



CITY OF VANCOUVER

A7

ADMINISTRATIVE REPORT

Report Date: November 10, 2008
Contact: Peter Vaisbord
Contact No.: 604.871.6304
RTS No.: 07726
VanRIMS No.: 08-2000-20
Meeting Date: November 25, 2008

TO: Vancouver City Council
FROM: Director of Planning
SUBJECT: Approval of Council Initiatives - BIA Renewals

RECOMMENDATION

Gastown BIA Renewal:

- A1. THAT Council re-confirm the Gastown Business Improvement Society as sponsor for the Gastown BIA.
- A2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Gastown BIA, for a fifth five-year term commencing April 1, 2009; AND THAT Council forward the application of the Gastown Business Improvement Society to a hearing of the Court of Revision.
- A3. THAT the City notify property owners and tenants within the area (outlined in Appendix A1) of the proposed BIA renewal and levy.
- A4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$2,626,000 for the Gastown BIA, subject to Council approval of the renewal at the Court of Revision.

Mount Pleasant BIA Renewal:

- B1. THAT Council re-confirm the Mount Pleasant Commercial Improvement Society as sponsor for the Mount Pleasant BIA.
- B2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Mount Pleasant BIA, for a fifth five-year term commencing April 1,

2009; AND THAT Council forward the application of the Mount Pleasant Commercial Improvement Society to a hearing of the Court of Revision.

- B3. THAT the City notify property owners and tenants within the area (outlined in Appendix B1) of the proposed BIA renewal and levy.
- B4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$1,525,000 for the Mount Pleasant BIA, subject to Council approval of the renewal at the Court of Revision.

Point Grey Village BIA Renewal:

- C1. THAT Council re-confirm the Point Grey Village Business Association as sponsor for the Point Grey Village BIA.
- C2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Point Grey Village BIA, for a second five-year term commencing April 1, 2009; AND THAT Council forward the application of the Point Grey Village Business Association to a hearing of the Court of Revision.
- C3. THAT the City notify property owners and tenants within the area (outlined in Appendix C1) of the proposed BIA renewal and levy.
- C4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$450,000 for the Point Grey Village BIA, subject to Council approval of the renewal at the Court of Revision.

South Granville BIA Renewal:

- D1. THAT Council approve the South Granville Business Improvement Association as sponsor for the South Granville BIA.
- D2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the South Granville BIA, for a third five-year term commencing April 1, 2009; AND THAT Council forward the application of the South Granville Business Improvement Association to a hearing of the Court of Revision.
- D3. THAT the City notify property owners and tenants within the area (outlined in Appendix D1) of the proposed BIA renewal and levy.
- D4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$2,750,000 for the South Granville BIA, subject to Council approval of the renewal at the Court of Revision.

Victoria Drive BIA Renewal:

- E1. THAT Council re-confirm the Victoria Drive Business Improvement Association as sponsor for the Victoria Drive BIA.

- E2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Victoria Drive BIA, for a second five year term commencing April 1, 2009; AND THAT Council forward the application of the Victoria Drive Business Improvement Association to a hearing of the Court of Revision.
- E3. THAT the City notify property owners and tenants within the area (outlined in Appendix E1) of the proposed BIA renewal and levy.
- E4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$750,000 for the Victoria Drive BIA, subject to Council approval of the renewal at the Court of Revision.

West End BIA Renewal:

- F1. THAT Council re-confirm the Davie Village Business Improvement Association as sponsor for the West End BIA.
- F2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the West End BIA, for a seven year term (third term) commencing April 1, 2009; AND THAT Council forward the application of the Davie Village Business Improvement Association to a hearing of the Court of Revision.
- F3. THAT the City notify property owners and tenants within the area (outlined in Appendix F1) of the proposed BIA renewal and levy.
- F4. THAT Council approve a 7 year (2009 -2016) funding-ceiling of \$4,900,000 for West End BIA, subject to Council approval of the renewal at the Court of Revision.

Yaletown BIA Renewal:

- G1. THAT Council re-confirm the Yaletown Business Improvement Association as sponsor for the Yaletown BIA.
- G2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Yaletown BIA, for a third five year term commencing April 1, 2009; AND THAT Council forward the application of the Yaletown Business Improvement Association to a hearing of the Court of Revision.
- G3. THAT the City notify property owners and tenants within the area (outlined in Appendix G1) of the proposed BIA renewal and levy.
- G4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$2,308,707 for the Yaletown BIA, subject to Council approval of the renewal at the Court of Revision.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services recommends APPROVAL of the foregoing.

COUNCIL POLICY

Council policy for the renewal of a BIA was approved on July 30, 1992 as follows:

A BIA is renewed (re-established) by Council Initiative process; property owners and commercial tenants receive notification of the Initiative. The renewal generally will not be approved if one third or more of the owners, representing one third of the assessed property value, or one third of the tenants, counted separately, are in opposition.

Section 462 of the Vancouver Charter was amended on September 23, 1998 to permit BIA renewal terms of up to 20 years. Council has exercised its authority under the amendment by approving ten year renewal terms for the Mount Pleasant and Downtown Vancouver BIAs, and seven year renewal terms for the Marpole and Robson Street BIAs.

PURPOSE

The following BIA terms will expire March 31, 2009:

BIA	Date BIA established or last renewed	Term
Gastown BIA	April 1, 2004 (renewed)	5 years
Mount Pleasant BIA	April 1, 1999 (renewed)	10 years
Point Grey Village BIA	April 1, 2004 (established)	5 years
South Granville BIA	April 1, 2004 (renewed)	5 years
Victoria Drive BIA	April 1, 2004 (established)	5 years
West End BIA	April 1, 2004 (<i>Davie Village</i> BIA renewed)*	5 years
Yaletown BIA	April 1, 2004 (renewed)	5 years

*In 2007, Council approved the expansion and re-naming of the Davie Village BIA as the West End BIA.

These seven BIAs must now be re-established (renewed) for a further term to continue to operate. The purpose of this report is to advance the renewal process by approving Council Initiatives to re-establish each of the BIAs.

BACKGROUND

BIA Renewal Process

The BIA sponsor societies have completed the first step in the BIA renewal process which involves consultation with all of the BIA's property- and business owners regarding BIA renewal and cost ("renewal outreach") culminating in membership approval of renewal resolutions at a BIA Annual General Meeting. Those resolutions include 1) formally requesting the City to consider BIA renewal; 2) stipulating a renewal term and funding-ceiling for Council approval and 3) approving a first-year renewal budget (levy).

The purpose of this report is to commence the second step, through Council approval of the recommendations in this report: to re-confirm the sponsor societies as sponsors of their respective BIAs; to approve a Council Initiative to renew the BIAs (including City notification of property owners and tenants); to forward the renewal applications to Court of Revision for final approval and; subject to the Court of Revision, to approve the proposed funding ceilings for their respective terms.

If Council approves the BIA renewals at the Court of Revision, staff will report back for approval of the renewal year-1 budgets along with all of the other BIAs' 2009 - 2010 budget requests. Although Council does not approve the proposed year-1 budgets at this stage in the BIA renewal process, copies of the proposed budgets are attached to this Report for reference, to indicate the anticipated respective cost of the proposed renewals. This addresses Vancouver Charter section 506(2), which requires the City's formal notifications to include an estimate of each property owner's estimated contribution.

BIA Renewal Outreach

In this section, information is provided on the overall approach to renewal outreach and reporting. The sections that follow provide background and discussion individually for each of the seven BIAs.

As part of the renewal process, BIAs are required to conduct outreach to the commercial property owners and business tenants within their respective BIA renewal areas, culminating in renewal resolutions at their Annual General Meeting, or at a General Meeting specifically held for the same purpose.

Staff's previous practice was to set minimum requirements for renewal outreach, including the requirement to hold outreach meetings and conduct post-outreach surveys. In addition, Council reports regarding BIA renewals would typically offer staff's evaluation of the adequacy of outreach, and the level of membership support, based on indicators such as meeting attendance and survey response rates.

BIA representatives have expressed dissatisfaction with the previous practice, noting that prescriptive outreach requirements fail to recognize significant differences among BIAs and among BIAs' memberships. They assert that the BIAs, being familiar with their members' attributes, are better positioned than the City to determine and evaluate strategies for successful member engagement. Moreover, the BIAs point out that low member participation or response rates, previously cited by staff to caution Council about potentially low member awareness or support, could equally indicate satisfaction with BIA activities.

BIAs and staff have agreed on revised expectations for renewal outreach. Instead of prescriptive outreach requirements set by City staff, BIAs determine how they fulfill their requirement to conduct outreach. Staff no longer comment on the choice or adequacy of outreach activities, provided that outreach is undertaken. Also, participation or survey response rates are not used to infer the possibility of support or opposition to a BIA renewal proposal. However, BIAs accept a new requirement to include, with their AGM notification (sent to all property- and business owners), a letter from the City about business improvement areas. The letter includes information about how BIAs are funded through a special tax levy, how the BIA and levy are renewed for a further term, and how proceedings at the upcoming BIA AGM set directions about continuance of the BIA levy and its cost to owners.

In addition, Council Report appendices no longer include a full compilation of outreach materials generated by each BIA, although BIAs agree to retain and produce their materials on demand. Instead, each BIA provides a point-form outline of outreach materials and activities. Outreach-outlines from all seven renewing BIAs are attached to this Report as appendices. Discussion in this Report is limited to a factual summary of each BIA's outreach activities,

except where staff receive information from the BIAs or third-parties indicating concerns about the outreach, or otherwise indicating potential opposition to the BIA renewal. Such information could include calls, correspondence, or petitions.

The above is the first step of BIA renewal. Subsequently, all BIA businesses and tenants will receive a notification from the City, if approved in the Recommendations in this report, to which they can respond before a final decision on BIA renewal is made by Council at a Court of Revision.

Gastown BIA Renewal

BACKGROUND

Established in 1989, the Gastown BIA was one of Vancouver's first two BIAs. The BIA was renewed in 1994, 1999 and 2004. The Gastown Business Improvement Society (GBIS) wishes to renew the BIA for a fifth 5 year term (April 1, 2000 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises the heritage area north of Hastings between Richards and Columbia. (See map in Appendix A1).

When approved by Council, the proposed funding-ceiling of \$2,626,000 will define the maximum amount that may be levied over the Gastown BIA renewal term, and reflects an increase of 42% over the previous 5 year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA expenditure increases.

