



ADMINISTRATIVE REPORT

Report Date: November 7, 2017
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VanRIMS No.: 08-2000-20
Meeting Date: November 28, 2017

TO: Vancouver City Council
FROM: General Manager of Planning, Urban Design and Sustainability
SUBJECT: Approval of Council Initiatives - BIA Renewals and Expansion - 2018

RECOMMENDATION

Cambie Village BIA Renewal:

- A1. THAT Council confirm the Cambie Village Business Association as sponsor for the Cambie Village BIA.
- A2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Cambie Village BIA, for a further term (7 years) commencing April 1, 2018; AND THAT Council forward the application of the Cambie Village Business Association 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 7-year (2018-2025) funding-ceiling of \$3,339,482 for the Cambie Village BIA, subject to Council approval of the renewal.

Cambie Village BIA Expansion:

- B1. THAT Council approve the Cambie Village Business Association as sponsor for the Cambie Village Expansion BIA.
- B2. THAT Council approve the commencement of a Council Initiative to establish the Cambie Village Expansion BIA, for a 7-year term commencing April 1, 2018; AND THAT Council forward the application of the Cambie Village Business Association 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 expansion and levy.
- B4. THAT Council approve a 7-year (2018-2025) funding-ceiling of \$2,200,000 for the Cambie Village Expansion BIA, subject to Council approval of the expansion.

Collingwood BIA Renewal:

- C1. THAT Council confirm the Collingwood Business Improvement Association as sponsor for the Collingwood BIA.
- C2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Collingwood BIA, for a further term (7 years) commencing April 1, 2018; AND THAT Council forward the application of the Collingwood Business Improvement 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 7-year (2018-2025) funding-ceiling of \$1,593,187 for the Collingwood BIA, subject to Council approval of the renewal.

Dunbar Village BIA Renewal:

- D1. THAT Council confirm the Dunbar Village Business Association as sponsor for the Dunbar Village BIA.
- D2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Dunbar Village BIA, for a further term (5 years) commencing April 1, 2018; AND THAT Council forward the application of the Dunbar Village Business 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 (2018-2023) funding-ceiling of \$950,000 for the Dunbar Village BIA, subject to Council approval of the renewal.

Hastings North BIA Renewal:

- E1. THAT Council confirm the Hastings North Business Improvement Association as sponsor for the Hastings North BIA.
- E2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Hastings North BIA, for a further term (7 years) commencing April 1, 2018; AND THAT Council forward the application of the Hastings North 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 7-year (2018-2025) funding-ceiling of \$2,820,000 for the Hastings North BIA, subject to Council approval of the renewal.

Hastings North Expansion BIA Renewal:

- F1. THAT Council confirm the Hastings North Business Improvement Association as sponsor for the Hastings North Expansion BIA.
- F2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Hastings North Expansion BIA, for a further term (7 years) commencing April 1, 2018; AND THAT Council forward the application of the Hastings North 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 (2018-2025) funding-ceiling of \$1,180,000 for the Hastings North Expansion BIA, subject to Council approval of the renewal.

Robson Street BIA Renewal:

- G1. THAT Council confirm the Robson Street Business Association as sponsor for the Robson Street BIA.
- G2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Robson Street BIA, for a further term (5 years) commencing April 1, 2018; AND THAT Council forward the application of the Robson Street Business 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 (2018-2023) funding-ceiling of \$3,280,067 for the Robson Street BIA, subject to Council approval of the renewal.

REPORT SUMMARY

BIA RENEWALS

The following BIA terms will expire March 31, 2018:

<u>BIA</u>	<u>Date BIA established or renewed</u>	<u>Current Term</u>
Cambie Village BIA	April 1, 2011 (renewed)	7 years
Collingwood BIA	April 1, 2011 (renewed)	7 years

Dunbar Village BIA	April 1, 2013 (renewed)	5 years
Hastings North BIA	April 1, 2011 (renewed)	7 years
Hastings North Expansion BIA	April 1, 2015 (established)	3 years
Robson Street BIA	April 1, 2013 (renewed)	5 years

The six Business Improvement Areas must now be re-established (renewed) for a further term to continue to operate. While there are six areas renewing there are only five BIA societies making application to Council because one BIA society - the Hastings North Business Improvement Association - manages two areas, the original BIA (Appendix E1) and the BIA expansion area established in 2015 (Appendix F1).

CAMBIE VILLAGE BIA EXPANSION

The Cambie Village Business Association (CVBA) has applied to expand the Cambie Village BIA. The expansion would be accomplished by establishing a BIA expansion area with a separate Designation by-law. The expansion by-law would be established for a seven-year term in order to expire concurrently with the existing Cambie Village BIA by-law.

The purpose of this report is to advance the renewal and expansion process by approving Council Initiatives for the proposed applications.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Vancouver Charter section 506 sets out the threshold for Council approval of a Council Initiative as follows:

Council may, in its discretion, [approve a BIA Council Initiative] ... if, after notice of the Council's intention to undertake the project has been mailed to the assessed owners of the parcels liable to be specially assessed a sufficient number of notices of objection to the project has not been filed with the City Clerk during the period of one month after the mailing of such notice ... A sufficient number of notices of objection to a project shall be deemed to be filed if at least more than one-half in number of the then assessed owners, representing at least more than one-half of the value according to the last real-property assessment roll, of the parcels liable to be specially assessed have, in writing, given notice to the City Clerk within the time above prescribed that they object to the project.

Council policy for the renewal of a BIA was approved on July 30, 1992, and for the establishment and expansion of a BIA on October 14, 1997, as follows:

A BIA is established, renewed, and/or expanded by Council Initiative process; under a Council Initiative, affected property owners and commercial tenants receive a notification that sets out a description of the Initiative, the designated area, and the estimated annual charge and rate. The notification includes instructions for filing objections to the Initiative, which are reported to Council after they are received and tabulated. Council also hears delegations as to whether or not the Initiative should proceed. The Initiative

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, submit objections.

Proposed revisions to Council policy with regard to approval of BIA Council Initiatives are the subject of a companion Report 'Amendments to Business Improvement Area (BIA) Renewals Policy and Model Grant Allocation By-law' dated November 6, 2017. Should Council approve the recommendations in that Report, the following policy will apply to Council's approval of the renewal and expansion Initiatives referenced in the Recommendations to this Report, as follows:

- *BIA designation, re-designation (renewal) and expansion will continue to proceed by way of Council Initiative under Section 506 of the Vancouver Charter,*
- *In addition to notification of assessed property owners, the City will continue to notify all business tenants occupying parcels liable to be specially assessed,*
- *A BIA Council Initiative will not succeed if at least more than one-half¹ in number of the then assessed owners, representing at least more than one-half² of the value according to the last real property assessment roll, of the parcels liable to be specially assessed have, in writing, given notice to the City Clerk during the period of one month after the mailing of the notification, that they object to the BIA Initiative; and*
- *A BIA Council Initiative will not succeed if, counted separately from the assessed owners, at least more than one-half³ of the business tenants occupying parcels liable to be specially assessed have, in writing, given notice to the City Clerk during the period of one month after the mailing of the notification, that they object to the BIA Initiative.*

Section 462 of the Vancouver Charter was amended on September 23, 1998, to permit BIA terms of up to 20 years, as opposed to the previous 5-year limitation. Council has exercised its authority under the amendment by previously approving seven-year and ten-year renewal terms. As some BIAs have continued to apply for 5-year renewal terms, the range of BIA terms varies from 5 to 10 years.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager and the General Manager of Planning, Urban Design and Sustainability recommend APPROVAL of the foregoing.

¹ As opposed to *one-third* of the assessed property owners, under Council's current policy

² As opposed to *one-third* of the assessed property value, under Council's current policy

³ As opposed to *one-third* of the business tenants, under Council's current policy

REPORT

Background/Context

BIA Renewal and Expansion Process Overview

The renewal and expansion process has two basic steps as described below - the first is the BIA's role and the second is the City's role:

Step 1

The five BIA managing societies have completed the first step in the BIA renewal process (and in the case of the Cambie Village Business Association, BIA renewal and expansion). This step involves consultation with all affected BIA property and business owners regarding BIA renewal or expansion and cost ("BIA outreach"). In the case of BIA renewals, each society engages with commercial property owners and businesses within the BIA boundary. In the case of BIA expansion, the society engages primarily with potentially affected owners and businesses in the proposed expansion area(s).

The outreach process culminates in membership approval of renewal and/or expansion resolutions at the BIAs' Annual (or Special) General Meetings. Those resolutions include a) formally requesting the City to consider BIA renewal and/or expansion; b) stipulating a by-law term and funding-ceiling⁴ for Council approval and c) approving a first-year renewal and/or expansion budget (Appendix A2 - G2). Each BIA's renewal or expansion outreach is summarized in this report based on an outline provided by the BIAs (Appendix A3 - G3). Detailed documentation is retained by the BIAs and is available at the City's request; In the case of BIA expansion, documentation is attached to the Report (Cambie Village BIA expansion, Appendix B3).

Step 2

Renewal/expansion Step 2 requires Council approval of the recommendations in this report as follows: a) to confirm the BIA society as sponsor of the BIA or expansion; b) to approve a Council Initiative to renew and/or expand the BIA, which means the City will notify the affected property owners and tenants prior to Council approval or rejection of the Initiative;⁵ c) to forward the renewal or expansion application to Court of Revision, and; d) subject to final Council approval, to approve the proposed funding ceiling for the proposed BIA renewal or expansion term.

If, after notification of owners and businesses, Council approves the BIA renewals or expansions, the year-1 budgets will be reported along with all of the other BIAs'

⁴ Vancouver Charter section 456(2) (b) stipulates that Council, by by-law, must establish the maximum amount of money to be granted to a BIA applicant. A '*funding ceiling*' is the cumulative maximum amount, over the current BIA term, which may be granted and then recovered by way of a levy on parcels of real property within a BIA.

⁵ In the case of BIA renewals, the City's notification is to affected commercial property owners and business tenants within the existing BIA area. In the case of BIA expansions, notification is to affected owners and businesses in the proposed expansion area only, as owners/businesses in the existing BIA area have the opportunity to vote on the proposed expansion at their society's AGM.

