

# LATE DISTRIBUTION FOR COUNCIL - MARCH 13, 2007

# A10



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: March 5, 2007  
Author: Peter Vaisbord  
Phone No.: 604.871.6304  
RTS No.: 06580  
VanRIMS No.: 05-4200-10  
Meeting Date: March 13, 2007

TO: Vancouver City Council  
FROM: Assistant Director of Planning - City Plans  
SUBJECT: Approval of 2007 - 2008 Business Improvement Area (BIA) Budgets

#### RECOMMENDATION

*THAT Council approve the BIA Business Promotion Schemes and Budgets for the 2007-2008 year listed below and instruct staff to bring forward the appropriate rating by-laws:*

<u>BIA</u>	<u>LEVY</u>
Downtown	\$1,928,948
Robson	447,189
Kerrisdale	282,000
Gastown	370,000
Mount Pleasant	210,000
Davie Village (West End)	500,000
South Granville	430,000
Yaletown	295,000
Chinatown	205,700
Commercial Drive	248,400
Commercial Drive Exp.	150,000
Marpole	138,500
Strathcona	501,829
Collingwood	172,500
Hastings North	250,000
Kitsilano Fourth Avenue	135,419
Point Grey Village	70,000
Victoria Drive	95,000
Cambie Village	100,000
Fraser Street	96,000

**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 2007-2008 budgets for nineteen BIAs, and to instruct staff to prepare appropriate rating by-laws.

**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 2007-08 budgets for nineteen BIAs are presented in this report.

**DOWNTOWN VANCOUVER BIA BUSINESS PROMOTION SCHEME AND BUDGET 2007-08**

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 \$1,928,948 for 2007-08.

**REVENUE**

a.	Levy Request	\$1,928,948	
b.	Interest	20,000	
c.	Other Revenue	47,500	
d.	Reserve Brought Forward	<u>123,988</u>	
	TOTAL		\$2,120,436

**EXPENDITURES**

a.	Marketing and Communications	389,890	
b.	Maintenance & Security	1,041,750	
c.	Research, Policy & Communications	190,450	
d.	Administration, Wages & Benefits, Meetings & Events	<u>498,346</u>	
	TOTAL		<u>\$2,120,436</u>

Projected Reserve Fund at 2007-08 Year End	\$420,000
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The business promotion scheme was approved by the majority of members present at the annual general meeting held on June 23, 2006. The DV BIA estimates a current reserve fund of \$600,000, up from the previous year-end amount of \$541,622. The fund will have increased by the end of the 2006-07 fiscal year primarily because the current service provider for the Downtown Ambassadors program was unable to recruit sufficient personnel to fill all patrol shifts. Effective April 1, 2007, a new service provider will manage the Downtown Ambassadors program at an increased budget cost over the next three years. In the upcoming fiscal year, about \$180,000 of the fund will be used to offset the anticipated shortfall in the overall budget. This same use of the reserve fund will 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 eighth year of the DV BIA's third renewal mandate (ten-year term).

#### ROBSON STREET BIA BUSINESS PROMOTION SCHEME AND BUDGET 2007-08

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 \$447,189 for 2007-08.

##### REVENUE

a.	Levy Request	\$447,189	
b.	Projected interest	1,900	
c.	GST rebate	<u>8,000</u>	
	TOTAL		\$457,089

##### EXPENDITURES

a.	Marketing and Promotion	\$89,110	
b.	Safety & Security /Community Relations	156,950	
c.	Street Cleaning and Enhancement	73,724	
d.	Office & Administration, Wages & Benefits	119,725	
e.	Contingency	<u>17,580</u>	
	TOTAL		\$ <u>457,089</u>

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 18, 2006. The RSBA expects to carry forward a surplus of approximately \$30,000 from 2006-07, which will be used to augment the Street Security program in the upcoming fiscal year. Details of the budget are attached as Appendix B. This is the second year of their fourth five-year mandate.

## KERRISDALE BIA BUSINESS PROMOTION SCHEME AND BUDGET FOR 2007-2008

The Kerrisdale Business Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$282,000 for 2007-08.

## REVENUE

a.	Levy Request	\$282,000	
b.	Parkade Management Fee	7,500	
c.	Fundraising Income	11,396	
d.	Interest Income	2,300	
e.	Reserve Brought Forward	<u>18,331</u>	
	TOTAL		\$321,527

## EXPENDITURES

a.	Events & Promotions	\$153,618	
b.	Street Beautification, Maintenance & Landscape	40,986	
c.	Security	93,713	
d.	Office & Administrative Costs	<u>33,210</u>	
	TOTAL		<u>\$321,527</u>

Projected Reserve Fund at 2007-08 Year End

\$ NIL

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 13, 2006. The KBA exceeded its 2006-07 budget by \$16,000 which was funded from reserve and expended on capital projects. The KBA has a current reserve fund of \$88,715, (over half of which represents non-levy funds from the original merchants association's pre-BIA fundraising efforts). A portion of the fund is earmarked for the purchase of new LED Christmas lights to replace the existing incandescent ones, production and installation of custom 'blade' street signs, and the implementation of a "matching fund" (using non-levy funds) to encourage desired awning design. The KBA anticipates the reserve fund will be reduced to zero by year end, with the exception of \$25,000 non-levy funds. Details of the budget are provided in Appendix C. This is the second year of the KBA's fourth five-year mandate.

## GASTOWN BIA BUSINESS PROMOTION SCHEME AND BUDGET FOR 2007-08

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 \$370,000 for 2007-08.

## REVENUE

a.	Levy Request	\$370,000	
b.	Reserve Brought Forward	<u>\$35,000</u>	
	TOTAL		\$405,000

## EXPENDITURES

a.	Marketing, Promotion and Special Events	\$90,000	
b.	Physical Plant (Banners, Baskets, Steam Clock, Lights)	86,000	
c.	Safety & Security	126,000	
d.	Communications, Fees and Operating Expenses	99,000	
e.	Contingency	<u>4,000</u>	
	TOTAL		<u>\$405,000</u>

Projected Reserve Fund at 2007-08 Year End \$25,000

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 27, 2006. The GBIS has a current reserve fund of approximately \$60,000, \$35,000 of which is being brought forward into the 2007-08 budget. The funds are earmarked for tree lighting (\$15,000), lane cleaning (\$15,000), and festivals (\$5,000). The remaining \$25,000 represents uncommitted funds for unbudgeted projects and programs where needs arise. Details of the budget are provided in Appendix D. This is the fourth year of the GBIS' fourth five-year mandate.

## MOUNT PLEASANT BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

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 \$210,000 for 2007-08.

## REVENUE

a.	Levy Request	\$210,000	
b.	Interest, Grants, Sales	<u>5,400</u>	
	TOTAL		<u>\$215,400</u>

## EXPENDITURES

a.	Business / Tourism Development	\$40,500	
b.	Street Enhancement	37,200	
c.	Safety and Security	12,000	
d.	Gov't & Comm. Relations	25,000	
e.	Office Expenses and Administration	<u>100,700</u>	
	TOTAL		<u>\$215,400</u>

Projected Reserve Fund at 2007-08 Year End \$55,000

The business promotion scheme was approved by the majority of members present at a reconvened annual general meeting held on September 5, 2006. The MPCIS anticipates a year end surplus of \$55,000, which will be carried forward into fiscal 2007-08 to augment budget line items. The fund is earmarked for strategic planning and re-branding, new marketing and advertising initiatives, and street enhancements such as new banner designs and physical improvements to 'gateway' areas. The BIA also carries an unrestricted account comprising non-levy income that is earmarked for façade grants for its members. That account has \$9,118. Details of the budget are provided in Appendix E. This is the ninth year of the MPCIS' third renewal mandate (ten year term).

## DAVIE VILLAGE (WEST END) BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-2008

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 \$500,000 for 2007-08 for the expanded Davie Village BIA, to be the 'West End' BIA effective April 1, 2007.

## REVENUE

a.	Levy Request	\$500,000	
b.	Interest	<u>1,800</u>	
	TOTAL		\$501,800

## EXPENDITURES

a.	Marketing & Promotion, Events, Communications	\$98,500	
b.	Beautification & Maintenance	110,200	
c.	Safety & Security	39,000	
d.	Staffing, Office & Operating Expenses	156,100	
e.	Other Initiatives /Contingency	<u>98,000</u>	
	TOTAL		<u>\$501,800</u>

Projected Reserve Fund at 2007-08 Year End \$ NIL

An 'expansion' business promotion scheme and budget, was approved by the majority of members present at the annual general meeting held on September 28, 2006. The DViBIA expects to carry a small surplus of \$5,000 from fiscal 2006-07, which will be allocated in the upcoming year for consultant services to prepare a visioning statement for the expanded BIA. Further details of the budget, as revised, are provided in Appendix F. This is the fourth year of the DViBIA's second five-year mandate.

