



## ADMINISTRATIVE REPORT

Report Date: October 30, 2018  
Contact: Chris Robertson  
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Meeting Date: November 13, 2018

TO: Vancouver City Council  
FROM: General Manager of Planning, Urban Design and Sustainability  
SUBJECT: Approval of Council Initiatives - BIA Renewals & Expansion 2019

### **RECOMMENDATION**

#### **Fraser Street BIA Renewal:**

- A1. THAT Council confirm the South Hill (Fraser Street) Business Association as sponsor for the Fraser Street BIA.
- A2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Fraser Street BIA, for a further term (5 years) commencing April 1, 2019;  
  
FURTHER THAT Council forward the application of the South Hill (Fraser Street) 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 5-year (2019-2024) funding-ceiling of \$780,000 for the Fraser Street BIA, subject to Council approval of the renewal.

#### **Gastown BIA Renewal:**

- B1. THAT Council confirm the Gastown Business Improvement Society as sponsor for the Gastown BIA.
- B2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Gastown BIA, for a further term (5 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the Gastown Business Improvement Society to a hearing of the Court of Revision.

- B3. THAT the City notify property owners and tenants within the area (outlined in Appendix B1) of the proposed BIA renewal and levy.
- B4. THAT Council approve a 5-year (2019-2024) funding-ceiling of \$3,699,524 for the Gastown BIA, subject to Council approval of the renewal.

**Marpole BIA Renewal:**

- C1. THAT Council confirm the Marpole Business Association as sponsor for the Marpole BIA.
- C2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Marpole BIA, for a further term (10 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the Marpole Business Association to a hearing of the Court of Revision.

- C3. THAT the City notify property owners and tenants within the area (outlined in Appendix C1) of the proposed BIA renewal and levy.
- C4. THAT Council approve a 10-year (2019-2029) funding-ceiling of \$3,000,000 for the Marpole BIA, subject to Council approval of the renewal.

**Point Grey BIA Renewal:**

- D1. THAT Council confirm the Point Grey Village Business Association as sponsor for the Point Grey BIA.
- D2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Point Grey BIA, for a further term (5 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the Point Grey 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 (2019-2024) funding-ceiling of \$1,250,000 for the Point Grey BIA, subject to Council approval of the renewal.

**South Granville BIA Renewal:**

- E1. THAT Council confirm the South Granville Business Improvement Association as sponsor for the South Granville BIA.

- E2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the South Granville BIA, for a further term (5 years) commencing April 1, 2019;
- FURTHER THAT Council forward the application of the South Granville Business Improvement Association to a hearing of the Court of Revision.
- E3. THAT the City notify property owners and tenants within the area (outlined in Appendix E1) of the proposed BIA renewal and levy.
- E4. THAT Council approve a 5-year (2019-2024) funding-ceiling of \$5,000,000 for the South Granville BIA, subject to Council approval of the renewal.

**Victoria Drive BIA Renewal:**

- F1. THAT Council confirm the Victoria Drive Business Improvement Association as sponsor for the Victoria Drive BIA.
- F2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Victoria Drive BIA, for a further term (5 years) commencing April 1, 2019;
- FURTHER THAT Council forward the application of the Victoria Drive 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 5-year (2019-2024) funding-ceiling of \$960,000 for the Victoria Drive BIA, subject to Council approval of the renewal.

**Yaletown BIA Renewal:**

- G1. THAT Council confirm the Yaletown Business Improvement Association as sponsor for the Yaletown BIA.
- G2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Yaletown BIA, for a further term (5 years) commencing April 1, 2019;
- FURTHER THAT Council forward the application of the Yaletown Business Improvement Association to a hearing of the Court of Revision.
- G3. THAT the City notify property owners and tenants within the area (outlined in Appendix G1) of the proposed BIA renewal and levy.
- G4. THAT Council approve a 5-year (2019-2024) funding-ceiling of \$5,772,903 for the Yaletown BIA, subject to Council approval of the renewal.

**Hastings North BIA Expansion:**

- H1. THAT Council confirm the Hastings North Business Improvement Association as sponsor for an expanded Hastings North BIA.
- H2. THAT Council approve the commencement of a Council Initiative to expand the Hastings North BIA;
- FURTHER THAT Council forward the application of the Hastings North Business Improvement Association to a hearing of the Court of Revision.
- H3. THAT the City notify the affected property owner/occupier (in shaded area on map attached as Appendix B1), of the proposed BIA expansion and levy.

**REPORT SUMMARY****BIA RENEWALS**

The following BIA terms will expire March 31, 2019:

<b>BIA</b>	<b>Date BIA Established or Renewed</b>	<b>Current Term</b>
Fraser Street BIA	April 1, 2012 (renewed)	7 years
Gastown BIA	April 1, 2014 (renewed)	5 years
Marpole BIA	April 1, 2012 (renewed)	7 years
Point Grey Village BIA	April 1, 2014 (renewed)	5 years
South Granville BIA	April 1, 2014 (renewed)	5 years
Victoria Drive BIA	April 1, 2014 (renewed)	5 years
Yaletown BIA	April 1, 2014 (renewed)	5 years

The seven Business Improvement Areas must now be re-established (renewed) for a further term to continue to operate.

**HASTINGS NORTH BIA EXPANSION**

The Hastings North Business Improvement Association (HNBIA) has applied to expand the Hastings North BIA to include one additional BC Assessment Class 6 (commercial) property at the request of the property owner/business operator.

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 has adopted policy for approval of BIA Council Initiatives as follows:

- For BIA renewal, approved July 30, 1992
- For BIA establishment and expansion, approved October 14, 1997
- Policy amendments for BIA renewal, establishment and expansion, approved November 28, 2017.

*A BIA is established, renewed, and/or expanded by Council Initiative process; under a Council Initiative, affected property owners 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. Business tenants in the affected properties also receive a notification, and the Initiative generally will not be approved if one half of the business tenants, counted separately from owners, submit objections.*

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 currently 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.

## **REPORT**

### **Background/Context**

#### *BIA Renewal Process Overview*

The renewal 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 seven BIA managing societies have completed the first step in the BIA renewal process. This step involves consultation with all affected BIA property and business owners regarding BIA renewal and cost (“BIA outreach”).

The outreach process culminates in membership approval of renewal resolutions at the BIAs’ Annual (or Special) General Meetings. Those resolutions include a) formally requesting the City to consider BIA renewal and b) stipulating a by-law term and funding-ceiling<sup>1</sup> for Council approval and c) approving a first-year renewal budget (Appendix A2 - G2). Each BIA’s renewal 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.

### Step 2

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

If, after notification of owners and businesses, Council approves the BIA renewals, the year-1 budgets will be reported along with all of the other BIAs’ 2019 - 2020 budget requests. Although Council does not approve the proposed year-1 budgets at this stage in the BIA renewal process, copies of the proposed budgets are attached to this report for reference, to indicate the anticipated 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 seven renewal areas.

### *BIA 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.

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<sup>1</sup> 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.

<sup>2</sup> The City’s notification is to the owners of BC Assessment Authority Class 5 (light industry) and Class 6 (business/other), and to business tenants occupying Class 5 and Class 6 properties within the BIA area.

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.

#### *Hastings North BIA Mid-term Expansion (single-property)*

The outreach process for BIA expansion usually follows the general process required for the establishment of new BIAs, which includes the production and distribution of owner/business surveys, invitational meetings and open houses, and the production and distribution of proposed budgets and individual cost estimates.

In the present instance, the proposed BIA expansion would include only one BC Assessment Class 6 (commercial) property adjacent to the existing BIA boundary. The owner/occupier of the property has requested that the BIA apply for an expansion in order that it can be part of the BIA and a full member of the Hastings North Business Improvement Association (HNBIA).

At the HNBIA AGM held September 18, 2018, the members unanimously approved that the HNBIA board request that Council consider expansion of the BIA to include the subject property. The BIA's current 7-year (2018-2025) funding-ceiling of \$2,820,000 will be unchanged.

Subsequently, as part of the Council Initiative, the affected owner/operator will receive a notification from the City, if approved in the Recommendations in this report, to which the owner/operator can respond before a final decision on BIA expansion is made by Council. As the owner/operator has requested the expansion and is aware of the cost, no objection is expected.

If, after notification, Council approves the BIA expansion, the HNBIA budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests. Although Council does not approve the proposed budgets at this stage in the BIA expansion process, a copy of the proposed budget is attached to this report for reference as Appendix H2, to indicate the anticipated cost of the proposal. 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.

A letter from the owner/occupier confirming its wish to be included in the Hastings North BIA is attached to this Report as Appendix H3.

