



ADMINISTRATIVE REPORT

Report Date: March 30, 2009  
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Meeting Date: April 9, 2009

TO: Standing Committee on City Services and Budgets  
FROM: Director of Planning  
SUBJECT: Approval of 2009 - 2010 Business Improvement Area (BIA) Budgets

**RECOMMENDATION**

*A. THAT Council approve the 2009-10 fiscal year Budgets for the BIAs listed below as described in this Report, approve grants to these BIAs in the amounts listed, AND THAT Council instruct staff to bring forward the appropriate rating by-laws to recover the amounts of these grants:*

<u>BIA</u>	<u>LEVY</u>
<i>Downtown</i>	<i>\$2,100,914</i>
<i>Robson</i>	<i>506,888</i>
<i>Kerrisdale</i>	<i>300,000</i>
<i>Gastown</i>	<i>501,500</i>
<i>Mount Pleasant</i>	<i>240,000</i>
<i>West End</i>	<i>600,000</i>
<i>South Granville</i>	<i>593,000</i>
<i>Yaletown</i>	<i>531,003</i>
<i>Chinatown</i>	<i>248,897</i>
<i>Commercial Drive</i>	<i>248,400</i>
<i>Commercial Drive Exp.</i>	<i>150,000</i>
<i>Marpole</i>	<i>150,000</i>
<i>Strathcona</i>	<i>358,671</i>
<i>Collingwood</i>	<i>182,764</i>
<i>Hastings North</i>	<i>250,000</i>
<i>Kitsilano Fourth Avenue</i>	<i>140,000</i>
<i>Point Grey Village</i>	<i>80,000</i>
<i>Victoria Drive</i>	<i>130,000</i>
<i>Fraser Street</i>	<i>101,000</i>
<i>Dunbar Village</i>	<i>135,000</i>

**TOTAL**

**\$7,548,037**

- B. *THAT Council approve the Cambie Village BIA Budget for the 2009-10 fiscal year, as described in this Report, with the exception of the "Legal Expenses" line item (\$150,000), AND THAT Council approve a grant to the Cambie Village BIA of \$100,000 and instruct staff to bring forward the appropriate rating by-law to recover the amount of this grant.*

#### **CONSIDERATION**

- C. *THAT staff be instructed to assist the Cambie Village BIA with soliciting voluntary contributions from Class 5 and 6 property owners within the BIA area to help raise funds for legal expenses as described in the proposed budget; the amounts of the individual contributions to be the same as the amounts that would otherwise have been required, by way of BIA levy, to raise \$150,000.*

#### **GENERAL MANAGER'S COMMENTS**

The General Manager of Community Services RECOMMENDS approval of A and B.

The General Manager of Community Services puts forward Consideration C should Council wish staff to assist the Cambie Village BIA to raise funds for the specified legal expenses by means other than a BIA grant/levy.

#### **COUNCIL POLICY**

With respect to each of the BIA areas, Council has enacted a by-law designating the area and prescribing the aggregate maximum that can be granted to each BIA. In addition, for each of the BIAs, Council has enacted a grant allocation by-law which authorizes annual recoverable grants by resolution, and prescribes terms and conditions for the grants. The *Vancouver Charter* requires that all grants to the BIAs be recovered through a special tax levy on Class 5 and 6 commercial properties in the BIA area.

Each year, BIA Boards are required to obtain approval of their forthcoming year's budgets from their members at a general meeting and to submit their budgets to the City for approval by Council. Each BIA budget includes the BIA's requested grant amount for the coming year.

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

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

## **PURPOSE**

The purpose of this report is to request Council's approval of the 2009-10 budgets for twenty\* BIAs, to approve recoverable grants to these BIAs, and to instruct staff to prepare appropriate rating by-laws.

\* *Twenty-one* BIA by-laws (areas), as one of the BIAs comprises two BIA by-laws.

## **BACKGROUND AND DISCUSSION**

Funding for Business Improvement Areas is advanced by Council as a grant and recovered through a special BIA property tax levy. Each year Council approves BIA budgets and staff prepare rating by-laws for Council's enactment. Each rating by-law authorizes the imposition of a levy on every qualifying property within the BIA area. Funding is released to the BIA societies beginning in April and, after the rating by-laws are enacted, recovered through subsequent property taxes.

The 2009-2010 budgets for twenty BIAs are presented in this report. The remainder of this report is organized by BIA and, for each BIA there are two sections, as follows:

- First, for each BIA, the 2009-10 revenue and expenditure budget is shown, as approved by the BIA membership at their annual general meetings (generally in June and September 2008)
- Second, for each BIA, an additional paragraph provides additional information not normally shown in a budget (e.g. status of reserve funds), or updates since the budget-approvals at the June / September AGMs. (A common practice among BIAs is to hold in reserve the accumulated surpluses from previous years. Reserves provide the ability to fund budget shortfalls, respond to opportunities, and to save for future projects).

The proposed budget for the Cambie Village BIA includes an expenditure that reflects the Cambie Village BIA's intention to provide financial assistance to plaintiffs in a proposed class action litigation to recover business losses related to the Canada Line construction along Cambie Street. The Cambie Village section of this Report was prepared in consultation with Legal Services and discusses the issue in greater detail. It also provides a) a recommendation that would permit Council to approve an amended Cambie Village budget, and b) a consideration to instruct staff to assist the Cambie Village BIA to raise funds for litigation by means other than a BIA grant/levy.

## **DOWNTOWN VANCOUVER BIA BUDGET 2009-2010**

The Downtown Vancouver Business Improvement Association (DVBIA) has submitted the following business promotion scheme and budget for Council's approval, and has requested a recoverable grant of \$2,100,914\* for 2009-10. The business promotion scheme was approved by the majority of members present at the annual general meeting held on June 20<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$1,981,994.

## REVENUE

a.	Grant Request (BIA Levy)	\$2,100,914	
b.	Interest	33,914	
c.	Membership Luncheons	90,000	
d.	ICBC Grant	15,000	
e.	Mosaic Art Tile Project	15,000	
f.	Other Revenue	40,000	
g.	Reserve Brought Forward	<u>123,750</u>	
			TOTAL
			\$2,418,578

## EXPENDITURES

a.	Place making & Marketing; 2010 Olympic Games	448,030	
b.	Safety & Security	1,097,990	
c.	Access & Mobility; Granville St. Redesign/Constr'n Issues	36,000	
d.	Membership, Nominations & Renewal/Expansion	217,282	
e.	Advocacy	135,180	
f.	Wages & Benefits, Office Rent & Expenses; Administration	<u>484,096</u>	
			TOTAL
			\$2,418,578

Projected Reserve Fund at 2009-10 Year End \$336,000

Additional Financial Information

The DVBIA estimates a reserve fund of \$403,000 at the end of the current (2008-09) fiscal year. By year-end 2009-10, that amount will be reduced to \$336,000 because the DVBIA offsets planned budget shortfalls by drawing on a portion of the reserve as part of an on-going commitment to keep annual budget increases at sustainable levels, and to ensure that programs and services are maintained. (As the actual 2008-09 fiscal year-end shortfall is \$56,750 less than originally budgeted, the draw on reserves is slightly less than anticipated in June 2008). Details of the budget are provided in Appendix A. This is the final year of the DVBIA's third renewal mandate (ten-year term).

## ROBSON STREET BIA BUSINESS PROMOTION SCHEME AND BUDGET 2009-2010

The Robson Street Business Association (RSBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$506,888\* for 2009-10. The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 22<sup>nd</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$487,431.

## REVENUE

a.	Grant Request (BIA Levy)	\$506,888	
b.	Projected interest	1,900	
c.	GST rebate	<u>8,000</u>	
			TOTAL
			\$516,788

## EXPENDITURES

a.	Marketing and Promotion	\$97,000	
b.	Safety & Security /Community Relations	143,568	
c.	Street Cleaning and Enhancement	147,382	
d.	Office & Administration, Wages & Benefits	118,700	
e.	Contingency	<u>10,138</u>	
	TOTAL		<u>\$516,788</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Additional Financial Information

The RSBA currently anticipates a fiscal 2008-09 year end surplus of about \$50,000, which will be carried forward to fiscal 2009-10 for 2010 Olympics-related street enhancements, including hanging baskets and lighting, and for Olympics-related marketing. Details of the budget are attached as Appendix B. This is the fourth year of the RSBA's fourth five-year mandate.

