002 - MARCH 31, 2003

REVENUES

B.I.A. levy	\$1,800,000
Interest	<u>18,000</u>
TOTAL REVENUES	\$1,818,000

EXPENDITURES

Programming Expenditures

Committees

Entertainment / Retail	\$ 86,404
Marketing & Communications	227,803
Business Community Interests	26,767
Maintenance & Security	1,047,438
Transportation and Parking	<u>23,621</u>
Sub-Total	\$1,412,033

Communications

Meetings/Member Relations/Staff Allocation	\$ 38,961
Newsletter/Bulletin/Annual Report	<u>92,460</u>
Sub-Total	\$ 131,421

Research

Research	<u>\$ 18,000</u>
Sub-Total	\$ 18,000

TOTAL PROGRAMMING

\$1,561,454

Administrative Expenditures

Professional fees	\$ 6,790
Bank charges & interest	800
Depreciation	2,000
Equipment lease	4,200
Equipment replacement	4,220
Insurance	5,500
Memberships	5,500
Conferences & education	18,000
Repair & maintenance	5,730
Office rent	27,500
Office supplies	11,000
Publications	1,000
Telephone	6,000
Wages and benefits	<u>152,570</u>

TOTAL ADMINISTRATIVE

\$ 250,810

TOTAL EXPENDITURES (Programming + Administrative)

\$1,812,264

EXCESS REVENUES (EXPENDITURES)

\$ 5,736

PROJECTED OPERATING FUND, BEGINNING OF YEAR

\$ 424,793

PROJECTED OPERATING FUND, END OF YEAR

\$ 430,529

II

PROPOSED PROGRAM EXPENDITURES
APRIL 1, 2002 - MARCH 31, 2003

Entertainment/Retail

Banners	\$ 15,000
Cooperative Advertising	\$ 12,000
Promotional Event	\$ 10,000
Beautification Project	\$ 9,800
Promotional Pieces	\$ 7,500
Event Sponsorship	\$ 1,500
Contingency	\$ 4,298
Sub-total	\$ 60,098
Staff allocation	\$ 26,306
Total	\$ 86,404

Marketing & Communications

Celebrate the Arts	\$ 30,000
Co-operative Advertising	\$ 32,000
Awareness Campaign	\$ 127,000
Sponsorships	\$ 8,497
Contingency	\$ 4,000
Sub-total	\$ 201,497
Staff allocation	\$ 26,306
Total	\$ 227,803

Business Community Interests

Research/Advocacy	\$ 5,000
Sponsorship	\$ 3,000
Roundtable Discussions	\$ 1,000
Contingency	\$ 678
Sub-total	\$ 9,678
Staff allocation	\$ 17,089
Total	\$ 26,767

Maintenance & Security

Downtown Ambassadors	\$ 595,722
Loss Prevention Officers	\$ 256,895
Crime Prevention Services	\$ 88,471
Downtown Clean Team	\$ 52,531
Crime Prevention Information & Education	\$ 27,500
Business Links	\$ 1,000
Contingency	\$ 8,230
Sub-total	\$1,030,349
Staff allocation	\$ 17,089
Total	\$1,047,438

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Transportation & Parking	
Policy Development	\$ 5,000
Contingency	\$ 1,532
Sub-total	\$ 6,532
Staff allocation	\$ 17,089
Total	\$ 23,621
Communications	
Newsletter/Bulletin/Annual Report	\$ 92,460
AGM	\$ 8,543
Member Relations	\$ 3,250
Board/Executive Meetings	\$ 3,215
Sub-total	\$ 107,468
Staff allocation	\$ 23,953
Total	\$ 131,421
Research	\$ 18,000

