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Downtown Vancouver Business Improvement Association
PROPOSED BUDGET: PROGRAMS, STAFF & ADMINISTRATION
APRIL 1, 2003 - MARCH 31, 2004

REVENUES

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

EXPENDITURES**Programming Expenditures****Committees**

Entertainment / Retail	\$ 85,532
Marketing & Communications	227,637
Business Community Interests	26,728
Maintenance & Security	1,064,955
Transportation and Parking	<u>23,567</u>
Sub-Total	\$1,428,419

Communications

Meetings/Member Relations/Staff Allocation	\$ 41,476
Newsletter/Bulletin/Annual Report	<u>92,922</u>
Sub-Total	\$ 134,398

Research

Research	<u>\$ 25,000</u>
Sub-Total	\$ 25,000

TOTAL PROGRAMMING**\$1,587,817****Administrative Expenditures**

Professional fees	\$ 8,000
Bank charges & interest	700
Depreciation	8,000
Equipment lease	5,500
Equipment replacement	10,000
Insurance	4,000
Memberships	5,000
Conferences & education	18,000
Repair & maintenance	5,000
Office rent	32,000
Office supplies	9,000
Publications	1,000
Telephone	5,500
Wages and benefits	<u>148,781</u>

TOTAL ADMINISTRATIVE**\$ 260,481****TOTAL EXPENDITURES (Programming + Administrative)****\$1,848,298****EXCESS REVENUES (EXPENDITURES)****(\$ 30,298)****PROJECTED OPERATING FUND, BEGINNING OF YEAR****\$ 586,006****PROJECTED OPERATING FUND, END OF YEAR****\$ 555,708**

DOWNTOWN VANCOUVER BUSINESS IMPROVEMENT ASSOCIATION
EIGHT-YEAR BUDGET FORECAST (0% INCREASE IN FY 2002/03 AND 2003/04; 1.5% IN EACH YEAR AFTERWARDS)
(6/11/2002)

	<u>FY 2002/03</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>	<u>FY 2005/06</u>	<u>FY 2006/07</u>	<u>FY 2007/08</u>	<u>FY 2008/09</u>	<u>FY 2009/10</u>
REVENUES								
B.I.A. Levy	1,829,435	1,800,000	1,827,000	1,854,405	1,882,221	1,910,454	1,939,111	1,968,198
Interest	<u>18,294</u>	<u>18,000</u>	<u>18,270</u>	<u>18,544</u>	<u>18,822</u>	<u>19,105</u>	<u>19,391</u>	<u>19,682</u>
TOTAL REVENUES	1,847,729	1,818,000	1,845,270	1,872,949	1,901,043	1,929,559	1,958,502	1,987,880
EXPENDITURES								
PROGRAMMING EXPENDITURES								
Committees	1,397,265	1,428,419	1,460,424	1,493,305	1,527,088	1,561,801	1,597,470	1,634,125
Communications	132,946	134,398	135,888	137,419	138,991	140,607	142,267	143,975
Research	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
SUB-TOTAL	1,555,211	1,587,817	1,621,312	1,655,724	1,691,079	1,727,408	1,764,737	1,803,100
ADMINISTRATIVE EXPENDITURES	242,859	260,481	266,991	273,742	280,743	288,004	295,536	303,349
TOTAL EXPENDITURES	1,798,070	1,848,298	1,888,303	1,929,466	1,971,822	2,015,412	2,060,273	2,106,449
EXCESS REVENUES (EXPENDITURES)	49,659	-30,298	-43,033	-56,517	-70,779	-85,853	-101,771	-118,569
UNRESTRICTED OPERATING FUND, BEGINNING OF YEAR	536,347	586,006	555,708	512,675	456,158	385,379	299,526	197,755
UNRESTRICTED OPERATING FUND, END OF YEAR	586,006	555,708	512,675	456,158	385,379	299,526	197,755	79,186

PROPOSED PROGRAM EXPENDITURES

Entertainment/Retail

Streetscape Enhancements	\$	24,924
Advertising & Promotion		20,902
Events & Sponsorships		11,558
Committee Expenses		<u>3,015</u>
Sub-total	\$	60,399
Staff allocation	\$	<u>25,133</u>
Total	\$	85,532