## KERRISDALE BIA BUDGET FOR 2009-2010

The Kerrisdale Business Association (KBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$300,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 10<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$291,000.

## REVENUE

a.	Grant Request (BIA Levy)	\$300,000	
b.	Parkade Management Fee	6,000	
c.	Interest Income	2,500	
d.	Events Revenue	<u>6,000</u>	
	TOTAL		<u>\$314,500</u>

## EXPENDITURES

a.	Events & Promotions	\$167,000	
b.	Beautification, Graffiti Removal, Maintenance & Landscape	32,550	
c.	Safety & Security	73,000	
d.	Office, Coordinator & Administrative Costs	<u>41,950</u>	
	TOTAL		<u>\$314,500</u>

Projected Reserve Fund at 2009-10 Year End \$12,000

Additional Financial Information

Currently, the KBA has a total reserve fund of about \$37,000, (which represents non-levy funds, for the most part from the original merchant association's pre-BIA fundraising efforts). A portion of the fund is earmarked for the purchase of infrastructure renewal, as follows: additional newspaper box enclosures, wrought-iron balustrade repairs, replacement brick walkways, etc. The KBA anticipates the reserve fund will be reduced over the next year, but a portion of it will be maintained for unforeseen projects. Details of the budget are provided in Appendix C. This is the fourth year of the KBA's fourth five-year mandate.

## GASTOWN BIA BUDGET FOR 2009-2010

The Gastown Business Improvement Society (GBIS) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$501,500\* for 2009-10. The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 24<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$370,000.

## REVENUE

a.	Grant Request (BIA Levy)		<u>\$501,500</u>	
		TOTAL		\$501,500

## EXPENDITURES

a.	Marketing, Promotion and Special Events		\$96,035	
b.	Physical Plant, Banners, Flower Baskets and Tree-lights		68,710	
c.	Safety & Security		206,000	
d.	Administration, Office Rent & Wages, Communications		106,755	
e.	Contingency		<u>24,000</u>	
		TOTAL		<u>\$501,500</u>

Projected Reserve Fund at 2009-10 Year End	\$20,000
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Additional Financial Information

Currently, the GBIS has a total reserve fund of about \$20,000. Some or all of this amount could potentially be spent during fiscal 2009-10 on Olympics-related opportunities. Details of the budget are provided in Appendix D. This is the first year of the GBIS' fifth five-year mandate.

## MOUNT PLEASANT BIA BUDGET FOR 2009-2010

The Mount Pleasant Commercial Improvement Society (MPCIS) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$240,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 22<sup>nd</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$210,000.

## REVENUE

a.	Grant Request (BIA Levy)		\$240,000	
b.	Other Income		<u>5,000</u>	
		TOTAL		\$245,000

## EXPENDITURES

a.	Business / Tourism Development		\$30,000	
b.	Street Enhancement		35,000	
c.	Safety and Security		35,000	
d.	Gov't & Comm. Relations; BIA Renewal/Expansion		30,500	
e.	Office Expenses, Wages & Administration		<u>114,500</u>	
		TOTAL		<u>\$245,000</u>

Projected Reserve Fund at 2009-10 Year End	\$ NIL
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Additional Financial Information

The MPCIS currently anticipates a fiscal 2008-09 year-end surplus of \$38,600, due to cancellation of their Ambassador program. The surplus funds will be carried over to fiscal 2009-10 and used toward the following: \$15,000 for the establishment of a satellite CPC in the BIA office and introduction of a Mount Pleasant Guardian program in conjunction with the South Vancouver CPC, and potentially \$14,500 for participation in the City's Car-Free Sundays initiative. The MPCIS also has about \$15,400 in reserve, which will likely be spent in fiscal 2009-10 to contribute to the cost of banner replacement prior to the Olympics. The BIA also carries an unrestricted account comprising non-levy income in the amount of \$9,131, a portion of which will be used in 2009-10 to improve the website, create a new business directory, and hire a graphic artist to develop a new image. Details of the budget are provided in Appendix E. This is the first year of the MPCIS' fifth renewal mandate (five year term).

## WEST END (former DAVIE VILLAGE) BIA BUDGET FOR 2009-2010

The Davie Village Business Improvement Association has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$600,000\* for 2009-10. The business promotion scheme and budget was approved by the majority of members present at the annual general meeting held on June 26<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$570,000.

## REVENUE

a.	Grant Request (BIA Levy)	\$600,000	
b.	Interest	<u>12,000</u>	
	TOTAL		\$612,000

## EXPENDITURES

a.	Marketing, Special Events & Communications	\$142,300	
b.	Banners, Streetscape Improvements & Custodial	90,000	
c.	Safety & Security	138,000	
d.	Wages, Office & Operating Expenses, Renovations	213,620	
e.	Transportation & Policy	<u>28,080</u>	
	TOTAL		<u>\$612,000</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Further details of the budget are provided in Appendix F. This is the first year of the BIA's third renewal mandate (seven year term).

## SOUTH GRANVILLE BIA BUDGET FOR 2009-2010

The South Granville Business Improvement Association (SGBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$593,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 25<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$450,000.

## REVENUE

a.	Grant Request (BIA Levy)	<u>\$593,000</u>	
	TOTAL		\$593,000

## EXPENDITURES

a.	Marketing, Advertising, Events & Tourism	\$117,925	
b.	Street Enhancement, Banners/Baskets, Lighting & Custodial	80,000	
c.	Safety & Security	90,000	
d.	Administration, Staff & Operations	173,075	
e.	Communications and Advocacy	12,000	
e.	Contingency (General); Olympic/Event Contingency	<u>120,000</u>	
	TOTAL		<u>\$593,000</u>
	Projected Reserve Fund at 2009-10 Year End		\$40,000

Additional Financial Information

The SGBIA currently anticipates a fiscal 2008-09 year end surplus of approximately \$20,000, which will be used in the 2009-2010 fiscal year to fund their expanded Ambassador program without a City contribution. In addition, the SGBIA has about \$40,000 in reserve funding earmarked for banner lighting. As the banner lighting project will not likely be implemented this year, the reserve amount will likely be unchanged at the end of fiscal 2009-2010. Further details of the budget are provided in Appendix G. This is the first year of the SGBIA's third five-year mandate.

## YALETOWN BIA BUDGET FOR 2009-2010

The Yaletown Business Improvement Association (YBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$531,003\* for 2009-10. The business promotion scheme was approved by the majority of members present at the annual general meeting held on September 24<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$295,000.

## REVENUE

a.	Grant Request (BIA Levy)	\$531,003	
b.	GST Rebate	15,930	
c.	Sponsorship Revenue	<u>83,000</u>	
	TOTAL		\$629,933

## EXPENDITURES

a.	Marketing & Events	\$155,000	
b.	Safety and Security	136,000	
c.	Administration, Staffing & Operations	230,300	
d.	Street Beautification & Maintenance; Econ. Development	104,000	
e.	Contingency	<u>4,633</u>	
	TOTAL		<u>\$629,933</u>

Projected Reserve Fund at 2009-10 Year End	\$ NIL
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Further details of the budget are provided in Appendix H. This is the first year of the YBIA's third five-year mandate.



## CHINATOWN BIA BUDGET FOR 2009-2010

Vancouver Chinatown BIA Society (VCBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$248,897\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on September 23<sup>rd</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$226,270.