RECEIPTS	2002-2003 Budgeted Receipts
Grants - City	\$ 316,731.00
GST Recovery	\$ 7,172.00
Interest Inc. - GICs	\$ 5,000.00
Total Revenue	\$ 328,903.00
EXPENDITURES	
ADMINISTRATIVE	
Accounting, Audit, Legal	\$ 2,700.00
Ammortization	\$ -
Bank Charges	\$ 150.00
Board, Exec & AGM Meetings	\$ 4,450.00
Conferences	\$ 300.00
Education	\$ -
Equipment Purchase	\$ 3,600.00
Equipment Rental	\$ 3,560.00
Insurance	\$ 2,500.00
Membership & Dues	\$ -
Office Rent	\$ 13,534.00
Postage & Courier	\$ 1,300.00
Repairs & Maintenance	\$ 500.00
Research & Planning	\$ -
Subscriptions	\$ 200.00
Supplies	\$ 3,000.00
Telephone & Fax	\$ 2,240.00
TOTAL ADMINISTRATIVE	\$ 38,034.00
COMMUNITY RELATIONS	
General expense	\$ 5,000.00
Newsletters	\$ 3,000.00
Seminars-Memberships	\$ -
TOTAL COMMUNITY RELATIONS	\$ 8,000.00
CONTRIBUTIONS	
General expense	\$ -
Donations	\$ -
Outreach	\$ 25,000.00
TOTAL CONTRIBUTIONS	\$ 25,000.00
MARKETING & PROMOTION	
General expense	\$ 800.00
Advertising	\$ 84,000.00
Promotions	\$ 10,000.00
Website	\$ 5,200.00
Research	\$ -
TOTAL MARKETING & PROMO	\$ 100,000.00
STREET ENHANCEMENT	
General expense	\$ -
Banners	\$ 36,000.00
Cleaning - Daily Supplies	\$ 1,000.00
Cleaning - Power Wash	\$ 14,000.00
Cleaning - Additional	\$ 3,000.00
Electrical	\$ 10,000.00
Furniture	\$ -
Maintenance - Decorative Lighting	\$ 4,000.00
TOTAL STREET ENHANCEMENT	\$ 68,000.00
WAGES & BENEFITS	
Wages Administration	\$ 60,000.00
Wages Custodian	\$ 14,420.00
Vacation Pay Expense	\$ 3,000.00
Employer Expense	\$ 6,000.00
TOTAL WAGES & BENEFITS	\$ 83,420.00
Total Disbursements	\$ 322,454.00
Contingency	\$ 6,449.00
TOTAL BUDGETED EXPENDITURES	\$ 328,903.00

KERRISDALE BUSINESS ASSOCIATION REVENUE & EXPENDITURE PLAN

FOR NEXT 5 YEAR BIA RENEWAL 2002 - 2006

	Current	New 5 Year Plan				
	Year	Budget	Budget	Budget	Budget	Budget
	Budget	Budget	Budget	Budget	Budget	Budget
	March 31st	March 31st	March 31st	March 31st	March 31st	March 31st
	2001	2002	2003	2004	2005	2006
REVENUE						
Grants - City of Vancouver	\$215,000	\$225,000	\$235,000	\$245,000	\$255,000	\$265,000
Interest Income	\$500	\$500	\$500	\$500	\$500	\$500
Fundraising activities (Carnival Days)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Kerrisdale Parkade - Management Fee	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Total Revenue	\$236,500	\$246,500	\$256,500	\$266,500	\$276,500	\$286,500
EXPENDITURES						
Advertising & promotion						
Banners & Signage	\$15,000	\$15,000	\$15,250	\$15,500	\$15,750	\$16,000
Christmas promotion	\$20,000	\$25,000	\$26,500	\$28,000	\$29,500	\$30,000
General promotion	\$3,500	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Carnival Days - April*	\$18,000	\$20,000	\$20,750	\$21,500	\$22,000	\$22,500
Carnival Days - August*	\$20,000	\$20,000	\$20,750	\$21,500	\$22,000	\$22,500
Security	\$65,000	\$65,000	\$68,000	\$71,000	\$74,000	\$75,000
Street Beautification	\$38,000	\$35,000	\$35,750	\$37,000	\$38,750	\$40,500
Summer music	\$5,000	\$7,500	\$8,000	\$8,500	\$9,000	\$9,500
Planning & Development	\$13,000					\$3,000
Total	\$197,500	\$202,500	\$210,000	\$218,000	\$226,000	\$234,000
Percentage of Revenue	84%	82%	82%	82%	82%	82%
Administration & other						
Administrator/Coordinator	\$25,800	\$30,000	\$31,500	\$33,000	\$34,000	\$35,000
Audit & accounting fees	\$2,500	\$2,500	\$2,600	\$2,600	\$2,800	\$3,000
Insurance	\$3,000	\$3,000	\$3,250	\$3,500	\$3,750	\$4,000
Newsletter	\$5,000	\$3,750	\$4,000	\$4,000	\$4,250	\$4,500
Office & misc.	\$2,700	\$4,750	\$5,150	\$5,400	\$5,700	\$6,000
Total	\$39,000	\$44,000	\$46,500	\$48,500	\$50,500	\$52,500
Percentage of Revenue	16%	18%	18%	18%	18%	18%
Total Expenditures	\$236,500	\$246,500	\$256,500	\$266,500	\$276,500	\$286,500

* Note - Carnival Days expenditures are partially subsidized by fundraising activities.