## SOUTH GRANVILLE BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

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 \$430,000 for 2007-08.

## REVENUE

a.	Levy Request	\$430,000	
b.	Interest	<u>3,000</u>	
	TOTAL		\$433,000

## EXPENDITURES

a.	Marketing, Advertising, Tourism & Communication	\$111,500	
b.	Street Enhancement, Lighting & Maintenance	91,500	
c.	Safety & Security	80,000	
d.	Administration, Operations, & Staff Allocations	140,000	
e.	Contingency	<u>10,000</u>	
	TOTAL		<u>\$433,000</u>

Projected Reserve Fund at 2007-08 Year End \$40,000

The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 14, 2006. The SGBIA will have reserves in the amount of approximately \$40,000 by the end of fiscal 2006-07. The amount is earmarked for a future seasonal lighting program and a centennial legacy project. Further details of the budget are provided in Appendix G. This is the fourth year of the SGBIA's second five-year mandate.

#### YALETOWN BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2007-08

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 \$295,000 for 2007-08.

##### REVENUE

a.	Levy Request	\$295,000	
b.	GST Rebate	2,000	
c.	Sponsorship, Event & Other Revenue	<u>26,000</u>	
	TOTAL		\$323,000

##### EXPENDITURES

a.	Marketing & Events	\$78,000	
b.	Safety and Security	62,800	
c.	Administration, Staffing & Operations	141,441	
d.	Street Enhancement and Maintenance	31,388	
e.	Economic Dev., Advocacy	4,500	
f.	Contingency	<u>4,871</u>	
	TOTAL		<u>\$323,000</u>

Projected Reserve Fund at 2007-08 Year End	\$40,000
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The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 26, 2006. The YBIA has a current surplus of approximately \$40,000, which are earmarked funds intended for garbage-disposal advocacy and the Clean Team. These funds will be carried over into the 2007-08 fiscal year. In addition, the YBIA has approximately \$10,000 in non-levy reserve funds representing unspent sponsorship revenue from fiscal 2006-07. The YBIA expects to budget some or all reserves in the 2007-08 fiscal year. Further details of the budget are provided in Appendix H. This is the fourth year of their second five-year mandate.

#### CHINATOWN BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2007-08

Vancouver Chinatown BIA Society has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$205,700 for 2007-08.

##### REVENUE

a.	Levy Request	\$205,700	
b.	Membership Fees	\$800	
c.	Interest Income	\$800	
d.	Sponsorships /Events	<u>53,500</u>	
	TOTAL		\$260,800

## EXPENDITURES

a.	Events, Advertising and Promotion	\$84,300	
b.	Beautification, Banners, Lighting and Graffiti Removal	34,000	
c.	Safety and Security	40,000	
d.	Administration, Office and Staffing	100,000	
e.	Contingency	<u>2,500</u>	
	TOTAL		<u>\$260,800</u>

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 11, 2006. Further details of the budget are provided in Appendix I. This is the third year of their second five-year mandate.

## COMMERCIAL DRIVE BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

The Commercial Drive Business Society has submitted two business promotion schemes and budgets for Council's approval: a) for the existing Commercial Drive BIA (\$248,400) and b) for the Commercial Drive Expansion-area BIA (\$150,000). The CBIS will administer both BIA areas, and has requested a total recoverable grant of \$398,400 for 2007-08.

## REVENUE

a.	Levy Request	\$398,400	
b.	GST Rebate	2,500	
c.	Reserve Carried Forward	<u>6,000</u>	
	TOTAL		\$406,900

## EXPENDITURES

a.	Advertising, Marketing, Special Events, Tourism	\$61,000	
b.	Street Enhancement, Lighting, Maintenance, Graffiti	109,100	
c.	Safety and Security	133,500	
d.	Administration, Staffing & Office Expenses; Advocacy	97,205	
e.	Contingency	<u>6,095</u>	
	TOTAL		<u>\$406,900</u>

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme for the existing BIA was approved by the majority of members present at a general meeting held on September 25, 2006. The CDBS anticipates carrying forward approximately \$6,095 from the 2006-07 fiscal year. The BIA expects the funds to be used in fiscal 2007-08 on projects such as anti-graffiti wall murals, tree lighting, a summer festival, and possibly additional funding for street patrols. The business promotion scheme for the expansion BIA was approved by the majority of members present at an extraordinary general meeting held on March 5, 2007. Further details of both budgets are provided in Appendix J. This is the third year of the CDBS' second five-year mandate, and the first year of its three-year Expansion-area mandate.



## MARPOLE BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

The Marpole Business Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$138,500 for 2007-08.

## REVENUE

a.	Levy Request	\$138,500	
b.	GST Rebate	<u>2,000</u>	
	TOTAL		\$140,500

## EXPENDITURES

a.	Promotion, Communication & Community Rels.	\$26,300	
b.	Street Beautification & Maint., Banners, Pots, Xmas lighting	62,300	
c.	Administration & Contract Employment	49,900	
d.	Contingency	<u>2,000</u>	
	TOTAL		\$140,500

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 27, 2006. The MBA currently expects a 2006-07 budget surplus of less than \$5,000 which will be allocated to promotional and street beautification projects in the upcoming fiscal year. Further details of the budget are provided in Appendix K. This is the third year of the MBA's second renewal mandate (seven year term).

## STRATHCONA BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

The Strathcona Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$501,829 for 2007-08. The total requested amount includes operational funding of \$495,000 plus an additional levy amount of \$6,829 to offset a corresponding City deduction from 2007-08 disbursements. The purpose of the City deduction is to recover BIA levy re-imbursements to the owners of several properties outside the BIA boundary that had been charged a BIA levy.

## REVENUE

a.	Basic Levy Amount (Operational Funds)	\$495,000	
b.	Levy Adjustment to Offset City Recovery	<u>6,829</u>	
	Total LEVY		\$501,829
c.	GST Rebate	<u>10,000</u>	
	TOTAL BUDGET		\$511,829

## EXPENDITURES

a.	Marketing & Promotion, Events & Communication	\$53,500	
b.	Visual Improvements, Murals; Cleanup; Graffiti Removal	100,000	
c.	Safe Neighbourhood - Patrols & John Watch	180,000	
d.	Payroll, General & Administrative Expenses	171,500	
e.	City deduction to Recover Levy-reimbursements	<u>6,829</u>	
	TOTAL		\$511,829

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 26, 2006. The SBIA anticipates a surplus of approximately \$46,000 carried over from fiscal 2006-07. The entire amount will be expended in the upcoming fiscal year, including replacement banners (\$35,000), and other initiatives (totalling \$11,000) expected to have been completed in 2006-07 but delayed due to staff transitions. Among these initiatives are pedestrian surveys, litter container/collection pilot projects, and tracking initiatives with SBIA's new community patrol service provider. Further details of the budget are provided in Appendix L. This is the third year of the SBIA's second five-year mandate.

#### COLLINGWOOD BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2007-08

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 \$172,500 for 2007-08.

##### REVENUE

a. Levy Request		<u>\$172,500</u>	
	TOTAL		\$172,500

##### EXPENDITURES

a. Marketing, Promotion, Events and Communication		\$25,500	
b. Market Research & Information; Business Recruitment		3,700	
c. Street Enhancement & Maintenance		44,500	
d. Crime Prevention, Bike & Foot Safety Patrols		46,000	
e. Payroll, Office & Administration		<u>52,800</u>	
	TOTAL		\$ <u>172,500</u>

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 13, 2006. The CBIA anticipates a budget surplus of approximately \$23,000 - 28,000 at fiscal 2006-07 year end, representing two projects (back-lane improvements and tree-lighting conduits) budgeted, but not completed or paid, by the end of the year. The funds will be carried forward into fiscal 2007-08 and completely expended on those projects. Further details of the budget are provided in Appendix M. This is the second year of the CBIA's second five-year mandate.

#### HASTINGS NORTH BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2007-2008

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 2007-08.

##### REVENUE

a. Levy Request		\$250,000	
b. Surplus Carried Forward		25,000	
c. Associate Memberships		5,500	
d. GST Refund		<u>4,000</u>	
	TOTAL		\$284,500

## EXPENDITURES

a.	Marketing & Comm; Special Events	\$45,000	
b.	Safety & Security: Bike Patrols, CPC Grant, Business Education	44,000	
c.	Street /Landscape Maintenance & Cleanup, Anti-Graffiti	60,500	
d.	Street Enhancement, Banners, Pole Painting	26,000	
e.	Resource Centre - Staff, Rent, Admin /Office Expenses	<u>109,000</u>	
	TOTAL		<u>\$284,500</u>

Projected Reserve Fund at 2007-08 Year End \$30,000

The business promotion scheme was approved by the majority of members present at a general meeting held on September 20, 2006. The HNBIA anticipates a year end 2006-07 budget surplus of approximately \$19,000, which is to be carried forward into the upcoming fiscal year's budget. There is also a reserve in the amount of \$30,000 which had been earmarked for pedestrian lighting, but which is now earmarked for future Olympic-related events and promotions. Further details of the budget are provided in Appendix N. This is the second year of the HNBIA's second five-year mandate.

