



REPORT

Report Date: November 1, 2022
Contact: Chris Robertson
Contact No.: 604.873.7684
RTS No.: 15325
VanRIMS No.: 08-2000-20
Meeting Date: November 15, 2022
[Submit comments to Council](#)

TO: Vancouver City Council

FROM: General Manager of Planning, Urban Design and Sustainability

SUBJECT: Approval of Council Initiatives – Business Improvement Area (BIA) Renewals 2023

RECOMMENDATIONS

Dunbar Village BIA Renewal:

- A1. THAT Council confirm the Dunbar Village Business Association as sponsor for the Dunbar Village BIA.
- A2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Dunbar Village BIA, for a further term (3 years) commencing April 1, 2023;

FURTHER THAT Council forward the application of the Dunbar 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 3-year (2023-2026) funding-ceiling of \$500,000 for the Dunbar Village BIA, subject to Council approval of the renewal.

Robson Street BIA Renewal:

- B1. THAT Council confirm the Robson Street Business Association as sponsor for the Robson Street BIA.

- B2. 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, 2023;
- FURTHER THAT Council forward the application of the Robson Street 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 renewal and levy.
- B4. THAT Council approve a 5-year (2023-2028) funding-ceiling of \$3,916,894 for the Robson Street BIA, subject to Council approval of the renewal.

REPORT SUMMARY

The following BIA terms will expire March 31, 2023:

<u>BIA</u>	<u>Date BIA established or renewed</u>	<u>Current Term</u>
Dunbar Village BIA	April 1, 2018 (renewed)	5 years
Robson Street BIA	April 1, 2018 (renewed)	5 years

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

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Vancouver Charter section 506 sets out the threshold for Council approval of a Council Initiative. The section 506 requirements, additional Council policy, and the process for property owner and business notifications are set out in Appendix C.

CITY MANAGER'S COMMENTS

The City Manager recommends 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

Two BIA managing societies have completed the first step in the BIA Council Initiative process. This step involves consultation with all affected BIA property and business owners regarding BIA renewal and cost (“BIA outreach”).¹

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-ceiling² for Council approval and c) approving a first-year renewal budget (Appendix A2 and B2). The Each BIA’s renewal outreach is summarized in this report based on an outline provided by the BIAs (Appendix A3 and B3). Detailed documentation is retained by the BIAs and is available at the City’s request.

Step 2

Step 2 requires Council approval of the recommendations in this report for each BIA as follows: a) to approve (confirm) the BIA managing society as sponsor of the BIA renewal; 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;³ c) to forward the 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’ 2023 - 2024 budget requests⁴.

¹ BIAs determine generally how they fulfill their requirement to conduct member outreach, and have agreed to include, with their AGM notification (sent to all property and business owners), a covering 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.

² *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.

³ 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. The notifications provide property owners and business tenants with instructions for submitting objections to the proposed BIA renewal.

⁴ Although Council does not approve the proposed renewal year-1 budgets at this stage in the 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.

Strategic Analysis

Dunbar Village BIA Renewal

The Dunbar Village BIA was first established in 2007. The BIA was last renewed in 2018 for a third term which expires at the end of March 2023. The Dunbar Village Business Association (DVBA) wishes to renew the BIA for a further term (3-years) (April 1, 2023 - March 31, 2026).

The Dunbar Village BIA boundary spans 26 residential and commercial blocks of Dunbar Street, of which 10 blocks are commercial (including one block of W. 41st Avenue between Dunbar and Collingwood. (See map, Appendix A1).

When approved by Council, the proposed funding-ceiling of \$500,000 will define the maximum amount that may be levied over the Dunbar Village BIA 3-year renewal term, and reflects a decrease of 12% over the previous 5-year ceiling, adjusting for length of term. As the ceiling functions as a cumulative 'cap' rather than as a budget, the ceiling-decrease does not necessarily reflect BIA annual expenditures. For example, the proposed 2023-24 annual budget represents 0% change over the current 2022-23 budget. The 3-year renewal term and cautious budgeting reflects lingering pandemic uncertainty expressed by members during the renewal outreach process.

The DVBA proposes a year-1 renewal budget of \$155,250, representing an annual levy rate of \$0.33 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Dunbar Village BIA renewal, the DVBA renewal year-1 budget will be reported for Council approval with all of the other BIAs' 2023 - 2024 budget requests (See budget, Appendix A2).