## REVENUE

a.	Grant Request (BIA Levy)	\$248,897	
b.	Membership Fees	\$1000	
c.	Interest Income	\$1000	
d.	Sponsorship /Event Revenue	<u>30,000</u>	
	TOTAL		\$280,897

## EXPENDITURES

a.	Events, Advertising and Promotion	\$95,200	
b.	Beautification, Banners, Lighting and Graffiti Removal	38,000	
c.	Safety and Security	42,000	
d.	Administration, Wages & Benefits; Operations	102,630	
e.	Contingency	<u>3,067</u>	
	TOTAL		<u>\$280,897</u>

Projected Reserve Fund at 2009-10 Year End

\$ NIL

Additional Financial Information

The VCBIA currently anticipates a fiscal 2008-09 year end surplus of between \$4,000 and \$5,000. The surplus will be carried forward into the 2009-10 fiscal year to fund the launch of their Pedi-cab program. Further details of the budget are provided in Appendix I. This is the final year of the VCBIA's second five-year mandate.

## COMMERCIAL DRIVE BIA BUDGET FOR 2009-2010

The Commercial Drive Business Society (CDBS) has submitted two business promotion schemes and budgets for Council's approval: a) for the Commercial Drive BIA (\$248,400) and b) for the Commercial Drive Expansion-area BIA (\$150,000). The CDBS administers both BIA areas, and has requested a total recoverable grant of \$398,400\* for 2009-10. The business promotion schemes for the original and expansion-area BIAs were approved by the majority of members present at a general meeting held on September 29<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$398,400 (no change) .

## REVENUE

a.	Grant Request (BIA Levy)	\$398,400	
b.	GST Rebate	2,500	
c.	Surplus Carried Forward	<u>45,000</u>	
	TOTAL		\$445,900

## EXPENDITURES

a.	Marketing, Advertising, Special Events, Tourism	\$66,500	
b.	Street Enhancement, Banners/Lighting, Clean-up, Graffiti	127,400	
c.	Safety and Security	137,000	
d.	Administration, Salary & Office; Renewal and Advocacy	98,875	
e.	Contingency	<u>16,125</u>	
	TOTAL		<u>\$445,900</u>

Projected Reserve Fund at 2009-10 Year End \$70,000

Additional Financial Information

Further to the budget approved by the members in September 2008, the CDBS currently anticipates a fiscal 2008-09 year end surplus of only \$6,000 which will be carried forward into the fiscal 2009-10 budget. The Society currently has a \$70,000 reserve fund which will not be expended during the 2009-10 fiscal year. The fund is earmarked for use on future marketing initiatives, decorative lighting installation, and park renovations. Further details of both budgets are provided in Appendix J. This is the final year of the CDBS' second five-year mandate, and the final year of its three-year Expansion-area mandate.

## MARPOLE BIA BUDGET FOR 2009-2010

The Marpole Business Association (MBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$150,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on September 25<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$150,000 (no change) .

## REVENUE

a.	Grant Request (BIA Levy)	\$150,000	
b.	GST Rebate	2,500	
c.	Interest	<u>500</u>	
	TOTAL		\$153,000

## EXPENDITURES

a.	Promotion, Communication & Community Rels.	\$29,700	
b.	Beautification & Maint., Banners, Pots, Xmas lighting	63,000	
c.	Administration & Contract Employment	59,100	
d.	Contingency	<u>1,200</u>	
	TOTAL		<u>\$153,000</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Additional Financial Information

The MBA currently anticipates a fiscal 2008-09 year end surplus of approximately \$16,000, which will be allocated to 2010 promotional programming, gateway signage, and street beautification initiatives in the 2009-10 fiscal year. Further details of the budget are provided in Appendix K. This is the fifth year of the MBA's second renewal mandate (seven year term).

## STRATHCONA BIA BUDGET FOR 2009-2010

The Strathcona Business Improvement Association (SBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$358,671\* for 2009-10. The total requested amount includes operational funding of \$351,842 plus an additional levy amount of \$6,829 to offset a corresponding City deduction from 2009-10 disbursements. The purpose of the City deduction is to recover BIA levy reimbursements to the owners of several properties outside the BIA boundary that had been charged a BIA levy.

\*Grant for 2008-09 fiscal year was \$586,329.

The business promotion scheme was approved by the majority of members present at a general meeting held on September 23<sup>rd</sup>, 2008.

## REVENUE

a.	Operational Funding (Basic Grant/Levy)		\$351,842
b.	Levy Adjustment to Offset City Recovery	<u>6,829</u>	
		TOTAL GRANT (BIA LEVY)	\$358,671
c.	Grants, Donations & Other Revenue	<u>155,229</u>	
		TOTAL BUDGET	\$513,900

## EXPENDITURES

a.	Marketing & Promotion, Events & Communication	\$56,000	
b.	Visual Enhancements, Murals; Cleanup; Graffiti Removal	80,000	
c.	Safety and Security	168,000	
d.	Payroll & Operating Expenses	161,900	
e.	Sustainability & Gov't Relations	<u>48,000</u>	
		TOTAL	<u>\$513,900</u>

Projected Reserve Fund at 2009-10 Year End

\$ NIL

Additional Financial Information

The SBIA currently anticipates a fiscal 2008-09 year end surplus of approximately \$35,000. The funds have not been spent due to delays in a planned mural project. If the mural project is cancelled, the surplus will likely be used in fiscal 2009-10 to offset additional costs incurred for the SBIA's security program. Further details of the budget are provided in Appendix L. This is the final year of the SBIA's second five-year mandate.

## COLLINGWOOD BIA BUDGET FOR 2009-2010

The Collingwood Business Improvement Association (CBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$182,764\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on September 4<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$175,776.

## REVENUE

a.	Grant Request (BIA Levy)	<u>\$182,764</u>	
		TOTAL	\$182,764

## EXPENDITURES

a.	Marketing, Promotion, Events and Communication	\$24,200	
b.	Street Enhancement, Cleaning/Graffiti, Banners, Lighting	59,864	
c.	Crime Prevention, Bike & Foot Patrols, Guardian Program	27,000	
d.	Payroll, Office & Administration	<u>71,700</u>	
	TOTAL		<u>\$182,764</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Further details of the budget are provided in Appendix M. This is the fourth year of the CBIA's second five-year mandate.

## HASTINGS NORTH BIA BUDGET FOR 2009-2010

The Hastings North Business Improvement Association (HNBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$250,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on September 24<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$250,000 (no change) .

## REVENUE

a.	Grant Request (BIA Levy)	\$250,000	
b.	Surplus Carried Forward	35,000	
c.	Associate Memberships	5,500	
d.	GST Rebate	<u>3,700</u>	
	TOTAL		<u>\$294,200</u>

## EXPENDITURES

a.	Marketing & Communications; Special Events	\$45,800	
b.	Safety & Security: CPC Grant, CPC Patrols, Business Education	57,000	
c.	Street Enhancement & Cleanup, Graffiti & Murals, Banners	71,450	
d.	Resource Centre - Wages, Admin/Office Expenses	<u>119,950</u>	
	TOTAL		<u>\$294,200</u>

Projected Reserve Fund at 2009-10 Year End \$25,000

Additional Financial Information

The HNBIA will not have 2008-09 year end surplus to carry over as originally budgeted. The resulting 2009-10 budget shortfall will be addressed through program efficiencies rather than drawing funds from the BIA's reserve fund. A portion of the \$40,000 fund (all of which was previously earmarked for Olympic-related events and/or promotions) will be spent in the 2009-2010 fiscal year to complete the funding for the Sunrise Guardian program in the absence of a City contribution. Further details of the budget are provided in Appendix N. This is the fourth year of the HNBIA's second five-year mandate.

## KITSILANO FOURTH AVENUE BIA BUDGET FOR 2009-2010

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 \$140,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at the general meeting held on June 19<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$135,000.

## REVENUE

a.	Grant Request (BIA Levy)	\$140,000	
b.	GST Rebate	<u>\$6,000</u>	
	TOTAL BUDGET		\$146,000

## EXPENDITURES

a.	Business & Tourism Promotion, Advertising, Events	\$64,000	
b.	Street Enhancements - Banners, Clean Team, Pole Painting	36,000	
c.	Staffing, Administration, Advocacy & Communication	41,000	
d.	Contingency	<u>5,000</u>	
	TOTAL		<u>\$146,000</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Further details of the proposed budget are provided in Appendix O. This is the fourth year of the BIA's second five-year mandate.