## KITSILANO FOURTH AVENUE BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

The Kitsilano 4<sup>th</sup> Avenue Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$135,419 for 2007-08. The total requested amount includes operational funding of \$135,000 plus an additional levy amount of \$419 to offset a corresponding City deduction from 2007-08 disbursements. The purpose of the deduction is to enable the City to recover a 2006 BIA levy shortfall incurred due to inclusion of an exempt property.

## REVENUE

a.	Basic Levy Amount	\$135,000	
b.	Levy Adjustment to Offset City Recovery	<u>419</u>	
	Total LEVY		\$135,419
c.	Surplus Carried Forward	<u>5,000</u>	
	TOTAL BUDGET		\$140,419

## EXPENDITURES

a.	Business Promotion, Advertising & Special Events	\$39,500	
b.	Street Amenities & Enhancements - Banners, Clean Team	25,000	
c.	Security Patrol	40,000	
d.	Staffing, Administration & Communication	34,150	
e.	Levy Adjustment to Offset City Recovery	419	
f.	Contingency	<u>1,350</u>	
	TOTAL		\$ <u>140,419</u>

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a reconvened general meeting held on September 21, 2006. Further details of the proposed budget are provided in Appendix O. This is the second year of their second five-year mandate.

## POINT GREY VILLAGE BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

The Point Grey Village Business Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$70,000 for 2007-08.

## REVENUE

a.	Levy Request	\$70,000	
b.	GST Rebate	2,500	
c.	Directory Ad Revenue	5,000	
d.	Surplus Carried Forward	<u>5,000</u>	
	TOTAL		\$82,500

## EXPENDITURES

a.	Business & Tourism Promotion and Special Events	\$40,500	
b.	Amenities - Banners /Flowers /Decorations /Clean-up	21,500	
c.	Staffing and Administration	18,750	
d.	Advocacy /Education	750	
e.	Contingency	<u>1,000</u>	
	TOTAL		\$ <u>82,500</u>

Projected Reserve Fund at 2007-08 Year End

\$ NIL

The business promotion scheme was approved by the majority of members present at a reconvened general meeting held on September 21, 2006. The PGVBA anticipates a budget surplus of approximately \$10,000 at fiscal year end 2006-07, which will be carried forward into the upcoming fiscal year and allocated to branding/marketing, a tourism brochure, and a new spring event. Further details of the proposed budget are provided in Appendix P. This is the fourth year of the PGVBA's initial five-year mandate.

## VICTORIA DRIVE BIA BUSINESS PROMOTION SCHEME &amp; BUDGET FOR 2007-08

The Victoria Drive Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$95,000 for 2007-08.

## REVENUE

a.	Levy Request	<u>\$95,000</u>	
	TOTAL		\$95,000

## EXPENDITURES

a.	Marketing & Promotion, Advertising, Website, Events	\$41,000	
b.	Street Enhancement (Banners) & Maintenance (Cleaning)	26,500	
c.	Staffing and Administration	13,000	
d.	Safety & Security - Community Policing & Patrol	<u>14,500</u>	
	TOTAL		\$ <u>95,000</u>

Projected Reserve Fund at 2007-08 Year End

\$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 19, 2006. The VDBIA anticipates a surplus of approximately \$8,000 at year end 2006-07 due to cancellation of the previous security contract. The unspent amount will be carried forward into fiscal 2007-08 and used for other security initiatives. Further details of the proposed budget are provided in Appendix Q. This is the fourth year of the VDBIA's initial five-year mandate.

#### CAMBIE VILLAGE BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2007-08

The Cambie Village 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 2007-08.

##### REVENUE

a.	Levy Request	\$100,000	
b.	Directory Advertising Revenue	<u>10,000</u>	
	TOTAL		\$110,000

##### EXPENDITURES

a.	Marketing, Promotion and Special Events	\$53,000	
b.	Street Enhancement & Maintenance	15,500	
c.	Staffing and Administration	24,500	
d.	Safety & Security - Bike and Foot Patrols	12,000	
e.	Contingency	<u>5,000</u>	
	TOTAL		\$ <u>110,000</u>

Projected Reserve Fund at 2007-08 Year End \$ NIL

The business promotion scheme was approved by the majority of members present at a general meeting held on September 6, 2006. The CVBA anticipates a surplus of approximately \$28,500 at year end 2006-07. The surplus is due to a number of factors, including organizing a new BIA, challenges due to Canada Line construction, contributions from Canada Line, and savings from not implementing a security program in 2006-07. It is anticipated that any available funds will be expended in the current fiscal year to mitigate construction impacts. Further details of the proposed budget are provided in Appendix R. This is the second year of the CVBA's initial five-year mandate.

#### FRASER STREET BIA BUSINESS PROMOTION SCHEME & BUDGET FOR 2007-08

The South Hill (Fraser Street) Merchants Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$96,000 for 2007-08.

##### REVENUE

a.	Levy Request	<u>\$96,000</u>	
	TOTAL		\$96,000

## EXPENDITURES

a.	Marketing, Promotion and Special Events	\$7,200	
b.	Street Enhancement, Clean up, Banners	43,500	
c.	Staffing, Administration & Communication	24,800	
d.	Crime Prevention - Bike and Foot Safety Patrols	19,000	
e.	Contingency	<u>1,500</u>	
	TOTAL		\$ <u>96,000</u>

Projected Reserve Fund at 2007-08 Year End

\$NIL

The business promotion scheme will be voted by the members present at a general meeting to be held in April, 2007. Further details of the proposed budget are provided in Appendix S. This is the first year of their initial five-year mandate.

## CONCLUSION

The combined budgets (levy) amount for the 19 BIAs is approximately \$6.6 million for fiscal 2007-08, an increase of 12.7% over 2006-07. The average BIA expenditure in Vancouver is high compared with other Canadian jurisdictions, and overall BIA expenditures have been increasing steadily in recent years. This is due in part to the establishment of new BIAs (14 BIAs added since 1999), and in part to expanding BIA programs and projects. For example, in the upcoming fiscal year, the BIAs will collectively expend close to \$1.2 million on public realm enhancements alone in the city's commercial areas. The City's cost is limited to administration of the BIA Program (currently one full-time staff person).

All the BIAs have complied with the requirements set out in the City's BIA Grant Allocation By-law and the City's BIA Operational Guidelines (see Appendices T and U). 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' 2007-2008 budgets.

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DOWNTOWN VANCOUVER BUSINESS IMPROVEMENT ASSOCIATION  
PROPOSED BUDGET: PROGRAMS, STAFF & ADMINISTRATION  
APRIL 1, 2007 - MARCH 31, 2008

<b><u>REVENUES</u></b>	
B.I.A. Levy	\$ 1,928,948
Annual General Meeting	30,000
Luncheon with the Mayor	7,500
Other Revenue	10,000
Interest	20,000
<b>TOTAL REVENUES</b>	<b>\$ 1,996,448</b>
<b><u>EXPENDITURES</u></b>	
<b><u>Committees</u></b>	
Marketing & Communications	\$ 389,890
Maintenance & Security	1,041,750
Transportation & Urban Policy	59,825
Sub-Total	\$ 1,491,465
<b>Communications</b>	<b>\$ 90,625</b>
<b>Meetings &amp; Events</b>	<b>\$ 88,000</b>
<b>Research</b>	<b>\$ 40,000</b>
<b>TOTAL PROGRAMMING</b>	<b>1,710,090</b>
<b><u>Administration</u></b>	
Professional Fees	\$ 25,000
Bank Charges & Interest	1,200
Equipment Replacement & Repair	3,000
Insurance	8,000
Publications	1,000
Memberships & Dues	3,500
Conferences & Education	18,000
Repair, Maintenance & Janitorial	2,000
Office Rent	66,000
Office & Computer Supplies	12,000
Couriers, Freight & Postage	4,000
Equipment Lease	15,000
Telephone, Internet & Email	14,000
Depreciation	8,000
Wages & Benefits	229,646
<b>TOTAL ADMINISTRATION</b>	<b>\$ 410,346</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,120,436</b>
(Programming + Administration)	
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$123,988)</b>
<b>PROJECTED OPERATING FUND, BEGINNING OF YEAR</b>	<b>\$ 371,109</b>
<b>PROJECTED OPERATING FUND, END OF YEAR</b>	<b>\$ 247,121</b>