Marketing & Communications

Awareness Campaign	\$	127,635
Passport to the Arts		30,150
Co-op Advertising Programs		32,160
Sponsorships		8,539
Committee Expenses		<u>4,020</u>
Sub-total	\$	202,504
Staff allocation	\$	<u>25,133</u>
Total	\$	227,637

Business Community Interests

Research/Advocacy	\$	5,025
Sponsorship		3,015
Roundtable Discussions		1,005
Committee Expenses		<u>681</u>
Sub-total	\$	9,726
Staff allocation	\$	<u>17,002</u>
Total	\$	26,728

Maintenance & Security

Downtown Ambassadors	\$	610,615
Loss Prevention Officers		263,317
Crime Prevention Services		88,519
Downtown Clean Team		53,844
Crime Prevention Information & Education		27,638
Business Links		1,005
Committee Expenses		<u>3,015</u>
Sub-total	\$	1,047,953
Staff allocation	\$	<u>17,002</u>
Total	\$	1,064,955

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Transportation & Parking

Policy Development	\$ 5,025
Committee Expenses	\$ 1,540
Sub-total	\$ 6,565
Staff allocation	\$ 17,002
Total	\$ 23,567

Communications

Newsletter/Bulletin/Annual Report	\$ 92,922
AGM	12,060
Member Relations	2,513
Board/Executive Meetings	3,518
Sub-total	\$ 111,013
Staff allocation	\$ 23,385
Total	\$ 134,398

Research

\$ 25,000

robsonstreet

Proposed 2003/2004 Budget

RECEIPTS	Approved 2002-2003 Budget	Proposed 2003-2004 Budget	Increase/(Decrease)
Grants - City	\$ 316,731.00	\$ 316,827.00	\$ 96.00
Grants - Student Program	\$ -	\$ -	\$ -
GST Recovery	\$ 7,172.00	\$ 7,174.00	\$ 2.00
Interest Inc. - GICs	\$ 5,000.00	\$ 5,000.00	\$ -
Total Revenue	\$ 328,903.00	\$ 329,001.00	\$ 98.00
Funds Brought Forward	\$ 67,569.96	\$ 26,688.96	\$ -
Total Funds available	\$ 396,472.96	\$ 355,689.96	\$ (40,783.00)
EXPENDITURES			
ADMINISTRATIVE			
Accounting, Audit, Legal	\$ 2,700.00	\$ 2,700.00	\$ -
Ammortization	\$ -	\$ -	\$ -
Bank Charges	\$ 150.00	\$ 150.00	\$ -
Board, Exec & AGM Meetings	\$ 10,000.00	\$ 9,000.00	\$ (1,000.00)
Conferences	\$ 1,000.00	\$ 4,000.00	\$ 3,000.00
Education	\$ 1,000.00	\$ 1,000.00	\$ -
Equipment Purchase	\$ 3,600.00	\$ 2,000.00	\$ (1,600.00)
Equipment Rental	\$ 3,560.00	\$ 3,600.00	\$ 40.00
General	\$ 1,000.00	\$ 1,000.00	\$ -
Insurance	\$ 2,500.00	\$ 2,500.00	\$ -
Membership & Dues	\$ 1,000.00	\$ 1,000.00	\$ -
Office Rent	\$ 13,534.00	\$ 14,000.00	\$ 466.00
Postage & Courier	\$ 1,300.00	\$ 1,300.00	\$ -
Repairs & Maintenance	\$ 1,000.00	\$ 1,000.00	\$ -
Research & Planning	\$ 10,000.00	\$ -	\$ (10,000.00)
Subscriptions	\$ 200.00	\$ 250.00	\$ 50.00
Supplies	\$ 3,000.00	\$ 3,000.00	\$ -
Telephone & Fax	\$ 2,240.00	\$ 2,500.00	\$ 260.00
TOTAL ADMINISTRATIVE	\$ 57,784.00	\$ 49,000.00	\$ (8,784.00)
COMMUNITY RELATIONS			
General expense	\$ 5,000.00	\$ 4,000.00	\$ (1,000.00)
Newsletters	\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)
Seminars-Memberships	\$ -	\$ -	\$ -
TOTAL COMMUNITY RELATIONS	\$ 8,000.00	\$ 5,500.00	\$ (2,500.00)
CONTRIBUTIONS			
General expense	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -
Outreach	\$ 5,000.00	\$ -	\$ (5,000.00)
TOTAL CONTRIBUTIONS	\$ 5,000.00	\$ -	\$ (5,000.00)
MARKETING & PROMOTION			
General expense	\$ 1,000.00	\$ 1,000.00	\$ -
Advertising	\$ 100,000.00	\$ 80,000.00	\$ (20,000.00)
Promotions	\$ 30,000.00	\$ 20,000.00	\$ (10,000.00)
Website	\$ 5,000.00	\$ 5,000.00	\$ -
Research	\$ 10,000.00	\$ 1,000.00	\$ (9,000.00)
TOTAL MARKETING & PROMO	\$ 146,000.00	\$ 107,000.00	\$ (39,000.00)
SECURITY			
C.P.C. - Construction Cost	\$ -	\$ -	\$ -
C.P.C. - Ongoing Expenses	\$ 5,000.00	\$ 4,000.00	\$ (1,000.00)
Guards	\$ -	\$ -	\$ -
TOTAL SECURITY	\$ 5,000.00	\$ 4,000.00	\$ (1,000.00)
STREET ENHANCEMENT			
General expense	\$ 1,000.00	\$ 1,000.00	\$ -
Banners	\$ 36,000.00	\$ 35,000.00	\$ (1,000.00)
Cleaning - Daily Supplies	\$ 1,000.00	\$ 1,000.00	\$ -
Cleaning - Power Wash	\$ 14,000.00	\$ 10,000.00	\$ (4,000.00)
Cleaning - Additional	\$ 3,000.00	\$ 3,000.00	\$ -
Electrical	\$ 10,000.00	\$ 10,000.00	\$ -
Furniture	\$ -	\$ -	\$ -
Decorative Street Lighting	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00
TOTAL STREET ENHANCEMENT	\$ 75,000.00	\$ 80,000.00	\$ 5,000.00
WAGES & BENEFITS			
Wages - Coordinator	\$ 45,000.00	\$ 48,000.00	\$ 3,000.00
Wages Custodian	\$ 16,000.00	\$ 16,000.00	\$ -
Wages - Secretarial	\$ 3,000.00	\$ 25,000.00	\$ 22,000.00
Vacation Pay Expense	\$ 3,000.00	\$ 3,000.00	\$ -
Employer Expense	\$ 6,000.00	\$ 6,000.00	\$ -
TOTAL WAGES & BENEFITS	\$ 73,000.00	\$ 98,000.00	\$ 25,000.00
Total Disbursements	\$ 369,784.00	\$ 343,500.00	\$ (26,284.00)
Contingency	\$ -	\$ -	\$ -
TOTAL BUDGETED EXPENDITURES	\$ 369,784.00	\$ 343,500.00	\$ (26,284.00)
Over/(Short)	\$ 26,688.96	\$ 12,189.96	\$ -