The GBIS proposes a Year 1 renewal budget of \$501,500, representing an annual levy rate of \$1.43 per \$1,000.00 of assessed property value. If Council approves the Gastown BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix A2.)

Renewal Outreach Activities

Renewal outreach activities extended from February through most of September 2008, and included:

- A facilitated visioning session with property- and business-owner representation
- Information meetings (one for property-owners, two for businesses) to discuss the renewal proposal and 5-year budget
- A membership survey, twice re-distributed to maximize response
- Inclusion of proposed renewal and five-year budget with AGM notification

The GBIS' renewal request letter and an outline of their outreach process are attached as Appendix A3.

Staff Comments

On September 24, 2008, at a duly constituted AGM, the GBIS membership unanimously approved. BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the GBIS believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the GBIS has notified all commercial property owners and tenants within the proposed renewal area. As required, the GBIS has provided a summary of their outreach process, and has included the City's information letter with their AGM notification. The GBIS reports that all respondents to a member survey indicated support for BIA renewal. Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

Mount Pleasant BIA Renewal

BACKGROUND

Established in 1989, the Mount Pleasant BIA was one of Vancouver's first two BIAs. The BIA was renewed in 1994 and 1999 (ten-year term). The Mount Pleasant Commercial Improvement Society (MPCIS) wishes to renew the BIA for a further (5-year) term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises Main Street between East 7th and East 16th Avenues, East Broadway between Ontario and Guelph, and Kingsway from Main to East 12th Avenue. (See map in Appendix B1.)

When approved by Council, the proposed funding-ceiling of \$1,525,000 will define the maximum amount that may be levied over the Mount Pleasant BIA 5-year renewal term, and reflects an increase of 74% over the previous 10 year ceiling (adjusted for length of term). As the ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The MPCIS proposes a Year 1 renewal budget of \$240,000, representing an annual levy rate of \$1.10 per \$1,000.00 of assessed property value. If Council approves the Mount Pleasant BIA at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix B2.)

Renewal Outreach Activities

Renewal outreach activities extended from February through mid-October 2008, and included:

- Three member surveys
- Completion of a strategic plan

- Two information meetings and an open house
- Individual member engagement
- Information in the BIA newsletter
- Information and discussion at the MPCIS AGM
- Inclusion of renewal materials in EGM notifications

The MPCIS' renewal request letter and an outline of their outreach process are attached as Appendix A3.

Staff Comments

Rather than including renewal resolutions at its AGM in September, the MPCIS elected to defer renewal approvals to an extraordinary general meeting (EGM) scheduled for October. On October 21, 2008, at a duly constituted EGM, the MPCIS membership unanimously approved BIA renewal, a 5-year funding ceiling, and the 2009-2010 budget.

Based on the EGM results and member input received to date, the MPCIS believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the MPCIS has notified all commercial property owners and tenants within the proposed renewal area. As required, the MPCIS has provided a summary of their outreach process, and has included the City's information letter with their EGM notification. The MPCIS reports that only 3.8% of the July/August member survey responses indicated opposition to BIA renewal.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

Point Grey Village BIA Renewal

BACKGROUND

The Point Grey BIA was one of two new BIAs established in 2004, along with the Victoria Drive BIA. The Point Grey Village Business Association (PGVBA) wishes to renew the BIA for a further 5-year term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary comprises three blocks of West 10th Avenue between Tolmie and Discovery. (See map in Appendix C1).

When approved by Council, the proposed funding-ceiling of \$450,000 will define the maximum amount that may be levied over the Point Grey Village BIA renewal term, and is the same amount as the previous 5 year ceiling.

The PGVBA proposes a Year 1 renewal budget of \$80,000, representing an annual levy rate of \$0.66 per \$1,000.00 of assessed property value. If Council approves the Point Grey Village BIA

renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix C2).

Renewal Outreach Activities

Renewal outreach activities extended from October 2007 through May 2008, and included:

- Features and announcements in the BIA member newsletter
- A member survey
- An open house with member poll (budget options)
- Group e-mails and hand-delivered notices
- Inclusion of proposed renewal, budget and funding ceiling with AGM notification

The PGVBA'S renewal request letter and an outline of their outreach process are attached as Appendix C3.

Staff Comments

On June 26, 2008, at a duly constituted AGM, the PGVBA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the PGVBA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the PGVBA has notified all commercial property owners and tenants within the proposed renewal area. As required, the PGVBA has provided a summary of their outreach process, and has included the City's information letter with their AGM notification.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

South Granville BIA Renewal

BACKGROUND

The South Granville BIA was one of three BIAs established in 1999, along with the Yaletown and Davie Village (West End) BIAs. The BIA was renewed in 2004, and a minor expansion was approved in 2006. The South Granville Business Improvement Association (SGBIA) wishes to renew the BIA for a third 5 year term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary comprises South Granville between the Granville bridgehead and West 16th Avenue. (See map in Appendix D1).

When approved by Council, the proposed funding-ceiling of \$2,750,000 will define the maximum amount that may be levied over the South Granville BIA renewal term, and reflects an increase of 25% over the previous 5 year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The SGBIA proposes a Year 1 renewal budget of \$593,000, representing an annual levy rate of \$1.41 per \$1,000.00 of assessed property value. If Council approves the South Granville BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix D2).

Renewal Outreach Activities

Renewal outreach activities extended from July through September 2008, and included:

- Member information meetings in BIA office by appointment
- Features and information in SGBIA member newsletter
- A member survey
- Inclusion of renewal strategic plan, 5-year budget /funding ceiling, and general renewal information in AGM notifications

The SGBIA's renewal request letter and an outline of their outreach process are attached as Appendix D3.

Staff Comments

On September 25, 2008, at a duly constituted AGM, the SGBIA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the SGBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the SGBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the SGBIA has provided a summary of their outreach process, and has included the City's information letter with their AGM notification. The SGBIA reports that only 3.8% of respondents to a member survey were not in favour of BIA renewal.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

Victoria Drive BIA Renewal

BACKGROUND

The Victoria Drive BIA was one of two new BIAs established in 1994, along with the Point Grey Village BIA. The Victoria Drive Business Improvement Association (VDBIA) wishes to renew the BIA for a further five-year term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary comprises Victoria Drive between East 32nd Avenue and Nassau (roughly W. 56th Avenue) including three discontinuous commercial areas separated by residential blocks. (See map in Appendix E1).

When approved by Council, the proposed funding-ceiling of \$750,000 will define the maximum amount that may be levied over the Victoria Drive BIA renewal term, and reflects an increase of 20% over the previous 5-year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The VDBIA proposes a Year 1 renewal budget of \$130,000, representing an annual levy rate of \$0.97 per \$1,000.00 of assessed property value. If Council approves the Victoria Drive BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix E2).

Renewal Outreach Activities

Renewal outreach activities extended from May through September 2008, and included:

- A member survey with renewal information included
- An information meeting
- Individual member engagement
- Inclusion of information about the proposed renewal and five-year budget, in AGM notifications

The VDBIA's renewal request letter and an outline of their outreach process are attached as Appendix E3.

Staff Comments

On September 17, 2008, at a duly constituted AGM, the VDBIA membership approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the VDBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the VDBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the VDBIA has provided a summary of their outreach process, and has included the City's information letter with their AGM notification. The VDBIA reports that there has been no verbal or written opposition to the proposed BIA renewal.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

West End BIA Renewal

BACKGROUND

The former 'Davie Village' BIA was one of three BIAs established in 1999, along with the South Granville and Yaletown BIAs. The BIA was renewed in 2004, and in 2007 Council approved a major expansion and change of name to 'West End' BIA. The Davie Village Business Improvement Association (DViBIA) wishes to renew the BIA for a third term, for a period of seven years (April 1, 2009 - March 31, 2016).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises Davie Street between Burrard to Denman, Denman Street from Pacific to Georgia, and Robson Street between Denman and Jervis. (See map in Appendix F1).

When approved by Council, the proposed funding-ceiling of \$4,900,000 will define the maximum amount that may be levied over the West End BIA 7-year renewal term, and reflects an increase of 118% over the previous 5 year ceiling (adjusted for term length). As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases. The West End BIA's increased funding ceiling reflects the BIA's 2007 expansion from the original three-block 'Davie Village' area to its present 17 commercial blocks. While the larger area incurs greater operating expenses, the costs are shared among a far greater number of property owners and their business tenants. The outcome is a 28% *reduction* in the annual levy rate as compared with the 2006-07 pre-expansion year when the rate was \$1.34 per \$1,000 of assessed property value.

The DViBIA proposes a Year 1 renewal budget of \$600,000, representing an annual levy rate of \$0.97 per \$1,000.00 of assessed property value. If Council approves the West End BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix F2).

Renewal Outreach Activities

Renewal outreach activities extended from February through September 2008, and included:

- Distribution of renewal information and timelines
- Member bulletins and BIA newsletter features
- A member-satisfaction survey
- Two open houses
- Individual member engagement
- Inclusion of renewal information and budget/term options in EGM notifications

The DViBIA's renewal request letter and an outline of their outreach process are attached as Appendix F3.

Staff Comments

Rather than including renewal resolutions at its AGM in June, the DViBIA elected to defer renewal approvals to an extraordinary general meeting (EGM) scheduled for September. This provided time to distribute and tabulate the member-satisfaction survey, schedule the second of two open houses, meet one-on-one with individual members, and to provide additional information through the member newsletter and bulletin.

On September 30, 2008, at a duly constituted EGM, the DViBIA membership approved BIA renewal, a 7-year funding ceiling, and the 2009-2010 budget.

Based on the EGM results and member input received to date, the DViBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the DViBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the DViBIA has provided a summary of their outreach process, and has included the City's information letter with their EGM notification.

Staff have received correspondence from one individual, a property owner, wishing to be excluded from the renewal proposal. The individual was informed that City policy does not permit exclusions, and was encouraged to meet with DViBIA representatives to discuss concerns regarding the BIA.

Yaletown BIA Renewal

BACKGROUND

The Yaletown BIA was one of three BIAs established in 1999, along with the Davie Village (West End) and South Granville BIAs. The BIA was renewed in 2004. The Yaletown Business Improvement Association (YBIA) wishes to renew the BIA for a further 5-year term, (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises the area bounded by Pacific Boulevard, Robson Street, and the lane between Richards and Homer. (See map in Appendix G1).