PROPOSED BUDGET FOR FISCAL YEAR 2007/2008

PROPOSED PROGRAM EXPENDITURES  
APRIL 1, 2007 - MARCH 31, 2008

<b>MARKETING &amp; COMMUNICATIONS</b>		
Awareness Campaign	\$	161,458
Sponsorships	\$	44,600
Streetscape Enhancements	\$	49,000
Mosaic Art Tiles	\$	5,000
Celebrate the Arts	\$	8,500
Co-op Advertising Programs	\$	36,850
Committee Expenses	\$	6,900
<b>Sub-total</b>	\$	<b>312,308</b>
Staff Allocation	\$	77,582
<b>Total</b>	\$	<b>389,890</b>

<b>MAINTENANCE &amp; SECURITY</b>		
Downtown Ambassadors	\$	601,000
Loss Prevention Specialists	\$	257,000
Downtown Clean Team	\$	65,750
Street Check	\$	8,000
Guardian Eye	\$	2,000
Crime Prevention Information & Education	\$	5,000
Operation Co-op Network	\$	1,500
Committee Expenses	\$	4,500
<b>Sub-total</b>	\$	<b>944,750</b>
Staff Allocation	\$	97,000
<b>Total</b>	\$	<b>1,041,750</b>

<b>TRANSPORTATION &amp; URBAN POLICY</b>		
Policy Development & Advocacy	\$	20,000
Committee Expenses	\$	5,000
<b>Sub-total</b>	\$	<b>25,000</b>
Staff Allocation	\$	34,825
<b>Total</b>	\$	<b>59,825</b>

<b>COMMUNICATIONS</b>		
Newsletter	\$	50,000
Annual Report	\$	20,000
<b>Sub-total</b>	\$	<b>70,000</b>
Staff Allocation	\$	20,625
<b>Total</b>	\$	<b>90,625</b>

<b>MEETINGS &amp; EVENTS</b>		
Annual General Meeting	\$	55,000
Recognition Events	\$	18,000
Luncheon with the Mayor	\$	5,000
Executive & Board	\$	5,000
Member Relations	\$	5,000
<b>Total</b>	\$	<b>88,000</b>

<b>RESEARCH</b>	\$	<b>40,000</b>
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# ROBSON STREET BUSINESS ASSOCIATION

APPENDIX B

## Budget for Fiscal 2007/2008 Programs

2007-2008

### REVENUE

BIA LEVY	447,189
GST RECOVERY	8,000
INTEREST	1,900
SURPLUS	0
GRANTS	0
<b>TOTAL</b>	<b>457,089</b>

### EXPENDITURE

#### MARKETING & PROMOTION

BROCHURES	16,760.00
ADVERTISING	40,000.00
ROBSON CANADA DAY	15,000.00
CHRISTMAS PROMOTION	15,000.00
2010 OLYMPIC EVENT	-
GIFT CERTIFICATE PROGRAM	350.00
WEBSITE	2,000.00
DESIGN UPDATE	-
<b>SUBTOTAL: MARKETING &amp; PROMOTION</b>	<b>89,110</b>

#### STREET ENHANCEMENT

BANNERS	28,000.00
CLEANING - CUSTODIAN	10,000.00
CLEANING - SUPPLIES	200.00
CLEANING - POWER WASHING	14,280.00
POWER - STREET LIGHTING	2,244.00
TREE MINI LIGHTS	8,000.00
BANNER LIGHTING	10,000.00
RSBA KIOSK - CONSTRUCTION & MAINTENANCE	1,000.00
STREET FURNITURE - SIDEWALK MOSAICS	0.00
<b>SUBTOTAL: STREET ENHANCEMENT</b>	<b>73,724</b>

#### COMMUNITY RELATIONS

SECURITY	142,800.00
CPC OPERATING COSTS	3,000.00
CRIME PREVENTION MEETINGS	5,450.00
GOVERNMENT LIAISON	500.00
NEWSLETTERS	1,200.00
VENDING PERMITS	2,000.00
AUTOCRIME PATROL (ICBC)	2,000.00
<b>SUBTOTAL: COMMUNITY RELATIONS</b>	<b>156,950</b>

#### ADMINISTRATION

LEGAL	-
EQUIPMENT	3,780.00
COMPUTER	350.00
AUDIT & ACCOUNTING	2,600.00
BANK CHARGES	100.00
OFFICE RENT	24,000.00
PARKING	100.00
TELEPHONE, FAX & INTERNET	1,800.00
OFFICE/GENERAL	195.00
WAGES & BENEFITS	68,900.00
RENEWAL	-
RESEARCH & PLANNING	-
INSURANCE	3,000.00
AMMORTIZATION	-
BOARD MEETINGS & AGM	6,000.00
CONFERENCES - BIABC	2,000.00
EDUCATION	-
MEMBERSHIP DUES	250.00
POSTAGE & COURIER	500.00
REPAIRS & MAINTENANCE	150.00
SUBSCRIPTIONS	-
SUPPLIES	700.00
TEMP/SECRETARIAL	-
EMPLOYER EXPENSE (ADMIN ONLY)	5,300.00
<b>SUBTOTAL: ADMINISTRATION</b>	<b>119,725</b>

CONTINGENCY 2% 8,790.18

**TOTAL BUDGET 457,089**

## Kerrisdale Business Association Draft Budget - April 1, 2007 - March 31, 2008

REVENUE	Budget 4/1/06-3/31/07	Draft Budget 4/1/07-3/31/08
<b><u>Operating Income</u></b>		
Business Improvement Ass'n Levy	274,000.00	282,000.00
Parkade Management Fee	6,000.00	7,500.00
Interest Income	500.00	2,300.00
<b>Total Operating Income</b>	<b>280,500.00</b>	<b>291,800.00</b>
<b><u>Fundraising Income</u></b>		
Carnival Days	6,180.00	6,365.40
Kerrisdale Days	3,605.00	4,500.00
Other Donations	515.00	530.45
<b>Total Fundraising Income</b>	<b>10,300.00</b>	<b>11,395.85</b>
<b>TOTAL REVENUE</b>	<b>290,800.00</b>	<b>303,195.85</b>
<b>EXPENSE</b>		
<b><u>Promotion</u></b>		
Advertising	41,200.00	42,436.00
Banners	22,660.00	23,339.80
Signage	3,090.00	3,182.70
Posters	7,725.00	7,956.75
Newsletter	2,575.00	4,000.00
Strategic Planning - Web site	6,000.00	
Strategic Planning - Other	4,000.00	5,000.00
<b>Total Promotion Expense</b>	<b>87,260.00</b>	<b>85,915.25</b>
<b><u>Events</u></b>		
Carnival Days	14,420.00	14,852.60
Kerrisdale Days	14,420.00	17,500.00
Music Under the Clock	4,635.00	5,500.00
Holiday Promotion	22,695.00	24,700.00
New Event Development	5,000.00	5,150.00
<b>Total Event Expense</b>	<b>61,170.00</b>	<b>67,702.60</b>
<b><u>Beautification</u></b>		
Cleanup & Maintenance	11,000.00	8,500.00
Graffiti Removal	1,000.00	
Other Beautification	10,181.00	10,486.43
Landscaping and Garden	15,450.00	22,000.00
<b>Total Beautification Expense</b>	<b>37,631.00</b>	<b>40,986.43</b>
<b><u>Security</u></b>		
Provident Security	89,250.00	93,712.50
<b>Total Security</b>	<b>89,250.00</b>	<b>93,712.50</b>
<b><u>Administration</u></b>		
Coordinator	18,540.00	20,400.00
Clerical Support	2,369.00	2,440.07
Accounting	3,399.00	3,500.97
Audit	1,545.00	1,100.00
WorkSafe (WCB)		100.00
General Meetings	1,339.00	2,000.00
Insurance	1,767.00	1,820.01
Telephone	824.00	848.72
Office and Supplies	1,751.00	1,000.00
<b>Total Administration Expense</b>	<b>31,534.00</b>	<b>33,209.77</b>
<b>TOTAL EXPENSE</b>	<b>306,835.00</b>	<b>321,626.55</b>
<b>NET INCOME (LOSS)</b>	<b>-16,035.00</b>	<b>-18,330.70</b>
From reserve	16,890.00	18,330.70
<b>Net Income after reserve</b>	<b>855.00</b>	<b>-0.00</b>