2018 -2019 budget requests. Although Council does not approve the proposed year-1 budgets at this stage in the BIA renewal or expansion process, copies of the proposed budgets are attached to this report for reference, to indicate the anticipated cost of the proposals. This addresses Vancouver Charter section 506(2), which requires the City's formal notification to include an estimate of each property owner's expected contribution.

BIA Outreach Process - Background

In this section, additional information is provided on the overall approach to outreach and reporting outlined as Step 1. The section that follows provides background and strategic analysis for each of the six renewal areas and the one expansion.

Renewals

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

BIAs determine generally how they fulfill their requirement to conduct outreach, and have agreed 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 BIA AGM set directions about continuance of the BIA levy and its cost to owners.

BIAs retain all materials generated as part of their renewal outreach and agree to produce their materials for the City on request. In addition, each BIA provides a point-form outline of their outreach materials and activities. Outreach outlines from each BIA society are attached to this Report as Appendix A3 - G3. Council reports related to BIA renewals include a factual summary of each BIA's outreach activities.

The above self-reported outreach is the first step of the BIA renewal process. Subsequently, as part of the Council Initiative (Step 2), all BIA property owners and business 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.

Expansions

The outreach process for BIA expansions follows the process required for the establishment of new BIAs. The BIA formation process is more prescriptive than for renewals, and requires several iterations including the production and distribution of owner/business surveys, invitational meetings and open houses, production and distribution of proposed budgets and individual cost estimates, and direct stakeholder engagement. In addition to a point-form outline of their outreach process, proponents are required to submit a package of their outreach materials, which is attached to the Council report. The more exacting standard for BIA outreach and reporting in new/expansion areas is to ensure that the services provided by a BIA, and the BIA tax

levies that would be charged to fund them, are understood and desired by the affected owners and businesses.

The second step of the BIA expansion process is identical to the BIA renewal process. As the Cambie Village BIA has applied for renewal and expansion concurrently, there would be two separate notifications: 1) for renewal, to affected owners and businesses within the existing BIA boundary only, and 2) for expansion, to affected owners and businesses within the proposed expansion area only.

Strategic Analysis

Cambie Village BIA Renewal

BACKGROUND

The Cambie Village BIA was established in 2006, and was last renewed in 2011 for a second term (7 years) which expires at the end of March 2018. The Cambie Village Business Association (CVBA) wishes to renew the BIA for a further term (7 years) (April 1, 2018 - March 31, 2025).

DISCUSSION

BIA Renewal Proposal

The Cambie Village BIA boundary comprises 19 linear blocks of Cambie Street between W. 6th Ave. and W. 25th Ave, including five residential blocks between W. 19th and W. 24th Ave (See map in Appendix A1).

When approved by Council, the proposed funding-ceiling of \$3,339,482 will define the maximum amount that may be levied over the Cambie Village BIA 7-year renewal term, and reflects an increase of 123% over the previous 7-year ceiling. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The CVBA proposes a Year 1 renewal budget of \$352,000, representing an annual levy rate of \$0.46 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Cambie Village BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix A2).

Renewal Outreach Activities

The CVBA reports that it has been planning for BIA renewal since 2015, but outreach to the membership appears to have begun in August 2016 continuing to September 2017. Renewal outreach activities included:

- Member social and information session
- Open house
- Member survey

- Strategic planning based on member input
- The CVBA AGM held on September 26, 2017. The 7-year renewal and budget plan were discussed during the AGM.

The CVBA's renewal request letter and an outline of its outreach process are attached as Appendix A3.

Comments

The CVBA confirms it has notified all commercial property owners and tenants within the proposed renewal area. As required, the CVBA has provided a summary of its outreach process, and has included the City's information letter with supplementary AGM materials.

On September 26, 2017, at a duly constituted AGM, the CVBA membership unanimously approved BIA renewal, a new 7-year funding ceiling, and the 2018-2019 budget.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The CVBA reports that it has received no opposition in response to its member outreach.

Based on the AGM results and member input received to date, the CVBA believes that the BIA 7-year renewal, the proposed 7-year funding ceiling, and the Year-1 budget are generally supported.

Cambie Village BIA Expansion

BACKGROUND

The Cambie Village BIA was established in 2006, and was last renewed in 2011 for a second term (7 years) which expires at the end of March 2018. The Cambie Village Business Association (CVBA) wishes to expand the BIA by approval of an expansion-area BIA for a 7-year term (April 1, 2018 - March 31, 2025) timed to coincide with expiry of the existing Cambie Village BIA by-law. The expansion area would be managed by the existing CVBA society.

DISCUSSION

BIA Expansion Proposal

The Cambie Village Expansion BIA boundary comprises areas contiguous to the existing BIA extending a) generally one block west of Cambie to Ash Street and two blocks east to Columbia Street, from Broadway north to 6th Ave, and b) from Cambie three blocks west along 16th Ave, to Willow. (See map in Appendix B1).

When approved by Council, the proposed funding-ceiling of \$2,200,000 will define the maximum amount that may be levied over the Cambie Village Expansion BIA 7-year term. As the ceiling functions as a cumulative 'cap' rather than as a budget, the cumulative maximum does not necessarily reflect BIA annual expenditures.

The CVBA proposes a Year 1 expansion-area budget of \$248,880, representing an annual levy rate of \$0.39 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Cambie Village Expansion BIA, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix B2).

Expansion Outreach Activities

Expansion outreach activities extended from April 2016 to September 2017, and included:

- Preliminary one-on-one outreach following up previous inquiries
- Introductory pamphlet (in person to businesses, by mail to property owners)
- Three expansion information sessions
- Expansion survey (in person to businesses, by mail to owners)
- Delivery of materials including proposed budget and estimated share
- Two budget information meetings
- Invitations to expansion-area owners/businesses to attend CVBA AGM to ask questions and provide input.

The CVBA's expansion request letter and an outline of its outreach process are attached as Appendix B3. A compilation of CVBA's expansion outreach materials has been received and is available on request.

Comments

The CVBA confirms it has notified all 163 commercial property owners and 276 business tenants within the proposed expansion area. The information sessions attracted a limited number of expansion-area owners or businesses, with a total of 16 attendees (3.6% of total owners and businesses) over the course of the 5 information meetings and at the CVBA AGM. Total attendees included four property owners (2.5% of total owners) and 13 business tenants (4.7% of businesses).

CVBA reports a higher participation rate in response to its survey of expansion area owners and businesses, with 9% of owners and 23% of business completing the survey (overall 14.5 % response rate). The property owner participation is significantly lower than the business participation, but this is fairly typical in BIA outreach because commercial property owners generally lease rather than occupy their property, and owners are often located outside Vancouver.

Survey respondents were asked whether or not they 'may be interested in joining the Cambie Village Business Association' as part of an expanded BIA. Of the property owner responses, 33.3% indicated 'Yes', 20% indicated 'No', and 46.6% 'did not know'. Of the business tenant responses, 43% indicated 'Yes', 9.5% indicated 'No', and 47.5% 'did not know'. The 'no' response from property owners and businesses is below Council's 'one-third' policy, and well below the Vancouver Charter threshold of 'one-half' required to defeat a BIA Council Initiative.

As required, the CVBA has provided a summary of its outreach process and a compilation of outreach materials.

On September 26, 2017, at a duly constituted AGM, the CVBA membership unanimously approved BIA expansion, a 7-year funding ceiling, and the expansion-area 2018-2019 budget.

The CVBA invited property owners and businesses in the proposed expansion areas to attend the society's AGM and to provide input. Several persons attended, not all in favour of the expansion.

The City has received correspondence from two owners in a multi-storey strata building expressing their opposition to the expansion proposal.

Based on the outreach input received to date, the CVBA believes that the expansion BIA 7-year term, the proposed 7-year funding ceiling, and the Year-1 budget are generally supported.

Collingwood BIA Renewal

BACKGROUND

The Collingwood BIA was one of three BIAs established in 2001, along with the Hastings North and Kitsilano 4th Avenue BIAs. The BIA was last renewed in 2011 for a third term (7 years) which expires at the end of March 2018. The Collingwood Business Improvement Association (CBIA) wishes to renew the BIA for a further term (7 years) (April 1, 2018 - March 31, 2025).

DISCUSSION

BIA Renewal Proposal

The Collingwood BIA boundary comprises roughly 14 linear blocks of Kingsway between Rupert and Boundary (See map in Appendix C1).

When approved by Council, the proposed funding-ceiling of \$1,593,187 will define the maximum amount that may be levied over the Collingwood BIA 7-year renewal term, and reflects an increase of 14.6% over the previous 7-year ceiling. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The CBIA proposes a Year 1 renewal budget of \$214,303, representing an annual levy rate of \$0.66 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Collingwood BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix C2).

Renewal Outreach Activities

Renewal outreach activities extended from April 2016 to September 2017, and gathered owner/business feedback through:

- Initial discussion at 2016 AGM
- Member survey
- Four membership events/meetings
- One-on-one visits to members
- Regular member communications and responses, including newsletter content and features, postcard communications, 'E-blasts', and the BIA website
- Member notification for the Annual General Meeting (AGM); the meeting notification package included content about BIA renewal, including the renewal proposal, budget and funding ceiling.

The CBIA AGM was held on September 27, 2017. The renewal proposal /budget was discussed and voted at the AGM.

The CBIA's renewal request letter and an outline of its outreach process are attached as Appendix C3.

Comments

The CBIA confirms it has notified all commercial property owners and tenants within the proposed renewal area. As required, the CBIA has provided a summary of its outreach process, and has included the City's information letter with its AGM notification.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The CBIA reports that it has received no opposition in response to its member outreach.

On September 27, 2017, at a duly constituted AGM, the CBIA membership unanimously approved BIA renewal, a new 7-year funding ceiling, and the 2018-2019 budget.

Based on the AGM results and member input received to date, the CBIA believes that the BIA 7-year renewal, the proposed 7-year funding ceiling, and the Year-1 budget are generally supported.

Dunbar Village BIA Renewal

BACKGROUND

The Dunbar Village BIA was established in 2008, and was last renewed in 2011 for a second term (5 years) which expires at the end of March 2018. The Dunbar Village Business Association (DVBA) wishes to renew the BIA for a further term (5 years) (April 1, 2018 - March 31, 2023).