When approved by Council, the proposed funding-ceiling of \$2,308,707 will define the maximum amount that may be levied over the Yaletown BIA renewal term, and reflects an increase of 55% over the previous 5 year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases. The YBIA proposes a Year 1 renewal budget of \$531,002.61, representing an annual levy rate of \$0.80 per \$1,000.00 of assessed property value. If Council approves the Yaletown BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix G2).

Renewal Outreach Activities

Renewal outreach activities extended from June through September 2008, and included:

- A membership survey
- Seminars and roundtables on various topics, highlighting member issues and priorities
- A number of meetings with individual members
- Inclusion of information about the BIA renewal process, the proposed renewal budget, and a copy of the renewal strategic plan, in the AGM notifications.

The YBIA's renewal request letter and an outline of their outreach process are attached as Appendix G3.

Staff Comments

On September 24, 2008, at a duly constituted AGM, the YBIA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the YBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

The YBIA reports a 25% response rate on its survey e-mailed to 325 members. YBIA tabulations indicate that 86% of respondents support a renewal budget increase to address anticipated security and litter-removal needs related to Canada Line, and 81% support YBIA renewal

Staff are satisfied that the YBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the YBIA has provided a summary of their outreach process, and has included the City's information letter with their AGM notification.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

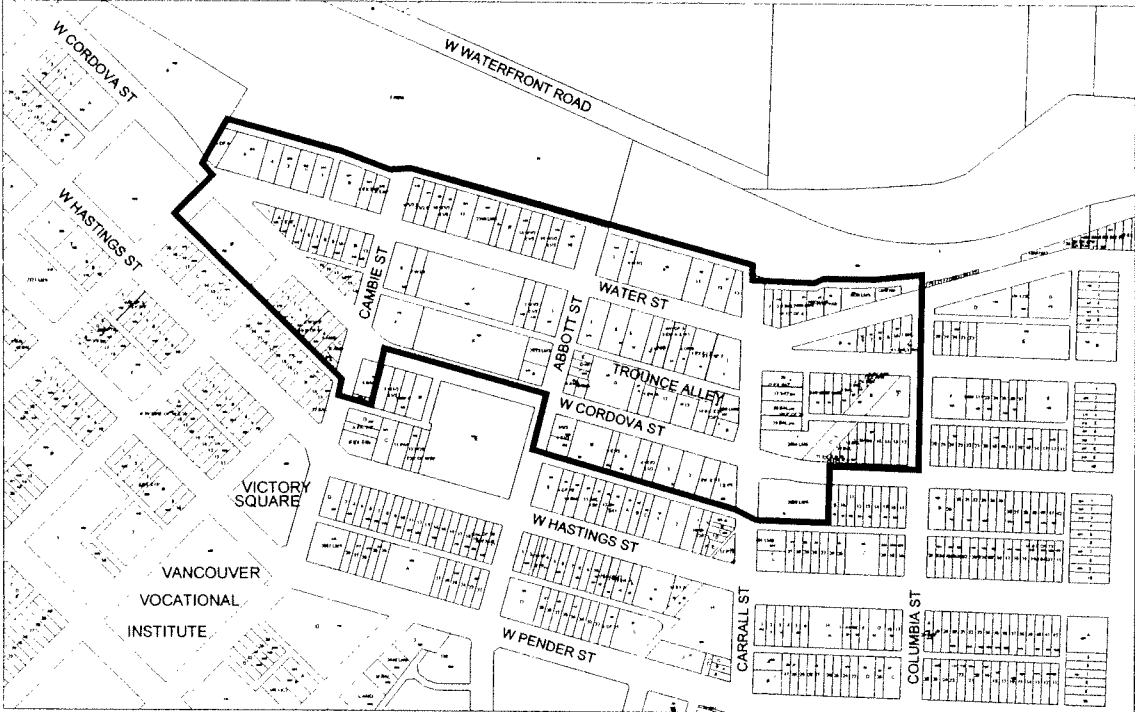
FINANCIAL IMPLICATIONS

There are no financial implications.

CONCLUSION

Seven BIAs are coming to the end of their current terms and have asked that their renewal applications be forwarded by way of Council Initiative to a Court of Revision. The results of the various BIA outreach activities indicate little or no opposition at this stage in the process. Staff recommend that all applications be forwarded to Court of Revision. If Council approves the BIA renewals at the Court of Revision, staff will report back for approval of the Year 1 budgets along with all of the other BIAs' 2009 - 2010 budget requests.

* * * * *



Gastown B.I.A.



**GASTOWN BUSINESS IMPROVEMENT SOCIETY
DRAFT BUDGET 2009/2010**

2008/2009 Budget (Current)	370,000.00
Proposed 2009/2010 Levy	501,500.00
Proposed 2009/2010 Budget	501,500.00

MARKETING & PROMOTIONS:

Jazz Festival	\$15,000.00
Tour de Gastown	\$20,000.00
Concours D'elegance	\$2,000.00
Motorcycle Show & Shine	\$5,000.00
Tourism Advertising	\$24,035
Web Site	\$14,000.00
Olympics	\$10,000.00
Other	\$6,000.00
Sub Total	\$96,035.00

PHYSICAL PLANT & SECURITY:

Security	206,000.00
Hanging Flower Baskets	\$39,710.00
Banners/Hardware	\$5,000.00
Steam Clock Maintenance	\$3,000.00
Tree Lights	\$21,000.00
Sub Total	274,710.00

OPERATIONS & ADMINISTRATION:

Communications/mailings/postage:	\$12,495.00
Rent	\$10,450.00
Insurance	\$3,135.00
Audit/booking	\$5,225.00
Legal Fees	\$2,090.00
Administration Costs/Staff	\$65,000.00
Conferences	\$5,225.00
Equipment	\$3,135.00
Sub Total	\$106,755.00

OPERATIONS RESERVES: \$24,000.00

TOTAL PROPOSED BUDGET \$501,500.00



GASTOWN
vancouver starts here

October 5, 2008

Mayor Sam Sullivan and Council
Vancouver City Hall
453 West 12th Avenue
Vancouver, BC V5Y 1V4

Dear Mayor Sullivan and Council:

Re: Proposed Renewal of Gastown BIA

On behalf of the Gastown Business Improvement Society, I hereby request Council to consider our application to renew the Gastown BIA for a further five-year period. This letter is our formal BIA application as required by the BIA program. The City's BIA coordinator is aware of the proposal.

Our Board of Directors has been working on the proposed renewal since December 2007. The feedback so far has led us to believe the majority are in favour of the renewal.

Thank you in advance for consideration of our BIA renewal request.

Sincerely,

Mr. Jonathan Grumble, Treasurer
THE GASTOWN BUSINESS IMPROVEMENT SOCIETY

Cc: Peter Vaisbord, BIA Program Coordinator

**GASTOWN BUSINESS
IMPROVEMENT SOCIETY**

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VANCOUVER, BC V6B 1B6
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FAX: 604-683-4118
EMAIL: INFO@GASTOWN.ORG

WWW.GASTOWN.ORG

Peter,

Following is the outreach process we did for the BIA renewal:

December 19th 2007 Board of Directors meeting the GBIS Board outlined the renewal process for the next five-year mandate of the BIA

February 1, 2008 Gastown property owners and business owners conducted a facilitated visioning session to gather input on the future of the BIA, future priorities for the BIA and gather information that would be used to develop a strategic plan and a budget for the next five-year mandate of the BIA.

May 20th, 2008 the GBIS board, based on the feedback for the February visioning session, developed a draft five-year budget.

June 10, 2008 Gastown property owners met to discuss the proposed five-year budget.

June 18th, 2008 the GBIS Board approved a draft five-year budget to take out to the property owners and businesses for feedback.

During the months of June, July and August, the BIA met with individual business owners and property owners to discuss the renewal of the BIA, proposed plan for the next five years and the proposed five-year budget. Where property couldn't meet face to face, interviews and discussions were done by phone. All the property owners and business owners that we met with were in support of the renewal of the BIA and supported the proposed five-year budget.

In July of 2008 a membership survey, which included property owners and tenants, was conducted to seek feedback on the BIA programs, level of support for each program, rate the importance of the programs, seek input regarding future activities and priorities for the BIA and determine the level of support for the renewal of the BIA. In answer to the question: Do you support the renewal of the BIA, all respondents answered yes.

In August of 2008 a follow up membership survey was conducted. Once again all respondents answered yes to the question of renewal.

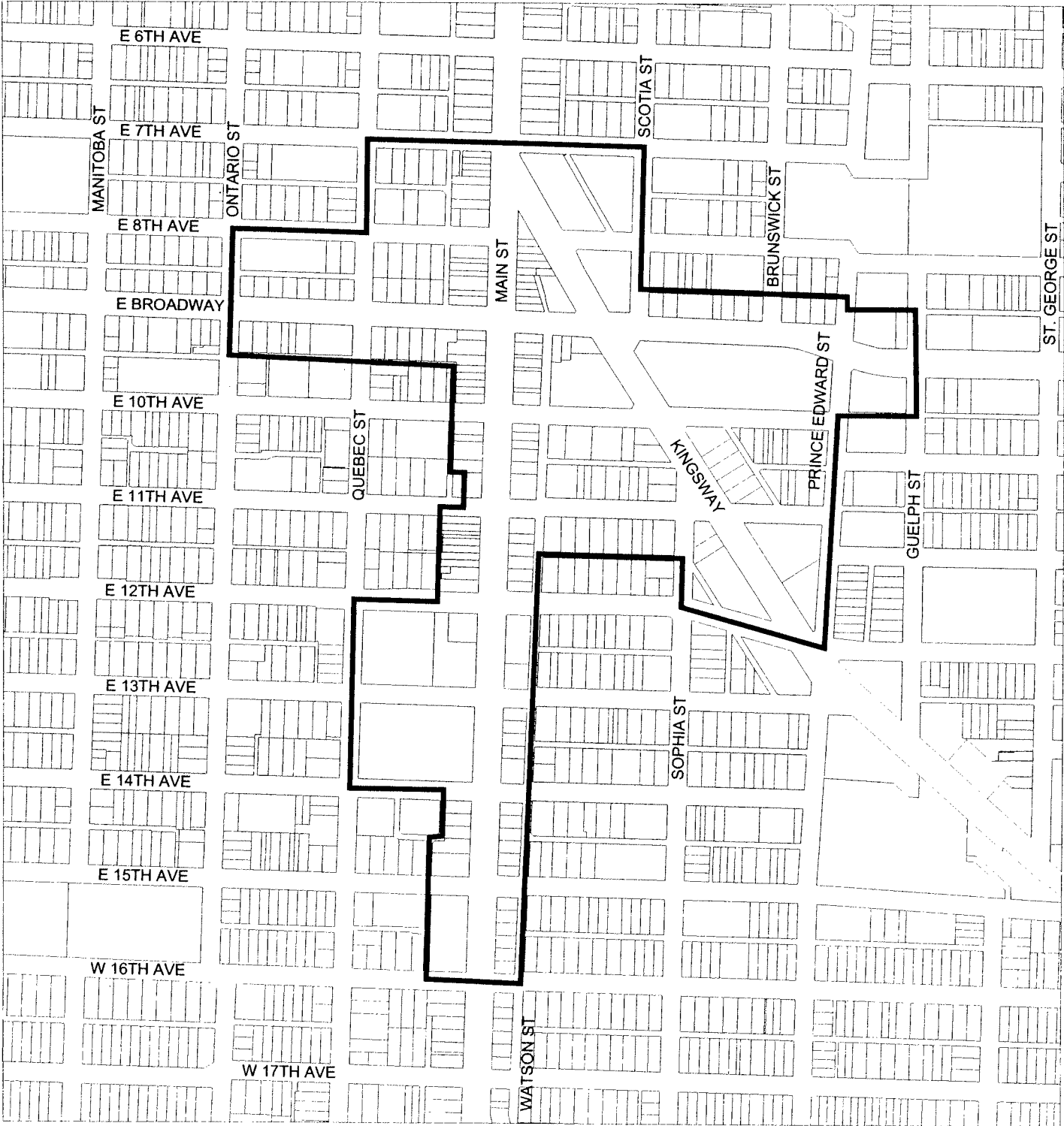
In the beginning of September, the membership survey was sent out again to catch those members that may have been away during the summer. Once again all respondents answered yes to the question of renewal.