## POINT GREY VILLAGE BIA BUDGET FOR 2009-2010

The Point Grey Village Business Association (PGVBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$80,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at the general meeting held on June 26<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$75,000.

## REVENUE

a.	Grant Request (BIA Levy)	\$80,000	
b.	GST Rebate	3,500	
c.	Sales Revenue	<u>500</u>	
	TOTAL		\$84,000

## EXPENDITURES

a.	Business & Tourism Promotion, Advertising, Events	\$25,000	
b.	Amenities: Banners / Beds / Xmas Lights / Signage / Clean-up	37,500	
c.	Staffing, Administration	19,800	
d.	Advocacy / Education	700	
e.	Contingency	<u>1,000</u>	
	TOTAL		<u>\$84,000</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Further details of the proposed budget are provided in Appendix P. This is the first year of the PGVBA's second five-year mandate.

## VICTORIA DRIVE BIA BUDGET FOR 2009-2010

The Victoria Drive Business Improvement Association (VDBIA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$130,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on September 17<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$95,000.

## REVENUE

a.	Grant Request (BIA Levy)	\$130,000	
b.	Advertising Revenue	\$5,000	
c.	Sponsorship Revenue and Grants	<u>\$6,000</u>	
	TOTAL		\$141,000

## EXPENDITURES

a.	Marketing, Advertising, Website, Directory, Festivals	\$20,200	
b.	Street Beautification & Banners; Clean-up / Graffiti Removal	61,500	
c.	Staffing and Administration	23,300	
d.	Safety & Security - Community Policing, Guardians, Patrols	35,000	
e.	Contingency	<u>1,000</u>	
	TOTAL		<u>\$141,000</u>

Projected Reserve Fund at 2009-10 Year End

\$ NIL

Additional Financial Information

The VDBIA currently anticipates a fiscal 2008-09 year end surplus of about \$22,000. The unspent amount will be carried forward into fiscal 2009-10, a portion of which will be used to develop a strategic plan, with the balance being used to augment their existing festivals budget. Further details of the proposed budget are provided in Appendix Q. This is the first year of the VDBIA's second five-year mandate.

## CAMBIE VILLAGE BIA BUDGET FOR 2009-2010

The Cambie Village Business Association (CVBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$250,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on September 10<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$100,000.

## REVENUE

a.	Grant Request (BIA Levy)	\$250,000	
b.	Directory Advertising Revenue	13,000	
c.	Sponsorship Revenue (Banners)	<u>12,000</u>	
	TOTAL		\$275,000

## EXPENDITURES

a.	Marketing, Promotion and Special Events /Festivals	\$56,000	
b.	Street Enhancement, Banners, Graffiti Removal, Clean-up	19,500	
c.	Staffing and Administration	26,500	
d.	Safety & Security - Bike and Foot Patrols	18,000	
e.	<i>Legal Expenditures</i>	<i>150,000</i>	
f.	Contingency	<u>5,000</u>	
	TOTAL		<u>\$275,000</u>
	Projected Reserve Fund at 2009-10 Year End		\$7,500

Additional Financial Information

The CVBA currently anticipates a fiscal 2008-09 year end shortfall of approximately \$18,500. The CVBA also has a reserve fund of about \$26,000. The 2009-09 budget shortfall will be offset by applying a portion of the reserve, leaving a fund balance of approximately \$7,500. Further details of the proposed budget are provided in Appendix R. This is the fourth year of the CVBA's initial five-year mandate.

Proposed Legal Expenditures

The proposed budget includes an expenditure line-item (italicized above as item (e) '*Legal Expenses*') in the amount of \$150,000. Staff have been informed that this line-item reflects the Cambie Village BIA's intention to provide financial assistance to the plaintiffs in a proposed class action litigation to recover business losses related to the Canada Line construction along Cambie Street. As litigation to recover business losses is not a business promotion scheme as that term is defined in the Vancouver Charter, staff do not recommend including this item in the Council grant to the CVBA.

To enable the CVBA to operate in all other respects, staff recommend that Council approve the CVBA's 2009-10 budget with the exception of the 'Legal Expenses' item. Deducting that item (\$150,000) from the BIA's total grant request (\$250,000), leaves a grant amount of \$100,000, which staff recommend that Council approve with a stipulation that no grant monies shall be used to fund legal action as referenced in this Report. Staff will monitor compliance on annual review of the CVBA's audited financial statements.

The foregoing does not preclude the Cambie Village BIA from supporting the plaintiffs in the proposed class action using funds raised independently of the City grant. This Report includes a Consideration to instruct staff to assist the Cambie Village BIA to raise funds by other means.

## FRASER STREET BIA BUDGET FOR 2009-2010

The South Hill (Fraser Street) Business Association (SHBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$101,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on June 18<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$96,000.

## REVENUE

a.	Grant Request (BIA Levy)		<u>\$101,000</u>	
		TOTAL		\$101,000

## EXPENDITURES

a.	Marketing, Promotion & Special Events		\$12,000	
b.	Street Enhancement, Cleaning; Decorations & Art		25,000	
c.	Staffing, Administration & Member Communication		27,000	
d.	Crime Prevention - Ambassador Program, Education		30,000	
e.	Contingency and Olympic Opportunities		<u>7,000</u>	
		TOTAL		<u>\$101,000</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Additional Financial Information

The SHBA currently anticipates a fiscal 2008-09 year end surplus of about \$15,000. The BIA also has a reserve fund of approximately \$30,000 representing unspent monies from its inaugural fiscal year (2007-08). The BIA has intentionally delayed some program implementation pending development of a comprehensive strategic plan, now completed. The combined fund of approximately \$45,000 is expected to be used in fiscal 2009-10 to implement their street enhancement and art program, marketing and promotion plans, and crime prevention/safety initiatives. Part of the fund will be used to offset cost overruns incurred to pay the full cost of the Ambassador program expansion. Further details of the proposed budget are provided in Appendix S. This is the third year of the SHBA's initial five-year mandate.

## DUNBAR VILLAGE BIA BUDGET FOR 2009-2010

The Dunbar Village Business Association (DVBA) has submitted the following business promotion scheme and budget for Council's approval and has requested a recoverable grant of \$135,000\* for 2009-10. The business promotion scheme was approved by the majority of members present at a general meeting held on September 24<sup>th</sup>, 2008.

\*Grant for 2008-09 fiscal year was \$135,000 (no change).

## REVENUE

a.	Grant Request (BIA Levy)		<u>\$135,000</u>	
		TOTAL		\$135,000

## EXPENDITURES

a.	Marketing/Promotion, Advertising, Festivals, Website		\$29,500	
b.	Beautification: Banners, Baskets; Xmas Lighting; Benches		75,000	
c.	Salary and Administration		25,500	
d.	Contingency - Olympic Opportunity		<u>5,000</u>	
		TOTAL		<u>\$135,000</u>

Projected Reserve Fund at 2009-10 Year End \$ NIL

Additional Financial Information

The DVBA currently anticipates a fiscal 2008-09 year end surplus of about \$10,000. The surplus will be carried forward into fiscal 2009-10 to augment funding for the BIA's first street



festival. Further details of the proposed budget are provided in Appendix T. This is the second year of the DVBA's initial five-year mandate.

### *FINANCIAL IMPLICATIONS*

The total requested funding for the BIA societies is \$7,648,037. Should Council approve the BIA budgets and staff prepare rating by-laws for Council's enactment, these funds will be advanced by Council to the BIA societies in April and recovered through subsequent property taxes. There is no net impact to the 2009 operating budget.

### *CONCLUSION*

The proposed BIA budgets are in keeping with the spirit of the BIA legislation with the exception of the Cambie Village BIA budget, which includes \$150,000 that the BIA intends to use to provide financial assistance to the plaintiffs in a proposed class action litigation to recover business losses related to the Canada Line construction along Cambie Street. Litigation to recover business losses is not a business promotion scheme as that term is defined in the Vancouver Charter. Therefore, for Cambie Village, staff recommend approving a portion of the CVBA's 2009-2010 grant request (\$100,000), which is the balance remaining after the amount intended for litigation is subtracted. This Report also includes a consideration that staff be instructed to assist the CVBA to raise the excluded funds through means other than a BIA grant/levy.