<b>GASTOWN BUSINESS IMPROVEMENT SOCIETY</b>		
<b>PROPOSED OPERATING BUDGET</b>		
<b>APRIL 1, 2007 - MARCH 31, 2008</b>		
<b>PROPOSED BIA LEVY BUDGET</b>		
<b>MARKETING &amp; PROMOTIONS</b>		
i)	Jazz Festival	15,000.00
ii)	Gastown Brochure	23,000.00
iii)	Tour Guide Program	10,000.00
iv)	Tour de Gastown	20,000.00
v)	Concours D'elegance	2,000.00
vi)	Motorcycle Show & Shine	5,000.00
vii)	Other Festival	6,000.00
viii)	Web Site	4,000.00
<b>Sub Total Marketing &amp; Promotions:</b>		<b>85,000.00</b>
<b>PHYSICAL PLANT</b>		
i)	Hanging Baskets	38,000.00
ii)	Security	126,000.00
iii)	Banners/Basket Hardware	5,000.00
iv)	Steam Clock Maintenance	3,000.00
v)	Tree Lights	10,000.00
<b>Sub Total Physical Plant:</b>		<b>182,000.00</b>
<b>OPERATIONS</b>		
<b>Corporate Communications:</b>		
i)	General Communications	2,000.00
ii)	AGM	1,000.00
iii)	Board Membership Meetings	2,000.00
<b>Fees &amp; Services:</b>		
i)	Association Memberships	1,000.00
ii)	Audit & Bookkeeping Fees	5,000.00
iii)	Legal Fees	2,000.00
iv)	Insurance	3,000.00
<b>Operating Expenses:</b>		
i)	Office Supplies	2,000.00
ii)	Telephone/Fax	3,000.00
iii)	Rent	6,000.00
iv)	Postage	1,000.00
v)	Administration/Wages	63,000.00
vi)	Conferences	5,000.00
vii)	Equipment	3,000.00
<b>Sub Total Operations:</b>		<b>99,000.00</b>
<b>Contingency</b>		<b>4,000.00</b>
<b>TOTAL PROPOSED BUDGET FROM BIA LEVY:</b>		<b>370,000.00</b>
<b>PROPOSED BUDGET FROM RESERVES</b>		
<b>MARKETING</b>		
2007 Jazz Festival		5,000.00
<b>Sub Total</b>		<b>5,000.00</b>
<b>PHYSICAL PLANT</b>		
Lane Cleaning		15,000.00
Tree Light Power Bill		15,000.00
<b>Sub Total</b>		<b>30,000.00</b>
<b>TOTAL PROPOSED BUDGET FROM RESERVES:</b>		<b>35,000.00</b>

**MOUNT PLEASANT COMMERCIAL IMPROVEMENT SOCIETY  
PROPOSED BUDGET FOR APRIL 1, 2007 TO MARCH 31, 2008**

	PROPOSED BUDGET April 2007 to March 2008	BUDGET April 2006 to March 2007	VARIANCE
<b>REVENUE:</b>			
A) CITY TAX LEVY (as submitted to Court of Revision in 1999)	\$ 210,000.00	\$ 200,000.00	\$ 10,000.00
B) OTHER SOURCES (Grants, Sales and Bank Interest)	\$ 5,400.00	\$ 6,500.00	
<b>TOTAL REVENUE:</b>	<b>\$ 215,400.00</b>	<b>\$ 206,500.00</b>	<b>\$ 8,900.00</b>
<b>EXPENSES:</b>			
<b>ADMINISTRATION:</b>			
Accounting and Auditor	\$ 3,000.00	\$ 3,000.00	\$ -
Insurance	\$ 2,500.00	\$ 2,500.00	\$ -
Meetings/Conf./Seminar	\$ 1,800.00	\$ 1,800.00	\$ -
<b>Sub-Total:</b>	<b>\$ 7,300.00</b>	<b>\$ 7,300.00</b>	<b>\$ -</b>
<b>ECONOMIC DEVELOPMENT RESOURCE CENTRE &amp; SPECIAL PROJECT SUPPORT</b>			
Office Supplies and equipment	\$ 7,600.00	\$ 4,000.00	\$ 3,600.00
Miscellaneous - travel and volunteers	\$ 2,500.00	\$ 2,500.00	\$ -
Rent & Office Upgrades	\$ 15,000.00	\$ 13,000.00	\$ 2,000.00
Telephone / Internet / Web	\$ 5,300.00	\$ 3,800.00	\$ 1,500.00
Member / Centre Support	\$ 63,000.00	\$ 62,000.00	\$ 1,000.00
<b>Sub-Total:</b>	<b>\$ 93,400.00</b>	<b>\$ 85,300.00</b>	<b>\$ 8,100.00</b>
<b>SPECIAL PROJECT COST - COMMITTEES</b>			
Business & Tourism Development	\$ 40,500.00	\$ 30,000.00	\$ 10,500.00
Design Guidelines	\$ -	\$ 1,000.00	\$ 1,000.00
Façade Grants (non-levy)	\$ -	\$ -	\$ -
Government and Community Relations	\$ 25,000.00	\$ 17,800.00	\$ 7,200.00
Safety & Security	\$ 12,000.00	\$ 16,500.00	\$ 4,500.00
Street Enhancement	\$ 37,200.00	\$ 48,600.00	\$ 11,400.00
<b>Sub-Total:</b>	<b>\$ 114,700.00</b>	<b>\$ 113,900.00</b>	<b>\$ 800.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 215,400.00</b>	<b>\$ 206,500.00</b>	<b>\$ 8,900.00</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	

Davie Village Business Improvement Association Draft Budget for the Proposed West End BIA For the year April 01, 2007 to March 31, 2008	
<b>Income</b>	
Levy - City of Vancouver	\$500,000
Non levied funds	
Interest	1800
	501,800
<b>Operating Expenses (administration)</b>	
Audit/ Bookkeeping	3,200
Bank Charges	300
Honourariums	1,000
Insurance	1,920
Legal	1,200
Rent	15,000
Office, postage & Miscellaneous	3,000
Sub-contract labour	117,000
Telephone and fax line	4,000
	146,620
<b>Beautification:</b>	
Banners, installation & removal	45,000
Custodian and janitorial supplies	60,000
Streetscape Improvements	5,200
<b>Marketing and Promotions:</b>	
Advertising	14,000
Meetings and Conferences	5,000
Memberships	2,480
Newsletter	12,000
Website	2,500
<b>Safety and Security:</b>	4,000
Biz Patrol	35,000
<b>Other Initiatives</b>	38,000
<b>Special Events</b>	70,000
Other/Miscellaneous	60,000
Office Furniture	2,000
	355,180
<b>Total Expenses</b>	<b>501,800</b>
<b>Surplus/Deficit</b>	<b>0</b>

## South Granville BIA Detailed Draft Budget 2007/2008

<b>DRAFT</b>	
	<b>2007/2008</b>
<b>2006/2007 Budget</b>	<b>\$430,000</b>
<b>Proposed 2007/2008 Levy</b>	<b>\$430,000</b>
<b>Proposed 2007/2008 Budget</b>	<b>\$430,000</b>
<b>Administration</b>	
Operations	44,000
Staff Allocation 23%	20,000
	<b>64,000</b>
<b>Communications</b>	
Newsletters/ Mailings/postage	3,000
Staff Allocation 40%	34,000
	<b>37,000</b>
<b>Marketing</b>	
Centennial & Christmas	34,000
General Advertising	60,000
Other	6,500
Tourism	8,000
Staff Allocation 27%	23,000
	<b>131,500</b>
<b>Security</b>	
Patrols	80,000
Staff Allocation 3%	2,500
	<b>82,500</b>
<b>Street Enhancement</b>	
Banner Program	6,000
Clean Streets Program	15,500
Hanging Baskets & Planters	30,000
Lighting Project (capital exp)	40,000
Staff allocation 7%	6,000
	<b>97,500</b>
<b>Non Admin</b>	
Unrecovered GST	8,500
Fixed assets	2,000
Contingency	10,000
Interest	-3,000
<b>total non Admin</b>	<b>17,500</b>
<b>Total proposed Budget</b>	<b>430,000</b>