Kerrisdale Business Association

Budget

April 1st, 2003 - March 31st, 2004

INCOME	\$245,000
EXPENSES:	
Administration	\$35,000
Special Events, Advertising, Promotion	\$95,000
Beautification	\$30,000
Newsletter	\$5,000
Area Maintenance & Summer Works	\$12,000
Security	\$68,000
TOTAL	\$245,000

***Parking Revenue Allocated as Contingency**

Mount Pleasant Commercial Improvement Society

Detailed Proposed BUDGET for April 1, 2003 to March 31, 2004.

<u>REVENUE</u>	City Tax Levy	
Current	2002-2003	\$ 160,000
NEW	2003-2004 (April 1)	\$ 170,000

<u>REVENUE</u>	Other Sources	
Advertising		\$ 5,000
Grants /rebates & Bank Interest *		\$ 8,000
TOTAL		\$ 13,000

<u>EXPENSES</u>	<u>Current</u>	<u>NEW</u>	<u>Change</u>
<u>Administration</u>			
Auditor	\$ 2,400	\$ 2,400	\$ 0
Insurance	1,400	2,000	600
Meetings/Conf.	1,200	2,200	1,000
Sub-Total	\$ 5,000	\$ 6,600	1600

<u>Resource Centre & Project support</u>			
Office Supplies	\$ 4,000	5,000	1,000
Miscellaneous	1,800	2,000	200
Rent	11,200	11,800	600
Telephone/ Internet	3,000	5,000	2,000
Member/ Centre support	53,000	56,000	3,000
Sub-Total	\$ 73,000	\$ 79,800	+ 6,800