DISCUSSION

BIA Renewal Proposal

The Dunbar Village BIA boundary comprises 10 linear blocks of Dunbar St. in three commercial nodes separated by residential blocks as follows: W. 16th to W. 19th Ave., W. 25th to W. 30th Ave., and W. 39th to W. 41st Ave., including W. 41st Ave between Dunbar and Collingwood Street (See map in Appendix D1).

When approved by Council, the proposed funding-ceiling of \$950,000 will define the maximum amount that may be levied over the Dunbar Village BIA 5-year renewal term, and is the same amount as the previous 5-year ceiling. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The DVBA proposes a Year 1 renewal budget of \$155,250, representing an annual levy rate of \$0.42 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Dunbar Village BIA renewal, the BIA's renewal year 1 budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix D2).

Renewal Outreach Activities

Renewal outreach activities extended from April to October 2017, and included:

- Renewal Piece in 'Dunbar Life' magazine
- Strategic planning April 2017; new 5-year plan
- 'Meet and Mingle' member event
- Member outreach table at Dunbar street festivals
- Renewal discussion at DVBA AGM (due to timing of the AGM in June, resolutions regarding BIA renewal were reserved for a Special General Meeting (SGM) to be held in October)
- Advance notice of renewal SGM in DVBA newsletter by e-mail and by hand-delivery to businesses; one-on-one engagement with businesses during delivery
- August 2017 notification for renewal SGM by mail, e-mail, and hand delivery; package included content about BIA renewal, including the renewal proposal, budget and funding ceiling; one-on-one engagement with businesses during delivery
- Renewal column in DVBA e-mailed 'News Blast'
- Meeting invitations and follow-ups by Survey Monkey; hard copy invitation cards by hand delivery to businesses
- E-mailed meeting reminders
- DVBA directors and/or executive director engaging members directly by phone or in person.
- The DVBA SGM held on October 19, 2017. The renewal proposal /budget was discussed during the SGM.

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

Comments

The DVBA confirms it has notified all commercial property owners and tenants within the proposed renewal area. As required, the DVBA has provided a summary of its outreach process.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The DVBA reports that it has received no opposition in response to its member outreach.

On October 19, 2017, at a duly constituted SGM, the DVBA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2018-2019 budget.

As an oversight, the DVBA did not include the City's required renewal cover letter along with its SGM notification materials. The intention of the City cover letter is to ensure that recipients understand the importance of the BIA renewal motions and attend the society general meeting. However, the DVBA reports this SGM as having the largest attendance of any of its membership functions to date and believes it was successful raising membership awareness.

The City did not receive the SGM notification and therefore an observer was not present. The DVBA has since forwarded a copy of the notification, the meeting minutes, and the required declaration that the meeting was properly constituted and motions duly carried.

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

Hastings North BIA Renewal

BACKGROUND

The Hastings North BIA was one of three BIAs established in 2001, along with the Collingwood and Kitsilano 4th Avenue BIAs. The BIA was last renewed in 2011 for a third term (7 years) which expires at the end of March 2018. The Hastings North Business Improvement Association (HNBIA) wishes to renew the BIA for a further term (7 years) (April 1, 2018 - March 31, 2025).

DISCUSSION

BIA Renewal Proposal

The Hastings North BIA boundary comprises 12 linear blocks of East Hastings Street between Commercial Drive and Renfrew Street, and a 10 square block area to the north of Hastings roughly bounded by Commercial Drive, Powell Street, and Semlin Drive (See map in Appendix E1).

When approved by Council, the proposed funding-ceiling of \$2,820,000 will define the maximum amount that may be levied over the Hastings North BIA 7-year renewal term, and reflects an increase of 16.5% over the previous 7-year ceiling. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The HNBIA proposes a Year 1 renewal budget of \$367,850, representing an annual levy rate of \$0.52 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Hastings North BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix E2).

Renewal Outreach Activities

Renewal outreach activities extended from September 2016 to September 2017, and included:

- Preliminary discussion at 2016 BIA AGM
- Membership surveys
- Information mail-outs
- Strategic planning incorporating member input
- Dedicated edition of BIA newsletter (renewal plan and budget)
- Member notification for the 2017 Annual General Meeting (AGM) including content about BIA renewal, including the renewal proposal, budget and funding ceiling.
- AGM held on September 26, 2017. The renewal proposal /budget were discussed during the AGM.

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

Comments

The HNBIA confirms it has notified all commercial property owners and tenants within the proposed renewal area. As required, the HNBIA has provided a summary of its outreach process, and has included the City's information letter with its AGM notification.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The HNBIA reports that it has received no opposition in response to its member outreach.

On September 26, 2017, at a duly constituted AGM, the HNBIA membership unanimously approved BIA renewal, a new 7-year funding ceiling, and the 2018-2019 budget.

Based on the AGM results and member input received to date, the HNBIA believes that the BIA 7-year renewal, the proposed 7-year funding ceiling, and the Year-1 budget are generally supported.

Hastings North Expansion BIA Renewal

BACKGROUND

The Hastings North Expansion BIA was established in 2015 as a westward expansion of the Hastings North BIA. The expansion area has a separate designation by-law, which allowed the expansion to occur during the term of the main Hastings North BIA area. The expansion BIA has a three-year term, timed to expire with the main BIA at the end of March 2018. The Hastings North Business Improvement Association (HNBIA) wishes to renew the expansion BIA under a separate by-law for a further term (7 years) (April 1, 2018 - March 31, 2025).

DISCUSSION

Expansion BIA Renewal Proposal

The Hastings North Expansion BIA boundary comprises an area roughly bounded by Commercial Drive, Clark Drive, East Hastings and Powell Street, as well as a small area near Wall and Dundas (See map in Appendix F1).

When approved by Council, the proposed funding-ceiling of \$1,180,000 will define the maximum amount that may be levied over the Hastings North Expansion BIA 7-year renewal term, and reflects an increase of 10.9% over the previous 3-year ceiling, corrected for length of term. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The HNBIA proposes a Year 1 renewal budget of \$153,470, representing an annual levy rate of \$0.52 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Hastings North Expansion BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix F2).

Expansion BIA Renewal Outreach Activities

Renewal outreach activities for the Hastings North Expansion BIA are covered in the previous section on renewal of the main Hastings North BIA. The HNBIA's renewal request letter covers both the main and expansion areas. The letter and outline of the outreach process are attached as Appendix E3.

Comments

The HNBIA confirms it has notified all commercial property owners and tenants within the proposed expansion renewal area. As required, the HNBIA has provided a summary of its outreach process, and has included the City's information letter with its AGM notification to expansion area owners and businesses.

The City has not been contacted recently by owners or businesses expressing opposition to the proposed Expansion BIA renewal. The HNBIA reports that it has

received no opposition to date in response to its member outreach in the expansion area.

On September 26, 2017, at a duly constituted AGM, the HNBIA membership unanimously approved the Expansion BIA renewal, a new 7-year funding ceiling, and the 2018-2019 budget.

Based on the AGM results and member input received to date, the HNBIA believes that the Expansion BIA 7-year renewal, the proposed 7-year funding ceiling, and the Year-1 budget are generally supported.

Robson Street BIA Renewal

BACKGROUND

The Robson Street BIA was one of two BIAs established in 1991, along with the Kerrisdale BIA. The BIA was last renewed in 2013 for a fifth term (5 years) which expires at the end of March 2018. The Robson Street Business Association (RSBA) wishes to renew the BIA for a further term (5 years) (April 1, 2018 - March 31, 2023).

DISCUSSION

BIA Renewal Proposal

The Robson Street BIA boundary roughly comprises three linear blocks of Robson Street between Burrard and Jervis streets, including part of the 1200 block Alberni, south side (See map in Appendix G1).

When approved by Council, the proposed funding-ceiling of \$3,280,067 will define the maximum amount that may be levied over the Robson Street BIA 5-year renewal term, and reflects an increase of 9.48% over the previous 5-year ceiling. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The RSBA proposes a Year 1 renewal budget of \$617,816, representing an annual levy rate of \$0.57 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Robson Street BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix G2).

Renewal Outreach Activities

Renewal outreach activities extended from early 2017 to September 2017, and included:

- Several member communications by way of:
 - RSBA electronic newsletter
 - Dedicated renewal edition of RSBA newsletter
- Renewal survey (in newsletter)

- Two renewal 'mixers' - renewal information and member input
- Strategic planning incorporating member input; 5-year strategic plan and budget
- Communicate strategic plan and budget to membership via newsletter and mixer
- Member notification for the 2017 Annual General Meeting (AGM); the meeting notification package included content about BIA renewal, including the strategic plan, budget and funding ceiling.
- The RSBA AGM held on September 27, 2017. The renewal strategic plan /budget was discussed during the AGM.

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

Comments

The RSBA confirms it has notified all commercial property owners and tenants within the proposed renewal area. As required, the RSBA has provided a summary of its outreach process, and has included the City's information letter with its AGM notification.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The RSBA reports that it has received no opposition in response to its member outreach.

On September 27, 2017, at a duly constituted AGM, the RSBA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2018-2019 budget.

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

Implications/Related Issues/Risk

Financial

There are no financial implications.