BUDGET  
 YALETOWN BUSINESS IMPROVEMENT ASSOCIATION  
 APRIL 1st 2007 TO MARCH 31st 2008

<b>INCOME:</b>		<b>2007 -2008</b>	
	TAX REBATE	\$2,000.00	
	Sponsorship	\$10,000.00	
	Donations from Filming	\$1,000.00	
	BIA LEVY	\$295,000.00	
	Canada Line Sponsorship	\$10,000.00	
	Taste of Yaletown	\$5,000.00	
<b>TOTAL INCOME</b>			<b>\$323,000.00</b>
<hr/>			
<b>EXPENSES:</b>			
	<b>Administration</b>		
	Staff	\$60,000.00	
	GST on staff	\$3,600.00	
	wages	\$38,000.00	
<b>Total Administration</b>			<b>\$101,600.00</b>
<hr/>			
	<b>MARKETING</b>		
	AGM + Filings	\$2,000.00	
	Brochure (One Fine Day)	\$1,500.00	
	Concierge Walk	\$0.00	
	Advertising/Promo	\$3,000.00	
	Yaletown Pocket Map	\$3,000.00	
	Networking	\$1,500.00	
	Ambassadors	\$20,000.00	
	Newsletters	\$5,000.00	
	Website	\$2,000.00	
	Direct Mail/flyers	\$2,300.00	
	Display Materials	\$1,000.00	
	<b>Subtotal</b>	<b>\$41,300.00</b>	
	<b>Events</b>		
	Summer Celebration	\$20,000.00	
	Christmas	\$2,000.00	
	Farmers Market	\$0.00	
	Taste of Yaletown	\$1,000.00	
	Halloween Howl	\$3,000.00	
	Best of Yaletown Awards	\$5,000.00	
	Cruise-a-thon	\$700.00	
	Chocolate Festival	\$5,000.00	
	<b>Subtotal</b>	<b>\$36,700.00</b>	
<b>Total Marketing</b>			<b>\$78,000</b>
<hr/>			
	<b>STREET BEAUTIFICATION</b>		
	Banners	\$5,700.00	
	Waste Mgmt Project	\$10,000.00	
	Fair Tax Coalition	\$1,500.00	
	Baskets	\$3,688.00	
	Clean Team/Graffiti Remov:	\$12,000.00	\$32,888.00
	Economic Development \$	1,000.00	
	Consulting/Dues/Research	\$2,000.00	\$ 3,000.00
<b>Total Str. Beautification</b>			<b>\$35,888</b>
<hr/>			
	<b>SECURITY</b>		
	Audit Service/Collateral	\$1,500.00	
	Security Patrols	\$61,300.00	\$62,800
<b>Total Security</b>			<b>\$62,800</b>
<hr/>			
	<b>OPERATIONS</b>		
	Audit	\$1,500.00	
	Accounting	\$1,500.00	
	Supplies, repairs, maintenar	\$12,000.00	
	telephone, hydro, professional fees, postage, legal		
	Rent	\$21,076.00	
	Insurance	\$2,265.00	
	Equipment	\$1,500.00	
<b>Total Operations</b>			<b>\$39,841</b>
<b>TOTAL EXPENSES</b>			<b>\$318,129</b>
<b>Contingency</b>			<b>\$4,871</b>
<b>TOTAL BUDGET</b>			<b>\$323,000</b>

# Vancouver Chinatown BIA Society

## Proposed Budget (April 1, 2007 - March 31,2008)

2007-2008

**INCOME**

City Levy	\$205,700.00	
Membership Fee	\$800.00	
Interest	\$800.00	
Sponsorship / events	\$53,500.00	
	<b>TOTAL</b>	<b>\$260,800.00</b>

**EXPENSES****ADMINISTRATION**

Wages / Benefits	\$36,200.00	
Rent	\$5,500.00	
Insurance	\$3,000.00	
	Sub-total	<b>\$44,700.00</b>

**OPERATIONS**

Office Equipment	\$1,500.00	
Acc & Audit Fees	\$3,200.00	
Telephone / Fax	\$1,600.00	
Office Supplies / expenses	\$7,000.00	
	Sub-total	<b>\$13,300.00</b>

**Events & Promotion**

Events & Marketing	\$58,300.00	
Chinatown Map	\$14,000.00	
Advertising	\$12,000.00	
Marketing Coordinator / ED	\$42,000.00	
	Sub-total	<b>\$126,300.00</b>

**Beautification**

Banner / Graffiti / Lighting	\$34,000.00	
	Sub-total	<b>\$34,000.00</b>

**Security**

Security	\$40,000.00	
	Sub-total	<b>\$40,000.00</b>

**Contingency**

	\$2,500.00	
	Sub-total	<b>\$2,500.00</b>

<b>TOTAL</b>	<b>\$260,800.00</b>
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**Commercial Drive Business Society  
Draft Budget  
April 1, 2007 - March 31, 2008**

**INCOME**

City of Vancouver Levy	\$248,400.00	
Estimated Carry Forward	\$6,000.00	
Estimated GST Refund	<u>\$2,500.00</u>	
<b>TOTAL INCOME</b>		<b>\$256,900.00</b>

**EXPENSES**

**Administration/Operations**

Salary and Benefits	\$33,100.00	
Office Rent/Overhead/Agm	\$28,255.00	
Insurance	\$2,250.00	
Scholarships/Bursaries	\$1,500.00	
Accounting	<u>\$2,200.00</u>	
<b>Total:</b>		<b>\$67,305.00</b>

**Marketing**

Public Events Funding	\$5,000.00	
Infrastructure, Tourist Traffic	\$5,000.00	
Web Site	\$2,000.00	
Co-op Ads	\$20,500.00	
Media Ad	\$10,000.00	
Brochures & Posters	<u>\$2,500.00</u>	
<b>Total:</b>		<b>\$45,000.00</b>

**Street Enhancement**

Street Banners	\$7,000.00	
Decorative Boulevard Lighting	\$21,000.00	
Anti-Graffiti Program	\$24,000.00	
Clean-up, Kettle	\$16,600.00	
Britannia Clean-up	<u>\$500.00</u>	
<b>Total:</b>		<b>\$69,100.00</b>

**Safety & Securiry**

Secuirty Patrol	\$67,000.00	
<b>Total:</b>		<b>\$67,000.00</b>

**Fair Tax Coalition**

Fair Tax Contribution	\$2,400.00	
<b>Total:</b>		<b>\$2,400.00</b>

**Contingency**

Contingency Fund	\$6,095.00	
		<b>\$6,095.00</b>

<b>Total Expenditures</b>		<b>\$256,900.00</b>
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**PROPOSED COMMERCIAL DRIVE (EXPANSION AREA) BIA  
DRAFT BUDGET APRIL 2007 – MARCH 2008**

BIA Revenues	Amount
Tax levy	\$150,000
<b>TOTAL BIA REVENUES</b>	<b>\$150,000</b>

BIA Expenditures	Amount
<b>Maintenance and Street Beautification</b>	<b>\$40,000</b>
Street cleaning, trash cans and graffiti removal	\$22,000
Banners, decorations (3 year life span)	\$18,000
<b>Marketing and Promotion</b>	<b>\$11,000</b>
Business Advertising	\$2,000
Co-op Advertising	\$1,000
Newsletters, posters, flyers	\$2,000
Business recruitment	
<b>Special Events</b>	<b>\$5,000</b>
Special/seasonal promotions	\$5,000
<b>Security</b>	<b>\$66,500</b>
2 person Bike Team (rotating 7 day / week)	\$66,500
Monitoring service	
<b>Government and Member Relations</b>	<b>\$5,000</b>
AGM and meetings	\$1,000
Member forums and business networking	\$3,000
Newsletters to members	\$1,000
<b>Administration</b>	<b>\$22,500</b>
Web site construction and maintenance	\$2,500
Accounting, Legal, Insurance, Telephone	\$5,000
Administration	\$15,000
<b>TOTAL BIA EXPENDITURES</b>	<b>\$150,000</b>

# MBA Annual General Meeting

## Wednesday, September 27, 2006



# Draft 2007-2008 Budget

<b>Expenses</b>	<b>140,500.00</b>
<b>Fixed Expenses</b>	<b>2,200.00</b>
Insurance	1,200.00
Telephone	1,000.00
<b>Flexible Expenses</b>	<b>138,300.00</b>
AGM & Board Costs	1,500.00
<b>Christmas Lighting</b>	<b>4,300.00</b>
Power	2,300.00
Christmas Lighting - Other	2,000.00
<b>Communications</b>	<b>6,300.00</b>
Business Directory	500.00
Newsletter	3,500.00
Recruitment Package	100.00
Retail Marketing Study	0.00
VEDC Report Updates	1,000.00
Web Site	1,200.00
Communications - Other	0.00
<b>Community Relations</b>	<b>1,000.00</b>
Memberships	500.00
Community Relations - Other	500.00
Conference	2,000.00
Contingency	2,000.00
Contract Employment	35,000.00
GST	4,500.00
Legal & Auditor Services	2,200.00
Mileage	500.00
Miscellaneous	1,000.00
Office Supplies	1,000.00
Promotions	19,000.00
Security	0.00
Service Charges	0.00
<b>Street Beautification</b>	<b>58,000.00</b>
Banner Installation	8,000.00
Blvd-Side St Maintenance	10,000.00
Clean Up Program	10,000.00
Flower Pot Program	20,000.00
Street Banners	10,000.00
Street Beautification - Other	0.00
Street Furniture	0.00
<b>Income</b>	<b>140,500.00</b>
Funding	138,500.00
GST Rebate	2,000.00
Interest Earned	0.00
Misc In	0.00
<b>Total Budget Income:</b>	<b>140,500.00</b>
<b>Total Budget Expenses:</b>	<b>140,500.00</b>
<b>Difference:</b>	<b>0.00</b>