Mount Pleasant Commercial Improvement Society

Detailed Proposed BUDGET for April 1, 2002 to March 31, 2003.

REVENUE City Tax Levy

Current	2001-2002	\$ 150,000
NEW	2002-2003 (April 1)	\$ 160,000

REVENUE Other Sources

Advertising	\$ 5,000
Grants & Bank Interest *	\$ 8,000
TOTAL	\$ 13,000

EXPENSES Current NEW Change

Administration

Auditor	\$ 2,400	\$ 2,400	\$ 0
Insurance	1,400	1,400	0
Meetings/Conferences	1,200	1,200	0
Sub-Total	\$ 5,000	\$ 5,000	0

Resource Centre & Project Support

Office Supplies	\$ 5,000	5,800	800
Rent/Telephone/Internet	14,000	14,200	200
Member/Centre support	50,600	53,000	2,400
Sub-Total	\$ 69,600	\$ 73,000	+ 3,400

Special Project Costs - Committees

Business & Tourism Dev.	\$ 22,500	27,000	4,500
Facade Grants	10,000	10,000	0
Gov't & Community Rel.*	8,700	9,000	300
Safety & Security *	10,000	10,000	-
Street Enhancement	37,000	39,000	2,000
Sub-Total	\$ 88,200	\$ 95,000	+ 4,800

Total Expenditures	\$ 162,800	\$ 173,000
less Revenues	10,800	13,000
less Levy	150,000	160,000
REMAINDER	(2000)	0

* Includes Student staffing Grants & Student Staffing expenditures.

If grants are not received for the student staffing then both grant revenue and Committee/Project expenses will decrease.

**GASTOWN BUSINESS IMPROVEMENT SOCIETY
PROPOSED OPERATING BUDGET**

APPENDIX E
Page 1 of 1

APRIL 1, 2002 - MARCH 31, 2003

MARKETING:

i)	Public Relations	30,000.00
ii)	Jazz Festival	15,000.00
iii)	Gastown Brochure	16,000.00
iv)	Tour Guide Program	9,000.00
v)	Gastown Grand Prix	5,000.00
vi)	Web Site Maintenance	2,000.00

SUB TOTAL **77,000.00**

PHYSICAL PLANT & LONG-TERM ENHANCEMENT PROGRAMS

i)	Hanging Baskets	25,000.00
ii)	Street Presence/Security	90,000.00
iii)	Banners	10,000.00
iv)	Steam Clock Maintenance	3,000.00
iv)	Steam Clock Upgrade (carried forward from 2001 budget)	9,000.00
v)	Tree Lights	6,000.00

SUB TOTAL **143,000.00**

OPERATIONS

A) Corporate Communications

i)	General Communications	2,000.00
ii)	AGM	2,000.00

B) Fees & Services

i)	Association Memberships	1,000.00
ii)	Insurance	3,000.00
iii)	Legal Fees	2,000.00
iv)	Audit Fees	3,000.00

C) Operating Expenses

i)	Wages & Employer Expenses	56,000.00
ii)	Office Supplies	2,000.00
iii)	Telephone/Fax	3,000.00
iv)	Postage	2,000.00
v)	Equipment	2,000.00
vi)	Board/Membership Meetings	2,000.00
vii)	Rent	6,000.00
viii)	IDA Conference	2,000.00

SUB TOTAL **88,000.00**

CONTINGENCY **5,000.00**

TOTAL PROPOSED BUDGET **313,000.00**

TOTAL PROPOSED BUDGET FROM BIA LEVY **304,000.00**

Davie Village Business Association
Proposed Budget
For the year April 01, 2002 to March 31, 2003

Income	
Grant – City of Vancouver	
Interest	\$ 74,379
	<u>600</u>
	<u>74,979</u>
Expenses	
Operating	
Audit	
Bank charges	2,000
Sub-contract labour	200
Bookkeeping	8,400
Honourariums	1,000
Insurance	200
Legal	800
Meetings and conferences	300
Newsletter	800
Office, postage & miscellaneous	300
Telephone	1,000
	<u>600</u>
	<u>15,600</u>
Davie Street Beautification	
Banners, installation & removal	22,000
Custodian and janitorial supplies	13,000
Pole painting	4,000
Powerwashing	12,000
Sanitation cart	0
Streetscape option report	0
	<u>0</u>
	<u>51,000</u>
BIA promotion	1,000
Total expenses	<u>67,600</u>
Operating surplus (deficit)	7,379
Surplus, beginning of year	41,972
	<u>49,351</u>
Restricted for future capital improvements	
* Garbage cans and removal	10,000
* Lanterns and streetscape improvements	20,000
* Sidewalk repair	5,000
Restricted surplus	<u>35,000</u>
Unrestricted surplus, end of year	<u>\$ 14,351</u>

* Represents non-levy items from previous financial years.