CONCLUSION

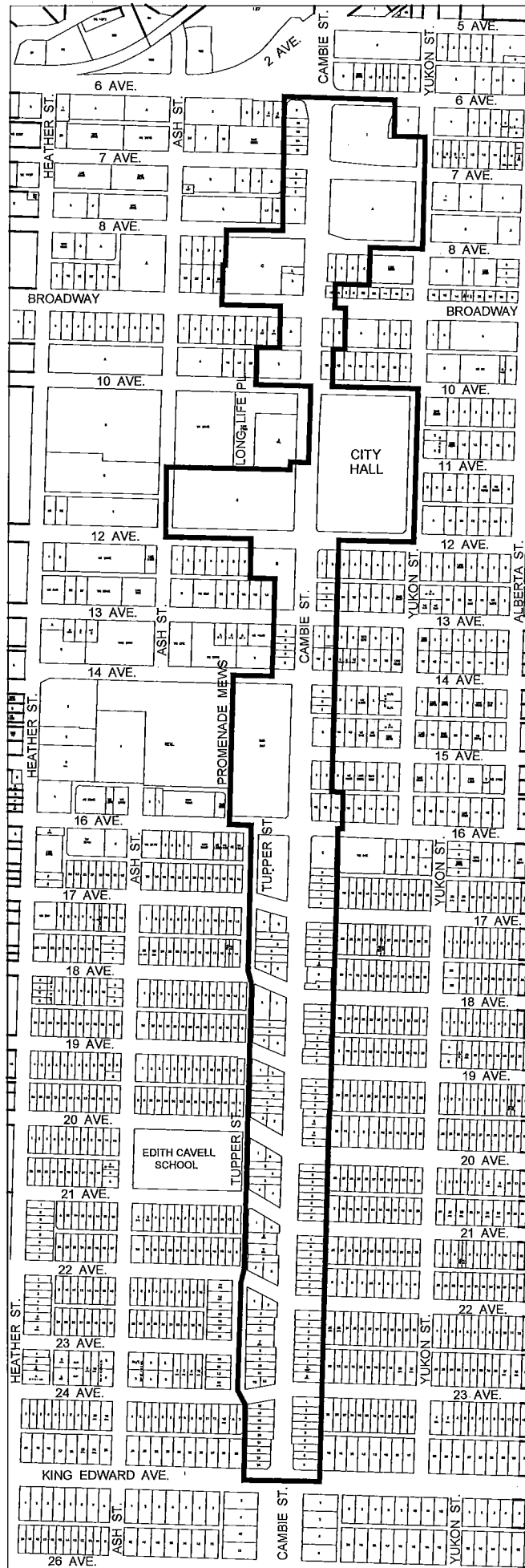
The by-laws for six Business Improvement Areas are set to expire at the end of March 2018. The respective BIA societies have asked that their applications be forwarded by way of Council Initiative to a Court of Revision. The results of the BIA outreach activities indicate little or no opposition at this stage in the process. It is recommended that all six renewal applications be forwarded to Court of Revision.

The Cambie Village Business Association (CVBA) proposes to expand its BIA by way of a separate expansion -area designation by-law ('Cambie Village Expansion BIA'), and has asked that its application be forwarded by way of Council Initiative to a Court of Revision. The results of CVBA's outreach and survey results indicate moderate

opposition at this stage in the process. It is recommended that the CVBA's expansion application be forwarded to Court of Revision.

If Council approves the BIA applications, the year-1 budgets will be reported along with all of the other BIAs' 2018 - 2019 budget requests.

* * * * *



Cambie Village BIA Seven Year Budget PROPOSED	2018	2019	
	YEAR 1		
REVENUE			
City Levy	\$	352,000	
Grants and Sponsorships	\$	5,000	
	\$	357,000	\$ 357,000
Administration			
Audit / Insurance / Legal	\$	6,000	
AGM, Annual Report	\$	2,000	
Administration / Human Resources	\$	82,000	
Office Rental and Utilities	\$	15,000	
Supplies	\$	1,000	
Meetings / Workshops / Conferences	\$	7,000	
Memberships / Associations	\$	3,000	
Internal Communication to Members	\$	4,000	
	\$	120,000	\$ 120,000
Marketing and Promotion			
Advertising	\$	5,500	
Website and Social Media	\$	7,500	
Branding and Graphic Design	\$	8,000	
Project administration	\$	5,000	
	\$	26,000	\$ 26,000
Special Events and Street Festivals			
(Summer, Easter, Halloween)	\$	120,000	
Marketing	\$	5,000	
Administration	\$	20,000	
	\$	145,000	\$ 145,000
Crime Prevention			
Security and Other Safety Initiatives	\$	2,000	
Equipment / Supplies	\$	1,000	
Administration	\$	2,000	
	\$	5,000	\$ 5,000
Street Enhancements			
Anti-graffiti program	\$	1,000	
Banners - design, production	\$	32,000	
Decorative Lights W.18th	\$	2,500	
Greening Initiatives	\$	3,500	
Sidewalk cleanup	\$	2,000	
Bike racks	\$	12,000	
	\$	53,000	\$ 53,000
Expansion Outreach and Renewal	\$	2,000	
Contingency	\$	6,000	
	\$	8,000	\$ 8,000
Total Expenses	\$	357,000	\$ 357,000
SUMMARY			
Administration	\$	120,000	
Marketing and Promotion	\$	26,000	
Special Events and Street Festivals	\$	145,000	
Crime Prevention	\$	5,000	
Street Enhancements	\$	53,000	
Expansion and Renewal and Contingency	\$	8,000	
TOTAL EXPENSES	\$	357,000	

October 31st, 2017

Mayor Gregor Robertson and Council
c/o Peter Vaisbord, Coordinator, BIA Program
City of Vancouver
453 W. 12th Avenue, Vancouver BC V5Y 1V4

Dear Mayor Robertson and Council,

RE: Proposed Renewal of Cambie Village Business Area

On behalf of the Board of Directors and Members of the Cambie Village Business Association, I hereby request that the Vancouver City Council consider our application to renew the CVBA for another seven year term commencing April 1st, 2018. The CVBA encompasses twenty blocks along Cambie, from W.5th to W.25th / King Edward.

Over the course of the past twelve years and two mandates (one for five years and one for seven years), the CVBA has made considerable positive impacts both directly in Cambie Village, and in the surrounding area. The events, promotions, beautification projects, safety initiatives, and community partnerships have enhanced the area, and it is our wish to build upon these as we move forward.

The CVBA Board of Directors and I have been working on the proposed Renewal for nearly two years, and have reached out to our members to keep them informed. A motion in favour of the seven year Renewal was unanimously passed at our AGM held on September 26th, 2017.

Please accept this letter as the CVBA's formal Renewal request letter, as required the City's BIA Program. The BIA Program Coordinator, Peter Vaisbord, is aware of the Renewal and has worked with us to ensure we have met the City's requirements.

We welcome any questions about the Renewal request and or the work achieved to date, feel free to contact us.

Thank you for your time and consideration of the Renewal request.

Sincerely,



Rania Hatz, Executive Director
Cambie Village Business Association
The Heart of Vancouver
604-710-2954

Cambie Village Business Association – steps to Renewal 2018

April 22nd, 2015

Cambie Village consulted with Melissa Heywood re branding of the area and new tagline.

August 16th, 2016

Cambie Village held a social gathering and information session at Original Joe's.

November 2016

The Cambie Village Board of Directors looked at setting up a Strategic Planning Session.

January 2017 – March 2017

Cambie Village considered an array of logos.

March 17th 2017

Cambie Village hosted an OPEN HOUSE for members at its new office space. The logos were on full display, as were the achievements of the last six years.

April 2017

The new logo was selected by the Board of Directors.

June 2017

A short survey was distributed to merchants and property owners.

July 2017

A draft seven year budget was presented to the Board.

August 2017

Cambie Village scheduled a Strategic Planning Session.

The Board of Directors of the Cambie Village Business Association approved a seven year budget to present at the AGM in September.

A Renewal package and AGM information are sent out to all property owners in August 2010.

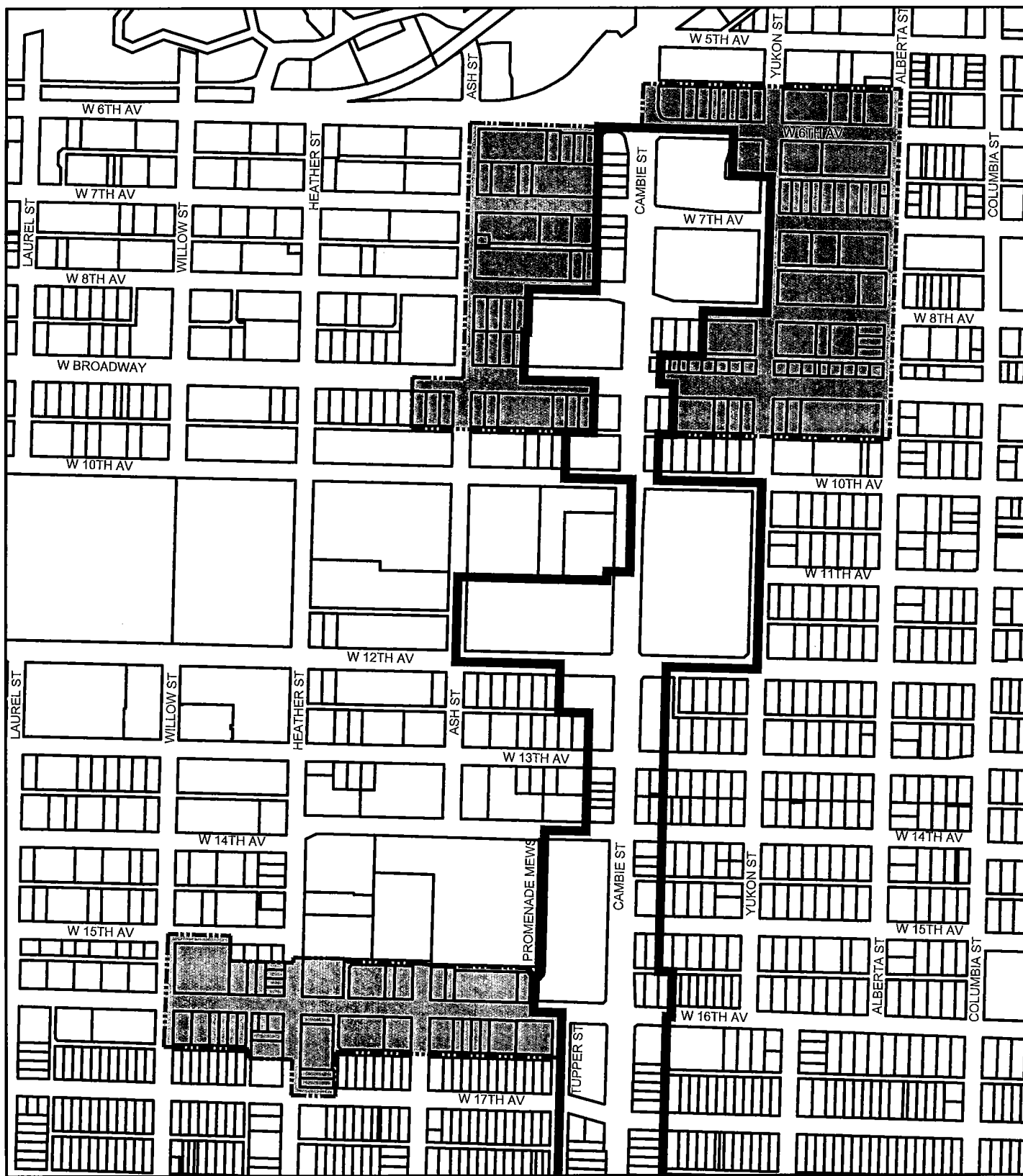
The same package was distributed by hand to all Cambie Village merchants.