## ***Strategic Analysis***

### **Fraser Street BIA Renewal**

#### ***BACKGROUND***

The Fraser Street BIA was established in 2007, and was last renewed in 2012 for a second term (7 years) which expires at the end of March 2019. The South Hill (Fraser Street) Business Association (SHBA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

#### ***DISCUSSION***

##### ***BIA Renewal Proposal***

The Fraser Street BIA boundary roughly comprises 9 linear blocks of Fraser Street between E. 41<sup>st</sup> and E. 50<sup>th</sup> Avenues (See map in Appendix A1).

When approved by Council, the proposed funding-ceiling of \$780,000 will define the maximum amount that may be levied over the Fraser Street BIA 5-year renewal term, and reflects an increase of 17% from the previous 7-year ceiling, adjusted 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 SHBA proposes a Year 1 renewal budget of \$147,500, representing an annual levy rate of \$0.43 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Fraser Street BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 – 2020 budget requests (See budget in Appendix A2).

##### ***Renewal Outreach Activities***

Renewal outreach activities extended from April to September 2018. Renewal outreach activities included:

- Distribution of Renewal-related materials including
  - member survey
  - explanatory materials about BIAs and BIA renewal
  - several documents highlighting BIA projects, programs, and benefits
- Direct one-on-one outreach to the membership
- The SHBA AGM held on September 20, 2018. The 5-year renewal and budget plan were discussed during the AGM.

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



### *Comments*

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

On September 20, 2018, at a duly constituted AGM, the SHBA membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The SHBA 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 SHBA believes that the BIA 5-year renewal, the proposed 5-year funding-ceiling, and the Year-1 budget are generally supported.

### **Gastown BIA Renewal**

#### *BACKGROUND*

The Gastown BIA was one of Vancouver's first BIAs established in 1989, along with the Mount Pleasant BIA. The BIA was last renewed in 2014 for a sixth term (5 years) which expires at the end of March 2019. The Gastown Business Improvement Society (GBIS) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

#### *DISCUSSION*

##### *BIA Renewal Proposal*

The Gastown BIA boundary comprises roughly the blocks bounded by Richards Street on the west, the CPR yards on the north, Columbia Street on the east, and Cordova Street on the south (See map in Appendix B1).

When approved by Council, the proposed funding-ceiling of \$3,699,524 will define the maximum amount that may be levied over the Gastown BIA 5-year renewal term, and reflects an increase of 20.2% 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 GBIS proposes a Year 1 renewal budget of \$699,640, representing an annual levy rate of \$0.78 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Gastown BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix B2).

##### *Renewal Outreach Activities*

Renewal outreach activities extended from December 2017 to September 2018. Member outreach included:

- Strategic Plan for renewal
- Distribution of member survey
- Door-to-door outreach at time of survey and draft budget
- In-person meetings with members
- Review of proposed budget with major stakeholders; general member open house
- Member notification for the Annual General Meeting (AGM); the meeting notification package included content about BIA renewal, including the renewal Strategic Plan, budget and funding-ceiling.

The GBIS's renewal request letter and an outline of its outreach process are attached as Appendix B3.

### *Comments*

The GBIS confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the GBIS 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 GBIS reports that it has received no opposition in response to its member outreach.

On September 26, 2018, at a duly constituted AGM, the GBIS membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

## **Marpole BIA Renewal**

### *BACKGROUND*

The Marpole BIA was established in 2000, and was last renewed in 2012 for a second term (7 years) which expires at the end of March 2019. The Marpole Business Association (MBA) wishes to renew the BIA for a further term (10 years) (April 1, 2019 - March 31, 2029).

### *DISCUSSION*

#### *BIA Renewal Proposal*

The Marpole BIA boundary roughly comprises six linear blocks of Granville Street between W. 63<sup>rd</sup> and W. 71<sup>st</sup> Avenues (See map in Appendix C1).

When approved by Council, the proposed funding-ceiling of \$3,000,000 will define the maximum amount that may be levied over the Marpole BIA 10-year renewal term, and reflects an increase of 57.1% over the previous 7-year ceiling, adjusted for length of term. The increase, in part, reflects the uncertainty of budgeting for a 10-year term, as

well as the MBA's desire to be prepared for challenges and opportunities arising from the Marpole Community Plan and expected growth and development. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases. If BIA renewal is approved, the Marpole BIA would be one of two BIAs that would have a 10-year renewal term, the other being the Downtown Vancouver BIA.

The MBA proposes a Year 1 renewal budget of \$187,925, representing an annual levy rate of \$0.51 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Marpole BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix C2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended from April to October 2018, and included:

- A membership survey on renewal, delivered as hard copy and online
- Preparation of a renewal strategic plan
- Renewal open house
- Direct member outreach
- August 2018 AGM notification package, which included the proposed year-1 renewal budget
- The MBA AGM held on September 27, 2018. The renewal proposal/budget was presented and discussed during the AGM.

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

#### *Comments*

The MBA confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the MBA 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 MBA reports that it has received no opposition in response to its member outreach.

On September 27, 2018, at a duly constituted AGM, the MBA membership unanimously approved BIA renewal, a new 10-year funding-ceiling, and the 2019-2020 budget.

Based on the AGM results and member input received to date, the MBA believes that the BIA 10-year renewal, the proposed 10-year funding-ceiling, and the Year-1 budget are generally supported.

## **Point Grey Village BIA Renewal**

### *BACKGROUND*

The Point Grey Village BIA was one of two BIAs established in 2004, along with the Victoria Drive BIA. The BIA was last renewed in 2014 for a third term (5 years) which expires at the end of March 2019. The Point Grey Village Business Association (PGVBA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

### *DISCUSSION*

#### *BIA Renewal Proposal*

The Point Grey Village BIA boundary comprises three linear blocks of W. 10th Avenue between Tolmie and Discovery Streets (See map in Appendix D1).

When approved by Council, the proposed funding-ceiling of \$1,250,000 will define the maximum amount that may be levied over the Point Grey Village BIA 5-year renewal term, and reflects the same ceiling 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 PGVBA proposes a Year 1 renewal budget of \$225,000, representing an annual levy rate of \$0.55 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Point Grey Village BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix D2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended from April to September 2018, and included:

- Member satisfaction survey
- Member open house on renewal
- Direct member contact in person and by email to attend renewal AGM
- Member notification for the 2018 Annual General Meeting (AGM) including a pamphlet covering BIA renewal, survey results, BIA programs, and information about the proposed budget and cost.
- AGM held on September 19, 2018. The renewal proposal /budget were discussed during the AGM.

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

#### *Comments*

The PGVBA confirms it has notified all commercial property owners and their business tenants within the proposed renewal area. As required, the PGVBA 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 PGVBA reports that it has received no opposition in response to its member outreach.

On September 19, 2018, at a duly constituted AGM, the PGVBA membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

### **South Granville BIA Renewal**

#### ***BACKGROUND***

The South Granville BIA was one of three BIAs established in 1999, along with the West End and Yaletown BIAs. The BIA was last renewed in 2014 for a fourth 5-year term which expires at the end of March 2019. The South Granville Business Improvement Association (SGBIA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

#### ***DISCUSSION***

##### ***BIA Renewal Proposal***

The South Granville BIA boundary roughly comprises eleven linear blocks of Granville Street between W 5<sup>th</sup> and W 16<sup>th</sup> Avenues (See map in Appendix E1).

When approved by Council, the proposed funding-ceiling of \$5,000,000 will define the maximum amount that may be levied over the South Granville BIA 5-year renewal term, and reflects an increase of 30% 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 SGBIA proposes a Year 1 renewal budget of \$700,000, 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 South Granville BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix E2).

##### ***Renewal Outreach Activities***

Renewal outreach activities extended from February to September 2018, and included:

- Member survey (hard copy and on-line)
- Renewal strategic plan
- Informal meetings with SGBIA directors and merchants

- Member notification for the Annual General Meeting (AGM); the meeting notification package included content about BIAs and BIA renewal, the strategic plan, and the proposed budget and funding-ceiling.

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

#### *Comments*

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

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

On September 25, 2018, at a duly constituted AGM, the SGBIA membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

### **Victoria Drive BIA Renewal**

#### *BACKGROUND*

The Victoria Drive BIA was one of two BIAs established in 2004, along with the Point Grey Village BIA. The BIA was last renewed in 2014 for a third term (5 years) which expires at the end of March 2019. The VDBIA (VDBIA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

#### *DISCUSSION*

##### *BIA Renewal Proposal*

The Victoria Drive BIA boundary roughly comprises 23 linear blocks of Victoria Drive between E 32<sup>nd</sup> Avenue and Nassau Drive (one block south of E 54<sup>th</sup> Avenue), in three commercial nodes from E 32<sup>nd</sup> to E 44<sup>th</sup> Avenues, E 47<sup>th</sup> to E 50<sup>th</sup> Avenues, and E 53<sup>rd</sup> Avenue to Nassau Drive (See map in Appendix F1).