South Granville BIA 5 Year Budget Plan

DRAFT

	1999 / 2000	2000 / 2001	Current Year 2001 / 2002	Proposed 2002/2003	Proposed 2003/2004
Total Budget	\$ 281,000.00	\$ 298,000.00	\$ 322,800.00	\$ 343,150.00	\$ 354,800.00
Levy Amounts	\$ 281,000.00	\$ 198,000.00	\$ 298,000.00	\$ 305,150.00	\$ 354,800.00
Street Enhancement					
Banner Program		\$ 29,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Pole Painting			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Street Signage			\$ 7,000.00		
Lights for Poles (not used until 2001)		\$ 24,000.00		\$ 1,000.00	\$ 1,000.00
Sidewalk powerwashing		\$ 6,000.00			
Hanging baskets			\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
basket hardware			\$ 5,000.00		
Other projects TBD				\$ 11,000.00	\$ 11,000.00
Street Enhancement Total	\$ 126,450.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Security					
Street Custodian		\$ 9,200.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
Night Patrol		\$ 39,000.00	\$ 42,800.00	\$ 45,000.00	\$ 45,000.00
Education		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Security Total	\$ 52,500.00	\$ 52,800.00	\$ 52,800.00	\$ 61,000.00	\$ 61,000.00
Traffic					
	\$ 10,500.00	\$ 2,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
Advocacy					
	\$ 3,000.00	\$ 5,000.00	\$ 10,000.00	\$ 1,000.00	\$ 1,000.00
Communications					
		\$ 7,500.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00
Marketing					
General Awareness		\$ 25,000.00	\$ 23,000.00	\$ 24,500.00	\$ 25,500.00
Tourism		\$ 20,000.00	\$ 25,000.00	\$ 26,000.00	\$ 27,000.00
Summer Festival			\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
Christmas Promotion		\$ 25,000.00	\$ 20,000.00	\$ 21,500.00	\$ 22,500.00
Production		\$ 14,000.00	\$ 7,000.00	\$ 8,000.00	\$ 9,000.00
Marketing Total	\$ 85,000.00	\$ 84,000.00	\$ 100,000.00	\$ 105,000.00	\$ 110,000.00
Administration					
Office and Operating Expenses		\$ 10,950.00	\$ 32,000.00	\$ 42,150.00	\$ 47,800.00
Staff		\$ 68,000.00	\$ 52,000.00	\$ 52,000.00	\$ 52,000.00
Unrecovered GST		\$ 5,050.00	\$ 6,000.00	\$ 8,000.00	\$ 9,000.00
Total Administration	* See Note	\$ 84,000.00	\$ 84,000.00	\$ 102,150.00	\$ 108,800.00
Fixed assets				\$ 1,000.00	\$ 1,000.00
interest earned				\$ (7,000.00)	\$ (7,000.00)
Contingency	\$ 3,550.00	\$ 2,700.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Total Non Administration	\$ 3,550.00	\$ 2,700.00	\$ 5,000.00	\$ (1,000.00)	\$ (1,000.00)
Total Budget	\$ 281,000.00	\$ 298,000.00	\$ 322,800.00	\$ 343,150.00	\$ 354,800.00

Note: administration was covered under program budgets

PROPOSED BUDGET
YALETOWN BUSINESS IMPROVEMENT ASSOCIATION
APRIL 1st 2002 TO MARCH 31st 2003

APPENDIX H
Page 1 of 1

INCOME:

OTHER/MOVIES	\$ 4,000.00
BIA LEVY	\$ 188,000.00
TOTAL INCOME	\$ 192,000.00

EXPENSES:

ADMIN		
WAGES (GST INC)	\$ 52,965.00	
RENT	\$ 8,346.00	
INSURANCE	\$ 1,700.00	
OFFICE COSTS	\$ 5,100.00	\$68,111
EVENTS		
JAZZFEST	\$ 5,000.00	
SUMMERFEST	\$ 20,000.00	
OUTDOOR PHOTO EX.	\$ 1,000.00	
XMAS	\$ 2,500.00	
FARMERS MARKETS	\$ 1,500.00	\$30,000
HERITAGE		
GARBAGE	\$ 3,500.00	
BANNERS	\$ 10,000.00	
CLEAN TEAM	\$ 9,000.00	\$22,500
SECURITY		
COMMUNITY POLICE	\$ 18,000.00	
PATROLS	\$ 16,200.00	\$34,200
MEMBERSHIP		
NETWORKING	\$ 2,000.00	
COMMUNICATIONS		
MARKET RESEARCH	\$ 15,000.00	
NEWSLETTERS	\$ 6,000.00	
AQUABUS	\$ 1,000.00	
BROCHURES	\$ 10,000.00	
WEBSITE	\$ 2,000.00	
FLYERS	\$ 1,000.00	\$35,000
TOTAL EXPENSES	\$ 191,811.00	
DEF/CREDIT	\$ 189.00	

Vancouver Chinatown BIA Society**Proposed Budget
April 1, 2002 - March 31, 2003****INCOME**

City Levy		\$108,900.00
Membership Fee		\$500.00
Interest		\$1,400.00

EXPENSES**ADMINISTRATION**

Wages/ Benefits	\$22,800.00	
Rent	\$3,852.00	
Insurance	\$700.00	\$27,352.00

OPERATIONS

Office Equipment	\$3,500.00	
Audit Fees/General Acct.	\$2,500.00	
Telephone/ Fax	\$1,080.00	
Office Supplies	\$2,500.00	\$9,580.00

SPECIAL EVENTS, ADVERTISING & PROMOTION

Event Promotion & Sponsorship	\$8,000.00	
Brochure, tour guides, etc	\$7,000.00	
Newsletter	\$3,000.00	
Advertising	\$2,700.00	\$20,700.00

BEAUTIFICATION

Banner Sponsorship		
Street Lighting/Enhancement	\$14,150.00	\$14,150.00

AREA MAINTENANCE

Clean-up & Paints	\$9,000.00	\$9,000.00
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SECURITY

\$28,000.00	\$28,000.00
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CONTINGENCY

\$2,000.00	\$2,018.00
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\$110,800.00	\$110,800.00
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**Commercial Drive Business Society
Proposed Budget
2002 - 2003**

<u>Proposed Income</u>	<u>2001 - 2002 Plan</u>	<u>2002 - 2003 Plan</u>
Contingency Fund	56,100	3,800
Remittances - City of Vancouver	<u>105,000</u>	<u>110,250</u>
Total Income	\$ 161,100	\$ 114,050
 <u>Proposed Expenditures</u>		
Administration		
-Salary & Benefits	27,000	28,000
-Office Rent & Equip. & Supplies	15,000	15,000
-Meetings	1,000	1,000
-Audited Statement	1,600	1,600
-Insurance	2,000	2,000
-Miscellaneous	<u>8,200</u>	<u>6,200</u>
Total Administration	\$ 54,800	\$ 53,800
 Marketing		
-Banners	11,000	10,000
-Website	3,500	2,000
-Advertising/Media	23,500	17,000
-Special Events	8,000	7,500
-Promotional Products	<u>10,000</u>	<u>0</u>
Total Marketing	\$ 56,000	\$ 36,500
 Community		
-Banner Brackets/Install	18,000	5,500
-Newsletter	5,000	3,000
-Graffiti Removal	12,000	12,000
-Street Enhancement	<u>11,500</u>	<u>0</u>
Total Community	\$ 46,500	\$ 20,500
 Contingency Reserve	 3,800	 3,250

