

Bylaw No. 6710

**The Downtown Business Improvement
District Bylaw, 1986**

**Codified to Bylaw No. 9605
(July 29, 2019)**

BYLAW NO. 6710

A Bylaw of The City of Saskatoon to designate an area in the downtown as a business improvement district and to establish a Board of Management thereof.

The Council of the City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Downtown Business Improvement District Bylaw, 1986*.

Purpose

- 1.1. The purpose of this Bylaw is to designate an area of the downtown of the City of Saskatoon as a business improvement district under *The Cities Act*, S.S. 2002, c. C-11.1, s.25, and to establish a board of management for the business improvement district.

Establishment of Business Improvement District

- 1.2. The area comprised of the land described in Schedule "A" and shown in bold outline on the plan in Schedule "B" is designated as the Downtown Business Improvement District (hereinafter called the "District").

Establishment of the Board of Management

2. There is established for the District a Board of Management to be known as the "Board of Management for the Downtown Saskatoon Business Improvement District" (hereinafter called the "Board").

Powers of the Board

3. Subject to any limitations in this Bylaw, the Board may:

- (a) improve, beautify and maintain publicly-owned lands, buildings and structures in the District, in addition to any improvement, beautification or maintenance that is provided at the expense of the city at large;
- (b) acquire, by purchase, lease or otherwise, any land and buildings necessary for its purposes and improve, beautify, maintain or dispose of that land and buildings;
- (c) promote the District as a business or shopping area;
- (d) undertake improvement and maintenance of any land for use as parking and may subsequently dispose of that land by sale, lease, exchange or otherwise for public or private redevelopment for commercial purposes at a price not less than its fair market value; and
- (e) conduct any studies or prepare any designs that may be necessary for the purposes of this section.

Composition of the Board

- 4. The Board is a body corporate and shall consist of persons appointed by resolution of Council. At least one person appointed shall be a member of Council, and the other persons appointed shall be persons who are electors of The City of Saskatoon and who are operators of businesses in the District or who are nominees of corporations which operate businesses in the District.

Term of Office

- 5. (1) Council may by resolution, remove any person appointed to the Board and appoint another person to replace them.
- (2) Unless sooner removed from office, a member of the Board holds office until the first meeting of Council following the next general election after the member is appointed and until a successor is appointed. A Board member is eligible for reappointment upon the expiration of the term of the member's appointment.

Election and Appointment of Officers

6. The Board shall, as soon as possible after its members are appointed, elect a chair and vice-chair and appoint a Secretary-Treasurer, and such other officers as it may deem necessary to properly conduct its business.

Minutes and Records of the Board

7. The Board shall keep proper minutes and records of every meeting of the Board, and shall make these available to all members of the Board and to the City Clerk upon request. The minutes and records of the Board shall be open to inspection by any operator of a business in the District.

Financial Records

8. The Board shall adopt and maintain only banking arrangements and good accounting practices that are acceptable to the treasurer of the Council of Saskatoon and shall keep such books of account and submit such statements from time to time as the said treasurer may require.

Approval of Estimates by Council

9. The Board shall submit to Council for its approval the revenue and expenditure estimates of the Board for the current year by January 15th of that year, in the form prescribed by the Council. The Board shall set out in the estimates:
 - (a) the amounts to be contributed to the Board by Council from monies to be collected from the urban municipality at large;
 - (b) any amounts contributed to the Board by City Council from money collected as payments in lieu of the provision of off-street parking facilities as required by *The Planning and Development Act, 2007* and the Board shall expend those funds for the acquisition, construction, operation or maintenance of parking facilities on land that does not form part of a street;
 - (c) the amounts of grants to be received by the Board from other than municipal sources;
 - (d) the amounts to be received by the Board from the disposal or conveyance of land and buildings.

Levy on Business Operators

10. (1) Council shall authorize a levy to be paid by the operators of businesses in the Business Improvement District, of a uniform rate that Council considers sufficient to raise the amount required for the purposes of the proposed expenditures included in the approved estimates of the Board, less any revenues received by the Board under clauses 9(a) to (d).
- (2) The levy mentioned in subsection (1) is to be based on the assessment of all land and improvements used or intended to be used for business purposes in the Business Improvement District.
- (3) Where only a portion of any land or improvements are used or intended to be used for business purposes, the levy mentioned in subsection (1) shall be based on the assessment of the portion.
- (4) Where any levy payable under this section is payable by a tenant, the landlord is deemed to be The City of Saskatoon's agent for the collection of the amount, and shall promptly pay all amounts collected over to The City of Saskatoon.

Limit of the Board's Expenditures and Indebtedness

11. The Board shall expend only those monies included in the estimates approved by the Council and no member of the Board shall authorize the expenditure of funds not previously approved by Council. No indebtedness extending beyond the current fiscal year shall be incurred by the Board.

Auditor

12. The Board shall appoint an auditor on an annual basis and all books, documents, records of transactions, minutes and accounts of the Board shall, at all times, be opened for the auditor's inspection.

Fiscal Year and Annual Report of the Board

13. (1) The fiscal year of the Board shall be the calendar year.

- (2) On or before April 30 in each year, the Board shall submit its annual report for the preceding year to City Council with a balance sheet and revenue and expenditure statements in a standardized form, as set out in Schedule "C" to this Bylaw, together with a complete audited and certified financial statement.
- (3) Notwithstanding subsection (2), the Board may, at its discretion, submit a review engagement if its annual revenue for the preceding year was less than \$250,000.00.