Renewal Outreach Activities

Renewal outreach activities extended from February to September 2022. Renewal outreach activities with property owners, businesses included:

- Annual member survey sent to members, for input to inform renewal strategic plan;
- Development of renewal strategic plan/budget and information brochure;
- Renewal information in DVBA newsletter and 'news blast';
- In-person engagement
 - Direct member-engagement as part of door-to-door deliveries
 - Direct board and management communication with members by in-person visits, calls, and emails;
- Delivery of renewal information and AGM materials by postal mail, email, posting on website, and hand-delivery door-to-door to businesses; and
- DVBA AGM held September 29, 2022; renewal 3-year term, funding ceiling and year-1 renewal budget were discussed and unanimously approved.

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

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, and has included the City's information letter in its AGM materials.

On September 29, 2022, at a duly constituted AGM, the DVBA membership unanimously approved BIA renewal, a new 3-year funding ceiling, and the 2023-2024 budget.

DVBA reports that it has received no opposition in response to its member outreach. To date, staff have received no communication from DVBA members expressing opposition to BIA renewal.

Based on the AGM results and member input received to date, the DVBA believes that the BIA 3-year renewal, the proposed 3-year funding ceiling, and the renewal year-1 budget are generally supported.

Robson Street BIA Renewal

The Robson Street BIA was one of two BIAs first established in 1992, along with the Kerrisdale BIA. The BIA was last renewed in 2018 for a fifth term which expires at the end of March 2023. The Robson Street Business association (RSBA) wishes to renew the BIA for a further term (5-years) (April 1, 2023 - March 31, 2029).

The Robson Street BIA boundary comprises roughly three linear blocks of Robson Street between Burrard and Jervis (See map, Appendix B1).

When approved by Council, the proposed funding-ceiling of \$3,916,894 will define the maximum amount that may be levied over the Robson Street BIA 5-year renewal term, and reflects an increase of 19% 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. By comparison, the proposed 2023-24 annual budget represents an increase of 5% over the current 2022-23 budget, reflecting the cost of services and programs requested by members during the renewal outreach process.

The RSBA proposes a Year 1 renewal budget of \$708,859, representing an annual levy rate of \$0.73 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Robson Street BIA renewal, the RSBA renewal year-1 budget will be reported for Council approval with all of the other BIAs' 2023 - 2024 budget requests (See budget, Appendix B2).

Renewal Outreach Activities

Renewal outreach activities extended through spring and summer 2022. Renewal outreach activities with property owners and businesses included:

- Distribution of renewal information brochure and renewal survey;
- Development and circulation of renewal strategic plan and budget;
- In-person visits and personal interviews conducted by RSBA management;

- Two renewal information sessions;
- Delivery of renewal and AGM materials by electronic newsletter, email, and hand-delivery to businesses; and
- September 28, 2022 – RSBA in-person AGM: the proposed 5-year renewal, funding ceiling, and renewal year-1 budget were discussed and approved during the meeting.

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

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 in its AGM materials.

On September 28, 2022, at a duly constituted AGM, the RSBA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2023-2024 budget.

RSBA reports a 28% survey response rate (50 survey responses out of total 180 members), and has received little or no opposition in response to its member outreach. To date, staff have received no communication from RSBA members expressing opposition to BIA renewal.

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 renewal year-1 budget are generally supported.

Implications/Related Issues/Risk

Financial

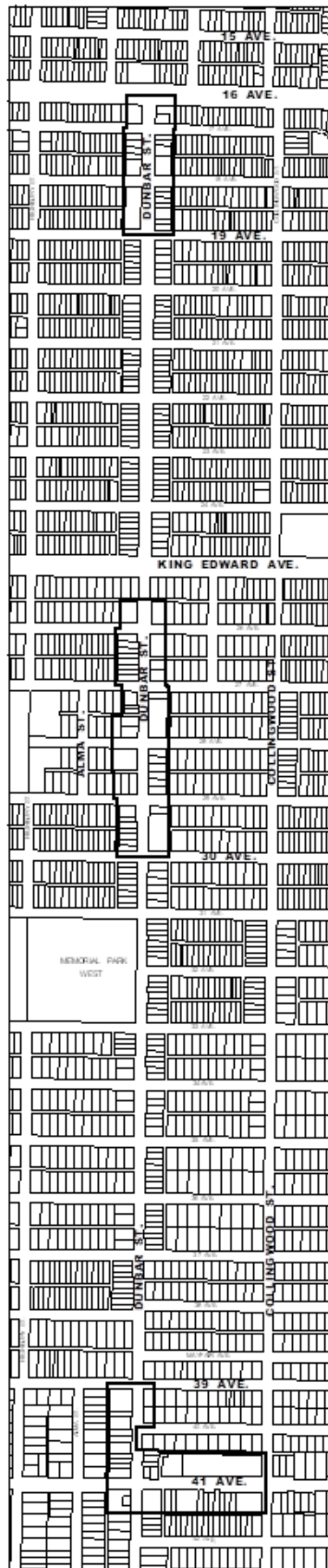
There are no financial implications.