September 26th, 2017

The Annual General Meeting of the Cambie Village Business Association was held on September 26th, 2017. City staff were present to observe and answer any questions. The membership in attendance gave unanimous support to the seven year budget and the Renewal of the Cambie Village Business Association.

November 2017

A summary of all steps taken to ensure an inclusive process for the Cambie Village Business Association's seven year renewal was sent to Peter Vaisbord.



**Proposed Cambie Village Expansion
Showing Existing BIA Area**



NORTH

**PROPOSED BUDGET 2.0 – CAMBIE VILLAGE BUSINESS ASSOCIATION
EXPANSION AREA**

SECURITY	\$41,775
<i>May include share of: police bike patrols, security, panhandling, crime prevention resources</i>	
MAINTENANCE	\$41,125
<i>May include share of: sweeping, cleaning, graffiti removal, newspaper boxes</i>	
SOCIAL ISSUES	\$29,475
<i>May include share of: homelessness, panhandling, open drug use</i>	
STREET BEAUTIFICATION	\$28,145
<i>May include share of: banners, lighting, benches, garbage receptacles, store fronts</i>	
LIAISON to CITY HALL and BC GOVERNMENT	\$24,140
<i>May include share of: city issues, development proposals, property taxes, skytrain expansion</i>	
MARKETING and PROMOTIONS	\$19,145
<i>May include share of: advertising, events and promotions, social media</i>	
SPECIAL EVENTS	\$17,075
<i>May include share of: street festivals, live music, holiday promotions</i>	
ADMINISTRATION	\$48,000
<i>May include share of: bookkeeping, area management wages, office rent, expenses, insurance, annual audit, etc</i>	
PROPOSED TOTAL	\$248,880

October 31st, 2017

Mayor Gregor Robertson and Council
c/o Peter Vaisbord, Coordinator, BIA Program
City of Vancouver
453 W. 12th Avenue, Vancouver BC V5Y 1V4

Dear Mayor Robertson and Council,

RE: Proposed Expansion of Cambie Village Business Area

On behalf of the Board of Directors and Members of the Cambie Village Business Association, I hereby request that the Vancouver City Council consider our application to expand the CVBA with an initial seven year term commencing April 1st, 2018. The Expansion area is in the attached description and map. It is a natural Expansion of the existing area to include businesses that have asked for inclusion over the past few years or self-identify as members of Cambie Village.

Over the next few years, the Millenium Line Broadway Expansion will be directly or indirectly impacting many of these businesses and properties. Our existing CVBA has experience in this area and is preparing to represent its members as the new construction gets underway.

The CVBA and its contracted staff have been working on the proposed Expansion for nearly two years, delivering information both in person and through the mail, as well as hosting several open houses. A motion in favour of the Expansion was unanimously passed at our AGM held on September 26th, 2017.

Please accept this letter as the CVBA's formal Expansion request letter, as required the City's BIA Program. The BIA Program Coordinator, Peter Vaisbord, is aware of the Expansion and has worked with us to ensure we have met the City's requirements.

We welcome any questions about the Expansion request and or the work achieved to date, feel free to contact us.

Thank you for your time and consideration of the Expansion request.

Sincerely,



Rania Hatz, Executive Director
Cambie Village Business Association
The Heart of Vancouver
604-710-2954

Cambie Village Business Association – Steps to Expansion 2018

January 5, 2016

Cambie Village consulted with Rob Nijjar regarding a possible expansion and development of a proposal

February 2016

Cambie Village Board approved an expansion outreach plan

April 2016 – May 2016

Produced outreach databases and had preliminary discussions with expansion area business owners who had shown previous interest

December 2016 – March 2017

Produced an outreach pamphlet and received approval from Cambie Village Board

April 2017

Visited every business in expansion area and provided introduction pamphlet and invitation to three information sessions. Mailed same to all property owners

May 2017

Held three information sessions. Attendees included property owners, nation-wide franchise representatives, bank managers, medical practitioners and small business owners that represented each of the expansion neighbourhoods including commercial and light industrial areas, street-front and above ground

June 2017

Mailed a survey to every property owner and visited every business to have survey completed upon visit.

July 2017

Mailed to each property owner and hand-delivered to every business a letter outlining their exact levy amount, a detailed proposed budget and invitation to two consultation meetings

August 2017

Held two information sessions. Attendees and those who called for phone meetings included property owners, property management companies, franchises, medical practitioners, small business owners, street-front and above ground business owners and representatives from all five expansion neighbourhoods

September 2017

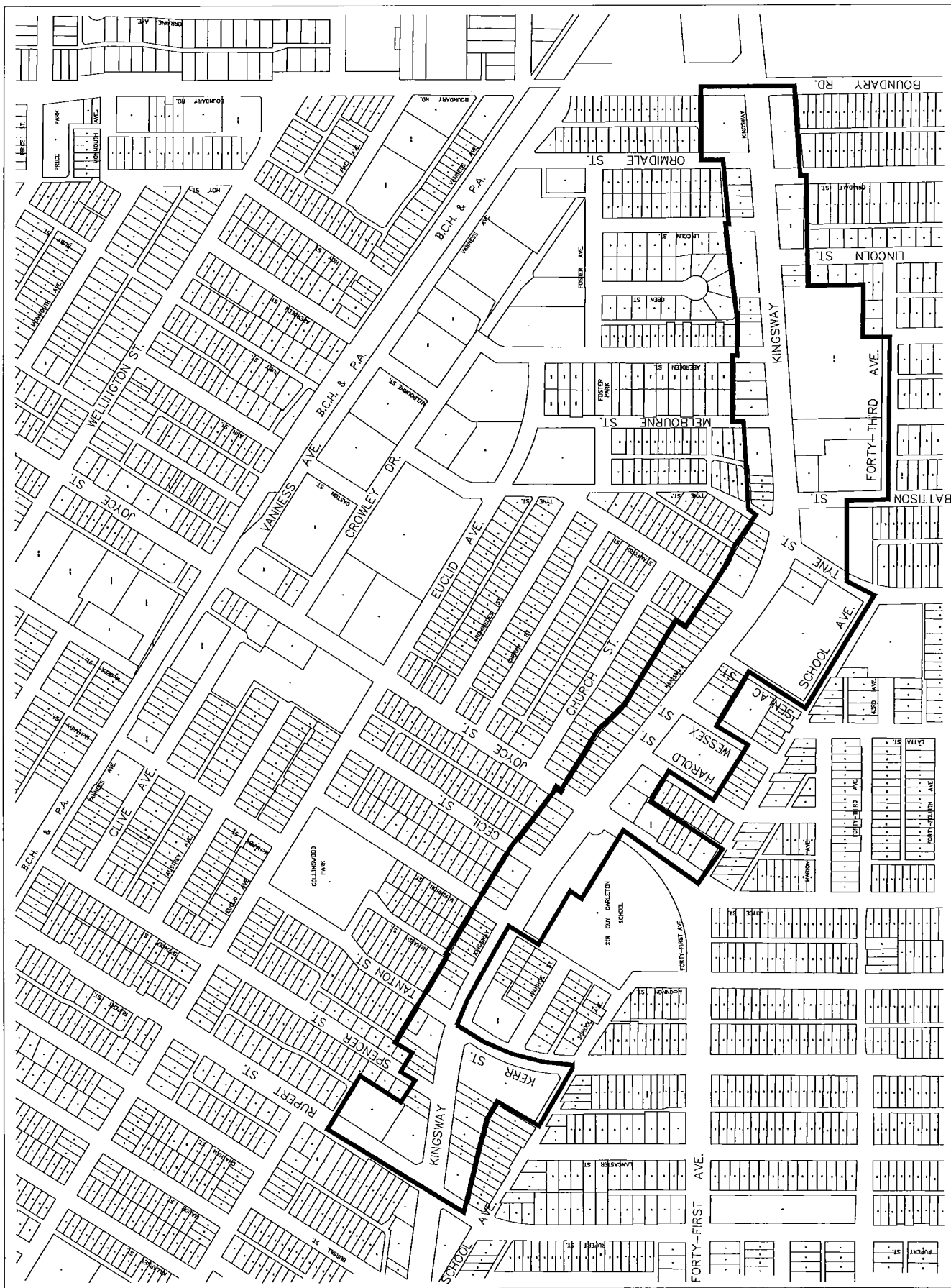
Mailed to every property owner and hand-delivered to every business an invitation to the Cambie Village AGM and an opportunity to voice their support / non-support for the proposed expansion

September 26, 2017

Cambie Village Board of Directors approves expansion budget and proposal. Attendees from expansion area and those who completed a written response included property owners, small business owners, bank managers, medical practitioners, national franchise representatives, food industry and service industry business owners

Novemeber 3, 2017

A summary of all steps taken and relevant documents to ensure an inclusive process were delivered to Peter Vaisbord



Collingwood B.I.A.