<u>Special Project Costs - Committees</u>			
Business & Tourism Dev.	\$ 27,000	27,000	0
Design guidelines	0	5,000	5,000
Facade Grant	10,000**	0	(10,000)
Gov't & Community Rel.*	9,000	10,000	1,000
Safety & Security *	10,000	12,800	2,800
Street Enhancement	39,000	41,800	2,800
Sub-Total	\$ 95,000**	\$ 96,600	+ 1,600

** Facade Grant category representing \$10,000 has been removed, However, the monies in current fiscal year were allocated to the General Fund which represents non-levy monie

Total Expenditures	\$ 173,000	\$ 183,000
less Revenues	13,000	13,000
less Levy	160,000	170,000
REMAINDER	0	0

* Includes Student Staffing expenditures. If grants are not received under Revenues, then student staffing expenditures will decrease accordingly.

**GASTOWN BUISNESS IMPROVEMENT SOCIETY
PROPOSED OPERATING BUDGET
APRIL 1, 2003 - MARCH 31, 2004**

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)	BIA Renewal	3,000.00
vi)	Web Site Maintenance	2,000.00
v)	Gastown Bike Race (From GBIS Reserves)	20,000.00
Sub Total		95,000.00

PHYSICAL PLANT:

i)	Hanging Baskets	25,000.00
ii)	Street Presence/Security	90,000.00
iii)	Banners/Hardware Hanging Baskets	10,000.00
iv)	Steam Clock Maintenance	3,000.00
v)	Tree Lights	6,000.00
Sub Total		134,000.00

OPERATIONS:

Corporate Communications:

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

Fees & Services:

i)	Association Memberships	1,000.00
ii)	Insurance	3,500.00
iii)	Legal Fees	2,000.00
iv)	Audit Fees	3,000.00

Operating Expenses:

i)	Wages & Benefits	58,000.00
ii)	Office Supplies	2,000.00
iii)	Telephone/fax	3,000.00
iv)	Postage	1,500.00
v)	Equipment	2,000.00
vi)	Board/Memberships Meetings	2,000.00
vii)	Rent	6,000.00
viii)	IDA Conference	2,000.00
Sub Total		90,000.00

CONTINGENCY: 5,000.00

TOTAL PROPOSED BUDGET: \$324,000.00

TOTAL PROPOSED BUDGET FROM BIA LEVY \$304,000.00

Davie Village Business Association
Proposed Budget
For the year April 01, 2003 to March 31, 2004

		Budget 03/31/03	Pre-lim 03/31/02
Income			
Grant – City of Vancouver	\$ 74,379	\$ 74,379	\$ 74,379
Interest	300	600	216
	<u>74,679</u>	<u>74,979</u>	<u>74,595</u>
Expenses			
Operating			
Audit	2,200	2,000	2,000
Bank charges	100	200	4
Bookkeeping	1,000	1,000	1,000
Honourariums	200	200	0
Insurance	800	800	750
Legal	300	300	249
Meetings and conferences	1,000	800	979
Newsletter	4,000	300	2,399
Office, postage & miscellaneous	2,400	1,000	2,394
Sub-contract labour	8,400	8,400	6,720
Telephone	600	600	495
	<u>21,000</u>	<u>15,600</u>	<u>16,990</u>
Davie Street Beautification			
Banners, installation & removal	12,000	22,000	200
Custodian and janitorial supplies	14,000	13,000	11,060
Pole painting	4,000	4,000	2,916
Poster cylinders	0	0	4,168
Powerwashing and graffiti removal	15,800	12,000	8,656
Promotion	3,000	0	3,238
Streetscape option report	0	0	0
	<u>48,800</u>	<u>51,000</u>	<u>30,238</u>
BIA promotion	6,000	1,000	5,551
Total expenses	<u>75,800</u>	<u>67,600</u>	<u>52,779</u>
Operating surplus (deficit)	(1,121)	7,379	21,816
Surplus, beginning of year	71,167	63,788	41,972
	<u>70,046</u>	<u>71,167</u>	<u>63,788</u>
Restricted for future capital improvements			
* Garbage cans and removal	0	10,000	
* Lanterns and streetscape improvements	20,000	20,000	
* Sidewalk repair	30,000	5,000	
Restricted surplus	50,000	35,000	0
Unrestricted surplus, end of year	<u>\$ 20,046</u>	<u>\$ 36,167</u>	<u>\$ 63,788</u>

* Represents non-levy items from previous financial years.