Insurance

14. The City of Saskatoon shall provide commercial general liability insurance against third party liability and third party property damage in respect of the activities of the Board.

Parking Facilities

15. No land acquired by the Board and used for parking shall be sold, leased or disposed of unless the Board uses the proceeds to acquire land which provides parking facilities in an amount equal to those on the land disposed of.
16. This Bylaw shall come into force and take effect upon the day of the final passing thereof.

Read a first time this 10th day of March, A.D. 1986.
Read a second time this 2nd day of June, A.D. 1986.
Read a third time and passed this 2nd day of June, A.D. 1986.

"C. Wright"
Mayor

"J. Kolynchuk" "SEAL"
City Clerk

Schedule “A”

The area of land designated as The Saskatoon Downtown Business Improvement District is contained within the boundaries described as follows:

Commencing at the centre of the intersection of 25th Street East and Spadina Crescent East, then in a north westerly direction along the centre line of 25th Street East to the intersection of 25th Street East and 1st Avenue North; then continuing on 25th Street East in a south westerly direction to the centre of the intersection of 25th Street East and Idylwyld Drive North, then southerly along the centre line of Idylwyld Drive to the south boundary of 19th Street West, then easterly along the centre line of 19th Street West to the intersection of 19th Street West and 3rd Avenue South, then southerly along the centre line of 3rd Avenue South to the west bank of the South Saskatchewan River, then along the riverbank in an easterly and northerly direction to a point in line with the centre of 25th Street East, then in a straight line to the point of commencement.

Schedule "B"



Schedule "C"

Standardized Financial Statement Template

[Business Improvement District Name]

Statement of Financial Position

December 31, XXXX

	<u>[Current Year]</u>	<u>[Previous Year]</u>
Assets		
Current Assets		
Cash and Cash Equivalents	-	-
Accounts Receivable	-	-
Prepaid Expenses	-	-
Other	-	-
	-	-
Long-Term Investments	-	-
Capital Assets	-	-
	-	-
	-	-
Liabilities		
Current Liabilities		
Accounts Payable and Accrued Liabilities	-	-
Deferred Revenue	-	-
Other	-	-
	-	-
Long-Term Debt	-	-
	-	-
	-	-
Net Assets		
General Fund	-	-
Internally Restricted Fund	-	-
Externally Restricted Fund	-	-
	-	-
	-	-

[Business Improvement District Name]
Statement of Changes in Net Assets
December 31, XXXX

	General Fund	Internally Restricted Fund	Externally Restricted Fund	[Current Year]	[Previous Year]
Net Assets, Beginning of Year	-	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	-	-	-
Net Assets, End of Year	-	-	-	-	-

[Business Improvement District Name]**Statement of Operations**

December 31, XXXX

	<u>[Current Year]</u>	<u>[Previous Year]</u>
Revenues		
Business Tax Levy	-	-
Grants	-	-
Events	-	-
Investment Income	-	-
Other	-	-
	<hr/>	<hr/>
Total Revenues	-	-
Expenditures (sort alphabetically)		
Advertising and Promotion	-	-
Amortization	-	-
Bank Charges and Interest	-	-
Bad Debts	-	-
Board Meetings	-	-
Continuing Education	-	-
Insurance	-	-
Memberships and Dues	-	-
Office Expenses	-	-
Professional Fees	-	-
Rent	-	-
Repairs and Maintenance	-	-
Telephone	-	-
Utilities	-	-
Wages and Salaries	-	-
	<hr/>	<hr/>
Total Expenditures	-	-
Excess (Deficiency) of Revenue over Expenditures before Other Items	-	-
Other Item(s)	-	-
	<hr/>	<hr/>
Excess (Deficiency) of Revenue over Expenditures	-	-
	<hr/>	<hr/>

Business Improvement District Name
Statement of Cash Flows
December 31, XXXX

	[Current Year]	[Previous Year]
Cash Provided By (used for) the Following Activities		
Operating:		
Excess (deficiency) of Revenue Over Expenditures	-	-
Amortization	-	-
Loss (gain) on Disposal of Tangible Capital Assets	-	-
Other	-	-
	-	-
Changes in Assets/Liabilities:		
Accounts Receivable	-	-
Prepaid Expenses	-	-
Other	-	-
Accounts Payable and Accrued Liabilities	-	-
Deferred Revenue	-	-
Other	-	-
	-	-
Cash Provided by Operating Activities	-	-
Capital:		
Acquisition of Capital Assets	-	-
Proceeds From the Disposal of Capital Assets	-	-
Other Capital	-	-
	-	-
Cash Provided by (applied to) Capital Transactions	-	-
Investing:		
Long-Term Investments	-	-
Other Investments	-	-
	-	-
Cash Provided by (Applied to) Investing Transactions	-	-
Financing:		
Long-Term Debt Issues	-	-
Long-Term Debt Repaid	-	-
Other Financing	-	-
	-	-
Cash Provided by (Applied to) Financing Transactions	-	-
Change in Cash And Temporary Investments During the Year	-	-
Cash and Temporary Investments - Beginning of Year	-	-
Cash and Temporary Investments - End of Year	-	-

[Business Improvement District Name]
Note to the Financial Statements
December 31, XXXX

- Note 1 Nature of Operations
- Note 2 Significant Accounting Policies
- Note 3 Long-Term Investments
- Note 4 Capital Assets
- Note 5 Long-Term Debt
- Note 6 Others (if required)
- Note 7 Commitments
- Note 8 Economic Dependence
- Note 9 Financial Instruments
- Note 10 Comparative Figures