MBA Draft Budget 2002-2003

APPENDIX K
Page 1 of 1

Category	Yearly Total
Expenses	100,000.00
Fixed Expenses	1,350.00
Insurance	750.00
Telephone	600.00
Flexible Expenses	98,650.00
AGM & Board Costs	1,000.00
Communications	8,200.00
BIA Report	500.00
Business Directory	4,000.00
Newsletter	2,500.00
Web Site	1,200.00
Communications - Other	0.00
Community Relations	1,000.00
Memberships	500.00
Community Relations - Other	500.00
Contract Employment	15,000.00
GST	2,000.00
Legal & Auditor Services	2,000.00
Mileage	500.00
Miscellaneous	350.00
Office Supplies	600.00
Promotions	7,000.00
Proposed Increase in Funds	25,000.00
Further Street Beautification	0.00
Gateway Signage	0.00
On-going Parking Study	0.00
Security	0.00
Street Furniture	0.00
Proposed Increase in Funds - Other	25,000.00
Service Charges	0.00
Street Beautification	36,000.00
Banner Installation	10,000.00
Clean Up Program	10,000.00
Flower Pot Program	15,000.00
Street Banners	1,000.00
Street Beautification - Other	0.00
Income	101,841.59
Funding	100,000.00
GST Rebate	1,000.00
Interest Earned	0.00
Misc In	0.00
Shortfall Adjustment 00-01	841.59
From Marpole BIA 2001-2002	0.00
Total Budget Income:	101,841.59
Total Budget Expenses:	100,000.00
Difference:	1,841.59

OPERATING BUDGET SAMS BUSINESS IMPROVEMENT AREA A APRIL 1, 2002-MARCH 31, 200

EXPENDITURES:

I. MARKETING

A.) Institutional Advertising

1.) Area Presentation & Image	\$17,000	
		\$17,000

B.) Promotions

1.) Street Festival	\$6,500	
2.) Musical Festival	\$4,950	
3.) Community Events/Sponsorship	<u>\$6,000</u>	
		\$17,450

C.) Public Relations

1.) General PR/ Area Promotion	\$9,500	
2.) Police Office	<u>\$3,000</u>	
		\$12,500

SUBTOTAL

\$46,950

II.) PHYSICAL PLANT & LONG-TERM ENHANCEMENT PROGRAMS

1.) Tree Lights	\$6,500	
2.) Street Activity	\$81,000	
3.) Street & Lane Cleanup	\$4,500	
4.) Banner Program	<u>\$11,500</u>	
		\$103,500

SUBTOTAL

\$103,500

*Help organize and be involved with neighborhood employment and other social activities

OPERATIONS

A.) Personnel

1.) Salaries/Benefits	\$39,000	
2.) Part-time Help (Mgmt., Co-ordinator)	<u>\$11,500</u>	
		\$50,500

B.) Corporate Communications

1.) AGM	<u>\$1,500</u>	
		\$1,500

C.) Fees & Services

1.) Association Memberships	\$500	
2.) Insurance	\$3,000	
3.) Legal Fees	\$3,000	
4.) Audit Fees/Gen. Acct.	<u>\$3,500</u>	
		\$10,000

D.) Operating Expenses

1.) Office Supplies	\$1,500	
2.) Telephone/Fax/On-line	\$1,500	
3.) Postage	\$2,000	
4.) Equipment	\$2,500	
5.) Board/Membership Meetings	\$250	
6.) Rent/Utilities	\$4,800	
7.) Levy Equalization	<u>\$25,000</u>	
		<u>\$37,550</u>
SUBTOTAL		
		<u>\$99,550</u>
TOTAL BUDGET		<u>\$250,000</u>

Collingwood Business Improvement Association

Proposed Budget

(April 2002 to March 2003)

APPENDIX M

Page 1 of 1

<u>Revenue</u>		\$92,000.00	
BIA Levy			
Total Revenue			\$92,000.00
<u>Expenses</u>			
Crime Prevention		\$15,000.00	
Safety / Security Patrols			
Bike Patrols			
Weekend Patrols			
Education / Follow-up			
Street Enhancement		\$ 25,500.00	
Custodian	\$ 6,000		
Residential Flyer	500		
Garbage Pick-up from Alleys	4,000		
New Banner Design	2,000		
Banner Replacement (60 poles)	3,000		
New Banners	\$10,000		
Marketing & Promotion		\$ 5,000.00	
Special Events		\$ 6,000.00	
Membership		\$ 4,500.00	
Newsletter (3 issues)	\$1,500		
Member Social	1,000		
Annual General Meeting	1,000		
Recruitment	500		
Education		\$ 1,000.00	
Conferences / Meetings			
Administration		\$ 8,500.00	
Rent	0		
Telephone	0		
Stationery / Business Cards	\$1,000		
Audit	2,000		
Insurance	1,500		
Meetings	500		
Postage	1,500		
Miscellaneous	2,000		
Coordinator		\$ 15,000.00	
Contingency		\$ 11,500.00	
Total Expenses			\$92,000.00