CONCLUSION

The by-laws for two Business Improvement Areas are set to expire on March 31, 2023. 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 both renewal applications be forwarded to Court of Revision.

If Council approves the applications, the year-1 budgets will be reported along with all of the other BIAs' 2023-2024 budget requests.

* * * * *



Dunbar Village B.I.A.



Dunbar Village Business Association	
Budget 2023-2024	
Revenue	
BIA Levy transferred from the City	\$ 155,250
Contingency - Carried over from previous year	\$ 8,000
Sponsorship & Vendor Sales	\$ 3,000
Carryover from previous year	\$ -
Total Revenue	\$ 166,250
Expenses	
Street Beautification	
Banners	\$ 11,500
Flower Basket Program	\$ 14,000
Placemaking - Streetscape & Window Art	\$ 9,000
Seasonal Lighting including Maintenance, Storage, Restoration	\$ 14,500
Street Beautification Total	\$ 49,000
Marketing & Promotion	
Co-op Advertising & Dunbar Life Magazine	\$ 18,500
Graphic Design	\$ 3,000
Communication Materials	\$ 1,000
Part-Time Labour for Events & Special Projects	\$ 5,000
Partnerships & Special Projects	\$ 5,500
Social Media	\$ 10,400
Street Entertainment & Special Events & Promo Items	\$ 26,000
Website Maintenance	\$ 3,000
Marketing & Promotion Total	\$ 72,400
Administration & Member Communication	
Accounting & Audit	\$ 5,000
AGM	\$ 1,000
Dues, Filling Fees & Memberships	\$ 2,200

Board-Related Meetings + Meet & Mingle Events	\$ 1,200
Insurance	\$ 2,650
Management Fees - Part Time	\$ 30,000
Printing, Copying, Postage	\$ 300
Storage Rental	\$ 2,500
Administration & Member Communication Total	\$ 44,850
Total Expenses	\$ 166,250



October 04, 2022

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

Dear Mayor 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 a 3-year term, commencing on April 1st, 2023.

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 most recent 5-year mandate that is coming to a close, the DVBA continued to make beneficial impacts on the successful promotion 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 February 2022, 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 Annual General Meeting on September 29th, 2022, 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



**APPLICATION FOR RENEWAL OF THE
DVBA MANDATE FOR A 3-YEAR TERM FROM APRIL 2023 TO
MARCH 2026**

RENEWAL OUTREACH ACTIVITIES AND MATERIALS

January 2022

- Peter Vaisbord, Program Lead for the BIA Program for the City of Vancouver, reviewed the renewal process with DVBA Executive Director
- DVBA Executive Director reviewed last renewal's materials

February 2022

- DVBA Executive Director reported on her conversation with Peter Vaisbord to the Board of Directors
- Annual member survey sent out to members to take feedback into consideration during strategic planning
- DVBA Executive Director and Board informally discussed need to hold AGM in the Fall again

March 2022

- Renewal process discussed at March DVBA Board meeting where Directors who had experience with renewal led the discussion around creating a renewal strategy
- Board unanimously and strongly felt that a 5-year strategy that included a graduated increase to the levy was not the right time to take to the membership due to the extreme challenges that Dunbar businesses were facing
- Board of Directors planned to complete a strategic planning session to create/update a new 3year plan
- Board passed formal motion at Board Meeting to hold AGM in September again as opposed to June

April 2022

- Board of Directors created Strategic Plan to be shared with membership
- Board decided to move the planned AGM date two weeks later in September to allow more time for outreach to the business community
- DVBA Executive Director confirmed with Peter Vaisbord that the DVBA will be holding their AGM in September
- Save the date for the AGM sent to membership
- Renewal brochure with strategic planning results and plan created to distribute to membership

May 2022

- Draft 2023-2024 Budget posted on DVBA website
- Renewal and AGM discussed at Board Meeting and plan developed to bring out membership to AGM
- Renewal brochure hand delivered to businesses and mailed to rest of membership