Collingwood Business Improvement Association			
Final 2018 - 2019 Budget			
		BUDGET	%
REVENUE:			
BIA Levy 2018		\$214,303.00	100%
Interest Earned		\$1,000.00	
Other		\$23,000.00	
TOTAL REVENUE		\$238,303.00	100%
EXPENSES:			
Crime Prevention		\$47,000.00	19%
Bike & Foot Safety Patrols	\$12,000.00		
Anti-Graffiti Program	\$15,000.00		
Guardian Program	\$20,000.00		
Street Enhancements		\$64,475.00	27%
Clean Team - 4 times weekly	\$21,000.00		
Pole Lighting	\$7,975.00		
Banner Installation/Maintenance	\$25,000.00		
Street Furniture	\$3,500.00		
Garden Maintenance	\$7,000.00		
Marketing & Promotion		\$27,591.00	12%
Newspaper Ads/Business Directory	\$10,000.00		
Collingwood Days	\$5,000.00		
Other Events	\$2,334.00		
Tree Lighting Celebration	\$7,000.00		
Web Site Hosting Fee	\$357.00		
Promotional Items	\$1,000.00		
Jr. BIA	\$1,500.00		
Area Marketing & Branding (BIZ Map)	\$400.00		
Membership		\$9,025.00	4%
Annual General Meeting (AGM)	\$1,500.00		
Membership Van BIA Partner	\$525.00		
Conferences and Education	\$6,000.00		
Renewal	\$1,000.00		
Administration		\$30,712.00	13%
Office Expenses	\$20,000.00		
Rent/Parking			
Tel/Fax			
Photocopies/Supplies			
Courier			
Postage			
Audit	\$5,800.00		
Insurance	\$2,712.00		
Meeting Expenses	\$1,200.00		
Miscellaneous Costs	\$1,000.00		
Staff		\$59,500.00	25%
Executive Director	\$46,000.00		
Additional Staff	\$13,500.00		
TOTAL EXPENSES		\$238,303.00	100%



**Historical
Collingwood**
Gateway into Vancouver

Collingwood
Business
Improvement
Association

August 10, 2017

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

Re: Collingwood Business Improvement Association Renewal

Dear Mayor Robertson and Members of Council:

This letter is to request Council's consideration to renew the Collingwood Business Improvement Association (CBIA) mandate for a further seven (7) year period beginning April 1, 2018 – March 31, 2025.

The CBIA Board of Director's and staff have been successfully carrying out the goals and objectives of the Association for the past 7 years. Throughout this time we've engaged with our members; the commercial property owners and businesses located on Kingsway between Boundary Road and Rupert Street in Vancouver, by encouraging their input, participation, concurrence and support of the many community based and business building programs administered by the CBIA board and staff on their behalf.

In preparation for the conclusion of the CBIA's current mandate, the board gathered feedback through surveys, on-site visits, and membership meetings and from responses to other communications, i.e. Newsletters, E-Blasts, Website, Post Cards and monthly Newspaper features. This collection of data assisted board members and staff in the establishment of new goals and objectives that will see the continuation of many current programs, and allow for expansion and development of new programs during the next 7 years.

Through this letter the Board formally asks for Council's consideration of the Collingwood Business Improvement Associations application to renew for a further 7 year period.

Sincerely,

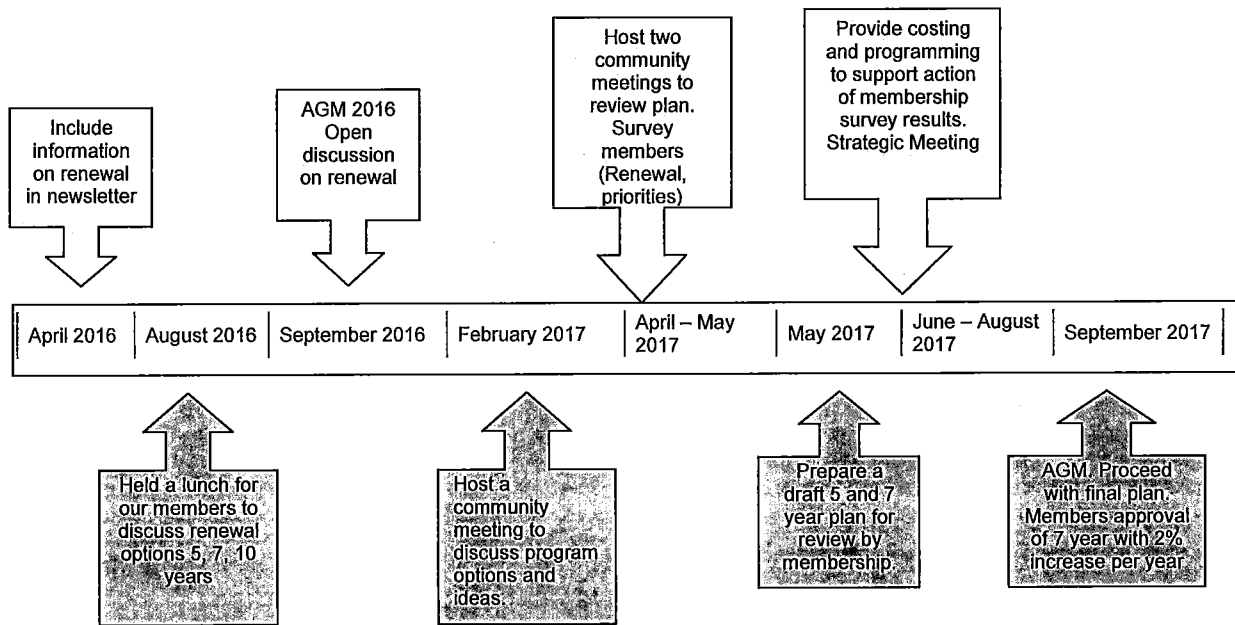


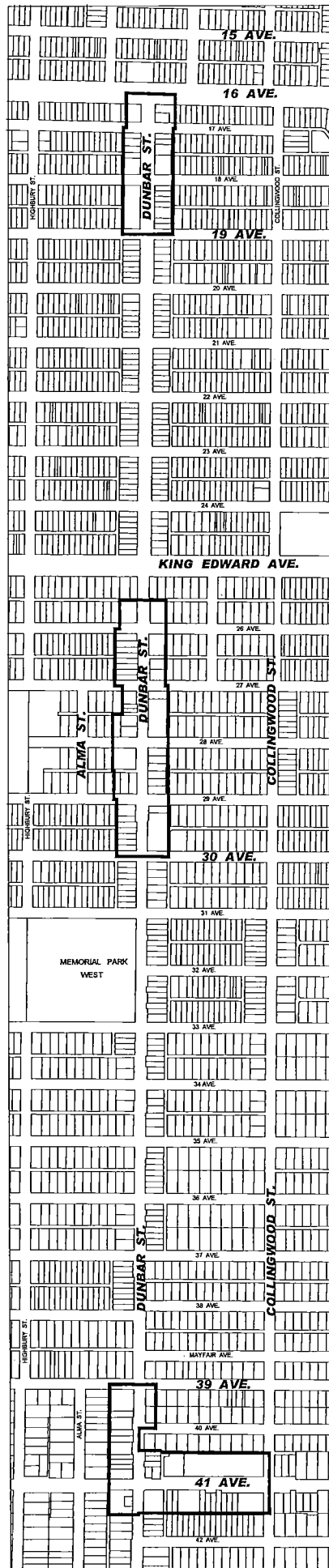
Angela Evans
(For) Collingwood BIA Board

Attachment: CBIA Renewal Summary & Support Materials

cc: Mr. Peter Vaisbord, Coordinator, Business District Initiatives City of Vancouver
Mr. Stephen Hill, President, Collingwood Business Improvement Association

CBIA Renewal - Outreach Timeline





Dunbar Village B.I.A.

Dunbar Village Business Association

Budget 2018-2019

Revenue

BIA Levy transferred from the City	\$ 155,250
Contingency - Carried over from previous year	\$ 5,000
Sponsorship & Vendor Sales	\$ 3,000
Carryover from previous year	\$ -
Total Revenue	<u>\$ 163,250</u>

Expenses

Street Beautification

Banners	\$ 10,000
Flower Basket Program	\$ 12,000
Placemaking - Streetscape Gardening/Planters & Dig Dunbar	\$ 9,000
Seasonal Lighting including Maintenance, Storage, Restoration	\$ 15,000
Street Beautification Total	<u>\$ 46,000</u>

Marketing & Promotion

Co-op Advertising & Dunbar Life Magazine	\$ 13,000
Consulting Services & Strategic Planning	\$ 3,000
Graphic Design	\$ 1,000
Newsletter & Communication Materials	\$ 1,000
Part-Time Labour for Events & Special Projects	\$ 4,000
Partnerships & Special Projects	\$ 4,000
Street Entertainment & Special Events & Promo Items	\$ 37,750
Website Maintenance	\$ 2,000
Marketing & Promotion Total	<u>\$ 65,750</u>

Administration & Member Communication

Accounting & Audit	\$ 5,500
AGM	\$ 1,500
Dues, Filling Fees & Memberships	\$ 2,000
Board-Related Meetings + Meet & Mingle Socials	\$ 1,500
Insurance	\$ 2,000
Management Fees - Part Time	\$ 30,000
Printing, Copying, Postage	\$ 1,000
Storage Rental	\$ 2,000
Telephone & Fax	\$ 1,000
Administration & Member Communication Total	<u>\$ 46,500</u>

Total Expenses	\$ 158,250
Contingency	\$ 5,000
	<u>\$ 163,250</u>



Dunbar Village

October 20, 2017

Mayor Gregor Robertson & Members of Council
c/o Peter Vaisbord, Coordinator, BIA Program
City of Vancouver
453 West 12th Avenue
Vancouver, BC V5Y 1V4

Dear Mayor Robertson and Council:

Re: Proposed Renewal of the Dunbar Village Business Improvement Area

On behalf of the Directors and Members of the Dunbar Village Business Association, I hereby request that the Vancouver City Council consider our application to renew the Dunbar Village BIA for another 5-year term, commencing on April 1st, 2018.

The BIA encompasses three commercial areas of Dunbar Village: Dunbar from West 16th Ave to West 19th Ave, Dunbar from West 25th Ave to West 30th Ave, Dunbar from West 39th Ave to West 41st Ave and then along West 41st Ave from Dunbar to Collingwood. Over the course of our second 5-year mandate, the DVBA continued to make significant promotional impacts on the success of the commercial area. The mandate also allowed business and property owners to make improvements to the physical environment of Dunbar Village and to build on the strength of community in this area.

