



REPORT TO MAYOR AND COUNCIL

PRESENTED:	DECEMBER 2, 2019 - REGULAR AFTERNOON MEETING	REPORT:	19-179
FROM:	CORPORATE ADMINISTRATION DIVISION	FILE:	6750-01
SUBJECT:	FORT LANGLEY BIA RENEWAL		

RECOMMENDATIONS:

That Council require the Fort Langley BIA Renewal to follow an assent petition of support process for all levied businesses within the business improvement area; and if certified as sufficient, is endorsed by Council through the establishment of a Bylaw;

That Council require the Fort Langley BIA to include Kwantlen First Nation businesses within Fort Langley area as business association members through an annual, non-levied monetary contribution from the Seyem' Qwantlen Business Group for the term of the Bylaw;

That Council require the Fort Langley BIA to remit an annual performance report and financial statements prior to March 31 each year to the Township and for transparency, to all businesses levied;

That Council require the Fort Langley BIA to ensure levied businesses are better aware of opportunity(ies) to be nominated and elected to the FLBIA's Board of Directors; and further

That Council appoint a Township staff member to sit on the Fort Langley BIA Board of Directors, in ex-officio capacity, as a liaison for businesses in the levied business improvement area of Fort Langley.

EXECUTIVE SUMMARY:

The Fort Langley Business Improvement Association (FLBIA) was first established, through an informal assent petition of support process in 1997. Since then, the BIA has sought renewal in 2002, 2007, 2012, and 2017, through a registered opposition ('petition against') process.

In each of the prior FLBIA renewals, the 'petition against' process was applied where businesses within the business improvement area were notified in writing of the renewal and were provided with the opportunity to register their opposition, should they so choose, by a given date. The public notice was also advertised in local newspapers.

The current business improvement levy for the FLBIA ended in April 2019, with the work term to be fulfilled prior to December 31, 2019. Accordingly, the FLBIA requires levy renewal in order to continue its work using business levy funding. On August 29, staff received a request application from the BIA via email for a "Request for Business Improvement Area" to commence the renewal process for the period 2020 to 2022 seeking levy funding totaling \$390,050 over the three-year period to 'encourage business in one or more business improvement areas'.

PURPOSE:

The purpose of this report is to inform Council of the Fort Langley Business Improvement Association's renewal request application seeking levy funding totalling \$390,050 over period 2020-2022 to 'encourage business in one or more business improvement areas', and to consider staff recommendations accordingly.

BACKGROUND/HISTORY:

A BIA is a Council-endorsed entity wherein industrial and/or commercial property owners in a designated area benefit from activities and programs to improve business viability, promote and beautify the designated area, and to stimulate the local economy through the use of a special charge levied on each industrial and/or commercial property within the designated area. A BIA is to provide an organized structure and administers levied funds to enable these outcomes.

The Fort Langley Business Improvement Association (FLBIA) was first established, through an informal assent petition of support process in 1997. Since then, the BIA has sought renewal in 2002, 2007, 2012, and 2017, through a registered opposition ('petition against') process.

Authority to establish a BIA is contained in Part 7, Division 5 – Local Service Taxes, Sections 210 through 219 of the Community Charter. Therein, Article 210 (2) identifies only two (2) services that may be provided as a local area service of which business improvement area is one. Article 211 identifies the requirements for establishing a local area service which includes (a) petition, (b) petition against, and (c) Council initiative. Article 212 (3) identifies how sufficiency is calculated, and specifically that (a) the petition must be signed by the owners of at least 50% of the parcels that would be subject to the local service tax, and (b) the persons signing must be the owners of the parcels that in total, represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax. Within Division 5, Article 215 states that a 'business improvement area' means the local service area for a service and outlines what can be fulfilled as business promotion schemes.

The Township's Policy 05-007 "Local Area Services and Business Improvement Area Services" governs municipal administration of same. Policy Article 5.2 identifies that a local area service may be initiated by petition or by Council. Policy Articles 5.3 through 5.11 identifies how the petition process is to be conducted. As a matter of process, the Township's Engineering Division, which administers Policy 05-007 for all petitions for Local Area Services, follows an assent petition of support process. Policy Article 5.12 identifies that Council may propose to undertake a local area service (but not a business improve area service) on its own initiative, including actions that are to be taken. Policy Article 6.1 identifies that a business improvement area service is a type of local area service.

The current Fort Langley Business Improvement Area Bylaw 2017 No. 5272 came to term in April 2019 with the work term to be fulfilled prior to December 31, 2019. Accordingly, the FLBIA requires levy renewal in order to continue its work that leverages business levy funding. Separately, the FLBIA's membership with the BC BIA expires December 2019 for which renewal will equally be required.