Staff generally attend and observe the proceedings at BIA annual general meetings, and were present at all the proceedings referenced in this Report. 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 U and V). City staff have reviewed the audited financial statements of all twenty BIAs. With the exception of Cambie Village (as discussed above) staff recommend approval of all the BIAs' 2009-2010 budgets as submitted.

The combined budgets (levy) amount for the 20 BIAs is approximately \$7.6 million for fiscal 2009-10, an increase of over 8% compared with 2008-09. 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 (15 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 \$1.4 million on public realm enhancements alone in the city's commercial areas. The City's cost is limited to administration of the BIA Program.

\* \* \* \* \*

# PROPOSED BUDGET FOR FISCAL 2009-10

Proposed budget: Program, Staff and Administration  
April 1, 2009 – March 31, 2010

## REVENUES

B.I.A. levy	\$	2,100,914
ICBC grant		15,000
Membership luncheons		90,000
Mosaic art tile project		15,000
Other revenue		40,000
Interest		33,914

**TOTAL REVENUES** **\$2,294,828**

## EXPENDITURES

### Committees

Advocacy		135,180
Safety + Security		1,097,990
Access + Mobility		23,000
Placemaking + Marketing		445,030
Membership		207,282
2010 Winter Games		3,000
Mandate Renewal + Expansion		8,000
Nominating		2,000
Granville Street Redesign + Construction		13,000

**TOTAL PROGRAMMING** **\$1,934,482**

### Administration

Professional fees	\$	35,000
Bank charges & interest		3,000
Equipment replacement & repair		500
Insurance		8,000
Publications		1,000
Memberships & dues		4,000
Conferences & education		20,000
Repair, maintenance & janitorial		500
Office rent		101,500
Office & computer supplies		14,000
Couriers, freight & postage		3,000
Equipment lease		15,000
Telephone, internet & e-mail		13,500
Depreciation		17,000
Wages & benefits		250,096

**TOTAL ADMINISTRATION** **\$ 484,096**

**TOTAL EXPENDITURES (Programming + Administration)** **\$ 2,418,578**

**EXCESS REVENUES (EXPENDITURES)** **\$ (123,750)**

**PROJECTED OPERATING FUND,  
BEGINNING OF YEAR** **\$ 385,612**

**PROJECTED OPERATING FUND,  
END OF YEAR** **\$ 261,862**

**Robson Street Business Association  
Budget for Fiscal 2009/2010 Programs**

Updated June 19, 2008

	<b>2008-2010 Proposed Budget</b>
<b>REVENUE</b>	
BIA LEVY	506,888
GST RECOVERY	8,000
INTEREST	1,900
SURPLUS	-
GRANTS	-
<b>TOTAL</b>	<b>516,788</b>
<b>EXPENDITURE</b>	
<b>MARKETING &amp; PROMOTION</b>	
BROCHURES	15,000.00
ADVERTISING	35,000.00
ROBSON CANADA DAY	30,000.00
CHRISTMAS PROMOTION	15,000.00
WEBSITE	2,000.00
DESIGN UPDATE	-
<b>SUB-TOTAL: MARKETING &amp; PROMOTION</b>	<b>97,000</b>
<b>STREET ENHANCEMENT</b>	
BANNERS	31,500.00
CLEANING - CUSTODIAN	25,000.00
CLEANING - SUPPLIES	382.00
CLEANING - POWER WASHING	14,500.00
POWER - STREET LIGHTING	3,500.00
TREE MINI LIGHTS	22,000.00
BANNER LIGHTING	2,000.00
POLE-MOUNTED LIGHTS (HOLIDAY)	14,000.00
ELECTRICAL UPGRADE FOR SIDE STREETS	-
HANGING FLOWER BASKETS (UPGRADE)	34,000.00
HOLIDAY SNOWFLAKES ON POLES	500.00
<b>SUBTOTAL-STREET ENHANCEMENT</b>	<b>147,382</b>
<b>COMMUNITY RELATIONS</b>	
SECURITY	130,000.00
NEWSLETTERS	1,500.00
VENDING PERMITS	2,000.00
FAIR TAX COALITION	5,068.00
DUMPSTER-FREE ALLEY PROGRAM	5,000.00
<b>SUBTOTAL-COMMUNITY RELATIONS</b>	<b>143,568</b>
<b>ADMINISTRATION</b>	
LEGAL	-
EQUIPMENT	3,800.00
COMPUTER	500.00
AUDIT & ACCOUNTING	4,000.00
BANK CHARGES	100.00
OFFICE RENT	14,000.00
PARKING	200.00
TELEPHONE, FAX & INTERNET	3,500.00
OFFICE/GENERAL	200.00
WAGES & BENEFITS	73,000.00
RENEWAL	-
INSURANCE	4,500.00
AMMORTIZATION	-
BOARD MEETINGS & AGM	6,000.00
CONFERENCES -- BIABC	2,000.00
MEMBERSHIP DUES	350.00
POSTAGE & COURIER	500.00
REPAIRS & MAINTENANCE	50.00
SUPPLIES	1,000.00
TEMP/SECRETARIAL	-
EMPLOYER EXPENSE (ADMIN ONLY)	5,000.00
<b>SUBTOTAL-ADMINISTRATION</b>	<b>118,700</b>
<b>TOTAL BUDGET (Before Contingency)</b>	<b>506,650</b>
CONTINGENCY 2%	10,138
<b>TOTAL BUDGET</b>	<b>516,788</b>

# Kerrisdale Business Association Budget 2009/2010

	2009/10 Budget
<b>REVENUE:</b>	
<u>Operating Income</u>	
Business Improvement Ass'n Levy	300,000
Parkade Management Fee	6,000
Interest Income	2,500
<b>Total Operating Income</b>	<b>308,500</b>
<u>Fundraising Income</u>	
Carnival Days	3,000
Kerrisdale Days	3,000
Other Donations	0
<b>Total Fundraising Income</b>	<b>6,000</b>
<b>Total Revenue</b>	<b>314,500</b>
<b>EXPENSES:</b>	
<u>Promotion</u>	
Advertising	55,000
Banners	24,000
Signage	2,000
Posters	8,000
Newsletter	5,000
Website	3,000
<b>Total Promotion Expense</b>	<b>97,000</b>
<u>Events</u>	
Carnival Days	16,000
Kerrisdale Days	16,000
Free Skate	5,000
Music Under the Clock	5,000
Holiday promotions	28,000
<b>Total Event Expense</b>	<b>70,000</b>
<u>Beautification</u>	
Cleanup, Maintenance & Graffiti Removal	7,000
Landscaping and Gardens	25,550
<b>Total Beautification Expense</b>	<b>32,550</b>
<u>Security - Provident Security</u>	73,000
<u>Administration</u>	
Coordinator	25,000
Clerical Support	2,500

Accounting	3,000
Audit	2,500
Meetings	4,000
Insurance	2,000
Telephone	1,000
Office & Supplies	800
Worksafe	150
Water and Power	1,000
Total Administration Expense	41,950

<b>Total Expense</b>	<b>314,500</b>
<b>Net Income (Loss)</b>	<b>0</b>

**Improvements:**

Street blade signs  
LED lights and Christmas décor  
Rubberized track project

<b>Net Income (Loss) after improvements</b>	<b>0</b>
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<b>Net Assets - beginning of year</b>	<b>44,068</b>
<b>Income (Loss) for year</b>	<b>0</b>
<b>Net Assets - end of year</b>	<b>44,068</b>

**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	<b>\$96,035.00</b>

**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	<b>274,710.00</b>

**OPERATIONS & ADMINISTRATION:**

Communications/maillings/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	<b>\$106,755.00</b>

**OPERATIONS RESERVES: \$24,000.00**

**TOTAL PROPOSED BUDGET \$501,500.00**

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

**REVENUE:**

A) CITY TAX LEVY	\$	240,000.00
B) OTHER SOURCES (Grants, Sales and Bank Interest)	\$	5,000.00
<b>TOTAL REVENUE:</b>	<b>\$</b>	<b>245,000.00</b>