The DVBA Board of Directors and I have been working on the proposed renewal since December 2016, keeping the business and property owners informed through different forms of communication and in person visits to gain their support. As unanimously passed at our Special General Meeting on October 19th, 2017, with our largest attendance at a DVBA membership function to date, the DVBA membership is in favour of the BIA renewal.

Please accept this letter as the DVBA's formal BIA application as required by the City's BIA Program. The BIA Coordinator, Peter Vaisbord, is aware of the proposal and will be sent a copy of this letter.

Should you have any questions about the BIA renewal request, the Dunbar Village Business, or the work achieved to date, please feel free to call or email us.

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

Sincerely,

Lisa Clement
Executive Director

cc: Peter Vaisbord, DVBA Board of Directors



DunbarVillage

APPLICATION FOR RENEWAL OF OUR MANDATE FOR A 5-YEAR TERM FROM APRIL 2018 TO MARCH 2023

RENEWAL OUTREACH ACTIVITIES AND MATERIALS

March 2017

- DVBA Executive Director reviewed last renewal's materials and reported to the Board of Directors.
- Renewal process discussed at March 29, 2017 DVBA Board meeting where experienced (with renewal) Board Directors led the discussion around creating a renewal strategy.
- Board of Directors decided to set strategic planning session to create/update a new 5-year plan.

April 2017

- Board of Directors created Strategic Plan on April 27, 2017 to be shared with membership.
- Renewal message featured in the Dunbar Life Magazine "President's Message".

May 2017

- Members notified of Annual General Meeting and Meet & Mingle by email, mail, & hand delivered. Draft 2018-2019 Budget presented at AGM (in addition to Draft Financial Statement [ending March 31, 2017]) and posted on DVBA website.
- Member Meet and Mingle event at Kokopelli on May 18, 2017 where renewal was discussed amongst the members.
- Renewal member outreach at Salmonberry Festival (May 28, 2017) at DVBA table.

June 2017

- AGM held on June 15, 2017. Renewal discussed at end of AGM as was requirement for SGM in mid October 2017.
- Members sent newsletter by email & hand delivery and reminded of Special General Meeting to vote on the Renewal. Much face-to-face member during newsletter hand out (to all members) to discuss renewal and gauge support.

July 2017

- Renewal and SPG discussed at July Board Meeting and date and plan agreed upon by the Board.

August 2017

- Notice of Special General Meeting mailed, emailed & hand delivered to all members to vote on the BIA renewal for another 5-year mandate. (Members likely received notices by Sept 4th.)
- Renewal outreach column in August News Blast to all members.
- Face-to-face member outreach to discuss renewal and gauge support during hand delivery of notices.

September 2017

- SGM and Meet & Mingle invitation sent to all members by Survey Monkey.
- Face-to-face member outreach: SGM and Meet & Mingle hard copy invitation cards hand delivered to every business notifying them of Special General Meeting on October 4, 2017 to vote on renewal motions.
- Renewal outreach during DVBA Special Event "Harvest Festival" at DVBA table on September 19, 2017.

October 2017

- Email reminder notification via email regarding Upcoming SGM plus wording of proposed motions for renewal.
- SPG and Meeting & Mingle Invitation re-sent to all members via Survey Monkey.
- Board Directors contacted individual businesses in person and phone to remind them of the meeting and the motions.
- Executive Director contacted individual businesses by phone to remind them of the meeting.
- SPG was held on October 19, 2017. The membership in attendance gave unanimous support to the renewal of the DVBA. News to be communicated to all membership in Winter Newsletter.



Hastings North B.I.A.



Hastings North Business Improvement Association

DRAFT BUDGET
April 1, 2018 to March 31, 2019

REVENUE:	DOLLAR
Tax Levy	\$362,350
Associate Member	5,500
TOTAL REVENUE	<u>\$367,850</u>
 EXPENSES:	
Community Resource Centre	
<u>Administration</u>	
Wages & Payroll Tax	\$27,200
Office Expenses	<u>53,130</u>
Sub Total	\$80,330
 Community Improvement Programs	
<u>Clean & Safe</u>	
CPC Grant	\$18,600
CPC Patrols	45,600
Coast Foundation Society	38,140
Anti-Graffiti Program	21,330
Program Management	<u>22,670</u>
Sub Total	\$146,340
 <u>Marketing & Communications</u>	
Communications	\$ 34,440
Events	32,500
Design & Promotion	<u>31,730</u>
Sub Total	\$98,560
 <u>Revitalization and Communication</u>	
Banners	27,060
Sunrise Square	4,000
Light Industrial Planning	2,500
Community Relations	<u>9,060</u>
Sub Total	\$42,620
TOTAL EXPENSES	\$367,850



Hastings North Business Improvement Association

October 24, 2017

Mayor and Council
c/o Peter Vaisbord, Coordinator
BIA Program /Business District Initiatives
City of Vancouver
Vancouver, BC, V5Y 1V4

Re: Proposed Renewal of the Hastings North Business Improvement Association

Dear Mayor Robertson and Council,

On behalf of the membership and Directors of the Hastings North Business Improvement Association, I am requesting that Vancouver City Council consider our application to renew the HNBLA mandate for two seven year terms effective April 1, 2018 for both business improvement areas managed by the HNBLA.

The HNBLA encompasses the area from Renfrew Street west on Hastings Street to Commercial Drive, North on Commercial Drive to the CN right of way, east to Semlin Drive and South to Hastings Street (original). It is a unique area as we combine both a vibrant retail district and a portion of the Powell Street Light Industrial Area an important manufacturing and light industrial district within the City. In 2015 the HNBLA expanded to encompass the area west of Commercial Drive to Clark and north to the CN right of way. This area also included two blocks of Pender and east along Dundas from Wall Street to Lakewood (expansion). The expansion area represents light industrial north of Hastings Street and retail/industrial along Hastings Street. This area has a number of unique challenges that the HNBLA has been working on in partnership with the City over the last three years.

The HNBLA was formed by the businesses and the City in 2001 and has overseen a change in the neighbourhood over the last ten years. It has had a positive impact in the area as graffiti is consistently being removed, the sidewalks and landscaping is maintained, the area is promoted and beautification projects have been undertaken. The expansion area was approved by the City in 2015 as the success of the original area was seen as an impetus to expand and assist those businesses situated between the boundaries of the HNBLA and the Strathcona BIA.

The HNBLA is pleased to have become an integral community member of the area and is part of many successful partnerships both with community members and other community organizations. We have worked on many different projects with other neighbourhood members and look forward to continuing these partnerships and programs in the community. It will be exciting the positive changes that have been initiated continue into the future in this vibrant, eclectic important neighbourhood in east Vancouver.

2620 East Hastings Street | Vancouver BC | V5K 1Z6 | P: 604.215.2401 | F: 604.216.0991



Hastings North Business Improvement Association

Our renewal process commenced in 2016 and the Board of Directors have undertaken a number of outreach activities over the past year to inform and enable our members to have input into the renewal process. We undertook a strategic planning process to enable us to move forward with new actions for the next stage of the BIA and to inform the budget process. The renewal mandates, budgets and strategic plan were unanimously passed at our Annual General Meeting in September 2017 by our membership.

Please accept this letter as our formal BIA application as required by the City's BIA program. The City's BIA Program Coordinator is aware of this proposal and will be copied on this letter.

If you have any questions regarding the HNBLA or the work we have achieved to date, please do not hesitate to contact Patricia Barnes, the Executive Director of the HNBLA.

Sincerely,

HASTINGS NORTH BUSINESS IMPROVEMENT ASSOCIATION

Patricia Barnes

Patricia Barnes
Executive Director



Hastings North Business Improvement Association

October 24, 2017

Peter Vaisbord, Coordinator
BIA Program /Business District Initiatives
City of Vancouver
Vancouver, BC, V5Y 1V4

Re: Renewal outreach activities

Dear Mr. Vaisbord;

The purpose of this letter is to outline the renewal outreach activities undertaken by the Hastings North Business Improvement Association over the last year.

The renewal process was announced and explained at the September 2016 Annual General Meeting to the membership of the HNBIA. At that point we outlined the process and the various mechanisms that we would put in place to allow the membership to inform the process. Membership surveys were conducted in February 2017 to allow the membership to comment on the BIA's activities to date, where we as an area need to improve, what opportunities we could explore and the challenges we will be facing.

Based on this survey the Board of Directors entered into a strategic planning process with an independent facilitator in March, 2017. From this strategic plan a draft budget was proposed. The strategic plan and budget were both brought to the Board of Directors for their approval and then sent to the membership through our newsletter dedicated to the plan and budget. Three public meetings were held, two in April 2017 and one in July 2017 to get members' feedback.

Over the spring and summer of 2017 a number of mailings were undertaken to ensure that our membership was fully informed of the proposals and the public meeting with respect to renewal. After the public meeting the drafts were finalized to include additional membership input and then again forwarded to the businesses and property owners.

Given the support for moving forward the BIA put the mandate, budget and plan motions before the Annual General Meeting in September, 2017. At the AGM two seven year mandates with budgets capped at \$2.82 million for the original BIA area and \$1.18 million for the expansion area were unanimously approved. This news was communicated to the membership through our fall newsletter in October 2017.

If you have any questions, please contact me at 604-215-2401.

Sincerely,

HASTINGS NORTH BUSINESS IMPROVEMENT ASSOCIATION

Patricia Barnes
Executive Director

2620 East Hastings Street | Vancouver BC | V5K 1Z6 | P: 604.215.2401 | F: 604.216.0991



Hastings North Expansion B.I.A.