September 9th and September 11th, renewal information meetings were held with merchants to discuss the renewal of the BIA and get final feedback on the proposed budget.

September 2nd, 2008 the GBIS sent out notices to the membership re the Annual General Meeting, to be held on September 24th, 2008

September 9th, 2008 the GBIS sent out a reminder letter to the membership about the Annual General Meeting and the renewal and five year budget.

September 24th, 2008 the GBIS held its Annual General Meeting. The proposed renewal, five-year budget and 2009-2010 budget were approved unanimously.



Mt. Pleasant B.I.A.



MOUNT PLEASANT COMMERCIAL IMPROVEMENT SOCIETY PROPOSED BUDGET FOR APRIL 1, 2009 TO MARCH 31, 2010
--

REVENUE:

A) CITY TAX LEVY (as submitted to Court of Revision in 1999)	\$	240,000.00
B) OTHER SOURCES (Grants, Sales and Bank Interest)	\$	5,000.00
TOTAL REVENUE:	\$	245,000.00

EXPENSES:

Member/ Center Support	\$	60,000.00
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ADMINISTRATION:

Accounting and Auditor	\$	6,000.00
Insurance	\$	2,500.00
Meetings/Conf./Seminar	\$	2,000.00
Sub-Total:	\$	10,500.00

ECONOMIC DEVELOPMENT RESOURCE CENTRE & SPECIAL PROJECT SUPPORT

Legal Fees	\$	1,500.00
Furniture & Equipment	\$	1,500.00
Office Supplies and equipment	\$	7,000.00
Miscellaneous - travel and volunteers	\$	2,500.00
Rent & Office Upgrades	\$	23,000.00
Telephone / Internet / Web	\$	6,500.00
	\$	2,000.00
Sub-Total:	\$	44,000.00

SPECIAL PROJECT COST - COMMITTEES
--

Business & Tourism Development	\$	30,000.00
Renewal / Expansion	\$	15,000.00
Government and Community Relations	\$	15,500.00
Safety & Security	\$	35,000.00
Street Enhancement	\$	35,000.00
Sub-Total:	\$	130,500.00

TOTAL EXPENDITURES	\$	245,000.00
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EXCESS OF REVENUE OVER EXPENDITURES	\$	-
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Mount Pleasant Commercial Improvement Society
Mount Pleasant Business Improvement Area (BIA)
Suite 301, 3102 Main Street, Vancouver, BC V5T 3G7
Tel. 1.604.874.9816 Fax. 1.604.874.9316
email: mpbia@telus.net | www.mountpleasantbia.com

Mayor Sam Sullivan and Council
Vancouver City Hall
453 West 12th Ave.,
Vancouver, B.C.
V5Y 1V4

October 31, 2008

Dear Mayor Sullivan and Council:

Re: Proposed Five (5) Renewal of Mount Pleasant BIA

On behalf of the Mourn Pleasant Commercial Improvement Society, I hereby request Council to consider our application to renew the Mount Pleasant BIA for a further five (5) year period. This letter is our formal BIA application as required by the BIA program. The City's BIA coordinator is aware of the proposal.

Our Board of Directors has been working on the proposed renewal since January, 2007. The feedback so far had led us to believe the majority are in favour of the renewal.

Thank you in advance for consideration of our BIA renewal request.

Sincerely,

Dane Baspaly
President

cc. Peter Vaisbord, BIA Program Coordinator



Mount Pleasant Commercial Improvement Society
Mount Pleasant Business Improvement Area (BIA)
Suite 301, 3102 Main Street, Vancouver, BC V5T 3G7
Tel. 1.604.874.9816 Fax. 1.604.874.9316
email: mpbia@telus.net | www.mountpleasantbia.com

MOUNT PLEASANT COMMERCIAL IMPROVEMENT SOCIETY (MPBIA)

APPLICATION FOR RENEWAL OF OUR MANDATE FOR A FIVE (5) YEAR TERM FROM APRIL, 2009 TO MARCH, 2014.

RENEWAL OUTREACH ACTIVITIES AND MATERIALS

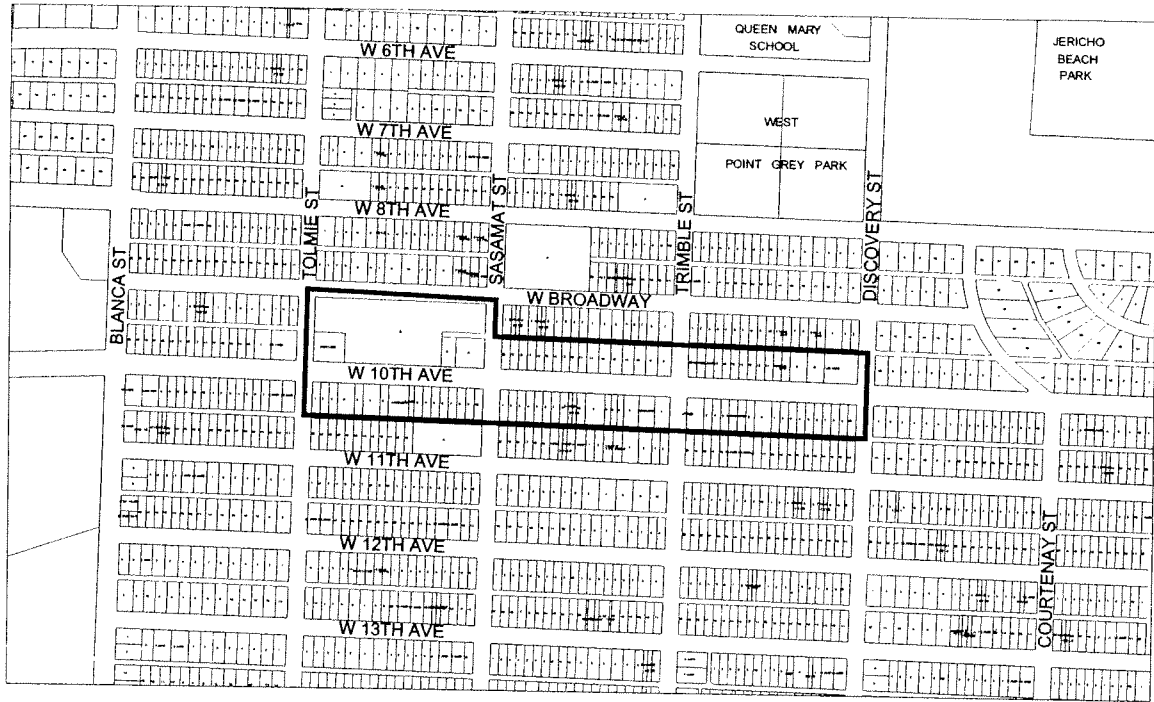
- | | |
|----------------|--|
| January, 2007 | Board Members met with Peter Vaisbord to review renewal requirements. |
| February, 2007 | Membership survey distributed as part of the newsletter requesting member input and guidance in determining short term and long term initiatives and the appropriate strategies. Subsequently, face to face meetings were held with a number of our members to discuss the survey and receive their feedback. Results tabulated for use in the Strategic Planning session. |
| March, 2007 | Board of Directors Strategic Planning Session with Stephen Mikicich of Planning Consulting Group Inc. |
| April, 2007 | Members advised in the newsletter under the caption of Governance that “with the goal of accountability and transparency, the Mount Pleasant BIA Board of Directors voted against the elimination of the Sunset Clause. By doing this, we retain the need to go through the renewal process every five years. We want our members to have a chance to provide input into their BIA.” |
| May, 2007 | The “Mount Pleasant BIA: Towards a New Mandate” report was completed and distributed to the Board of Directors. The outline was reviewed and discussed during the May board meeting. |
| June, 2007 | New Logo and Tag line introduced to enhance the profile of the BIA. |
| August, 2007 | Open House for members at the BIA office. |
| February, 2008 | Membership survey sent to all members in the newsletter. The newsletter advises members that “This is an important survey because it is part of the renewal outreach process – the Mount Pleasant BIA is up for renewal for the years 2009 to 2014.” |

- March 10, 2008 Renewal Outreach Meeting, with special guest Mayor Sam Sullivan. The main item on the Agenda was “The BIA Renewal Process (and) Results of Member Survey Discussions.” Brochures inviting members to this event were distributed to all members.
- March, 2008 The March / April newsletter’s front page article was “BIA Renewal Meetings”. This article discussed the March 10, 2008 Renewal Meeting and the Renewal Process. Members were invited to a second Renewal Meeting on April 25, 2008. The results of the February 2008 survey were also included in this newsletter.
- April 25, 2008 Second Renewal Meeting was held with special guest MLA Gregor Robertson. The main topic on the Agenda was “A Renewal Plan / Discuss One Year Budget”. Invitations were distributed to all members and there were posters advertising the event.
- May, 2008 Members of the executive and staff met with Peter Vaisbord to discuss the status of our Renewal Process. Peter attended the May 20, 2008 meeting to review the status and requirements with the entire Board.
- June 15, 2008 The Mount Pleasant BIA had an information table manned by staff and Directors during Car Free Day from 4 pm to 10 pm. Mention of the BIA information booth was included in all advertising. We encouraged people to visit the booth with free cotton candy, toys for children, balloons and a gift draw. The booth was popular and excellent dialogue occurred with members, residents and businesses up Main Street who advised they want to become part of the BIA.
- July / August Member Survey hand delivered to all business members and mailed to all property owners. During August and September, staff and a number of directors went out and did face to face interviews with Members. They used the survey as a tool to connect with the membership and to educate them on what the BIA does as well as to obtain feedback. Only 3.8% said no when asked if the BIA should be renewed.
- August / September Newsletter advised all members of both the September 22, 2008 AGM and the October 21, 2008 BIA renewal meeting. Members were encouraged to attend and reminded of the membership requirements.
- Aug. 27, 28 & 29 AGM packages mailed to all property owners and delivered to all business members.
- September 22, 2008 AGM meeting. The package distributed contained a report entitled “Moving Forward for the Next 5 Years” which included the proposed 5-Year budget.