When approved by Council, the proposed funding-ceiling of \$960,000 will define the maximum amount that may be levied over the Victoria Drive BIA 5-year renewal term, and reflects an increase of 5.2% 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 VDBIA proposes a Year 1 renewal budget of \$192,000, representing an annual levy rate of \$0.47 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Victoria Drive BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix F2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended August to October 2018, and included:

- A renewal survey distributed to the membership in notification package for the 2018 Annual General Meeting (AGM);
- Presentation and discussion of renewal and renewal process at AGM with interpretation in Cantonese;
- Renewal brochure distributed in notification package for Extraordinary General Meeting (EGM)
- Discussion of member survey results and general renewal discussion at EGM with interpretation in Cantonese.

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

#### *Comments*

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

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

On September 26, 2018, at a duly constituted AGM, the VDBIA membership unanimously approved the proposed 2019-2020 budget. On October 24, 2018, at a duly constituted extraordinary meeting, the membership unanimously approved BIA renewal and a new 5-year funding-ceiling.

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

### **Yaletown BIA Renewal**

#### *BACKGROUND*

The Yaletown BIA was one of three BIAs established in 1999, along with the West End and South Granville BIAs. The BIA was last renewed in 2014 for a fourth term (5 years) which expires at the end of March 2019. The Yaletown Business Improvement

Association (YBIA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

### *DISCUSSION*

#### *BIA Renewal Proposal*

The Yaletown BIA boundary roughly comprises the blocks between Homer Street on the west, Robson Street on the north, Beatty Street/Pacific Boulevard on the east, and Pacific Street on the south (See map in Appendix G1).

When approved by Council, the proposed funding-ceiling of \$5,772,903 will define the maximum amount that may be levied over the Yaletown BIA 5-year renewal term, and reflects an increase of 27.2% 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 YBIA proposes a Year 1 renewal budget of \$1,044,750, representing an annual levy rate of \$0.59 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Yaletown BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix G2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended from March to September 2018, and included:

- Member networking meetings
- Distribution of renewal survey through YBIA member newsletter
- Emailed reminders - survey and AGM (82 survey responses; 15% response rate)
- Member notification for the 2018 Annual General Meeting (AGM):
  - distribution by mailed AGM package, postcard AGM invitation by unaddressed mail, by YBIA newsletter and by e-mail.
  - the meeting notification package included content about BIA renewal, including the 5-year strategic plan, renewal background information and cost estimates, and the proposed budget and funding-ceiling.
- The YBIA AGM held on June 28, 2018. The renewal strategic plan /budget was discussed during the AGM.

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

#### *Comments*

The YBIA confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the YBIA 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 YBIA reports that it has received no opposition in response to its member outreach.

On June 28, 2018, at a duly constituted AGM, the YBIA membership approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

### **Hastings North BIA Mid-term Expansion (single-property)**

#### *BACKGROUND*

The Hastings North BIA<sup>3</sup> was established in 2001, and was last renewed in 2018 for a fourth term (7 years) which expires at the end of March 2025. The Hastings North Business Improvement Association (HNBIA) wishes to expand the BIA in order to include one additional property at the request of the owner/occupier of the property.

#### *DISCUSSION*

##### *BIA Expansion Proposal*

The proposed BIA expansion would include one BC Assessment Class 6 (commercial) property subject to a BIA levy, adjacent to the existing BIA boundary.<sup>4</sup> The owner/occupier of the property has requested that the BIA apply for an expansion in order that it can be part of the BIA and a full member of the Hastings North Business Improvement Association (HNBIA). (See map in Appendix H1).

The BIA's current 7-year (2018-2025) funding-ceiling of \$2,820,000 will be unchanged.

The HNBIA proposes a 2019-20 budget of \$354,190, representing an annual levy rate of \$0.39 per \$1,000.00 of assessed property value. If, after the owner/occupier notification, Council approves the Hastings North BIA expansion, the expanded BIA's budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix H2).

##### *Expansion Outreach Activities*

Because the proposed BIA expansion would include only one commercial property-owner/occupier, and the owner/occupier has requested the proposed expansion, the usual expansion outreach is not necessary.

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<sup>3</sup> The expansion is to the original BIA area, not the 'expansion-area BIA' which was established later under a separate by-law.

<sup>4</sup> The subject expansion property is located at 562 Victoria Drive. A second (residential) property, located between the existing BIA and the subject property, will be within the drawn expansion boundary. As residential class, the second property will not be charged a BIA levy unless a future change in property use results in a revised property tax classification.

HNBIA confirms it has discussed the proposed expansion with the owner/occupier, explained the BIA funding process, and provided the owner/occupier with their estimated share of the 2019-2020 BIA levy.

HNBIA's expansion request letter and a confirmation letter from the owner/occupier, are attached as Appendix H3.

#### Comments

On September 18, 2018, at a duly constituted AGM, the HNBIA membership unanimously approved BIA expansion and the 2019-2020 budget.

HNBIA believes that the subject owner/occupier understands the costs and benefits of inclusion in the BIA and that there is no risk that they would oppose final approval of the expansion.

#### **Financial**

There are no financial implications.

#### **CONCLUSION**

The by-laws for seven Business Improvement Areas are set to expire at the end of March 2019. 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 seven renewal applications be forwarded to Court of Revision.

The Hastings North Business Improvement Association (HNBIA) proposes to expand its BIA to include one additional BC Assessment Class 6 (commercial) property at the request of the property owner/business operator, and has asked that its application be forwarded by way of Council Initiative to a Court of Revision. It is recommended that the HNBIA'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' 2019 - 2020 budget requests.

\* \* \* \* \*





Fraser Street BIA Approved Budget 2019-2020	2019-2020	
<b>Revenue</b>		
BIA Levy - Restricted Funds	147,500	
Raised Funds - Unrestricted Funds	3,400	
Grants, Sponsorships - Restricted Funds	10,000	
<b>Total Operating Revenue incl grants, not Contingency</b>		<b>160,900</b>
<b>Expenses</b>		
<b>Safety &amp; Security</b>		
Host Program	42,230	
Branded uniforms (800), CPC donation (2K)	2,800	
Sub-total Safety & Security Expenses		45,030
<b>Community Appearance &amp; Place Making</b>		
Anti-graffiti Cleaning Program (supplies)	200	
Micro-clean- BIA 118 paid + 32 CoV paid visits (3x/wk)	13,098	
Planters maintenance - add maint. of new parklets	8,000	
Planters, new design, test w 2, replace w new	2,000	
Spring bulbs for Green Streets Gardeners on Fraser		
2 Artistic, anti-graffiti Vinyl Wraps for utility boxes		
Mosaics wall or green wall project (15K from grant)		
Sidewalk repairs	4,131	
Second Parklet in business area (15K from grant)		
Sub-total Community Appearance		23,298
<b>Communication, Marketing, Promotion</b>		
Website - Business Directory updates	400	
Website- add/remove content , maint. & security	2,520	
Banners - Designed by artists, distinct to South Hill	16,356	
Communications w members, newsletter	700	
Business Standards - excellence awards	1,000	
Litter Awareness Campaign	1,200	
South Hill Model Storefront Display		
South Hill Identity - Welcome Signage at 41st Ave		
Establish community space with WiFi area		
Sub-total Communication, Marketing, Promotion		22,176
<b>Special Events</b>		
Plug into South Hill - Science & Eco Fair (not annual.)	0	
Other Events (Xmas, Lunar, Clean-up, Go Local)	6,000	
Sub-total Special Events		6,000
<b>Governance &amp; Administration</b>		
Association Management	39,500	
Dues	875	
Accounting & Audit, Legal	3,200	
Insurance	2,779	
AGM	1,545	
Office and Supplies, Furnishings, Equipment	3,200	
Rent	5,040	
Telephone/Internet/WiFi	1,751	
Gifts (volunteers, other)	400	
Miscellaneous	500	
Contingency Acct : 1% p.a. (\$5000 carried over)	1,475	
Sub-total Administration Expenses		60,265
<b>Total Expenses</b>		<b>160,900</b>
Note: Each year is dependent on grants. We seek \$65,000 in grants over five years		



October 1, 2018

**Mayor Stewart and Members of Council**

c/o Peter Vaisbord, BIA Program Coordinator  
Vancouver City Hall  
243 West 12th Avenue  
Vancouver, BC V5Y 1V4

Dear Mayor Stewart and Councillors:

**Re: Renewal Request for the South Hill (Fraser St.) BIA**

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

The South Hill BIA encompasses 9 blocks of Fraser Street from 41<sup>st</sup> Avenue to 50th Avenue. This will be our 3<sup>rd</sup> mandate and we look forward to continuing the positive work we have begun in our community and appreciate your support in this matter. This letter is to be considered the SHBIA's formal application as required by the City's BIA Program.