**Hastings North
Business Improvement Association**

**PROPOSED BUDGET
April 1, 2002 to March 31, 2003**

REVENUE:	DOLLAR	% OF BUDGET
City Tax Levy	\$250,000	100%
TOTAL REVENUE	<u>\$250,000</u>	<u>100%</u>
 EXPENSES:		
Community Resource Centre <u>Administration</u>		
Wages & Benefits	\$ 35,000	14.0%
Office Rental	12,000	4.8%
Insurance (Director & premise)	2,500	1.0%
Accounting, Legal & AGM	2,500	1.0%
Telephone & Fax	2,500	1.0%
Equipment Purchases	1,000	0.4%
Repairs & Maintenance	500	0.2%
Postage & Courier	2,000	0.8%
Supplies	<u>2,000</u>	<u>0.8%</u>
Sub-Total	<u>\$ 60,000</u>	<u>24.0%</u>
 Community Improvement Programs		
<u>Safety & Security</u>		
Safety & Insurance Audits (Note 1)	\$ 10,000	4.0%
Security Patrols	20,000	5.6%
In Kind Support for CPO	14,000	5.6%
Miscellaneous	<u>10,000</u>	<u>4.0%</u>
Sub-Total	<u>\$ 54,000</u>	<u>19.2%</u>

	DOLLAR	% OF BUDGET
<u>Cleanup Program</u>		
Cleaning (triweekly) (Note 2)	\$ 15,000	6.0%
Cleaning (monthly) (Note 3)	4,000	1.6%
Anti Graffiti Program	<u>6,000</u>	<u>2.4%</u>
Sub-Total	<u>\$ 25,000</u>	<u>10.0%</u>
<u>Beautification Program</u>		
Banner Maintenance	\$ 5,000	2.0%
Seasonal Lighting Maintenance	5,000	2.0%
Street signage & Lighting upgrades (Note 4)	10,000	4.0%
Lobbying (Note 5)	15,000	6.0%
Street Furniture & amenities	15,000	6.0%
Murals	6,000	2.4%
Contingency	<u>5,000</u>	<u>2.0%</u>
Sub-Total	<u>\$ 61,000</u>	<u>24.4%</u>
<u>Shop Local Campaign</u>		
Shop Local Campaign	\$ <u>15,000</u>	<u>6.0%</u>
Sub-Total	<u>\$ 15,000</u>	<u>6.0%</u>
<u>Marketing & Promotion</u>		
Newsletter, Brochure, Info Package	\$ 12,000	4.8%
Research	10,000	4.0%
Advertising/Promotion	10,000	4.0%
Business Directory	<u>3,000</u>	<u>1.2%</u>
Sub-Total	<u>\$ 35,000</u>	<u>14.0%</u>
TOTAL EXPENDITURES	<u>\$250,000</u>	<u>100%</u>

Notes:

1. Safety and insurance audits for businesses to assist in crime-proofing premises
2. Tri-weekly cleaning of sidewalks, boulevards, etc. in Hastings North BIA area
3. Contingency fund for additional cleaning as needed such as weeding etc.
4. Street signage for area and lighting upgrades in lanes
5. Street and sidewalk improvements in light industrial area, HOV lane, etc.

The Kitsilano 4th Avenue Business Association

Proposed Budget

(April 1, 2002 – March 31, 2003)

APPENDIX O

Page 1 of 1

Revenue

BIA Levy			\$100,000
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Expenses

Administration

Administrative Expenses		\$ 8,500	
Audit	\$ 500		
Insurance	1,000		
Accounting	1,000		
Annual General Meeting	500		
Miscellaneous Office (<i>see note 1</i>)	2,500		
Newletters (4)	3,000		
BIA Coordinator, part time		\$15,000	\$ 23,500

Street Amenities

Banners		\$ 34,500	
Design	2,000		
2 Sets of Banners	24,000		
Banner Installation	8,500		
Street Improvements	6,000	\$ 6,000	\$ 40,500

Business Promotion

Various Projects	\$ 3,000		
Advertising	\$ 8,000	\$ 11,000	
Events			
Spring (Kits Days)	\$ 5,000	\$ 15,000	
Fall (Thanksgiving)	5,000		
Holiday Season	5,000		\$ 26,000

Business Improvement

Panhandling / Graffiti Education Program		\$ 3,000	
Education / Conferences		\$ 2,000	\$ 5,000

Contingency

Additional Projects / Costs; Inflation		\$ 5,000	\$ 5,000
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Total \$100,000

Note: Miscellaneous Office includes telephone answering service, internet, postage, etc.