June 2022

- Members sent newsletter by email & hand delivery and reminded that the membership would vote on renewal at the AGM
- Face-to-face member engagement during newsletter hand out (to all members) to discuss renewal and gauge support

August 2022

- Draft Financial Statement [ending March 31, 2022], Draft 2021 AGM Minutes, and AGM invitation posted on DVBA website alongside Draft Budget for 2023-2024
- AGM notice and DVBA Membership form and formal 8.5 x 11 AGM invitation mailed and emailed to all members to vote on the BIA renewal for a 3-year mandate
- Renewal outreach column in August News Blast to all members
- Membership survey sent out again via Survey Monkey

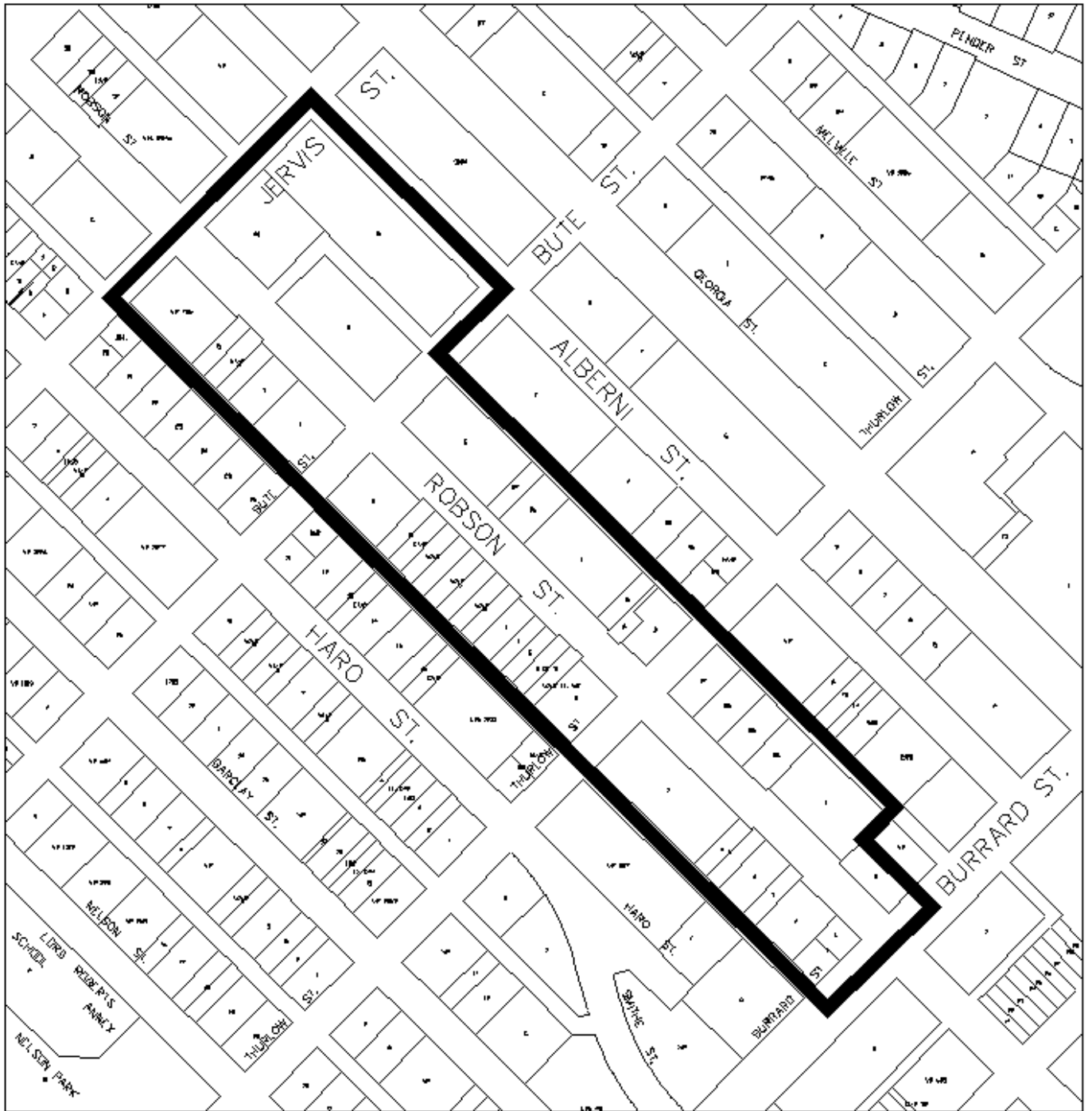
September 2022

- Face-to-face member outreach continued with AGM Notice and Membership Form and an 8.5 x 11 AGM invitation hand delivered to every business notifying them of AGM on September 29, 2022 to vote on renewal motions
- Halloween Posters delivered by hand throughout community with reminder about AGM on September 29th
- Email reminder notification via email regarding upcoming AGM plus wording of proposed motions for renewal
- Board Directors contacted individual businesses in person and phone to remind them of the meeting and the motions
- Executive Director contacted individual businesses in person and by email and phone to remind them of the meeting and the motions
- AGM was held on September 29, 2022. DVBA membership in attendance was largest to date at an AGM and gave unanimous support to the renewal of the DVBA. News to be communicated to all membership in winter Newsletter
- News will also be communicated to the larger community (including businesses) in the Dec issue of Dunbar Life magazine

October 2022

- DVBA President spoke at Dunbar Residents' Association's AGM and Candidates Meeting and presented the outcome of the AGM motions

**Dunbar Village Business Association PO Box 45072, 4326 Dunbar St Vancouver BC V6S 2M8 info@dunbarvillage.ca
www.dunbarvillage.ca @dunbarvillage**



Robson Street B.I.A.



2023-2024 RSBA Draft Budget

Note: 5% levy increase

INCOME	
BIA Levy	\$ 708,859.00
Graffiti Grant	\$25,000.00