# BUDGET FOR FISCAL YEAR 2007/2008

	2006/2007 (Current)	2007/2008 (Proposed)
<b>REVENUE</b>		
BIA Basic Levy	415,000.00	495,000.00
Additional Levy to Cover Shortfall	—	6,828.54
Investment Income	—	—
Grants/Donations/Other Revenue	30,000.00	—
Surplus/Deficit Carried Over	—	—
<b>TOTAL REVENUE</b>	<b>445,000.00</b>	<b>501,828.54</b>
<b>EXPENSE</b>		
<b>GST Rebate</b>	<b>(10,000.00)</b>	<b>(10,000.00)</b>
<b>Additional Levy to Cover Shortfall</b>	<b>—</b>	<b>6,828.64</b>
<b>Payroll Expenses</b>	<b>85,000.00</b>	<b>90,000.00</b>
<b>General &amp; Administrative Expenses</b>		
Accounting & Legal	6,500.00	6,500.00
AGM	1,500.00	1,500.00
Association Memberships	500.00	500.00
BOD & Membership Meetings	2,000.00	2,000.00
Consulting Fees	5,000.00	5,000.00
Conferences	5,000.00	5,000.00
Courier & Postage	700.00	700.00
Insurance	5,000.00	5,000.00
Interest & Bank Charges	100.00	100.00
Levy Equalization	5,000.00	5,000.00
Office Equipment	1,500.00	1,500.00
Office Expenses (Supplies, R&M, Misc)	5,500.00	5,500.00
Rent	4,200.00	20,000.00
Subscriptions	250.00	200.00
Telephone	2,000.00	2,000.00
Travel & Car Allowance	2,000.00	2,000.00
Research & Grants *new*	—	15,000.00
Utilities	4,000.00	4,000.00
<b>Total General &amp; Admin. Expenses</b>	<b>50,750.00</b>	<b>81,550.00</b>
<b>Marketing</b>		
Advertising (Gen PR/Area Promo)	—	6,000.00
Banners	35,000.00	—
Events – Community (inc. Sponsorship)	6,500.00	6,500.00
Events – Membership	2,500.00	3,500.00
Newsletter	9,500.00	8,500.00
Member D-Base & Directory	—	14,000.00
Website	750.00	5,000.00
Branding & Business Recruiting Initiatives	11,000.00	10,000.00
<b>Total Marketing</b>	<b>65,250.00</b>	<b>53,500.00</b>
<b>Safe Neighbourhood Initiatives</b>		
John Watch Program & Website	2,500.00	2,500.00
Security Patrol	164,000.00	175,500.00
Research	—	—
Block Captain	2,000.00	2,000.00
<b>Total Safe Neighbourhood</b>	<b>168,500.00</b>	<b>180,000.00</b>
<b>Visual Improvements</b>		
Graffiti Removal	40,000.00	35,000.00
Street & Lane Clean Up	20,000.00	25,000.00
Area Presentation & Visual Enhancement	10,000.00	25,000.00
R & D	—	—
Mural Program	15,000.00	15,000.00
Adopt a Block	500.00	—
<b>Total Visual Improvements</b>	<b>85,500.00</b>	<b>100,000.00</b>
<b>TOTAL EXPENSES</b>	<b>445,000.00</b>	<b>501,828.54</b>
<b>SURPLUS / DEFICIT</b>		

## Collingwood Business Improvement Association Proposed 2007 - 2008 Budget

		BUDGET
<b>REVENUE:</b>		
BIA Levy 2007		\$172,500.00
Interest Earned		
Other Term Deposit Redeemed		
<b>TOTAL REVENUE</b>		<b>\$172,500.00</b>
<b>EXPENSES:</b>		
<b>Crime Prevention</b>		<b>\$46,000.00</b>
Bike & Foot Safety Patrols	\$12,000.00	
Anti-Graffiti Program	\$10,000.00	
Laneway Improvements	\$22,000.00	
CCPS/BIA Safety Initiatives	\$2,000.00	
TIPS Guide & Manual		
<b>Street Enhancements</b>		<b>\$44,500.00</b>
Clean Team	\$5,000.00	
Sidewalk Improvements	\$5,000.00	
New Banner/Gateway Treatments	\$11,276.00	
Banner Installation/Maintenance	\$4,000.00	
Murals	\$1,224.00	
Parking Meters/Restrictions	\$3,000.00	
Lighting Boulevard Trees	\$15,000.00	
<b>Marketing &amp; Promotion</b>		<b>\$29,200.00</b>
Business Directory	\$2,000.00	
Collingwood Days	\$10,000.00	
Other Events	\$1,000.00	
Web Site Hosting Fee	\$3,000.00	
Promotional Items	\$1,500.00	
Newsletters	\$3,000.00	
Area Marketing & Branding	\$5,000.00	
Market Research / Surveys	\$2,500.00	
Business Recruitment	\$1,200.00	
<b>Membership</b>		<b>\$2,000.00</b>
Annual General Meeting (AGM)	\$2,000.00	
<b>Administration</b>		<b>\$13,300.00</b>
Office Expenses	\$7,500.00	
Rent		
Tel/Fax/Photocopies		
Audit	\$3,600.00	
Insurance	\$1,200.00	
Meeting Expenses	\$700.00	
Miscellaneous Costs	\$300.00	
<b>Staff</b>		<b>\$37,500.00</b>
Staff/Expenses	\$37,500.00	
<b>TOTAL EXPENSES</b>		<b>\$172,500.00</b>

## HASTINGS NORTH BUSINESS IMPROVEMENT ASSOCIATION

### BUDGET

April 1, 2007 to March 31, 2008

REVENUE:	DOLLAR
Tax Levy	\$250,000
Carry Over 10%	25,000
Associate Members	5,500
GST Refund	<u>4,000</u>
<b>TOTAL REVENUE</b>	<b><u>\$284,500</u></b>
EXPENSES:	
Community Resource Centre	
<u>Administration</u>	
Wages & Benefits	\$ 21,100
Payroll Tax	4,800
Office Rental	12,200
Insurance	4,700
Audit Fees	3,000
Meetings	1,000
Telephone & Fax	3,000
BC Hydro	1,200
Terasen Gas	400
Repairs and Maintenance	1,500
Postage & Courier	4,000
Office Supplies	<u>3,000</u>
<b>Sub Total</b>	<b>\$ 59,900</b>
Community Improvement Programs	
<u>Safety &amp; Security</u>	
Business Safety Program	20,000
CPC Grant	20,000
Bike Patrols	4,000
Staff Allocation	<u>14,020</u>
<b>Sub Total</b>	<b>\$ 58,020</b>
<u>Cleanup Program</u>	
Coast Foundation Society	\$ 20,000
Youth Spot Project	13,000
Landscaping Maintenance	500
Anti-Graffiti Program	27,000
Staff Allocation	<u>3,500</u>
<b>Sub Total</b>	<b>\$ 64,000</b>
<u>Marketing &amp; Communications</u>	
Communications:	
Web Site Maintenance	\$ 2,500
Web Site Host Fees	500
Newsletters	10,000
Annual General Meeting	500
Cooperative Advertising	1,000
Area Directory	20,000
Events:	
Christmas	2,000
Halloween	1,500
Sunrise Summer Kickoff	7,000
Staff Allocation	<u>24,570</u>
<b>Sub Total</b>	<b>\$ 69,570</b>
<u>Revitalization</u>	
Pole Painting	\$ 18,000
Banners	8,000
Staff Allocation	<u>7,010</u>
<b>Sub Total</b>	<b>\$ 33,010</b>
<b>TOTAL EXPENSES</b>	<b>\$284,500</b>

# The Kitsilano 4<sup>th</sup> Avenue Business Association

## Proposed Budget

(April 1, 2007 – March 31, 2008)

### Revenue

BIA Levy	\$135,000	
Levy Adjustment for City Shortfall (2006/2007)	419	
<b>Total BIA Levy</b>		<b>\$135,419</b>
Carry-over	5,000	
<b>Total</b>		<b>\$140,419</b>

### Expenses

<b>Administration</b>	<b>\$ 8,500</b>
Audit	1,200
Insurance	1,300
Annual General Meeting	1,200
Miscellaneous Office (note 1)	800
Association Newsletters	1,000
BIA Coordinator	3,000
<b>Street Amenities</b>	<b>\$ 17,000</b>
Banner Design / Production	10,750
Banner Installation	3,500
Anti Poster Broda Coating	750
BIA Coordinator	2,000
<b>Street Enhancements</b>	<b>\$ 52,500</b>
Clean Team (note 2)	10,000
Security Patrol (note 3)	40,000
BIA Coordinator	2,500
<b>Business Promotion</b>	<b>\$ 57,000</b>
Promotions / Events (note 5)	30,000
Tourism Advertising	5,000
Shopping Certificates	1,500
Website Maintenance / Upgrades	1,500
Brochure Distribution	1,000
Tourism Vancouver Membership	500
BIA Coordinator	17,500
<b>Business Networking and Advocacy</b>	<b>\$ 3,650</b>
Education / Conferences	600
BIA BC Membership	300
Fair Tax Coalition Membership	1,000
BIA Coordinator	1,750
<b>Contingency</b>	<b>\$ 1,350</b>
<b>Levy Adjustment for City Shortfall (2006/2007)</b>	<b>419</b>

<b>Total</b>	<b>\$140,419</b>
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Note 1: Includes phone/fax, internet, postage, photocopies, postbox rental, etc.