Should you have any questions about the BIA renewal request of the South Hill (Fraser Street) Business Association, please feel free to call or email us.

Thank you for your continued support and leadership.

Regards,

*Susan*

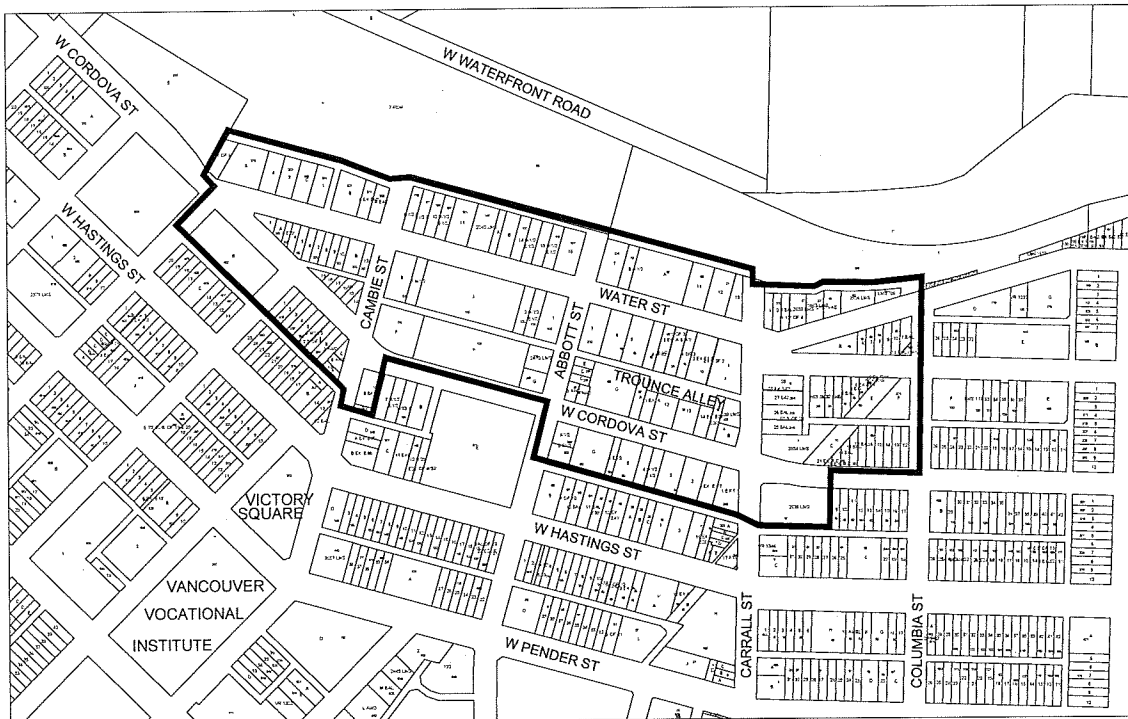
**Susan Lilholt**  
Executive Director.



## **Renewal Communications Delivered to Members of the South Hill BIA**

April to November 2018

- Renewal Message and Survey (APR-2018)
- BIA Projects and Programs Brochure (4-page) (05-APR-2018)
- BIA 101 (AUG-SEPT-2018)
- Member Benefits (2-page) (AUG-SEPT-2018)
- BIA Accomplishments Placemat - History from 2007 to 2018 (11" x 17") (SEPT)
- Executive Director and Board Outreach (one-on-one) with Members (AUG-SEPT)
- AGM Package including Renewal Letter from City of Vancouver, Five-year budgets,  
First Year Budget 2019-2020 (AUG, SEPT)
- Renewal Summary Brochure (OCT-NOV-2018)
- Continued Outreach with Members (one on-one) (OCT-NOV)



**Gastown B.I.A.**





<b>GASTOWN BUSINESS IMPROVEMENT SOCIETY</b>					
<b>DRAFT 2019/2020 BUDGET</b>					
<b>REVENUE</b>					
BIA Levy					\$699,640.00
<b>EXPENSES</b>					
<b>MARKETING</b>					
Marketing/Special Events					130,000.00
Website/social media presence					50,290.00
Sub Total					180,290.00
<b>PUBLIC REALM</b>					
Community Safety					262,000.00
Cleanliness					20,000.00
Tree Lights					20,000.00
Baskets/planters					36,000.00
Steam Clock Maintenance					3,000.00
Sub Total					341,000.00
<b>OPERATIONS</b>					
General Operations					10,000.00
Insurance/audit/bookkeeping					10,500.00
Office Rent/Equipment					22,500.00
Governance & Administration					117,350.00
Sub Total					160,350.00
Contingency					18,000.00
<b>TOTAL</b>					<b>\$699,640.00</b>

# GASTOWN

October 15, 2018

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

**RE: Renewal Request for the Gastown Business Improvement Society (GBIS)**

Dear Mayor Robertson and Council:

On behalf of the property owners and merchants of Gastown, I am pleased to advise Council of our intention to seek a new five-year mandate for the Gastown BIA. The extended mandate was presented and approved at our recent Annual General Meeting on September 26, 2018, and we are confident there is a strong majority in favour of this initiative throughout the full membership.

The Gastown BIA encompasses 12 blocks in the designated Gastown area, including commercial properties along Water Street, Cordova Street from Richards to Columbia, Powell Street & Alexander Street from Maple Tree Square to Columbia, as well as Carrall Street & Cambie Street from the CPR tracks to the lane south of Cordova Street.

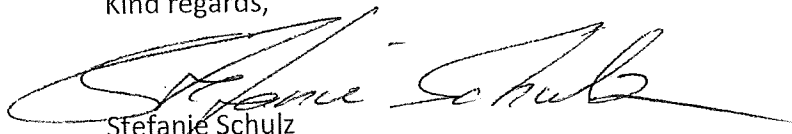
This will be our 6<sup>th</sup> mandate and we look forward to continuing the positive work we have begun in our community and appreciate your support in this matter.

This letter to be considered the GBIS' formal application as required by the City's BIA Program.

Should you have any questions about the BIA renewal request of the Gastown Business Improvement Society, please feel free to contact us.

Thank you for your continued support and leadership.

Kind regards,



Stefanie Schulz

Executive Director

**GASTOWN BUSINESS IMPROVEMENT SOCIETY**

# GASTOWN

GASTOWN BUSINESS IMPROVEMENT SOCIETY  
210 – 318 HOMER STREET, VANCOUVER, BC V6B 2V2  
PHONE: 604-683-5650 EMAIL: [INFO@GASTOWN.ORG](mailto:INFO@GASTOWN.ORG)

## RENEWAL CALENDAR 2018-2019

December 2017	Strategic Planning Session to determine strategic direction for next renewal term.
January 2018	Established Renewal Committee, developed renewal survey, informal member outreach to update members on the renewal process
March 2018	Sent out survey to members, door-to-door to educate members about and to encourage them to complete the survey; follow-up on survey
April 2018	Continued door-to-door outreach, conducted in person meetings with majority of property owners and members
May 2018	Produced report summarizing survey findings
June 2018	Developed draft budget, met with major stakeholders regarding draft budget, hosted Open House end of June and additional door-to-door to introduce and discussed draft budget
July 2018	Finalization of Budget and Strategic Plan
August 2018	Sent out AGM invitation and package
September 2018	Hosted AGM, update on results provided to P. Vaisbord
October 2018	Letter of Intent sent by BIA to Mayor and Council to renew mandate, Outreach summary to P. Vaisbord
November 2018	GBIS promo insert to be provided to the City of Vancouver/P. Vaisbord

October 18, 2018



# Marpole Business Association

## DRAFT 2019-2020 Budget

April 2019 – March 2020

		Budget
<b>Income</b>		
Funding	\$	187,925
Interest Income		500
GST Rebate		3,000
		191,425
<b>Other Items</b>		
Transfer from unrestricted funds		64,000
<b>Expense</b>		
Future Projects		64,000
Street Banners		10,000
Banner Installation		8,000
Christmas Lighting		1,000
Blvd-Side St. Maintenance		8,000
Flower Pot Program		32,000
Public Art Program		8,600
Sidewalk & Street Clean up		11,000
Contract Employment		44,000
Community Relations		500
Fair Tax Coalition		1,500
Website		2,400
Advertising & Promotion		26,000
Memberships		250
Newsletter		3,000
Business Directory		2,500
Accounting & Legal		5,000
Insurance		3,000
Mileage		1,000
Misc		1,000
Contingency		7,575
Storage		1,100
Telephone		2,000
AGM & Board costs		2,000
Conference		1,000
Supplies		2,000
GST Expenses		4,000
Retail Marketing Study		3,000
		255,425
<b>Surplus / Deficiency</b>		-

Marpole Business Association  
Box 201 - 8623 Granville St.  
Vancouver, BC V6P 5A2  
tel 604-418-8232 \* fax 604-677-2750  
email marpolebia@marpolevillage.ca

October 19, 2018

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

**Re: Renewal Request for the Marpole Business Improvement Association**

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

The Marpole BIA encompasses 7 blocks of Granville Street from 63rd Avenue to 71st Avenue. This will be our 5th mandate and we look forward to continuing the positive work we have begun in our community. We appreciate your support in this matter.