Information boards were displayed, including one that addressed the issue of renewal and asked for their support.

In the executive report Vice-President reviewed the Renewal Process and reminded them the MPBIA current mandate expires on April, 2009. The package was reviewed and members in attendance were encouraged to read the information provided and advise us of any questions or concerns. They were also encouraged to attend the forthcoming Renewal Meeting on October 21, 2008.

- September 26 – 28 Extraordinary General Meeting (Renewal) packages were mailed to all property owners and hand delivered to all business members. This package included the Letter from the City and had the required label on all envelopes. The package “Moving Forward to the Next 5 Years” (with the proposed 5-year budget) was included in this package.
- October 2008 There was significant face to face dialogue with members encouraging them to come to the Extraordinary Meeting (Renewal) by both staff and Directors. This included answering any questions they had and ensuring they completed the necessary membership forms, if they had not done so for the AGM.
- October 21, 2008 Extraordinary General Meeting. Our members unanimously passed the following motions as pertain to the renewal process:
1. Motion for approval to submit an application for the renewal of the Mount Pleasant Business Improvement association to the City of Vancouver Council for a 5-Year Term, this being for the period April, 2009 to March 31, 2014.
 2. Motion for approval of the 5-Year Budget and Funding Ceiling (for the period April, 2009 to March 31, 2014).
- November, 2008 The November newsletter distributed to all members thanked them for their support and included discussion of the motions approved at the Renewal Meeting and again explaining the process.



Point Grey Village B.I.A.



The Point Grey Village Business Association

Proposed Budget

(April 1, 2009 - March 31, 2010)

Revenue

BIA Levy	\$80,000.00	\$84,000.00
GST Rebate	\$3,500.00	
Sales (Banners / Bags)	\$500.00	

Expenses

Administration		\$7,800.00
Audit	\$1,500.00	
Insurance	\$1,000.00	
Annual General Meeting	\$1,000.00	
Miscellaneous Office (note 1)	\$800.00	
Association Newsletters	\$500.00	
BIA Coordinator	\$3,000.00	
Street Amenities		\$18,500.00
Banner Design / Production	\$6,500.00	
Banner Installation	\$3,000.00	
Holiday Tree Lighting	\$5,000.00	
BIA Coordinator	\$4,000.00	
Street Enhancements		\$25,000.00
Clean Team (note 2)	\$4,000.00	
Pole painting maintenance (note 3)	\$1,000.00	
Welcome Sign / Mural	\$3,000.00	
Flower Bed Planting & Maintenance	\$15,000.00	
BIA Coordinator	\$2,000.00	
Promotion		\$26,500.00
Promotions / Events (note 4)	\$17,000.00	
Co-op Advertising Opportunities	\$2,000.00	
Website Maintenance / Upgrades	\$1,500.00	
BIA Coordinator	\$6,000.00	
Tourism Marketing		\$4,500.00
Tourism Vancouver Membership	\$500.00	
Tourism-based Advertising	\$1,000.00	
Brochure / Rack Card Distribution	\$3,000.00	
Advocacy and Education		\$700.00
Contingency		\$1,000.00
Total		\$84,000.00

Note 1 Includes phone/fax, internet, postage, photocopies, postbox rental, etc

Note 2 1 person, \$10/hr, 2 hr/day, 3 days/week plus supplies

Note 3 Add'l paint coats to bottom 10' as necessary; branding icons

Note 4 Events: Pt Grey Fiesta, BIA event - Promotions: Christmas; Back to School

POINT GREY VILLAGE

meet the butcher, the baker and the stylemakers

November 3, 2008

Mayor Sam Sullivan and Members of Council
City of Vancouver
453 West 12th Avenue
Vancouver, BC
V5Y 1V4

Re: Proposed Renewal of the Point Grey Village BIA

Dear Mayor Sullivan and Council:

On behalf of the membership and Directors of the Point Grey Village Business Association, I hereby request that Vancouver City Council consider our application to renew the Point Grey Village BIA for a second 5-year term.

The PGVBA encompasses West 10th Avenue between Tolmie and Discovery Streets. The presence of the BIA in the neighbourhood has made a significant promotional impact on the success of the business area, and has allowed the merchants and property owners to make noticeable improvements in the physical environment.

Our Board of Directors been working on the proposed renewal since October of 2007, informing the membership and garnering merchant support. As unanimously passed at our Annual General Meeting in June of 2008, the BIA membership is in favour of the renewal.

Please allow this letter to stand as our formal BIA application as required by the BIA program. The City's BIA coordinator, Peter Vaisbord, is aware of the proposal and will be sent a copy.

Should you have any questions about the BIA, the Business Association, or the work we have achieved to date, please do not hesitate to call or email our office.

Thank you, in advance, for your time and consideration of our BIA renewal request.

Sincerely,

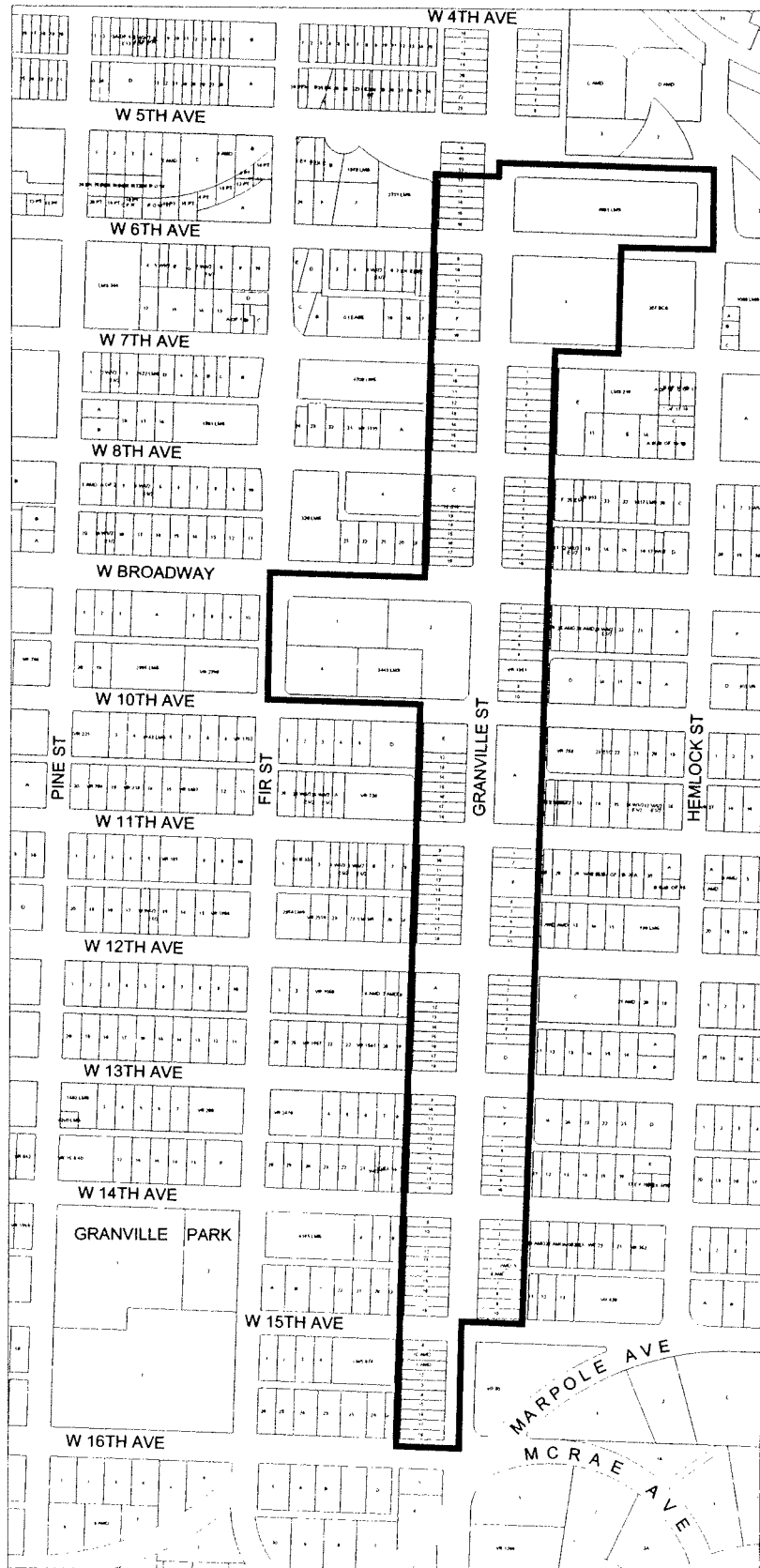
Cheryl Easton
Manager, Point Grey Village Business Association

cc. Peter Vaisbord, BIA Program Coordinator
Michael McBride, President, Point Grey Village Business Association

POINTGREYVILLAGE

RENEWAL OUTREACH OVERVIEW

DATE	OUTREACH	DETAILS
September 2007	Business Plan - Timeline	Directors approve annual Business Plan Develop Renewal timeline
October 2007	Newsletter	Initial Announcement Understanding the Timeline
February 2008	Newsletter	Full article - Renewal / BIA 101
	Survey	Delivered with Newsletter Level of satisfaction / Major issues
March 2008	Newsletter	What we have accomplished Budget / Cap options Open House advertising
	Group Email	Open House reminder
	Open House Reminder Notice City Renewal Letter	Delivered by Block Captains / Directors
April 2008	Open House	Renewal Overview - Boards/Images Vote on 5-Year Cap / 1st Year Budget
May 2008	AGM Notice	Included full Renewal Proposal Proposed Cap and Budget numbers
June 2008	Annual General Meeting	Motions pass unanimously
October 2008	Newsletter	Reminder of Renewal Approval at AGM Updated timeline What to expect from the City



South Granville B.I.A.