**EXPENSES:**

<b>Member/ Center Support</b>	<b>\$</b>	<b>60,000.00</b>
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**ADMINISTRATION:**

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

**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
<b>Sub-Total:</b>	<b>\$</b>	<b>44,000.00</b>

**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
<b>Sub-Total:</b>	<b>\$</b>	<b>130,500.00</b>

<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>245,000.00</b>
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<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>
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<b>Revenue</b>	
Grant - City of Vancouver	\$600,000.00
Non levied funds	\$ 0.00
Interest	\$ 12,000.00
<b>Total Revenue</b>	<b>\$612,000.00</b>
<b>Operating Expenses</b>	
<b>Administration</b>	
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
<b>Total Operating Expenses Administration</b>	<b>\$210,620.00</b>
<b>Committees:</b>	
<b>Maintenance &amp; Security</b>	
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
<b>Total Maintenance &amp; Security</b>	<b>\$228,000.00</b>
<b>Marketing &amp; Communications</b>	
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
<b>Total Marketing &amp; Communications</b>	<b>\$142,300.00</b>
<b>Total Urban Transportation &amp; Policy</b>	<b>\$ 28,080.00</b>
<b>Total Leasehold Improvements</b>	<b>\$ 3,000.00</b>
<b>Total Expenses</b>	<b>\$612,000.00</b>

Proposed Budget for  
the West End BIA

April 1, 2009  
to March 31, 2010



**South Granville BIA  
Detailed Draft Budget 2009/2010**

**DRAFT**

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

# Yaletown BIA Proposed Budget 2009

**REVENUE**

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

**EXPENSES**

<b>Administration</b>		<b>Total Administration</b>		<b>\$ 166,000.00</b>
<b>Marketing</b>				
Collateral materials		\$ 32,000.00		
website, agm, concierge, display		\$ 17,000.00		
Networking/open houses		\$ 2,000.00		
	<b>Total Marketing</b>			<b>\$ 51,000.00</b>
<b>Events</b>				
Summer events		\$ 38,000.00		
Olympics		\$ 30,000.00		
signature events		\$ 36,000.00		
	<b>Total Events</b>			<b>\$ 104,000.00</b>
<b>Street Beautification &amp; Econ Dev.</b>				
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		
	<b>Total St. Beautification</b>			<b>\$ 104,000.00</b>
<b>Security</b>				
Audit Service / To members		\$ 3,000.00		
Ambassadors/Security Patrols		\$ 133,000.00		
	<b>Total Security</b>			<b>\$ 136,000.00</b>
<b>Operations</b>				
	<b>Total Operations</b>			<b>\$ 64,300.00</b>
				<b>\$ 625,300.00</b>
	<b>Contingency</b>			<b>\$ 4,632.69</b>
	<b>Remaining</b>			<b>\$ 0</b>

**TOTAL EXPENSES**

# Proposed VCBIA Budget (2009 - 2010) APPENDIX I

INCOME		2009 - 2010 Proposed Budget
City Levy	\$	248,897.00
Membership Fee	\$	1,000.00
Interest	\$	1,000.00
Sponsorship / Events income	\$	30,000.00
<b>SUB-TOTAL</b>		<b>\$280,897.00</b>

## EXPENSES

### ADMINISTRATION

Wages / Benefits	\$41,200.00
Rent	\$8,030.00
Insurance	\$3,650.00

### OPERATIONS

Office Equipment	\$0.00
Acc & Audit Fees	\$6,000.00
Telephone / Fax	\$1,750.00
Office Supplies, expenses & Office Equipment	\$6,000.00

### Events & Promotion

Events & Other expenses	\$52,700.00
Chinatown Map	\$27,500.00
Advertising	\$15,000.00
Marketing Coordinator & marketing	\$36,000.00

### Beautification

Banner / Graffiti / Lighting	\$38,000.00
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### Security

Security	\$42,000.00
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### Contingency

	\$3,067.00	
<b>SUB-TOTAL</b>		<b>\$280,897.00</b>

Surplus / Deficit

\$

-

**Commercial Drive Business Society  
Draft Budget  
April 1, 2009 - March 31, 2010**

**INCOME**

City of Vancouver Levy	\$248,400.00	\$150,000.00
Estimated Carry Forward	\$45,000.00	
Estimated GST Refund	\$2,500.00	
<b>TOTAL INCOME</b>	<b>\$295,900.00</b>	<b>\$150,000.00</b>

**EXPENSES****Administration/Operations**

Salary and Benefits	\$38,500.00	\$11,900.00
Office Rent/Overhead/AGM	\$30,025.00	\$5,000.00
Insurance	\$2,550.00	\$500.00
Scholarships/Bursaries	\$1,500.00	\$500.00
Accounting	\$2,400.00	\$500.00
Renewal	\$4,500.00	
<b>Total:</b>	<b>\$77,475.00</b>	<b>\$18,400.00</b>

**Marketing**

Public Events Funding	\$10,000.00	\$5,000.00
Infrastructure, Tourist Traffic	\$4,000.00	\$4,000.00
Web Site	\$2,000.00	\$2,000.00
Co-op Ads	\$20,500.00	\$3,000.00
Media Ad	\$10,000.00	\$4,000.00
Brochures & Posters	\$2,000.00	
<b>Total:</b>	<b>\$48,500.00</b>	<b>\$18,000.00</b>

**Street Enhancement**

Street Banners	\$28,000.00	\$18,000.00
Decorative Boulevard Lighting	\$21,000.00	
Anti-Graffiti Program	\$28,000.00	\$9,800.00
Clean-up, Kettle	\$17,600.00	\$4,200.00
Britannia Clean-up	\$500.00	\$500.00
<b>Total:</b>	<b>\$95,100.00</b>	<b>\$32,300.00</b>

**Safety & Security**

Security Patrol	\$67,000.00	\$70,000.00
<b>Total:</b>	<b>\$67,000.00</b>	<b>\$70,000.00</b>

**Fair Tax Coalition**

Fair Tax Contribution	\$2,400.00	\$600.00
<b>Total:</b>	<b>\$2,400.00</b>	<b>\$600.00</b>

**Contingency**

Contingency Fund	\$5,425.00	\$10,700.00
	<b>\$5,425.00</b>	<b>\$10,700.00</b>

**Total Expenditures**

<b>\$295,900.00</b>	<b>\$150,000.00</b>
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# Marpole BIA Annual General Meeting

## Thursday, September 25, 2008



# Draft 2009-2010 Budget

Category	Yearly Total
<b>Expenses</b>	<b>153,000.00</b>
<b>Fixed Expenses</b>	<b>3,000.00</b>
Insurance	1,500.00
Telephone	1,500.00
<b>Flexible Expenses</b>	<b>150,000.00</b>
AGM & Board Costs	1,500.00
<b>Christmas Lighting</b>	<b>1,000.00</b>
Power	1,000.00
Christmas Lighting - Other	0.00
<b>Communications</b>	<b>6,200.00</b>
Business Directory	2,000.00
Newsletter	3,000.00
Recruitment Package	0.00
Retail Marketing Study	0.00
VEDC Report Updates	0.00
Web Site	1,200.00
Communications - Other	0.00
<b>Community Relations</b>	<b>500.00</b>
Memberships	250.00
Community Relations - Other	250.00
Conference	2,000.00
Contingency	1,200.00
Contract Employment	40,000.00
Fair Tax Coalition	1,500.00
GST	4,000.00
Legal & Auditor Services	3,000.00
Mileage	1,000.00
Miscellaneous	1,000.00
Office Supplies	1,000.00
<b>Promotions</b>	<b>23,000.00</b>
Security	0.00
Service Charges	0.00
Storage	1,100.00
<b>Street Beautification</b>	<b>62,000.00</b>
Banner Installation	8,000.00
Blvd-Side St Maintenance	9,000.00
Clean Up Program	10,000.00
Flower Pot Program	25,000.00
Street Banners	10,000.00
Street Beautification - Other	0.00
Street Furniture	0.00
<b>Income</b>	<b>153,000.00</b>
Funding	150,000.00
GST Rebate	2,500.00
Interest Earned	500.00
Misc In	0.00
<b>Total Budget Income:</b>	<b>153,000.00</b>
<b>Total Budget Expenses:</b>	<b>153,000.00</b>
<b>Difference:</b>	<b>0.00</b>