This letter is to be considered the MBA's formal application as required by the City's BIA Program.

Should you have any questions about the BIA renewal request of the Marpole Business Improvement Association, please feel free to call or email us.

Thank you for your continued support and leadership.

Yours truly,

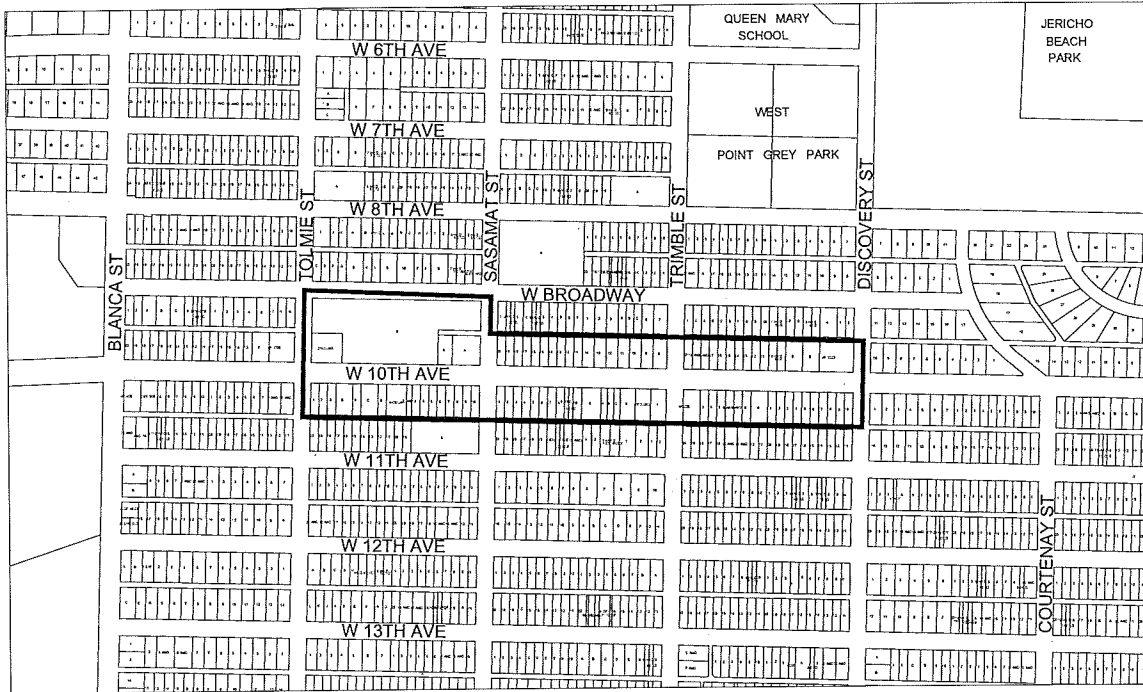
  
THE MARPOLE BUSINESS ASSOCIATION

Claudia M Laroye  
Executive Director



**Marpole Business Association BIA  
Outreach and Renewal Summary Process 2018-2019**

February 2018	Finalize survey questions o Determine member awareness of the BIA and BIA activities o Determine if current programs meet member expectations o Determine if members want other services not currently offered o Gauge support for a new 10 year mandate
March 2018	Membership data update - physical verification of retail and office tenants, city verification of property owners Draft membership survey
April 2018	Membership survey in hard copy and online
May 2018	Collect and compile survey data Confirm Strategic Plan goals to include top five priorities of crime and policing, parking, property taxes, community planning and street beautification
June 2018	Member Open House at Marpole Branch Library
July 2018	Finalize 2019-2020 Budget Finalize 10-year funding cap allowing for a contingency
August 2018	Call for Board nominations Post notice of AGM on MBA website Distribution of Member Correspondence and Legal AGM Package; including Cover Letter, Membership Application, AGM notice, rules of membership, Year in Review, Minutes of 2017 AGM, Financial statements, Budget for 2019-2020  Declaration of notification to the City Member Outreach
September 2018	Member Outreach Membership Applications close - 2 days prior to AGM Proxies Close- 48 hours prior to AGM AGM - membership approve: 10 year mandate Max budget for 10 year term Budget for year 1 - 2019-2020
October 2018	Letter of Intent sent by BIA to Mayor and Council to renew mandate Outreach summary to P. Vaisbord
November 2018	Notification from City of Vancouver - to include MBA document
December 2018	Continued member outreach
January 2019	Closing date for letters of objection



Point Grey Village B.I.A.





<b>Approved Annual Budget 2019-2020</b>	
<b>Governance &amp; Administration</b>	
Audit	\$3,000.00
Insurance	\$3,500.00
Annual General Meeting	\$2,000.00
Office Expenses	\$8,500.00
Member Communic. & Events	\$3,000.00
BIA Management	<u>\$66,000.00</u>
	<b>\$86,000.00</b>
<b>Placemaking</b>	
Banners	\$7,000.00
Utilities	\$7,000.00
Tree Lighting	\$9,000.00
Planters	\$20,000.00
Placemaking Projects	\$5,000.00
Hanging Flower Basket	\$25,000.00
	<b>\$73,000.00</b>
<b>Promotion &amp; Events</b>	
Fiesta Days	\$3,000.00
Special Events	\$25,000.00
Marketing	\$25,000.00
Website and Social Media	\$6,000.00
	<b>\$59,000.00</b>
<b>Cleaning &amp; Safety</b>	
Regular Sidewalk Cleaning	\$6,000.00
Street Cleaning Projects	\$800.00
Graffiti Management	\$200.00
	<b>\$7,000.00</b>
<b>Total Annual Budget</b>	<b>\$225,000.00</b>



[www.pointgreyvillage.com](http://www.pointgreyvillage.com)

October 15, 2018

Mayor Gregor Robertson and Members of Council  
c/o Peter Vaisbord, Coordinator  
BIA Program/Business District Initiatives  
City of Vancouver  
243 West 12th Avenue  
Vancouver, BC V5Y 1V4

Dear Mayor Robertson and Council:

Re: Renewal Request for the Point Grey Village Business Association

On behalf of the property owners and tenants in Point Grey Village, I am pleased to notify the Council of our intention to seek a new five-year mandate for the Point Grey Village Business Improvement Area. The extended mandate was presented and approved at our Annual General Meeting on September 19th, 2018, and we are confident that there is a strong majority in favour of this initiative among our members.

The Point Grey Village BIA covers three blocks on West 10<sup>th</sup> Avenue from Discovery Street to Tolmie Street. This will be our fourth five-year mandate and we look forward to continuing the improvements we have begun in our commercial district. We appreciate the Council's support and leadership in this matter.

Please consider this letter as the Point Grey Village Business Association's formal BIA application, as required by the City's BIA Program.

Please call or email our office if you have any questions about the Point Grey Village BIA's renewal request.