South Granville Business Improvement Association

Proposed Budget 2003 / 2004

	Proposed
	2003 /2004
Total Budget	\$ 350,000.00
Levy Amount	\$ 350,000.00
Street Enhancement	
Banner Program	\$ 16,000.00
Pole Painting	\$ 1,000.00
Christmas Lights and Hydro	\$ 6,000.00
Hanging baskets	\$ 17,000.00
Street Enhancement	\$ 20,000.00
Street Custodian	\$ 15,000.00
Street Enhancement Total	\$ 75,000.00
Security	
Night Patrol	\$ 50,000.00
Security Total	\$ 50,000.00
Traffic	
	\$ 500.00
Advocacy	
	\$ 500.00
Communications	
	\$ 10,000.00
Marketing	
Tourism	\$ 20,000.00
Summer Festival	\$ 35,000.00
Christmas Promotion	\$ 25,000.00
General Awareness/ Website	\$ 30,000.00
Research	\$ 4,800.00
Marketing Total	\$ 114,800.00
Administration	
Office and Operating Expenses	\$ 36,700.00
Staff	\$ 52,000.00
Total Administration	\$ 88,700.00
Unrecovered GST	\$ 9,000.00
Fixed assets	\$ 3,000.00
interest earned	\$ (4,500.00)
Contingency	\$ 3,000.00
Total Non Administration	\$ 10,500.00
Total Budget	\$ 350,000.00

PROPOSED BUDGET
YALETOWN BUSINESS IMPROVEMENT ASSOCIATION
APRIL 1st 2003 TO MARCH 31st 2004

INCOME:		2003 -2004	
OTHER/MOVIES		\$ 6,000.00	
BIA LEVY		\$ 207,198.00	
TOTAL INCOME		\$ 213,198.00	
EXPENSES:			
ADMIN			
CONSULTING		\$ 49,500.00	
CONSULTING GST		\$ 3,465.00	
RENT		\$ 8,346.00	
INSURANCE		\$ 2,500.00	
OFFICE COSTS, supplies, repairs, maintenance telephone, hydro, professional fees, postage, legal accounting, alarm.		\$ 7,000.00	\$70,811
EVENTS			
JAZZFEST		\$ 1,000.00	
SUMMER CELEBRATION		\$ 22,000.00	
CHRISTMAS		\$ 2,000.00	
FARMERS MARKETS		\$ 1,000.00	
HALLOWEEN		\$ 2,000.00	\$28,000
HERITAGE			
GARBAGE LOBBYING		\$ 1,000.00	
CLEAN TEAM/GRAFITTI REMOVAL		\$ 9,000.00	\$10,000
SECURITY			
COMMUNITY POLICE		\$ 18,000.00	
SECURITY PATROLS		\$ 21,000.00	\$39,000
MEMBERSHIP			
NETWORKING (Facility Rental)		\$ 3,000.00	
TRAINING & DEVELOPMENT		\$ 4,000.00	\$7,000
P.R.			
ONE FINE DAY/TOURISM		\$ 7,700.00	
CONCEIRGE WALK		\$ 800.00	
CO-OP ADVERTISING		\$ 5,000.00	\$13,500
COMMUNICATIONS			
ECONOMIC DEVELOPMENT		\$ 25,000.00	
NEWSLETTERS		\$ 6,000.00	
WEBSITE		\$ 4,000.00	
FLYERS		\$ 800.00	\$35,800
CLOSING EXPENSES		\$ 9,000.00	
TOTAL EXPENSES		\$213,111.00	
DEF/CREDIT		\$ 87.00	

Vancouver Chinatown BIA Society

Proposed Budget April 1, 2003 - March 31, 2004

INCOME

City Levy		\$119,790.00
Membership Fee		\$550.00
Interest		\$1,000.00

EXPENSES

ADMINISTRATION

Wages/ Benefits	\$28,000.00		
Rent	\$7,200.00		
Insurance	\$700.00	\$35,900.00	

OPERATIONS

Office Equipment	\$4,000.00		
Audit Fees/General Acct.	\$2,500.00		
Telephone/ Fax	\$1,200.00		
Office Supplies	\$2,500.00	\$10,200.00	

SPECIAL EVENTS, ADVERTISING & PROMOTION

Event Promotion & Sponsorship	\$9,000.00		
Brochure, tour guides, etc	\$8,000.00		
Newsletter	\$3,000.00		
Advertising	\$3,000.00	\$23,000.00	