Interest	\$ 4,000.00
Total Revenue	\$ 737,859.00

EXPENSES

Administration

Accounting & Legal	\$ 17,000.00
Bank charges	\$ 400.00
Board & committee meetings	\$ 1,800.00
Computer Software & Technology	\$ 3,500.00
Professional Development & Conference	\$ 5,000.00
Equipment	\$ 3,000.00
Insurance	\$ 4,500.00
Membership & dues	\$ 2,000.00
Office supplies	\$ 2,000.00
Parking & transportation	\$ 600.00
Postage & courier	\$ 750.00
Rent	\$ 23,500.00
Telephone/fax/internet	\$ 3,300.00
Wages & benefits	\$ 170,000.00
Sub-Total	\$ 237,350.00

Community Relations

AGM	\$ 3,000.00
Member communications	\$ 3,000.00
Renewal/Member Mixers	\$ 5,000.00
Public Relations	\$ 2,500.00
Advocacy	\$ 2,000.00
Security	\$ 148,000.00
Sub-Total	\$ 163,500.00

Marketing & Promotion

Banners	\$ 14,000.00
Communications/Social media	\$ 60,000.00
Placemaking	\$ 65,000.00
Website maintenance	\$ 5,000.00
Sub-Total	\$ 144,000.00

Street Enhancement

Hanging flower baskets	\$ 25,000.00
Landscaping	\$ 7,500.00
Lighting	
Power	\$ 3,000.00
Holiday lighting	\$ 31,000.00
Tree mini lights	\$ 32,500.00
New Lighting Pilot	\$ 10,000.00
Pedestrian Counting	\$ 2,000.00
Power washing	\$ 28,000.00
Public Art & Graffiti Removal	\$ 20,000.00
Sidewalk cleaning	\$ 24,000.00
Snow removal	\$ 3,000.00
Sub-Total	\$ 186,000.00

Contingency	\$ 7,009.00
Total Budget	\$ 737,859.00

2022-2023 RSBA Approved Budget

Note: 3% levy increase from 2021-2022

INCOME	
BIA Levy	\$ 675,103.82
Interest	\$ 3,000.00
<i>*Unbudgeted \$25,000 Graffiti Grant was also received</i>	
Total Revenue	\$ 678,103.82

EXPENSES

Administration

Accounting & Legal	\$ 8,500.00
Bank charges	\$ 400.00
Board & committee meetings	\$ 1,800.00
Computer & software	\$ 1,700.00
Professional development	\$ 5,000.00
Equipment	\$ 3,000.00
Insurance	\$ 4,500.00
Membership & dues	\$ 2,000.00
Office supplies	\$ 2,000.00
Parking & transportation	\$ 500.00
Postage & courier	\$ 750.00
Rent	\$ 21,500.00
Telephone/fax/internet	\$ 3,300.00
Wages & benefits	\$ 153,000.00
Sub-Total	\$ 207,950.00

Community Relations

AGM	\$ 3,000.00
Member communications	\$ 1,000.00
Renewal/Member Mixers	\$ 5,000.00
Security	\$ 140,000.00
Sub-Total	\$ 149,000.00