BY-LAW NO. _____

A By-law to Grant Monies for a
Business Promotion Scheme in the
Downtown Vancouver Business Improvement Area

WHEREAS, pursuant to By-law No.8176, Council has designated an area of the City known as Downtown Vancouver as a Business Improvement Area;

AND WHEREAS an application for a grant of monies has been received from the Downtown Vancouver Business Improvement Association, hereinafter referred to as the "Society";

AND WHEREAS the Society is registered pursuant to the *Society Act* and intends to use the monies for the planning and implementation of a business promotion scheme within the said Business Improvement Area;

AND WHEREAS it is necessary to recover from the owners of land and improvements within the Business Improvement Area the full amount of any monies granted by Council to the Society;

NOW THEREFORE the Council of the City of Vancouver, in open meeting assembled, enacts as follows:

1. This by-law may be cited as the "Downtown Vancouver B.I.A. Grant Allocation By-Law No. 3".
2. Subject to By-Law No. 8176, the Council may by resolution and in each calendar year for the duration of this By-law direct payment of a sum of money to the Downtown Vancouver Business Improvement Association subject to the following terms and conditions:
 - (a) the grant shall be made at such times and in such proportions as Council shall determine;
 - (b) no monies shall be available to the Society until Council has, by resolution and upon the recommendation of the Director of Finance, approved the budget referred to in clause (d);

- (c) the grant shall be expended only by the Society and for the following purposes, hereinafter collectively referred to as "the business promotion scheme":
- advertising and promotion to encourage business within the business improvement area with emphasis on retail and tourism marketing and promotion and commercial business development, and encouragement of entertainment, sports and cultural activities within the area in furtherance of its economic and commercial welfare, including the advancement of projects, plans and improvements designed to benefit the area and carrying out all studies incidental to the objects of the Society and to further these goals, and all management and administration necessary to implement the scheme
- (d) the Society shall, on or before 31 December of every year or as otherwise determined by the Director of Finance of the City, submit to the Director of Finance a budget which is based on a fiscal year commencing April 1st, which contains information sufficient in detail to describe all anticipated expenses and revenues and which has been approved by a majority of the members of the Society who qualify pursuant to clause (l) of this section at a general meeting;
- (e) the Society shall, at intervals not exceeding three months following approval of the budget by Council, submit to the Director of Finance statements of revenues and expenditures;
- (f) the Society shall, on or before 30 September of every year, at its own expense, cause its auditor to prepare and deliver to the Director of Finance of the City audited financial statements of the Society 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;
- (g) the Society shall keep separate from any other accounts, the account used for money granted to the Society by Council pursuant to this By-law, and shall cause the revenue and expenditures resulting from the use of that separate account to be an audited schedule to the financial statements and reported separately as required by clause (e) of this section;
- (h) the Society shall not carry out any borrowing which results in an indebtedness or other obligation as to money granted to it by Council pursuant to this By-law which extends beyond the fiscal year in which that money was granted;
- (i) the Directors of the Society shall permit the Director of Finance, or a nominee of

the Director of Finance, to inspect during normal business hours on reasonable notice, all books of account, receipt, invoices, and other financial position records which the Director deems advisable for the purposes of verifying and obtaining further particulars of the budgets and any financial statements of the Society as they relate to money granted to the Society by Council pursuant to this By-law;

- (j) any money granted to the Society by Council pursuant to this By-law shall, if not required for immediate use, be invested only in such securities in which trustees are authorized by law to invest;
- (k) the Society shall at all times carry a policy of comprehensive general liability insurance in the amount of \$2,000,000 with the City as an additional named insured and with a cross coverage provision, and such policy shall contain an endorsement to provide the Director of Finance with thirty days notice of change or cancellation;
- (l) the Society shall give notice of every general meeting not less than fourteen days prior to the date scheduled for the meeting if delivered by hand or transmitted via facsimile, or twenty-one days by any other means to:
 - (i) the Director of Finance of the City;
 - (ii) 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
 - (iii) 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; and
- (m) the Society shall not alter or approve amendments to its constitution and by-laws without providing the Director of Finance with two months notice of its intention to make such alteration or amendment, and where any alteration or amendment is made without such notice the City may withhold any payments of the grant referred to herein.

3. This By-law shall come into force and take effect on April 1, 2000 and shall, unless earlier repealed, expire on and have no further force and effect from the 1st day of April, 2010.

2000. DONE AND PASSED in open Council this day of

Mayor

City Clerk

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 five 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 ~~not~~ 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.