<b>Strathcona Business Improvement Association</b>			
<b>2009-2010 Budget</b>			
		<b>2008-2009</b>	<b>Proposed 2009/10</b>
<b>REVENUE</b>			
BIA Basic Levy		579,500.00	351,842.46
Additional levy. (Mislevied properties)		6,828.54	6,828.54
Grants/Donations/Other Revenue		-	155,229.00
<b>TOTAL REVENUE</b>		<b>586,328.54</b>	<b>513,900.00</b>
<b>EXPENSE</b>			
GST Rebate		(10,000.00)	
Mislevied Properties		6,828.54	
Payroll Expenses		92,300.00	103,000.00
		<b>89,128.54</b>	<b>103,000.00</b>
<b>Operating Expenses</b>			
Accounting & Legal		6,500.00	8,500.00
AGM		1,500.00	1,500.00
Association Memberships		500.00	500.00
BOD & Membership Meetings		2,000.00	2,500.00
Consulting Fees		5,000.00	8,000.00
Conferences		7,500.00	8,500.00
Courier & Postage		700.00	1,000.00
Insurance		3,000.00	3,500.00
Interest & Bank Charges		100.00	200.00
Levy Equalization		5,000.00	-
Office Equipment		2,000.00	2,500.00
Office Exp. (Supplies, R&M, Misc) *(09/10- Supplies, Misc, Meetings-O		5,500.00	6,500.00
Rent *(09/10- R&M)		4,000.00	4,000.00
Subscriptions		200.00	200.00
Telecommunications (Telephone, Internet)		2,500.00	4,000.00
Travel & Car Allowance		2,200.00	2,500.00
Research & Grants		10,000.00	-
Utilities		4,000.00	4,000.00
BOD Member Development *new*		-	1,000.00
<b>Total Operating Expenses</b>		<b>62,200.00</b>	<b>58,900.00</b>
<b>Marketing</b>			
<b>Advertising (Gen PR/Area Promo)</b>		<b>6,000.00</b>	<b>15,000.00</b>
Banner:		34,000.00	-
Advertising:		-	5,000.00
Branding (Community Profiling + Recruiting Package)		10,000.00	10,000.00
<b>Events (supported by Project Reports)</b>			<b>19,500.00</b>
Events - Community		6,500.00	10,000.00
Events - Sponsorship & Donations		-	5,500.00
Events - Member:		3,500.00	4,000.00
<b>Member Communications:</b>			<b>11,000.00</b>
Newsletter:		6,000.00	6,000.00
Website:		5,000.00	5,000.00
Member D-Base & Directory (Student Summer Project)		8,000.00	-
<b>Promotional Items:</b>			<b>2,500.00</b>
Consulting (Renwal)		-	8,000.00
<b>Total Marketing</b>		<b>79,000.00</b>	<b>56,000.00</b>
<b>Government Relations</b>			
Security Patrol		175,500.00	168,000.00
Research		20,000.00	5,000.00
Street & Lane Clean Up		25,000.00	20,000.00
Events & New Initiatives		30,000.00	5,000.00
Consulting		5,000.00	5,000.00
<b>Total Government Relations</b>		<b>255,500.00</b>	<b>203,000.00</b>
<b>Sustainability</b>			
Graffiti Removal		35,000.00	40,000.00
Arts & Cultural Community Initiatives			20,000.00
Area Pres./Visual Enhancement		10,000.00	5,000.00
Mural Program		15,000.00	15,000.00
<b>Environmental Issues</b>			<b>6,000.00</b>
Waste Management		-	2,000.00
Energy Conservation		-	2,000.00
Transportation		-	2,000.00
<b>Research</b>		<b>9,500.00</b>	<b>6,000.00</b>
Policy Development, Conferences, Grant applications			

<b>Strathcona Business Improvement Association</b>			
<b>2009-2010 Budget</b>			
		<b>2008-2009</b>	<b>Proposed 2009/10</b>
<b>Community Issue Forum</b>		<b>30,000.00</b>	-
<b>Events &amp; Workshops:</b>			15,000.00
	Expo 2.0		12,000.00
	Workshops		3,000.00
<b>Consulting Fees:</b>		<b>1,000.00</b>	6,000.00
<b>Total Sustainability</b>		<b>100,500.00</b>	<b>93,000.00</b>
<b>TOTAL EXPENSES</b>		<b>586,328.54</b>	<b>513,900.00</b>
<b>SURPLUS / DEFICIT</b>			

<b>Collingwood Business Improvement Association</b>			
<b>Approved 2009 - 2010 Budget</b>			
		<b>BUDGET</b>	<b>%</b>
<b>REVENUE:</b>			
BIA Levy 2009		<b>\$182,764.00</b>	<b>100%</b>
Interest Earned			
Other Term Deposit Redeemed			
<b>TOTAL REVENUE</b>		<b>\$182,764.00</b>	<b>100%</b>
<b>EXPENSES:</b>			
<b>Crime Prevention</b>		<b>\$42,264.00</b>	<b>24%</b>
Bike & Foot Safety Patrols	\$12,000.00		
Anti-Graffiti Program	\$15,264.00		
Guardian Program -	\$15,000.00		
<b>Street Enhancements</b>		<b>\$44,600.00</b>	<b>24%</b>
Clean Team	\$10,800.00		
New Banners/Gateway	\$15,000.00		
Banner Installation/Maintenance	\$4,500.00		
Lighting Boulevard Trees	\$8,800.00		
Waste Receptacles/Management	\$4,000.00		
Garden/Baskets (Joyce & Kingsway)	\$1,500.00		
<b>Marketing &amp; Promotion</b>		<b>\$24,200.00</b>	<b>13%</b>
Newspaper Ads/Business Directory	\$5,200.00		
Collingwood Days	\$5,500.00		
Other Events/Shopping Dollars	\$2,500.00		
Tree Lighting Celebration	\$2,000.00		
Web Site Hosting Fee	\$1,500.00		
Promotional Items	\$1,500.00		
Newsletters: 4 issues	\$2,000.00		
Area Marketing & Branding (BIZ Map)	\$2,500.00		
Business Recruitment/Renewal	\$1,500.00		
<b>Membership</b>		<b>\$2,000.00</b>	<b>1%</b>
Annual General Meeting (AGM)	\$2,000.00		
<b>Administration</b>		<b>\$22,500.00</b>	<b>12%</b>
Office Expenses	\$10,000.00		
Rent/Parking			
Tel/Fax			
Photocopies/Supplies			
Courier			
Postage			
BIABC Dues			
Audit	\$10,000.00		
Insurance	\$1,200.00		
Meeting Expenses	\$800.00		
Miscellaneous Costs	\$500.00		
<b>Staff</b>		<b>\$47,200.00</b>	<b>26%</b>
Regular/Part-time/Project specific	\$47,200.00		
<b>TOTAL EXPENSES</b>		<b>\$182,764.00</b>	<b>100%</b>



**HASTINGS NORTH BUSINESS IMPROVEMENT ASSOCIATION**

**BUDGET**

**April 1, 2009 to March 31, 2010**

<b>REVENUE:</b>	<b>DOLLAR</b>
Tax Levy	\$250,000
Carry Over	35,000
Associate Members	5,500
GST Refund	3,700
<b>TOTAL REVENUE</b>	<b><u>\$294,200</u></b>

**EXPENSES:**

Community Resource Centre

Administration

Wages & Payroll Tax	\$ 24,400
Office Rental	12,200
Bank Service Fees	600
Insurance	4,700
Audit Fees	3,000
Meetings & AGM	5,000
Telephone & Fax	2,000
Heat & Power	1,000
Postage & Courier	4,000
Office Supplies & General	6,000
<b>Sub Total</b>	<b><u>\$ 62,900</u></b>