Marketing & Promotion

Banners	\$ 14,000.00
Communications/social media	\$ 60,000.00
Placemaking	\$ 67,000.00
Website maintenance	\$ 5,000.00
Sub-Total	\$ 146,000.00

Street Enhancement

Hanging flower baskets	\$ 22,000.00
Landscaping	\$ 7,500.00
Lighting	
Power	\$ 3,000.00
Holiday lighting	\$ 35,000.00
Tree mini lights	\$ 32,500.00
Pedestrian Counting	\$ 1,000.00
Power washing	\$ 28,000.00
Public Art	\$ 7,000.00
Sidewalk cleaning	\$ 24,000.00
Snow removal	\$ 10,000.00
Sub-Total	\$ 170,000.00

Contingency	\$ 5,153.82
Total Budget	\$ 678,103.82



October 6th 2022

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

Dear Mayor 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 1st 2023.

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, placemaking, and advocacy efforts. From special events and street activations to street cleaning programs, decorative banners and lighting, to community building, the RSBA is an integral part of fostering the economic health and vitality of the area.

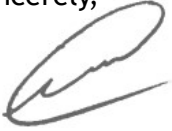
The RSBA began its Renewal at the end of 2021 and we have undertaken a number of outreach activities throughout the past year to inform and engage our membership with respect to the Renewal process. We created a Renewal brochure which was hand delivered to each business along with an explanation of the RSBA, our activities, processes and its membership. The Renewal brochure included a survey which was designed to gain feedback about how each member felt the organization was doing and what we could do to support them better. We also distributed this brochure and survey to members by email many times throughout the spring, and held two in-person information events where members could come and learn more, and give us direct feedback. We had more than 50 responses to our survey!

We used the information collected to inform a strategic review workshop with our Board, which helped us create a new five year strategic plan and five year proposed budget for consideration at the AGM. We again circulated the materials to members and asked them for feedback or suggestions to make it better. The Renewal mandate, including five year summary budget and first year budget were all approved unanimously at our AGM held on September 28th, 2022 with a good show of attendance.

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 would like any more information about the findings of our engagement with members.

Sincerely,

A handwritten signature in black ink, appearing to read 'Muneesh Sharma', written in a cursive style.

Muneesh Sharma
Executive Director
Robson Street Business Association

cc: Peter Vaisbord, BIA Program Coordinator – City of Vancouver



October 6th 2022

Peter Vaisbord - Coordinator, BIA Program
City of Vancouver
453 West 12th Avenue
Vancouver, BC V5Y 1V4

Dear Mr. Vaisbord

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

In late 2021, an ad-hoc committee was formed to discuss the Renewal process and ensure proper member engagement. In early 2022 the membership was officially informed of the upcoming Renewal through several notifications, including our electronic newsletter, and by in-person visits and personal interviews with management from RSBA staff. We distributed a Renewal brochure that included a survey to gain more feedback on RSBA's performance, the value of the RSBA to members, and how we could improve services to better serve them.

We held our first Renewal information session on April 11th at Earls to give members a chance to provide feedback on the survey, the Renewal process, and on RSBA in general. We had more than 50 responses to our survey which is a high return rate for 180 total members. Based on the survey results and other outreach activities, our Board held a strategic review session with strategic planning consultants to create a new five-year strategic plan and five-year proposed budget for the RSBA. This information was then distributed again by email to all members and we held another information session on July 28th at Joe Fortes to welcome more member input. RSBA members were given ample opportunity to provide feedback on the new proposed RSBA Budget and Strategic Plan before both were included in the AGM package of materials sent out ahead of the AGM on September 28th 2022.

Given the unanimous support received from the membership at the September 28th 2022 AGM for the RSBA Five-year Renewal Mandate commencing April 1st 2023, the Five-year Budget Cap of 3,916,894 and the Year-one draft Budget, the RSBA has officially requested that the City of Vancouver move forward with our Renewal Application.

If you have any questions, please do not hesitate to contact me at 604-616-8558.

Sincerely,

Muneesh Sharma

A handwritten signature in black ink, appearing to read "Muneesh Sharma", is written over a light blue horizontal line.

Executive Director
Robson Street Business Association

Vancouver Charter s. 506 / Council Policy

Vancouver Charter Section 506

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

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.

Commercial tenants also receive a notification, and the Initiative generally will not be approved if one-half of the commercial tenants, counted separately from owners, submit objections.