BEAUTIFICATION

Banner/Street Lighting/Clean-up		\$15,240.00
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SECURITY

\$35,000.00

CONTINGENCY

\$2,000.00

	\$121,340.00	\$121,340.00
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MBA Annual General Meeting
 Wednesday, September 4, 2002

Draft 2003-2004 Budget

Category	Yearly Total
Expenses	101,300.00
Fixed Expenses	2,000.00
Insurance	1,400.00
Telephone	600.00
Flexible Expenses	99,300.00
AGM & Board Costs	1,500.00
Communications	10,700.00
BIA Report	500.00
Business Directory	4,000.00
Newsletter	3,000.00
Recruitment Package	2,000.00
Web Site	1,200.00
Communications - Other	0.00
Community Relations	1,000.00
Memberships	500.00
Community Relations - Other	500.00
Conference	500.00
Contract Employment	15,000.00
GST	2,500.00
Legal & Auditor Services	2,000.00
Mileage	500.00
Miscellaneous	158.00
Office Supplies	600.00
Promotions	10,000.00
Shortfall Adjustment 00-01	842.00
Street Beautification	52,000.00
Banner Installation	10,000.00
Clean Up Program	10,000.00
Flower Pot Program	15,000.00
Street Banners	7,000.00
Street Beautification - Other	10,000.00
Transportation Consultants	2,000.00
Income	101,300.00
Funding	100,000.00
GST Rebate	1,300.00
Interest Earned	0.00
Misc In	0.00
From Marpole BIA 2001-2002	0.00
Total Budget Income:	101,300.00
Total Budget Expenses:	101,300.00
Difference:	0.00

OPERATING BUDGET SAMS BUSINESS IMPROVEMENT AREA
APRIL 1, 2003 to MARCH 31, 2004

REVENUE

A.) BIA Levy	\$250,000	
B.) Interest Income	\$3,000	
C.) GST Rebate	\$7,000	
D.) Surplus	<u>\$55,000</u>	

TOTAL REVENUE

\$315,000

EXPENDITURES:

I. MARKETING

A.) Institutional Advertising

1.) Area Presentation & Image \$5,000

\$5,000

B.) Promotions

1.) Street Festival \$2,500

3.) Community Events/Sponsorship \$6,000

\$8,500

C.) Public Relations

1.) General PR/ Area Promotion \$5,000

2.) Police Office \$3,000

3.) Newsletter \$8,500

\$16,500

SUBTOTAL

\$30,000

II.) PHYSICAL PLANT & LONG-TERM ENHANCEMENT PROGRAMS

1.) Graffiti Removal \$45,000

2.) Street Activity \$85,000

3.) Street & Lane Cleanup \$20,000

4.) Banner Program \$4,000

\$154,000

SUBTOTAL

\$154,000

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

OPERATIONS

A.) Personnel

1.) Salaries/Benefits (Mgmt., Co-ordinator) \$39,000

2.) Part-time Help \$11,500

\$50,500

B.) Corporate Communications

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

C.) Fees & Services

1.) Association Memberships	\$500	
2.) Conferences	\$1,000	
2.) Insurance	\$3,000	
3.) Legal Fees	\$3,000	
4.) Audit Fees/Gen. Acct.	<u>\$3,500</u>	
		\$11,000

D.) Operating Expenses

1.) Office Supplies	\$5,500	
2.) Telephone/Fax/On-line	\$1,500	
3.) Postage	\$2,000	
4.) Equipment	\$1,000	
5.) Board/Membership Meetings	\$250	
6.) Rent/Utilities	\$8,000	
7.) Levy Equalization	<u>\$10,000</u>	
		<u>\$28,250</u>

SUBTOTAL		\$91,250
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TOTAL EXPENDITURES		\$275,250
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<u>BUDGET SURPLUS/DEFICIT</u>		\$39,750
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Pending Programs & Budgetary Expenditures for Following Fiscal Year, including Banners & Street Patrol/Ambassador Program		\$39,750
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TOTAL UNUSED & UNALLOCATED FUNDS		\$0.00
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Collingwood Business Improvement Association

Proposed Budget

(April 2003 to March 2004)