Community Improvement Programs

Clean & Safe

Business Safety Program	12,000
CPC Grant	20,000
Murals	5,000
CPC Patrols <sup>1</sup>	25,000
Coast Foundation Society	36,000
Landscaping Maintenance	450
Anti-Graffiti Program	15,000
Staff Allocation	20,350
<b>Sub Total</b>	<b><u>\$133,800</u></b>

Marketing & Communications

Communications:

Web Site Maintenance	\$ 500
Web Site Host Fees	500
Newsletters	10,000
Directory	20,000
Promotional Bags	2,800
Business Networking	600
Events:	
Christmas	2,000
Halloween	1,400
Sunrise Summer Kickoff	7,000
Chinese New Year	1,000
Staff Allocation	<u>28,550</u>
<b>Sub Total</b>	<b>\$ 74,350</b>

Revitalization<sup>2</sup>

Banner Maintenance	\$ 15,000
Staff Allocation	<u>8,150</u>
<b>Sub Total</b>	<b>\$ 23,150</b>

**TOTAL EXPENSES**

**\$294,200**

\*Total Salaries and Payroll Tax: \$81,450

1. The additional funds for this project will be brought forward from those set aside for the year 2010 as it is viewed as an important project for our membership.
2. It is anticipated that the BIA will expend considerable staff time in this area over the next two years due to the BenchMark Project, CityPlan, and the Neighbourhood Centres Program all of which will be funded by outside sources. It is noted that the sidewalks, stamp and bulges are being provided in partnership between the Province of British Columbia, the City of Vancouver, and the Hastings North BIA.

# The Kitsilano 4th Avenue Business Association

APPENDIX O

## Proposed Budget

( April 1, 2009 - March 31, 2010)

### Revenue

BIA Levy	\$140,000.00	
GST Rebate	\$6,000.00	
		\$146,000.00

### Expenses

<b>Administration</b>		<b>\$12,500.00</b>
Audit	\$2,500.00	
Insurance	\$1,300.00	
Annual General Meeting	\$2,500.00	
Miscellaneous Office (note 1)	\$600.00	
Association Newsletters	\$600.00	
BIA Coordinator	\$5,000.00	
<b>Street Amenities</b>		<b>\$19,000.00</b>
Banner Design / Production	\$11,000.00	
Banner Installation	\$7,000.00	
BIA Coordinator	\$1,000.00	
<b>Street Enhancements</b>		<b>\$20,000.00</b>
Clean Team (note 2)	\$12,000.00	
Pole painting maintenance (note 3)	\$5,000.00	
Anti-Poster Broda Coating	\$1,000.00	
BIA Coordinator	\$2,000.00	
<b>Promotion</b>		<b>\$68,500.00</b>
Promotions / Events (note 4)	\$45,000.00	
General Advertising	\$3,000.00	
Co-op Advertising Program	\$3,000.00	
Website Maintenance / Upgrades	\$1,500.00	
BIA Coordinator	\$16,000.00	
<b>Tourism Marketing</b>		<b>\$15,000.00</b>
Brochure Distribution	\$2,000.00	
Brochure Re-print	\$3,000.00	
Tourism Vancouver Membership	\$500.00	
Tourism Advertising	\$6,000.00	
BIA Coordinator	\$3,500.00	
<b>Advocacy and Business Networking</b>		<b>\$6,000.00</b>
Education / Conferences	\$1,000.00	
BIA BC Membership	\$300.00	
Advocacy	\$1,700.00	
BIA Coordinator	\$3,000.00	
<b>Contingency</b>		<b>\$5,000.00</b>

**Total** **\$146,000.00**

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

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

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

Note 4 Events: Summer of Love, Business promotions: Christmas

# The Point Grey Village Business Association

## Proposed Budget

( April 1, 2009 - March 31, 2010)

### Revenue

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

### Expenses

<b>Administration</b>		<b>\$7,800.00</b>
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	
<b>Street Amenities</b>		<b>\$18,500.00</b>
Banner Design / Production	\$6,500.00	
Banner Installation	\$3,000.00	
Holiday Tree Lighting	\$5,000.00	
BIA Coordinator	\$4,000.00	
<b>Street Enhancements</b>		<b>\$25,000.00</b>
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	
<b>Promotion</b>		<b>\$26,500.00</b>
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	
<b>Tourism Marketing</b>		<b>\$4,500.00</b>
Tourism Vancouver Membership	\$500.00	
Tourism-based Advertising	\$1,000.00	
Brochure / Rack Card Distribution	\$3,000.00	
<b>Advocacy and Education</b>		<b>\$700.00</b>
<b>Contingency</b>		<b>\$1,000.00</b>
<b>Total</b>		<b>\$84,000.00</b>

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

## VICTORIA DRIVE BUSINESS IMPROVEMENT ASSOCIATION

*April 1, 2009 to March 31, 2010*

**2009/2010**

### REVENUE

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

### 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

15	Contingency	1,000
<b>Expenses Total against Revenue Total</b>		<b>141,000</b>

\* Advertising revenue for Directory and other promo items

\*\* Grants for events and projects

**Cambie Village BIA  
Proposed Budget 2 2009/2010**

	2009/10
<b>REVENUE</b>	
City Tax Levy	250000
Directory Advertising Sales	13000
Banners sponsorship	12000
	<b>275000</b>
<b>EXPENSES</b>	
<b>Administration</b>	
Audit	1200
Insurance	1800
Legal	150000
Meetings	500
Administration	22000
Misc./office supplies	1000
	<b>176500</b>
<b>Marketing and Promotion</b>	
Advertising	15000
Business Directory	20000
Website	2500
	<b>37500</b>
<b>Special Events and Street Festivals</b>	<b>18500</b>
(Xmas, Summer, Easter, Halloween)	
<b>Crime Prevention</b>	
Bike and foot safety	18000
	<b>18000</b>
<b>Street Enhancement/Amenities</b>	
Anti-graffiti program	1000
Banners - design, installation, production	17000
Sidewalk cleanup	1500
	<b>19500</b>
<b>Contingency</b>	<b>5000</b>
<b>TOTAL EXPENSES</b>	<b>275000</b>

**South Hill (Fraser Street) BIA  
Proposed BIA Budget - April 1st 2009- March 31st 2010**

**REVENUE:**

BIA Levy	\$ 101,000.00
<b>TOTAL REVENUE</b>	<b>\$ 101,000.00</b>

**EXPENSES:**

<b>Crime Prevention</b>		30,000.00
	Ambassador program	
	Crime & Safety Education	
<b>Street Enhancement</b>		25,000.00
	Street Cleaning	
	Street decorations & art	
<b>Marketing &amp; Promotions</b>		6,000.00
	Website	
	Promotional material	
<b>Special Events</b>		6,000.00
	Event Sponsorship	
	Special programs	
<b>Memberships</b>		3,000.00
	News letters, AGM & Meetings	
<b>Administration</b>		24,000.00
	Part time coordinator	
	Insurance, audit, dues & conferences	
<b>Olympic Opportunities</b>		5,000.00
	Utilize if opportunity warrants	
<b>Contingency</b>		<b>\$ 2,000.00</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>\$ 101,000.00</b>

<b>Dunbar Village Business Association</b>		
<b>Draft Budget 2009 - 2010</b>		
<b>Coordinator Salary P/time</b>	20,000	20,000
<b>Street Beautification</b>		
Banners	10,000	
Seasonal lighting	26,300	
Power washing	6,500	
Street Murrals and art program	4,000	
Street Benches	15000	
Hanging flower baskets	9200	
Graffiti paint out program development	4000	
		75,000
<b>Marketing/Promo</b>		
Newsletters - communications materials	2,000	
Street festivals, sidewalk sale, Xmas window contest	8,500	
Graphic Design	4,500	
Website maitenance	3000.00	
Partnerships and special projects	3500.00	
Consulting services	3,000	
Coop advertizing	5,000	
		29,500
<b>Administration</b>		
audit, insurance, AGM, office expenses, misc	5,500	
AGM, meeting, printing, postage		5,500
<b>Contingency - Olympic Opportunity</b>	5,000	5,000
<b>Total</b>	135000	135000



**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.