South Granville BIA Detailed Draft Budget 2009/2010

DRAFT

2008/2009 Budget	\$450,000
Proposed 2009/2010 Levy	\$593,000
Proposed 2009/2010 Budget	\$593,000
Administration	
Operations	55,245
Staff Allocation 23%	24,930
	80,175
Communications	
Newsletters/ Mailings/postage	7,000
Advocacy	5,000
Staff Allocation 40%	43,350
	55,350
Marketing	
Events & Christmas	47,000
General Advertising	49,400
Other	10,525
Tourism Promotions	11,000
Staff Allocation 27%	29,300
	147,225
Security	
Ambassador Program	90,000
Staff Allocation 3%	3,250
	93,250
Street Enhancement	
Banner Program	25,000
Neighbourhood Custodians	14,500
Hanging Baskets & Planters	33,500
Pole Lighting & Maintenance	7,000
Staff allocation 7%	7,500
	87,500
Non Admin	
Unrecovered GST	7,500
Fixed assets	2,000
Contingency	20,000
Interest	0
	29,500
Olympic & Event Contingency	
Additional staffing	20,000
Additional security	10,000
Additional custodial services	5,000
Additional promotions	65,000
	100,000
Total proposed Budget	593,000

SOUTH
Gran

South Granville Business Improvement Association
#210 – 1501 West Broadway
Vancouver, BC V6J 4Z6
Phone: 604.734.3195 Fax: 604.734.3196
Email: info@southgranville.org

BRIDGE TO 16TH

October 23, 2008

Mayor Sullivan and Council
Vancouver City Hall
243 West 12th Avenue
Vancouver, BC V5Y 1V4

Dear Mayor Sullivan and Council:

Re: Renewal Request for the South Granville Business Improvement Association

On behalf of the property owners and merchants of South Granville, I am pleased to advise Council of our intention to seek a new five-year mandate for the South Granville BIA. The extended mandate was presented and approved at our recent Annual General Meeting in September, and we are confident there is a strong majority in favour of this initiative throughout the full membership.

We look forward to continuing the positive work we have begun in our community and appreciate your support in this matter.

Yours truly,

Sharon Townsend
Executive Director
South Granville BIA

cc. Peter Vaisbord
BIA Program
City of Vancouver

SGBIA Renewal Calendar 2008

March	Membership data update
May	Membership survey (hard copy and online)
By June 30	2009/2010 budget to city hall Draft financials Proof of insurance
By July 15	•
July	<u>Administrative activities</u> <ul style="list-style-type: none"> • book Terraces on 7th • Post notice of AGM at the BIA office • Prepare materials for info meetings
July 24	Member Information Meetings – by appointment at the SGBIA office
July 29	<ul style="list-style-type: none"> • Call For Board nominations posted on website • Formal AGM notice posted on website
August 22	<u>Renewal/ Summer Newsletter</u> <ul style="list-style-type: none"> • what is about to happen and why, what is renewal and how it works • BIA 101 – what is a BIA and how it works • Survey information about priorities of membership
	<u>Member Correspondence Legal A GM package</u> <ul style="list-style-type: none"> • Member application • AGM notice, rules of membership, voting, proxies etc. • Proxy forms • Cover letter • Annual report – the year in review • What we have accomplished-value, total spending, leverage, benchmark results • what is about to happen and why, what is renewal and how it works • BIA 101 – what is a BIA and how it works • Short term goals, Long term goals • Strategic plan • 5 year budget plan, funding cap/ceiling • Letter and label from City
August 26	Declaration of notification to City Member Outreach – by appointment at the SGBIA office <u>Administrative</u> <ul style="list-style-type: none"> • Board nominations close
September 18	Member Outreach – by appointment at the SGBIA office
September 18	• Membership closes
September 22	• Proxies close
September 25	Annual General meeting

November	Letter of intent to Mayor and Council
December	City Council to hear request Notification from City of Vancouver including SGBIA document Closing date for letters of objection
February '09	Court of Revision

SGBIA Member Survey 2008

1. Are you aware of the South Granville Business Improvement Association?

		Response Percent	Response Count
yes	<input type="text" value="90.1%"/>	90.1%	73
no	<input type="text" value="9.9%"/>	9.9%	8
answered question			81
skipped question			0

2. Are you familiar with some of our programs and projects?

		Response Percent	Response Count
yes	<input type="text" value="81.5%"/>	81.5%	66
no	<input type="text" value="18.5%"/>	18.5%	15
answered question			81
skipped question			0

3. Please rank the following issues in terms of their importance to you.

	Very Important	Moderately Important	Not Important	Rating Average	Response Count
Crime and Policing	87.5% (70)	12.5% (10)	0.0% (0)	4.75	80
Parking	58.8% (47)	36.3% (29)	5.0% (4)	4.08	80
Speed limits and traffic management	35.0% (28)	50.0% (40)	15.0% (12)	3.40	80
BIA Ambassador patrols	32.1% (25)	42.3% (33)	25.6% (20)	3.13	78
Loss Prevention	64.1% (50)	29.5% (23)	6.4% (5)	4.15	78
Graffiti Vandalism	56.8% (46)	39.5% (32)	3.7% (3)	4.06	81
Alley disorder - vagrancy, litter, illegal dumping, dumpsters, needles	69.1% (56)	30.9% (25)	0.0% (0)	4.38	81
Street enhancements - banners, flowers, street furniture, public art	42.5% (34)	52.5% (42)	5.0% (4)	3.75	80
Street Cleanliness	73.4% (58)	25.3% (20)	1.3% (1)	4.44	79
Community Planning	27.5% (22)	60.0% (48)	12.5% (10)	3.30	80
Property Taxes	60.8% (48)	32.9% (26)	6.3% (5)	4.09	79
2010 Olympic impact mitigation/advocacy	27.5% (22)	52.5% (42)	20.0% (16)	3.15	80
2010 Olympic community opportunities	27.5% (22)	47.5% (38)	25.0% (20)	3.05	80
2010 Merchant support	22.8% (18)	48.1% (38)	29.1% (23)	2.87	79
South Granville branding	38.3% (31)	37.0% (30)	24.7% (20)	3.27	81
Co-op advertising	19.2% (15)	42.3% (33)	38.5% (30)	2.62	78
Promotional Events	25.3% (20)	48.1% (38)	26.6% (21)	2.97	79
Brochures / tourism promotions	30.0% (24)	47.5% (38)	22.5% (18)	3.15	80
South Granville Website	17.7% (14)	46.8% (37)	35.4% (28)	2.65	79
Member Newsletters	16.3% (13)	58.8% (47)	25.0% (20)	2.83	80
New Business Recruitment	11.7% (9)	61.0% (47)	27.3% (21)	2.69	77
			<i>answered question</i>		81
			<i>skipped question</i>		0

4. Do you read the South Granville BIA newsletter?

		Response Percent	Response Count
yes	<input type="text"/>	76.5%	62
no	<input type="text"/>	23.5%	19
answered question			81
skipped question			0

5. If no, what would be a more effective way to communicate with you?

	Response Count
	12
answered question	12
skipped question	69

6. Have you ever visited the SGBIA website - www.southgranville.org?

		Response Percent	Response Count
yes	<input type="text"/>	42.5%	34
no	<input type="text"/>	57.5%	46
answered question			80
skipped question			1

7. Are you aware of and /have you used the Member section of the website?

		Response Percent	Response Count
yes	<input type="checkbox"/>	16.0%	13
no	<input type="checkbox"/>	84.0%	68
answered question			81
skipped question			0

8. Are you aware of the role the SGBIA has played in the reduction of Vancouver commercial property taxation?

		Response Percent	Response Count
yes	<input type="checkbox"/>	53.1%	43
no	<input type="checkbox"/>	46.9%	38
answered question			81
skipped question			0

9. What is the number #1 issue for you?

	Response Count
	48
answered question	48
skipped question	33

10. Do you favour the South Granville Business Improvement Association continuing to serve you for another 5 year term?

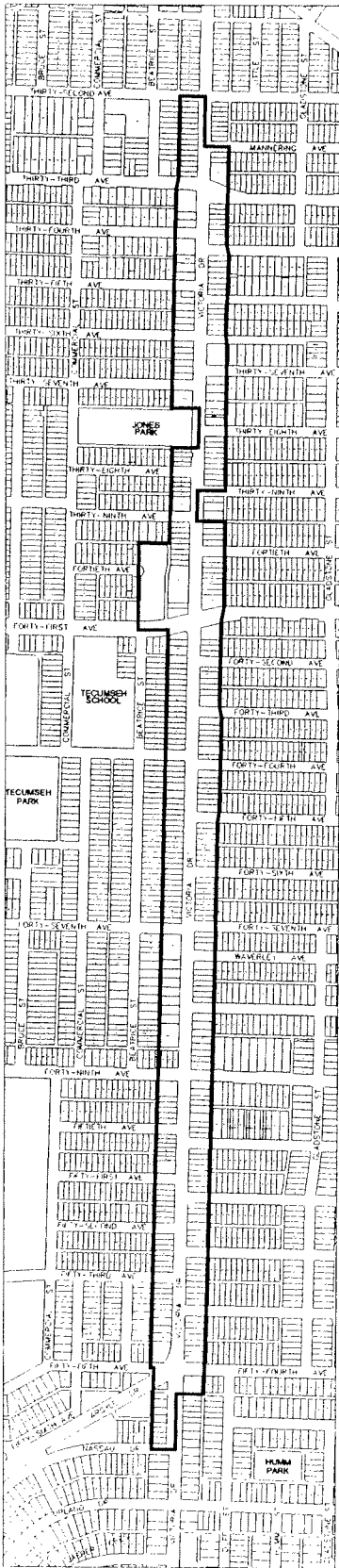
		Response Percent	Response Count
yes	<input type="checkbox"/>	75.0%	60
no	<input type="checkbox"/>	3.8%	3
I have no opinion	<input type="checkbox"/>	21.3%	17
			answered question
			80
			skipped question
			1

11. Any other comments?

	Response Count
	14
answered question	14
skipped question	67

12. I am a...

		Response Percent	Response Count
Retail Merchant	<input type="checkbox"/>	51.9%	41
Office Tenant	<input type="checkbox"/>	24.1%	19
Property Owner	<input type="checkbox"/>	8.9%	7
I am a Property Owner & Business Owner	<input type="checkbox"/>	15.2%	12
			answered question
			79
			skipped question
			2



Victoria Dr. B.I.A.