Sincerely,

Aila Karpio  
Executive Director

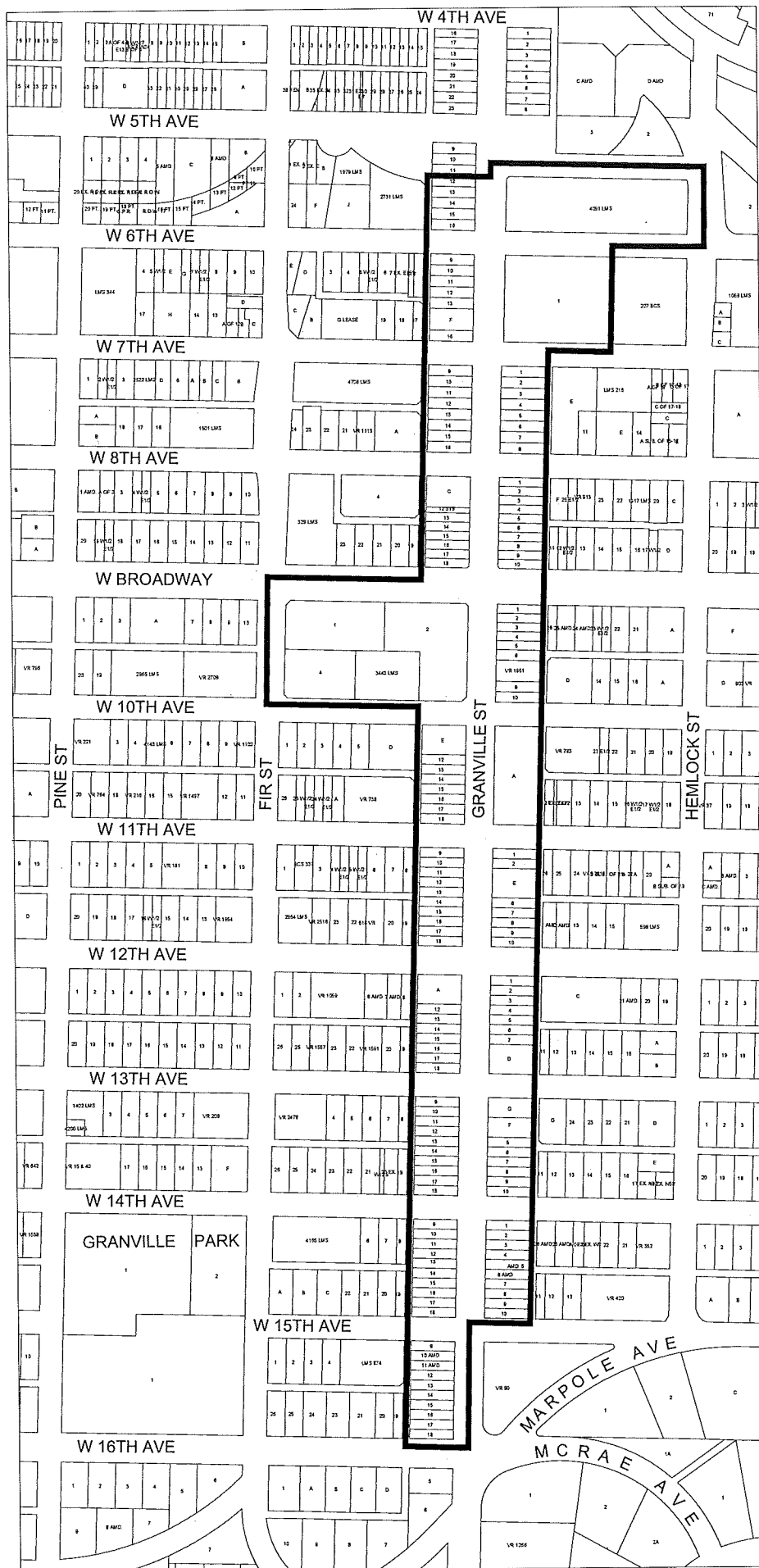
Office address:  
300 – 1275 West 6th Avenue | Vancouver | BC | V6H 1A6  
[info@pointgreyvillage.com](mailto:info@pointgreyvillage.com) | 604.731.5735



[www.pointgreyvillage.com](http://www.pointgreyvillage.com)

## RENEWAL OUTREACH ACTIVITIES 2018

- April 6 – 22: Satisfaction Survey of 18 questions was sent to all the business tenants.
- June 13: Open House was held to which all business tenants were invited both by email and printed invitations. Food and beverages were free to members. Information posters were posted around the room that showed many of the achievements the BIA had made over the last several years.
- July Member Application/Renewal forms were distributed and members reminded that they will be asked to vote about the BIA renewal at the upcoming AGM.
- August Emails were sent to members to remind them about the upcoming AGM.
- September Executive Director and the Directors talked to business members about the importance of attending and voting at the AGM.  
  
Annual General Meeting-notices were distributed according to the Bylaws. The information posters shown at the Open House were made into a pamphlet that was included within the AGM package.
- September 19: Prior to the AGM beginning, two Directors and the Executive Director visited every business within the BIA, reminding of the meeting and distributing fresh BC apples.



## Proposed 2019-2020 Budget

### PROMOTION / MARKETING

To include initiatives such as: Digital Marketing;  
Website/Blog; Social Media; Street Events;  
Christmas Promotion; Category Promotions;  
Tourism brochures, maps & advertising;  
Associated Staffing Costs

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**\$195,000**

### NEIGHBOURHOOD BEAUTIFICATION

To include initiatives such as: Graffiti  
Abatement Program; Banner  
Design/Installation; Lighting; Street Projects;  
Street Custodial Team; Flower baskets &  
Planters; Murals; Associated Staffing Costs

---

**\$150,000**

### SAFETY & SECURITY

To include initiatives such as: Concierge Team  
services; Street infrastructure audits, Loss  
Prevention Teams; Merchant awareness  
campaigns; Associated Staffing Costs

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**\$195,000**

### MEMBER COMMUNICATIONS

To include initiatives such as: Newsletters;  
AGM materials; Networking events; Vancouver  
Fair Tax Coalition; Associated Staffing Costs

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**\$60,000**

### ADMINISTRATION

To include costs such as: office equipment;  
Audit & Bookkeeping, Insurance, AGM  
expenses; Board Meetings; Conference/  
Membership fees; Office Expenses (rent,  
phone, WiFi etc); Associated Staffing Costs

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**\$100,000**

<b>Proposed Budget Allocation</b>	<b>\$700,000</b>
<b>Proposed 2019/2020 Levy</b>	<b>\$700,000</b>
<b>Approved 2018/2019 Levy</b>	<b>\$673,500</b>

# SOUTH GRANVILLE

October 1, 2018

Mayor Gregor Robertson and Members of Council  
c/o Peter Vaisbord, BIA Program Coordinator  
Vancouver City Hall  
243 West 12<sup>th</sup> Avenue  
Vancouver, BC V5Y 1V4

Dear Mayor Robertson and Council:

Re: Renewal Request for the South Granville Business Improvement Association

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

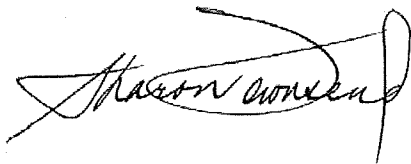
The South Granville BIA encompasses 11 blocks of Granville Street from 5<sup>th</sup> Avenue to 16<sup>th</sup> Avenue. This will be our 5<sup>th</sup> mandate and we look forward to continuing the positive work we have begun in our community and appreciate your support in this matter.

This letter is to be considered the SGBIA's formal application as required by the City's BIA Program.

Should you have any questions about the BIA renewal request of the South Granville Business Improvement Association, please feel free to call or email us.

Thank you for your continued support and leadership.

Regards,

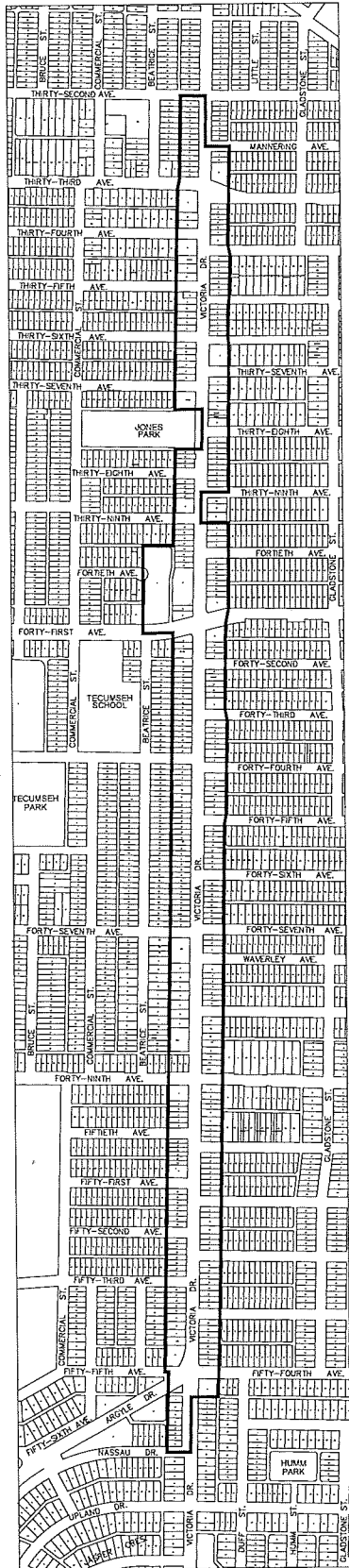


Sharon Townsend, Executive Director  
South Granville Business Improvement Association