Revenue

BIA Levy	\$92,000.00
TOTAL REVENUE	\$92,000.00

Expenses

Crime Prevention		\$12,000.00
Bike and Foot Safety Patrols		
Education / Follow-up		
Street Enhancement		\$ 41,500.00
Anti-Graffiti Program	\$20,000	
Sidewalk Power Washing	8,000	
New Banner Design	500	
Banner Replacement (60 poles)	3,000	
New Banners	10,000	
Marketing & Promotion		\$ 5,000.00
Special Events		\$ 6,000.00
Membership		\$ 3,500.00
Newsletter (3 issues)	\$1,500	
Member Social	500	
Annual General Meeting	1,000	
Recruitment / Recognition	500	
Business Recruitment		\$ 1,500.00
Education		\$ 500.00
Conferences / Meetings		
Administration		\$ 6,000.00
Secretarial Services	\$1,200	
Audit	2,000	
Insurance	1,000	
Meetings	1,000	
Miscellaneous	800	
Coordinator		\$ 15,000.00
Contingency		\$ 1000.00
TOTAL EXPENSES		\$92,000.00

**Hastings North
Business Improvement Association**

**PROPOSED BUDGET
April 1, 2003 to March 31, 2004**

REVENUE:	DOLLAR
City Tax Levy	\$250,000
Carry Over 10%	25,000
TOTAL REVENUE	<u>\$275,000</u>

EXPENSES:

Community Resource Centre
Administration

Wages & Benefits	\$ 36,000
Office Rental	9,900
Insurance (Director & premise)	3,000
Audit	2,500
Telephone & Fax	2,500
Repairs & Maintenance	1,500
Postage & Courier	2,200
Supplies	<u>2,000</u>
Sub-Total	<u>\$ 59,600</u>

Community Improvement Programs

Safety & Security

Security Patrols	\$ 54,000
In Kind Support for CPC(rent, utilities, equipment, etc.)	14,400
Grants for existing Projects/Groups	20,000
Sub-Total	<u>\$ 88,400</u>

Cleanup Program

Coast Foundation Society	\$ 19,200
Youth Spot Project	13,200
Anti Graffiti Program	<u>30,000</u>

Sub-Total \$ 62,400

Marketing Program

Directory:

Brochures	\$ 10,000
Student	3,300
Design	2,800
Web Site Maintenance	1,500
Web Site Host Fees	4,200

Hastings Square:

Signage maintenance	2,500
Landscaping	6,000

Events:

Street Hockey Tournament	5,000
Christmas	4,500
Summer Saturdays	6,000

Newsletters	9,000
Banner Maintenance	6,900
Posters	<u>2,900</u>

Sub-Total \$ 64,600

TOTAL EXPENDITURES **\$275,000**

Notes:

Capital Expenditures - Funds held in reserve for the following projects:

1.	Lane safety initiatives (lighting, etc.)	\$15,000
2.	Giraffiti cleaning(high level graffiti)	5,000
3.	Murals	10,000
4.	Playground Equipment	11,000

The Kitsilano 4th Avenue Business Association

Proposed Budget

(April 1, 2003 – March 31, 2004)

Revenue

BIA Levy	\$100,000
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Expenses

Administration

Administrative Expenses	\$ 6,500	
Audit	\$ 1,000	
Insurance	1,000	
Annual General Meeting	1,000	
Miscellaneous Office <i>(note 1)</i>	1,500	
Association Newsletters	2,000	
BIA Coordinator, part time	\$ 20,000	\$ 26,500

Street Amenities

Banners		\$ 30,000	
Design	1,500		
2 Sets of Banners	20,000		
Banner Installation	8,500		
Street Improvements	10,000	\$ 10,000	\$ 40,000

Business Promotion

Various Promotions <i>(note 2)</i>		\$ 10,000	
Advertising		\$ 8,000	
Website Maintenance / Upgrades		\$ 2,000	
Events <i>(note 3)</i>		\$ 6,000	\$ 26,000

Business Improvement

Panhandling / Anti-Graffiti Program		\$ 3,000	
Education / Conferences		\$ 1,000	\$ 4,000

Contingency

Additional Projects / Costs; Inflation		\$ 3,500	\$ 3,500
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Total	\$100,000
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Note 1: Includes telephone, internet, postage, photocopies, etc.

Note 2: Includes "Thanks for Shopping 4th" and 4th Avenue "Holly Days"

Note 3: Includes Kits Days & the Soapbox Derby

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.

DONE AND PASSED in open Council this _____ day of
2000.

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.