VICTORIA DRIVE BUSINESS IMPROVEMENT ASSOCIATION

April 1, 2009 to March 31, 2010

2009/2010

REVENUE

	City Tax Levy	130,000
	Advertising on Marketing Items*	5,000
	Grants and Sponsorships**	6,000
Revenue TOTAL		141,000

EXPENSES

Administration

1	Staffing	18,800
2	Professional Fees	2,500
3	Equipment & Supplies	500
4	Pursuing lower taxes	1,500

Marketing & Promotion

5	Strategic Planning	5,000
6	Festivals, Decorations, Chinese New Year, Awards, and other Celebrations	5,000
7	Advertising / Marketing	5,000
8	Partnerships	1,200
9	Communications	1,500
10	Banners and Street Beautification	17,000
11	Website	2,500

Public Relations

12	Security (Community Policing, Guardians, Patrols)	35,000
13	Maintenance (Cleaning)	30,000
14	Graffiti Removal	14,500

TOTAL		140,000
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15	Contingency	1,000
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Expenses Total against Revenue Total		141,000
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* Advertising revenue for Directory and other promo items

** Grants for events and projects



Gateway to Discovery

Victoria Drive Business
Improvement Association
6470 Victoria Drive
Vancouver BC V5P 3X7
Email: info@vicdrive.com

Mayor Sam Sullivan and Council
Vancouver City Hall
453 West 12th Ave.,
Vancouver, B.C.
V5Y 1V4

October 15, 2008

Dear Mayor Sullivan and Council:

Re: Proposed Renewal of the Victoria Drive BIA

On behalf of the Victoria Drive Business Improvement Association, I hereby request Council to consider our application to renew the Victoria Drive BIA for a further five year period. This letter is our formal BIA application as required by the BIA program. The City's BIA coordinator is aware of the proposal.

Our Board of Directors been working on the proposed renewal since early 2008. The feedback so far had led us to believe the majority are in favour of the renewal.

Thank you in advance for consideration of our BIA renewal request.

Sincerely,

Bob Rai, President
Victoria Drive BIA

cc. Peter Vaisbord, BIA Program Coordinator

November 3rd, 2008

Peter Vaisbord
Coordinator, BIA Program
City of Vancouver

Dear Peter:

RE: Renewal of the Victoria Drive Business Improvement Association Mandate

During the past year, the Victoria Drive Business Improvement Association has engaged in outreach for its pending renewal.

- A survey was sent out to all commercial property owners in the VDBIA area
- The same survey was distributed by hand to all merchants in the VDBIA area
- The survey included information about the BIA renewal
- Survey results were tabulated and presented to the Board
- The achievements of the VDBIA were highlighted in an invitation to a General Meeting where a five year budget was proposed
- A General Meeting was held in July and the proposed budget was discussed
- The Board considered all feedback and presented a five year budget for renewal at the Annual General Meeting in September
- The proposed five year budget was approved at the Annual General Meeting

These are some of the steps taken so far by the Victoria Drive BIA. There has been no vocal or written opposition to the renewal by anyone to date. All those directly contacted have shown a desire to see the work of the Victoria Drive BIA continue. Further outreach is planned in the next few weeks.

If you have any questions about the above, please do not hesitate to contact me.

Sincerely,

Rania Hatz
Coordinator
Victoria Drive BIA
604-710-2954

Revenue	
Grant - City of Vancouver	\$600,000.00
Non levied funds	\$ 0.00
Interest	\$ 12,000.00
Total Revenue	\$612,000.00
Operating Expenses	
Administration	
Advertising	\$ 5,000.00
Audit	\$ 3,200.00
Bank charges	\$ 120.00
Book keeping	\$ 4,800.00
Equipment Purchase	\$ 5,000.00
Honourariums	\$ 6,000.00
Insurance	\$ 2,000.00
Legal	\$ 3,500.00
Rent Office & Storage	\$ 16,200.00
Office	\$ 4,800.00
Telephone & Fax line	\$ 4,000.00
Wages	\$156,000.00
Total Operating Expenses Administration	\$210,620.00
Committees:	
Maintenance & Security	
Banners, installations & removal	\$ 50,000.00
Custodial	\$ 25,000.00
Streetscape Improvements	\$ 15,000.00
Ambassadors	\$130,000.00
Awareness Campaign	\$ 6,000.00
Awards Luncheon (CPC)	\$ 2,000.00
Total Maintenance & Security	\$228,000.00
Marketing & Communications	
Advertising	\$ 8,000.00
Special Events	\$ 80,000.00
Meetings & Conferences	\$ 8,500.00
Memberships	\$ 8,500.00
Newsletter	\$ 15,000.00
Pride Parade	\$ 7,000.00
Website	\$ 1,800.00
Miscellaneous	\$ 7,500.00
VFTC (Vancouver Fair Tax Coalition)	\$ 6,000.00
Total Marketing & Communications	\$142,300.00
Total Urban Transportation & Policy	\$ 28,080.00
Total Leasehold Improvements	\$ 3,000.00
Total Expenses	\$612,000.00

Proposed Budget for
the West End BIA

April 1, 2009
to March 31, 2010



West End

Business Improvement Association

November 5, 2008

Mayor Sam Sullivan and Council
Vancouver City Hall
453 West 12th Avenue,
Vancouver, B.C.
V5Y 1V4

Dear Mayor Sullivan and Council,

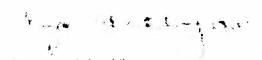
Re: Proposed Renewal of the West End BIA

On behalf of the Board of Directors and the members of the West End Business Improvement Association, I hereby request City Council to consider our application to renew the West End Business Improvement Association for an additional seven (7) year period. This letter is our formal BIA application as required by the BIA programme. As Mr. Vaisbord, the City's BIA Programme Coordinator, was in attendance at our meeting where this decision was made, he is aware of the proposal.

Our Board of Directors been working on the proposed renewal since October 2nd last Fall, when CTV did 'News in Our Neighbourhood'. All feedback so far, including the results of our survey, has led us to believe the majority of members are in favour of the renewal.

Thank you in advance for consideration of our West End BIA renewal request.

Respectfully Yours,


Lyn Hellyar
Executive Director

/lh

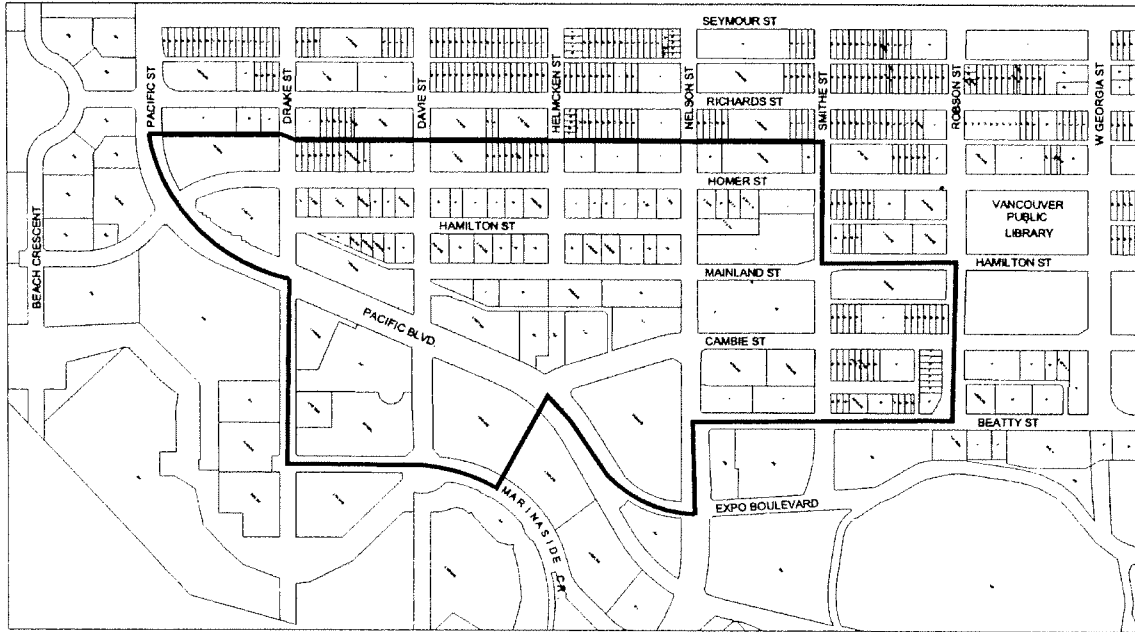
cc. Peter Vaisbord, BIA Programme Coordinator

WEBIA

Outreach for Renewal of the West End BIA

Date	Activity	Outcome
Outreach and education of the new members actually started with the Inaugural Issue of 'Our BIA Neighbourhood' in late summer, and continued with the Fall issue in 2007.		
October 2, 2007	'News in Our Neighbourhood' with CTV	Broadcasting in our Neighbourhood on October 2 nd Pamela Martin and Bill Good were on hand for this exciting broadcast right from Morton Park. Satellite interviews were done in various merchant locations throughout the West End. It was an exciting event, and truly gave us some great exposure.
Winter 2007 newsletter	Outreach and education articles continue.	
December 2007	Message to merchants and delivery of the Sesquicentennial Calendar which included the directory of all merchants.	
January 10, 2008	'A Taste of Your BIA' Networking event at the Majestic	An opportunity to ask and answer questions about the BIA. This provides an opportunity to meet staff, the board, and other members to discuss business and the progress of the BIA
February 1st	Renewal document with critical path distributed to members.	
Month of February	Survey sent regarding loss prevention - results will be available at the time of the annual report, or by request . A loss prevention trial has been approved by the Board for a period of 2 months - to roll out in June/July.	
March 31, 2008	The fourth year in this five year mandate ended this date	
April 1, 2008	Beginning of the 5 th and final year of the BIA's current 5 year mandate	
April 3, 2008	'A Taste of Your BIA' Networking event at the Macaroni Grill	An opportunity to ask and answer questions about the BIA. This provides an opportunity to meet staff, the board, and other members to discuss business and the progress of the BIA
June/July Newsletter	Information about the BIA	
June 23, 2008	Open House	All members had the opportunity to ask more questions. Lots of displays and presentations for members.