NEIGHBOURHOOD  
SOUTHGRANVILLE.ORG

## SGBIA Renewal Calendar 2018-2019

January 2018	<ul style="list-style-type: none"> <li>Finalize survey questions <ul style="list-style-type: none"> <li>Determine member awareness of the BIA and BIA activities</li> <li>Determine if current programs meet member expectations</li> <li>Determine if members want other services not currently offered</li> <li>Gauge support for a new 5 year mandate</li> </ul> </li> </ul>
February 2018	<ul style="list-style-type: none"> <li>Membership data update – physical verification of retail, city verification of property owners, and business licences verification of office tenants.</li> <li><b>Membership survey</b> in hard copy and online.</li> <li><b>Confirm Strategic Plan with Board of Directors</b></li> </ul>
February-May 2018	<ul style="list-style-type: none"> <li><b>Collect and compile survey data</b></li> <li><b>Revise Strategic Plan 2019-2024</b> <ul style="list-style-type: none"> <li>Align goals and objectives with survey results.</li> </ul> </li> <li><b>Informal meetings</b>– Board members and merchants February – July</li> </ul>
June 2018	<ul style="list-style-type: none"> <li><b>Finalize 2019/2020 budget</b></li> <li><b>Finalize 5-year funding cap</b> allowing for a contingency</li> </ul>
July 2018	<ul style="list-style-type: none"> <li>Post notice of AGM on SGBIA website</li> <li>Member information appointments</li> <li><b>Call for Board nominations</b></li> </ul>
August 2018	<p><b><u>Member Correspondence: Legal AGM package</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover letter</li> <li><input type="checkbox"/> Membership application</li> <li><input type="checkbox"/> AGM notice, rules of membership, voting, proxies etc.</li> <li><input type="checkbox"/> Proxy form</li> <li><input type="checkbox"/> The year in review</li> <li><input type="checkbox"/> Minutes from 2017 AGM</li> <li><input type="checkbox"/> What is about to happen and why – BIA 101</li> <li><input type="checkbox"/> Strategic Plan</li> <li><input type="checkbox"/> 5 year budget plan, funding cap/ceiling</li> <li><input type="checkbox"/> Budget for 2019-2020</li> </ul> <ul style="list-style-type: none"> <li><b>Declaration of notification to City</b></li> <li><b>Member Outreach</b></li> <li><b>Board nominations close</b> – 30 days prior to AGM</li> </ul>
September 2018 AGM	<ul style="list-style-type: none"> <li>Member Outreach by appointment</li> <li><b>Membership Applications close</b> – 7 days prior to AGM</li> <li><b>Proxies Close</b> – 48 hours prior to AGM</li> <li><b>AGM</b> –membership approve: <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 year mandate</li> <li><input type="checkbox"/> max budget for 5 year term</li> <li><input type="checkbox"/> Budget for year 1 (2019-2020)</li> </ul> </li> </ul>
October 2018	<ul style="list-style-type: none"> <li><b>Letter of Intent</b> sent by BIA to Mayor and Council to renew mandate</li> <li>Outreach summary to P. Vaisbord</li> </ul>
November 2018	<ul style="list-style-type: none"> <li>Notification from City of Vancouver – <b>to include SGBIA document</b></li> </ul>
December 2018	<ul style="list-style-type: none"> <li>Continued member outreach</li> </ul>
January 2019	<ul style="list-style-type: none"> <li>Closing date for letters of objection</li> </ul>



**Victoria Dr. B.I.A.**



**VICTORIA DRIVE BIA PROPOSED BUDGET - Year 2019**

<b>REVENUE</b>	
<b>INCOME</b>	<b>2019</b>
City Tax Levy	192,000.00
<b>OTHER INCOME</b>	
Interest Revenue	550.00
Miscellaneous Revenue	4,500.00
Carried Forward Surplus from Retained Earnings	15,250.00
<b>TOTAL REVENUE</b>	<b>\$ 212,300.00</b>
<b>OPERATING EXPENSES</b>	
<b>PAYROLL</b>	
Wages & Salaries	34,000.00
EI Expense	600.00
CPP Expense	1,500.00
WCB Expense	50.00
<b>Total Payroll Expense</b>	<b>36,150.00</b>
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES</b>	
Accounting & Legal	6,000.00
Advertising & Promotions/Event	23,500.00
Business Fees & Licenses	200.00
Courier & Postage	500.00
Sponsorships	13,000.00
Insurance	1,700.00
Interest & Bank Charges	300.00
Office Supplies	8,500.00
<b>TOTAL GENERAL &amp; ADMIN EXPENSES</b>	<b>53,700.00</b>
<b>RENT &amp; UTILITIES</b>	
Rent	7,500.00
Alarm Monitoring	350.00
Utilities	600.00
Decorative Light Utility Bill	2,600.00
<b>TOTAL RENT &amp; UTILITIES</b>	<b>11,050.00</b>
<b>SECURITY &amp; STREET ENHANCEMENT</b>	
Security and Foot Patrol	40,000.00
Street Cleaning	51,000.00
Banner installation	7,000.00
Graffiti Removal	2,000.00
Decorative wraps	1,600.00
<b>TOTAL SECURITY &amp; STREET ENHANCEMENT</b>	<b>101,600.00</b>
<b>OTHER</b>	
Website Maintenance	2,000.00
Telephone	1,800.00
Contingency	1,000.00
Conference & Meetings/Meals	5,000.00
<b>TOTAL OTHER</b>	<b>9,800.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 212,300.00</b>



#2 -5608 Victoria Drive Vancouver, BC V5P 3W4

604.321.2301 tel • 604.323.2311 fax • www.victoriadrivebia.com

October 25, 2018

Mayor & Members of Council  
cc /Peter Vaisbord, BIA Program Coordinator  
City of Vancouver  
453 West 12<sup>th</sup>, Avenue  
Vancouver, BC V5Y 1V4

Dear Mayor and Council,

**Re: Proposed Renewal of the Victoria Drive Business Improvement Association**

On behalf of the Directors and Members of the Victoria Drive Business Improvement Association (VDBIA) ,  
I hereby request that the Vancouver City Council consider our application to renew the Victoria Drive BIA for a  
new 5 year term, commencing on April 1<sup>st</sup> 2019.

The VDBIA area encompasses commercial properties on Victoria Drive from 32<sup>nd</sup> Avenue to 55<sup>th</sup>  
Avenue(Nassau Avenue) and on the side streets up to the laneways. The two residential areas that fall within  
the blocks of 44<sup>th</sup> to 48<sup>th</sup> Avenue and, 50<sup>th</sup> to 53<sup>rd</sup> Avenue are not included as part of the BIA.

In brief, as part of our renewal process, membership outreach was effected as follows:

- A two-page renewal survey was conducted door to door with businesses, and also mailed to all members and made available at our first meeting(our AGM) held September 26<sup>th</sup>, 2018 to gain insight on the success of current programs and the interest in new proposals.
- A two-page insert was mailed out prior to October 24<sup>th</sup> outlining budget proposals – of a zero percent increase - and featuring our accomplishments over the past 5 years since our last successful renewal.
- An Extraordinary meeting was held October 24<sup>th</sup> that dealt solely with BIA renewal where survey results were discussed to help develop a draft 2019-2024 Budget.
- With an unanimous vote at the EGM, The VDBIA was in favour of the BIA renewal.

This letter is to be considered the VDBIA's formal application as required by the City's BIA Program.  
Peter Vaisbord, the BIA Coordinator, is aware of the proposal and will be sent a copy of this letter as well.

Should you have any questions regarding the BIA renewal request of the Victoria Drive Business Improvement Association, please feel free to call or email us.

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

Sincerely,

Monique Koningstein  
VDBIA Coordinator  
Victoria Drive Business Improvement Association  
604.323.2301 / vdbia@telus.net



### Bullet form list of Victoria Drive BIA (VDBIA) Renewal Activities

October 29, 2018

### Reaching out to our membership 2018

#### Renewal Survey

- mailed out to all VDBIA property owners/business members
- conducted door to door with VDBIA membership for input
- also made available at Sept. 26<sup>th</sup> Annual General Meeting

#### Annual General Meeting held September 24<sup>th</sup>

- advertised renewal meeting/discussion
- City BIA Coordinator Peter Vaisbord: provided information on the renewal process
- Translated renewal information to membership in Cantonese

#### Two-page Renewal Handout

- mailed out to all VDBIA property owners/business members
- Handout includes: proposed budgets, BIA renewal / general info and list of VDBIA achievements

#### Extraordinary Meeting held October 24<sup>th</sup>, 2018

- Held separate meeting just for renewal
- Two – page renewal handout available
- discussed feedback from tabulated renewal survey
- connected proposed budget to survey prior to voting
- Translated information to Cantonese
- Renewal, 5-year budget proposal and funding cap were successfully approved unanimously



# Yaletown B.I.A.




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**PROPOSED:  
YALETOWN BIA 2019 – 2020 BUDGET  
AGM**

**REVENUE**

BIA Levy	\$ 1,044,750
Tax Rebate	\$ 8,200
	<u>\$ 1,052,950</u>

**EXPENSES**

Administration	Total	\$ 118,672
Events	Total	\$ 236,892
Marketing	Total	\$ 164,740
Eco Development	Total	\$ 69,213
Operations	Total	\$ 145,210
Security	Total	\$ 92,585
Street Beautification	Total	\$ 161,255
Contingency		<u>\$ 64,383</u>
<b><u>TOTAL EXPENSES</u></b>		<u>\$ 1,052,950</u>

Difference \$ -

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Mayor and Council  
Vancouver City Hall  
253 West 12<sup>th</sup> Avenue  
Vancouver, BC V5Y 1Y4

October 22, 2018

Dear Mayor and Council:

RE: Renewal Request for the Yaletown Business Improvement Association

On behalf of the property owners and merchants of Yaletown, I am pleased to present our official request of Council to approve our renewal for a new five-year term for the Yaletown BIA. Our renewal request to our membership received a 91% approval response, with all respondents approving a minimum 5 year term. With the five year term, our members also approved a five year levy funding cap total of \$5,772,903 with the first year budget of \$1,044,750. At our Annual General Meeting June 28, 2018 our members unanimously passed all motions for our BIA's five-year renewal, including the levy increase, the five year funding cap and the adoption of a five year Strategic Plan.