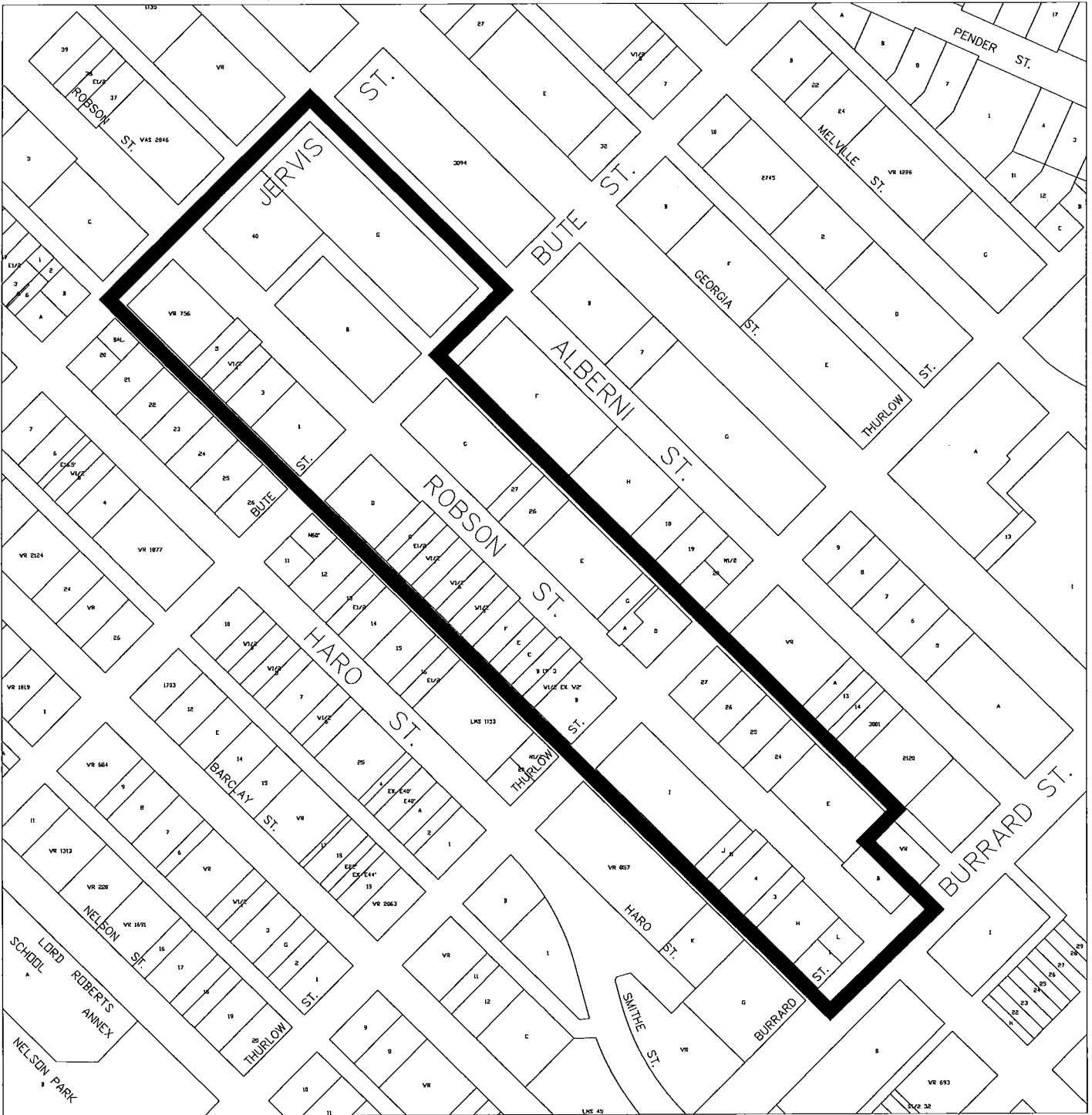




Hastings North Business Improvement Association

DRAFT BUDGET
April 1, 2018 to March 31, 2019

REVENUE:	DOLLAR
Tax Levy	\$153,470
TOTAL REVENUE	<u>\$153,470</u>
 EXPENSES:	
Community Resource Centre	
<u>Administration</u>	
Wages & Payroll Tax	\$13,600
Office Expenses	<u>16,020</u>
Sub Total	\$29,620
 Community Improvement Programs	
<u>Clean & Safe</u>	
CPC Grant	\$ 9,300
CPC Patrols	22,800
Coast Foundation Society	19,060
Anti-Graffiti Program	10,670
Program Management	<u>11,330</u>
Sub Total	\$73,160
 <u>Marketing & Communications</u>	
Communications	\$14,360
Design and Promotion	<u>15,870</u>
Sub Total	\$30,230
 <u>Revitalization and Communication</u>	
Banners	13,530
Light Industrial Planning	2,500
Community Relations	<u>4,540</u>
Sub Total	\$20,570
TOTAL EXPENSES	\$153,470



Robson Street B.I.A.



2018-2019 Proposed Budget (3% increase)**INCOME**

BIA levy	\$	617,815.63
Allocation from surplus	\$	10,000.00
Interest	\$	3,000.00
GST recovery	\$	10,000.00
Total Revenue	\$	640,815.63

EXPENSES**Administration**

Accounting & Legal	\$	7,000.00
Bank charges	\$	350.00
Board & committee meetings	\$	1,800.00
Computer & software	\$	1,500.00
Conferences	\$	4,000.00
Education	\$	1,500.00
Equipment	\$	3,500.00
Insurance	\$	4,500.00
Memberships & dues	\$	1,500.00
Office supplies	\$	2,500.00
Parking	\$	300.00
Postage & courier	\$	1,000.00
Rent	\$	20,000.00
Telephone, fax & internet	\$	3,000.00
Wages & benefits	\$	150,000.00
Sub-Total	\$	202,450.00

Community Relations

AGM	\$	4,500.00
Member Communications	\$	1,000.00
Member Mixer(s)	\$	2,000.00
Security	\$	125,000.00
Sub-Total	\$	132,500.00

Marketing & Promotion

Communications/Social Media	\$	53,000.00
Placemaking	\$	55,000.00
Window wrapping	\$	9,500.00
Web maintenance	\$	2,000.00
Business Recruitment	\$	7,500.00
Sub-Total	\$	127,000.00

Street Enhancement

Banners	\$	4,000.00
Hanging flower baskets	\$	21,000.00
Lighting		
Power	\$	3,500.00
Holiday Pole Mounts	\$	17,000.00
Holiday Lighting	\$	21,000.00
Tree mini lights	\$	38,000.00
Pedestrian Counter	\$	2,500.00
Power washing	\$	26,000.00
Sidewalk cleaning	\$	26,000.00
Snow removal	\$	10,000.00
Sub-Total	\$	169,000.00

Contingency	\$	9,865.63
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Total Budget	\$	640,815.63
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October 31, 2017

Mayor Gregor Robertson and Members of Council
c/o Peter Vaisbord, BIA Program Coordinator
City of Vancouver
453 West 12th Ave
Vancouver, BC, V5Y 1V4

Re: Proposed Renewal of the Robson Street Business Association

Dear Mayor Robertson and Council,

On behalf of the Robson Street Business Association (RSBA), I am requesting that Vancouver City Council consider our application to renew the RSBA mandate for another five year term commencing April 1, 2018.

The RSBA serves approximately 180 businesses and property owners along the three block stretch of Robson Street between Burrard and Jervis, including the adjacent side streets. Since formed in 1991, the RSBA has been actively promoting the economic development of the commercial district through various marketing, beautification, revitalization and advocacy efforts. From special events and street activations, to clean street programs, decorative banners and lighting, to community building, the RSBA is an integral part of fostering the economic health and vitality of the area.

The RSBA began its Renewal process in late 2016 and the Board of Directors has since undertaken a number of outreach activities throughout this past year to inform and engage our membership with respect to the Renewal process. We created a Renewal newsletter that was distributed to the membership, as well as conducted a survey and hosted two Renewal Mixers to obtain important feedback about the RSBA and our member's priorities, which collectively was used to develop the new five-year 2018-2023 Strategic Plan and Budget. The renewal mandate, budget and strategic plan were all unanimously approved at our Annual General Meeting held on September 27, 2017.

It is our objective to continue the work that we do in the Robson Street community, and as such please accept this letter as our formal BIA application, as required by the City's BIA program.

Please do not hesitate to contact me if you have any further questions regarding our Renewal process or the work that we do.

Sincerely,

A handwritten signature in black ink, appearing to read "Teri Smith". The signature is fluid and cursive, written over a white background.

Teri Smith
Executive Director
Robson Street Business Association

cc: Peter Vaisbord, BIA Program Coordinator

Robson Street Business Association
Suite 412-1155 Robson Street, Vancouver, B.C. V6E 1B5
T (604) 669.8132 F (604) 669.018



October 31, 2017

Peter Vaisbord
Coordinator, BIA Program/Business District Initiatives
City of Vancouver – Planning Urban Design and Sustainability
453 West 12th Ave.
Vancouver, BC V5Y 1V4

Re: Renewal outreach activities

Dear Mr. Vaisbord;

The purpose of this letter is to outline the renewal outreach activities undertaken by the Robson Street Business Association (RSBA) over the past year.

In late 2016, an ad-hoc Renewal Committee, made up of members from the RSBA Board and staff, was formed to discuss, outline and guide the renewal strategy. In early 2017, the membership was officially informed of the upcoming renewal through several notifications including our bi-weekly electronic newsletter, and officially via a Renewal Newsletter mailed out in March. The newsletter also included a Renewal Survey to obtain important feedback from our members regarding what the RSBA was doing well, where we could improve, what the future priorities should be, as well as their perceived value of the organization.

The first of two Renewal Mixers was held in March to provide another opportunity for our members to learn about the Renewal process and to provide their input. Based on the survey results and outreach activities, the Renewal Committee worked with a consultant to develop a draft five-year Strategic Plan, as well as a corresponding budget, both of which were approved by the Board in June of 2017.

The draft five-year Strategic Plan and Budget were shared with the membership through the electronic newsletter, and a Summer Renewal Mixer was hosted in July where both documents were presented and discussed. RSBA members were given ample opportunity to provide their feedback on the proposed Strategic Plan and Budget prior to inclusion in the official AGM package distributed in September 2017.

Given the unanimous support received from the membership at the AGM for the RSBA renewal mandate, commencing April of 2018, and for the levy cap of \$3.28 million, the RSBA has officially requested that the City of Vancouver move forward with its renewal application.

If you have any questions, please don't hesitate to contact me at 604.669.8132.

Sincerely,

A handwritten signature in black ink, appearing to read "Teri Smith", written in a cursive style.

Teri Smith

Executive Director, Robson Street Business Association

Robson Street Business Association
Suite 412-1155 Robson Street, Vancouver, B.C. V6E 1B5
T (604) 669.8132 F (604) 669.018