Note 2: 2 persons, \$10 / hr, 3 hrs / day, 3 days / week plus supplies

Note 3: 1 guard, \$18 / hr, 6 hrs / day, 7 days / week

Note 5: Events: Kits Days, "Hippie Daze" - Business Promotions: Christmas

# The Point Grey Village Business Association

## Proposed Budget

(April 1, 2007 – March 31, 2008)

### Revenue

<b>BIA Levy</b>		<b>\$70,000</b>
<b>Other Sources</b>		<b>\$12,500</b>
Directory Ad Sales	\$ 5,000	
Carry Over ( <i>Apr 2006 – Mar 2007</i> )	\$ 5,000	
GST Rebate	\$ 2,500	
	<b>Total Revenue</b>	<b>\$82,500</b>

### Expenses

<b>Administration</b>		<b>\$ 7,750</b>
Audit	\$ 1,000	
Insurance	700	
Annual General Meeting	500	
Office ( <i>note 1</i> )	500	
Newsletters	750	
Miscellaneous	300	
BIA Coordinator	4,000	
<b>Street Amenities</b>		<b>\$20,500</b>
Banners (Design & Production)	\$ 7,500	
Banner Installation	2,500	
Holiday Decoration	2,000	
Clean-up Program ( <i>note 3</i> )	3,500	
BIA Coordinator	5,000	
<b>Flower Pot Program</b>		<b>\$ 6,000</b>
Maintenance	\$ 4,000	
New Plantings	750	
New Boxes / Pots	1,250	
<b>Business Promotion</b>		<b>\$42,500</b>
Events / Promotions ( <i>note 4</i> )	\$15,000	
Co-op Advertising	5,000	
Website Maintenance	1,500	
Business Directory	15,000	
BIA Coordinator	6,000	
<b>Tourism Promotion</b>		<b>\$ 4,000</b>
Tourism Vancouver Membership	\$ 500	
Tourism Rack Card	3,500	
<b>Advocacy / Education</b>		<b>\$ 750</b>
<b>Contingency</b>		<b>\$ 1,000</b>
	<b>Total Expenses</b>	<b>\$ 82,500</b>

Note 1: Includes postage, photocopies, meetings, cheques, supplies

Note 2: Includes tree base flower bed maintenance; landscaping; pots

Note 3: Includes sidewalk & boulevard clean-up, supplies; 1 person, 2 days/wk, 2 hrs/day – Coast Foundation

Note 4: Fiesta Days; Spring Art Walk & Cherry Blossom Festival; Christmas sales promotion



## VICTORIA DRIVE BUSINESS IMPROVEMENT ASSOCIATION

*Proposed Budget Presented  
to the General Membership  
at the AGM, September 19, 2006*

April 1, 2007 to March 31, 2008

### REVENUE

City Tax Levy	<b>95,000</b>
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### EXPENSES

#### Administration

Co-ordinator (P/T)	\$11,000
Professional Fees	\$1,200
Equipment & Supplies	\$400
Miscellaneous Expenses	\$400
	<b>\$13,000</b>

#### Marketing & Promotion

Festival	\$20,000
Advertising	\$6,000
Directory	\$12,000
	<b>\$38,000</b>

#### Public Relations

Marketing Support (banner)	\$14,000
Security (Policing & Patrol)	\$14,500
Maintenance (Cleaning)	\$12,500
Website	\$3,000
	<b>\$44,000</b>

<b>TOTAL EXPENSES</b>	<b>\$95,000</b>
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**CAMBIE VILLAGE BUSINESS ASSOCIATION  
PROPOSED BUDGET  
April 2007 to March 2008**

<b>REVENUE</b>	
City Tax Levy	100,000
Directory Advertising Sales	10,000
	<b>110,000</b>
<b>EXPENSES</b>	
Administration	
Audit	1,500
Insurance	1,500
Legal	500
Meetings	500
Coordinator	20,000
Miscellaneous / office supplies	500
	<b>24,500</b>
Crime Prevention	
Bike and foot safety patrols	12,000
	<b>12,000</b>
Marketing and Promotion	
Advertising	20,000
Business Directory	15,000
Website	2,000
	<b>37,000</b>
Special Events and Street Festivals	
	<b>16,000</b>
Street Enhancement/Amenities	
Anti-graffiti program	1,000
Banners—Design, Installation, Production	10,000
Holidays / Festive celebration	3,000
Sidewalk cleanup	1,500
	<b>15,500</b>
Contingency	<b>5,000</b>
<b>TOTAL EXPENSES</b>	<b>110,000</b>

Fax: 604 876 9225

3378 Cambie Street  
Vancouver, BC, V5Z 2W5

**South Hill (Fraser Street) Merchants Association  
Proposed BIA Budget - April 2007- March 2008  
Amended per Revised BIA Boundary**

**REVENUE:**

BIA Levy	\$	96,000.00	
<b>TOTAL REVENUE</b>			<b>\$ 96,000.00</b>

**EXPENSES:**

<b>Crime Prevention</b>			19,000.00
Bike and Foot Safety Patrols		19,000.00	
<b>Street Enhancement</b>			43,500.00
Street Cleaning		12,000.00	
Banner Decorations (3 times per year)		15,000.00	
Banner Hardware (1 time Cost)		16,500.00	
<b>Marketing &amp; Promotions</b>			3,000.00
Website, Hosting Fee		3,000.00	
<b>Special Events</b>			4,200.00
Special Events & Promotions		4,200.00	
<b>Memberships</b>			3,200.00
Newsletters		1,400.00	
AGM & Meetings		1,800.00	
<b>Administration</b>			3,600.00
Audit		1,800.00	
Insurance		1,800.00	
<b>Coordinator</b>			18,000.00
BIA COORDINATOR P/T		18,000.00	
<b>Contingency</b>			\$ 1,500.00
<b>TOTAL PROPOSED BUDGET</b>			<b>\$ 96,000.00</b>

**STANDARD FORM OF GRANT ALLOCATION BY-LAW**

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

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

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

8. The Society must keep grant money in a separate account, and must cause the revenue and expenditures resulting from use of that separate account to be an audited schedule to the financial statements and reported separately as required by section 6.
9. The Society must not borrow if the result is an indebtedness or other obligation as to grant money which extends beyond the fiscal year in which Council approved the grant.
10. The Society must permit the Director, or Director's designate, during normal business hours on reasonable notice, to inspect all financial records the Director deems advisable to verify and obtain further particulars of budgets and financial statements of the Society as they relate to grant money.
11. The Society may invest any grant money not required for immediate use but must do so only in securities in which trustees are authorized by law to invest.
12. The Society must carry comprehensive general liability insurance of at least \$2,000,000.00 which includes the city as an additional named insured, and contains a cross coverage provision and an endorsement to give the Director 30 days' notice of change to or cancellation of the policy.
13. The Society must give notice of every general meeting at least 14 days before the date scheduled for the meeting if delivered by hand or transmitted via facsimile or electronic mail, or 21 days by any other means to the Director; to all persons who own class 5 or class 6 properties, as described in section 459 of the *Vancouver Charter*, to their address as ascertained from the most recent assessment rolls for the City of Vancouver; and to all persons who lease class 5 or class 6 properties and from which they carry on a business, to their address as determined by directories, visual inspection or any other information system.
14. If the Society alters its constitution or by-laws without first giving the Director 60 days' notice and obtaining approval from the Director, the city may withhold payment of further grant money.
15. The Society must comply with the requirements under this By-law at its own expense.
16. This By-law is to come into force and take effect on April 1, 200\_, and is to expire and have no further force or effect after March 31, 20\_\_.

ENACTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 200\_

\_\_\_\_\_  
Mayor

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

## BIA OPERATIONAL GUIDELINES

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

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

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

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