This outcome supports the results we recently received from a survey of our membership conducted in April 2018. This survey was designed to gauge property owner and tenant support for our current activities and future initiatives. Key findings indicate that a significant majority of our members are in favour of the work the YBIA is doing on their behalf. For example:

- 91% support the Yaletown BIA renewing its mandate.
- 73% support a five year renewal term, 27% support a longer renewal term.
- 77% indicated safety and security, garbage and cleanliness or marketing as their #1 issue—priorities consistent with the Yaletown BIA's mandate.

Over the past 12 months we have also conducted a number of outreach activities for our members as part of our renewal process requirements. These include:

- Member networking, open houses and special presentations
- Sixty private meetings with members on a range of topics including BIA operations, security, marketing, events, garbage management and dumpster removal
- Various email, direct-mail, door deliveries of renewal packages to over 500 members on the key issues of renewal, street parking, economic development, security and garbage management.

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

Sincerely,

Annette O'Shea  
Executive Director  
Yaletown BIA

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

P   604.683.7473	Suite 202, 1290 Homer St., V6B 2Y5
F   604.683.7483	yaletowninfo.com



**Yaletown BIA  
Renewal Outreach Activities 2017-2018**

**Member Networking Meetings – Issues, renewal and various topics:**

1. March 8 2017 – held at Xoxolat
2. June 7 2017 – held at Yaletown BIA office
3. September 21 2017 – held at Voxter Communications
4. May 29<sup>th</sup>, 2018 - held at Leisure Centre

**Open House – Parking and various topics:**

5. Feb 2 2018 – held at Voxter Communications
6. Feb 5, 2018 held at Voxter Communications

**Strategic Plan and Renewal Survey of Members**

7. May 12, 2018 Member survey emailed to 548 subscribers. 82 completed surveys were received for a 15% response rate.

**AGM & Renewal Activities to encourage attendance and engagement:**

8. May 12, 2018 Member Newsletter inviting 548 members to submit a renewal survey.
9. May 22, 2018 Invite to 548 members to Networking Meeting May 29<sup>th</sup> and reminder of AGM date.
10. May 23 reminder to 548 members to complete renewal survey.  
May 29<sup>th</sup> Member Networking meeting to encourage AGM attendance and renewal support
11. May 30<sup>th</sup> Renewal surveys received from 82 members (15% response rate), with 91% of the respondents in favour of renewal of the YBIA for a 5 year or greater renewal term.
12. June 6<sup>th</sup> Newsletter invite to 548 subscribers to register for AGM.
13. June 6 AGM mailout package Part One: 539 properties represented by 281 mailing addresses. Package included AGM Registration and Member Renewal form, Proposed Budget, Auditors Report, List of Nominees, Minutes from 2017, New 5 Year Strategic Plan.



14. June 6 AGM mailout Invitation Postcard to all 425 unaddressed commercial properties
15. June 12, 2018 Newsletter reminder AGM 548 subscribers with link to new Strategic Plan
16. June 12, 2018 AGM mailout package Part Two: 539 properties represented by 281 mailing addresses. Package included: Letter from City, Letter from YBIA, New 5 year Strategic Plan.
17. June 19, 2018 AGM email newsletter reminder last day to register. 548 members
18. June 27, 2018 AGM email reminder AGM tomorrow. 548 members
19. June 28, 2018 AGM held. 30 members in attendance, 4 proxies and 5 non-voting members.

**Post AGM Renewal Activities**

20. Newsletter reporting AGM outcomes and positive renewal vote to 548 subscribers
21. Letter accompanying COV letter regarding renewal





# Proposed Hastings North B.I.A. Expansion

# HASTINGS NORTH BUSINESS IMPROVEMENT ASSOCIATION

## BUDGET

April 1, 2019 to March 31, 2020

<b>REVENUE:</b>	<b>DOLLAR</b>
Tax Levy	\$354,190
Associate Member	5,500
<b>TOTAL REVENUE</b>	<b><u>\$359,690</u></b>
<b>EXPENSES:</b>	
Community Resource Centre	
<u>Administration</u>	
Wages & Payroll Tax	\$26,630
Office Expenses	<u>56,070</u>
<b>Sub Total</b>	<b>\$82,700</b>
Community Improvement Programs	
<u>Clean &amp; Safe</u>	
CPC Grant	\$18,600
CPC Patrol Grant	45,600
Coast Foundation Society	41,330
Anti-Graffiti Program	21,330
Program Management	<u>36,360</u>
<b>Sub Total</b>	<b>\$163,220</b>
<u>Marketing &amp; Communications</u>	
Communications	35,870
Events	23,930
Design and Promotion	<u>22,270</u>
<b>Sub Total</b>	<b>\$ 82,070</b>
<u>Revitalization and Community Relations</u>	
Banners	\$ 10,000
Public Bulge and Boulevard Maintenance	1,500
Public Art	10,000
Community Relations	<u>9,200</u>
<b>Sub Total</b>	<b>\$ 31,700</b>
<b>TOTAL EXPENSES</b>	<b><u>\$359,690</u></b>



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Hastings North Business Improvement Association

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October 30, 2018

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

Re: Proposed Expansion of the Hastings North Business Improvement Association

Dear Mayor Stewart and Council,

On behalf of the membership and Directors of the Hastings North Business Improvement Association (HNBIA), I am requesting that City Council consider our application to amend the Hastings North BIA boundary (original area) to include a single commercial property owned and operated by Bosa Foods.

The Bosa Foods property is located at 562 Victoria Drive, just south of the existing BIA boundary. Bosa has been an 'associate' member of HNBIA for the past year. In March, 2018 Bosa requested the BIA apply to Council for an expansion that formally would include their property/store as a paying member of the BIA. Bosa's request-letter to HNBIA is attached. As Bosa is the only affected expansion property/business, there will be no opposition to the proposed expansion.

The HNBIA was formed by the businesses and the City in 2001 and has overseen a change in the neighbourhood over the 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 HNBIA 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 look forward to continuing to serve both our members and the community in our vibrant neighbourhoods in east Vancouver.

At the HNBIA AGM held September 18, 2019, the members unanimously approved requesting the City to consider expansion of the BIA to include the Bosa property. Please accept this letter as our formal expansion 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.

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

# BOSAFOODS

A Division of A. Bosa & Co. Ltd.



October 29<sup>th</sup>, 2018

Matthew Dale

Administration

A. Bosa & Co. Ltd

562 Victoria Drive

Vancouver B.C.

Dear, Mr. Vaisbord:

A. Bosa & Co. Ltd, the parent company of Benedet Properties (Victoria Drive), has been an associate member of the HNBIA since 2017. A Bosa & Co Ltd operates a retail location at 562 Victoria Drive occupying commercial property owned by a related company Benedet Properties (Victoria Drive). There has been a request to clarify that "Bosa Foods", intends to pursue full membership with Hastings North Business Improvement Association. We have been pleased with the HNBIA's work and view them as an asset. We would like to formally acknowledge that the HNBIA is to petition on our behalf to expand their boundary to include 562 Victoria Drive.

The Commercial Drive BIA made us aware of their interest to expand their boundary to include Bosa Food's Victoria Drive Location. Although we appreciate the interest, it is our decision to maintain associate membership with the HNBIA in pursuit of full membership.

If any further clarification is necessary, please do not hesitate to contact me at our head office:

(604)-253-5578.

Sincerely,

A handwritten signature in black ink, appearing to be "Matthew Dale".

Matthew Dale

Administration