June 26, 2008	AGM of WEBIA 2:00 pm Sustainability Expo announcing West End BIA is going green and a partnership with BC Hydro	
June 30, 2008	BIA satisfaction survey mailed out.	
July/August	One on one meetings with individual members.	
July 3, 2008	'A Taste of Your BIA' Networking event at the The Listel at O'Douls	An opportunity to ask and answer questions about the BIA. This provides an opportunity to meet staff, the board, and other members to discuss business and the progress of the BIA
August 5, 2008	West End Matters with a second copy of the renewal document	
August/September newsletter	Newsletter containing information about renewal and importance of the EGM on September 30th.	
September 6, 2008	Davie Day	Information booth and displays open all day.
September 16, 2008	West End Matters with reminders about renewal outreach.	
September 25, 2008	Presentation of survey results.	
September 26, 2008	Open House	All members had the opportunity to ask more questions. Lots of displays and presentations for members.
September 30, 2008	EGM	
October 2, 2008	'A Taste of Your BIA' Networking event at The Fountainhead	An opportunity to ask and answer questions about the BIA. This provides an opportunity to meet staff, the board, and other members to discuss business and the progress of the BIA
October - December newsletter.	Final information about renewal.	
December 15, 2008	Final Xmas Open House	Final opportunity to ask and answer questions about the BIA. This provides an opportunity to meet staff, the board, and other members to discuss business and the progress of the BIA



Yaletown B.I.A.



Yaletown BIA Proposed Budget 2009

REVENUE

Bia Levy	\$ 531,002.61
Tax Rebate	\$ 15,930.08
Subtotal	\$ 546,932.69
Sponsorship	\$ 83,000.00
Total Revenue	\$ 629,932.69

EXPENSES

Administration	Total Administration	\$ 166,000.00
Marketing		
Collateral materials	\$ 32,000.00	
website, agm, concierge, display	\$ 17,000.00	
Networking/open houses	\$ 2,000.00	
Total Marketing	\$ 51,000.00	
Events		
Summer events	\$ 38,000.00	
Olympics	\$ 30,000.00	
signature events	\$ 36,000.00	
Total Events	\$ 104,000.00	
Street Beautification & Econ Dev.		
Banners, Baskets	\$ 18,000.00	
Clean Team	\$ 60,000.00	
Waste Mgmt project	\$ 20,000.00	
Consulting, dues, research	\$ 2,000.00	
Economic Development/Fair Tax	\$ 4,000.00	
Total St. Beautification	\$ 104,000.00	
Security		
Audit Service / To members	\$ 3,000.00	
Ambassadors/Security Patrols	\$ 133,000.00	
Total Security	\$ 136,000.00	
Operations	Total Operations	\$ 64,300.00
TOTAL EXPENSES		\$ 625,300.00
	Contingency	\$ 4,632.69
	Remaining	\$0

October 30, 2008

Mayor Sullivan and Council
Vancouver City Hall
253 West 12th Avenue
Vancouver, BC V5Y 1Y4

Yaletown #003-1290 Homer St.
Business Vancouver BC V6B 2Y5
Improvement tel 604.683.7473
Association fax 604.683.7483
www.yaletowninfo.com

Dear Mayor Sullivan and Council:

RE Renewal Request for the Yaletown Business Improvement Association

On behalf of the property owners and merchants of Yaletown, I am pleased to advise the Council of our intention to seek a new five-year mandate for the Yaletown BIA. We also wish to request an increase of \$236,002.61 (to a levy total of \$531,002.61 in 2008-2009) in our BIA's levy amount, providing us with a five year funding cap of \$2,308,707. At our recent Annual General Meeting held on September 24, 2008 our members unanimously passed all motions for our BIA's five-year renewal, including a levy increase and the adoption of a five-year Strategic Plan.

This outcome supports the results we recently received from a survey of our membership conducted in June 2008. This survey was designed to gauge property owner and tenant support for our current activities and future initiatives. Key findings indicate that a significant majority of our members are in favour of the work the YBIA is doing on their behalf. For example:

- 81% support the Yaletown BIA continuing for another five-year term
- 86% support a budget increase to address security and litter demands that may arise from the Canada Line
- 83% support the Yaletown BIA organizing local events to attract and keep visitors during the 2010 Olympics
- 77% indicated safety and security, garbage and cleanliness or marketing as their #1 issue—priorities consistent with the Yaletown BIA's mandate.

Over the past year we have also conducted a number of outreach activities for our members as part of our renewal process requirements. These include:

- Roundtables on security and patio operations
- A workshop on business and store security
- Forty one-on-one meetings with members on a range of topics including BIA operations, security, marketing, event planning, garbage management and dumpster removal
- 2010 Olympic presentation
- Three direct-mail packages to over 600 members per mail-out on the key issues of commercial taxes, security and garbage management.

We look forward to continuing the work we have accomplished in our community and appreciate your support in this matter.

Sincerely,



Annette O'Shea
Executive Director
Yaletown BIA

cc. Peter Vaisbord, Coordinator, BIA Program, City of Vancouver

Yaletown Business Improvement Association Summary of Renewal Outreach Activities 2007-2008

The Yaletown BIA has had an active year of outreach to our membership. Feedback received from members during the outreach activities was incorporated into the YBIA five-year Strategic Plan. Following is a summary of the key activities we have undertaken:

A. Business Roundtables

The Yaletown BIA organized and conducted a number of successful roundtable/workshop discussions to address issues of relevance to our membership. These events proved an effective forum for members to voice concerns, share intelligence and experience, and discuss strategies for improving business operations in key areas. These roundtables also provided an effective forum for businesses to meet, be updated on YBIA plans, and exchange ideas and strategies.

Topics of particular interest to our members were security, dumpster removal and patio operations. The YBIA hosted two roundtables on these topics, both of which were well attended by members and garnered positive feedback.

1) Business & Store Security Workshop

The YBIA held a half-day workshop on business and store security for our members on December 7, 2007. The workshop featured a 25-year veteran of the Vancouver Police Department, as well as supervisors from Genesis security who briefed attendees on effective measures to reduce theft and vandalism, responding to an armed robbery, staff training, keeping staff safe and safeguarding their businesses. A "Security Resource" manual was developed and provided to each participating business.

2) Dealing with Aggressive Panhandlers

A second *Roundtable* was held on May 8, 2008 specifically to assist patio operators and retailers in dealing with and reducing aggressive panhandling. Security experts from Genesis Security as well as the VPD's District One Commander provided advice and expertise. This discussion was integral to the development of the YBIA's security objective, detailed in the five-year Strategic Plan.

B. Individual Consultations

The Yaletown BIA provided 40 private one-on-one meetings with member businesses on a range of topics. These included:

- BIA operations and strategic planning
- Security
- Marketing and Olympic Impacts
- Event planning
- business tax reductions and impacts
- Garbage management and dumpster removal.

These meetings, often at the request of members, were well received with many recipients noting subsequent improvements to their business operations.

C. Olympic Briefing Seminars

The YBIA hosted two informational seminars on the 2010 Olympics to bring members up to date on developments, potential impacts and opportunities arising from this event. The presentations provided an overview of Olympic planning, events, information and issues of concern such as the need for a power grid upgrade to accommodate 2010 Olympic activities planned for Yaletown.

These briefing seminars, held June 16 and Nov 12, 2008 and were well attended (please see attached attendance records). Member feedback was extremely positive with members reporting that the seminars were very helpful in addressing business expectations and planning requirements, both leading up to and during the Olympics.

D. Membership Survey

In June 2008, the Yaletown BIA carried out a comprehensive survey of our membership. The survey was emailed to 325 members and garnered a 25 percent response rate—five times higher than the norm. The survey sought members' input on the YBIA's upcoming plans as well as current events and activities, including member awareness, priority issues and future interests.

Results underscored a strong awareness of and support for the Yaletown BIA. Most notably, more than 97% of respondents were aware of the Yaletown BIA, 86% supported increasing the BIA budget to address security and litter demands that might arise from the Canada Line, and 81% supported the YBIA continuing its mandate for another five years. (Please see the attached survey summary results for more details.)

E. Direct Mail to Membership

In August 2008, the YBIA mailed out a comprehensive information package to more than 600 members. The mail-out package included key information on the BIA Renewal Process, Annual General Meeting, financial statements, proposed budget, commercial taxes, and other areas of interest such as security and garbage management.

The information package also contained a detailed Strategic Plan. This plan outlined the YBIA's recent accomplishments and future strategic objectives and invited members to participate in the upcoming Annual General Meeting.

As a result of a well-attended AGM, five new members were nominated to the YBIA Board, necessitating a motion to increase the size of the Board to allow for participation by all nominees. The motion was passed unanimously, increasing the YBIA Board to twelve active members.

Overall the response to our outreach activities has been extremely positive. We believe the impact has been to build a stronger business community and to raise awareness of and support for the Yaletown BIA among our members.

We anticipate that we will continue to provide similar activities, including Olympic briefing seminars, roundtable forums and one-on-one meetings, and to disseminate information to keep our membership informed and engaged in the years ahead.

Yaletown Business Improvement Association Member Survey

June 2008

Summary Results

Response Rate

- Survey emailed to 325 members
- 80 members responded for a 25% response rate
- Respondent breakdown:
 - 49% Retail Merchant
 - 29% Property & Business Owner
 - 19% Office Tenants
 - 12% Property Owner
 - 8% Resident
- Respondents are likely those most engaged with the BIA and motivated to respond
- Results of the survey should be viewed within this context

Key Findings

- 97% of respondents were aware of the Yaletown BIA
- 69% were aware of the YBIA's program's and services
- Respondents were most familiar with:
 - Ambassador Program (75%)
 - Yaletown Map (73%)
 - Yaletown Clean Team (52%) and
 - Concierge Tour and Taste of Yaletown (each 50%)
- 86% support increasing the YBIA budget to address security & litter demands that may arise from the Canada Line
- 81% support the YBIA continuing for another five-year term

Survey Application

- Demonstrates strong member awareness of and support for the YBIA
- Provides snapshot of member issues & priorities to develop Strategic Plan and for YBIA Renewal Process
- Provides platform for YBIA budget increase to address Olympic 2010 and Canada Line realities.