On August 29, 2019, staff received a request application from the FLBIA via email for a "Request for Business Improvement Area" as per Township Policy No. 05-007 to commence the renewal of the business improvement area service in the identified business core area of Fort Langley for the period 2020 to 2022 (ATTACHMENT A). In its application, the FLBIA identifies that it is seeking levy funding totaling \$390,050 over the three-year period to 'encourage business in one or more business improvement areas'.

On September 6, 2019 staff requested that the FLBIA remit a detailed business plan to accompany their request application, along with any recent surveys it had conducted with levied businesses. On September 26, a seven-page business plan, membership survey results and audited financial statements were remitted (ATTACHMENT B). The included audited financial statement for 2018, as conducted by Grant Thornton LLP, shows FLBIA in a financial deficit in each of 2018 and 2017.

As previously noted, in each of its prior levy renewal requests, the process of registered opposition ('petition against') was applied where businesses within the business improvement area were notified in writing of the renewal and were provided with the opportunity to register their opposition, should they so choose, by a given date. A public notice was also advertised in local newspapers.

During the 2017 to 2019 levy term of the FLBIA, some levied businesses expressed concerns to staff about the perceived value that the FLBIA was providing. In September, staff received written requests seeking (i) a petition process for the FLBIA renewal, and (ii) that a Township staff member be appointed to FLBIA Board of Directors (see ATTACHMENT C). As the last time that an assent petition of support process was conducted for the FLBIA was in 1997, it is staff's recommendation that an assent petition of support be conducted for the 2020-2022 renewal to align with the Township's practice of Policy 05-007 "Local Area Services and Business Improve Area Services".

In September, the Seyem' Qwantlen Business Group expressed interest in becoming a member of the FLBIA. Township staff contacted federal Crown-Indigenous Relations regarding the viability of this consideration and advised that Seyem Qwantlen businesses could be included in the business improvement area; however, responsibility for levy payment would need to be addressed. As Kwantlen First Nations properties are registered as net-zero levied properties, frontage of comparable levied properties has been used by Township staff to calculate a proposed non-levied annual contribution by Seyem' Qwantlen Business Group for their business properties within the Fort Langley business improvement area. On October 25, 2019, the Seyem' Qwantlen Business Group confirmed their interest in becoming members of the FLBIA through this non-levied annual contribution stream, and for the term of the proposed Bylaw.

To help ensure transparency and accountability to levied businesses, staff are making three (3) recommendations:

1. That the FLBIA remit an annual performance report and financial statements prior to March 31 each year; and
2. That the FLBIA ensure levied businesses are aware of opportunity(ies) to be nominated and elected to the FLBIA's Board of Directors; and
3. That Council appoint a Township staff member to sit on the Fort Langley BIA Board of Directors, in ex-officio capacity, as a liaison for businesses in the levied business improvement area of Fort Langley

DISCUSSION/ANALYSIS:

The original request from the Fort Langley Business Improvement Association (FLBIA), dated August 15, 2019 and received on August 29, 2019, identifies that it plans to focus on "encouraging business in one or more business improvement areas". In its request, it proposes the following annual budget.

Year	Annual Budget
2020	\$ 127,450
2021	\$ 130,000
2022	\$ <u>132,600</u>
Total	\$ 390,050

At staff's request on September 17, a more detailed business plan was requested and subsequently received from the FLBIA on September 26, 2019.

As some businesses have expressed concern about the perceived value that the FLBIA was providing. Furthermore, as FLBIA has shown a financial deficit in each of 2018 and 2017, the following process would be utilized for the 2020-2022 renewal process, should Council so approve:

- Prior to December 15, 2019, the Township would advise each affected Class 5 and 6 business within the business improvement area of Fort Langley in writing that the FLBIA is seeking renewal and that Council has required that the renewal follow an 'assent petition' of support process to be conducted in January 2020.
- By January 17, 2020, the Township would be in receipt of provincial tax assessment information for use to calculate proposed business improvement area levies per affected property.
- By January 24, 2020, the Township would notify each affected Class 5 and 6 business within the business improvement area of Fort Langley of its estimated annual levy. The notification package, similar to that of a Local Area Service notification package, would include a covering letter with instructions, estimated levy to each parcel, map of business improvement area boundary and membership inclusion of Seyem' Qwantlen businesses in Fort Langley, assent petition of support sheet, and pre-paid and pre-addressed return envelope. In addition, a public notification regarding the above would be published through newspaper ads on the 'Township Page' in all local newspapers, as well as being posted on the Township's website.
- Each notification recipient would be required to mail back their signed assent petition of support sheet to the Township thirty (30) days after the notice is given. Where a property has more than one owner, the assent petition of support sheet must be signed by more than fifty percent (50%) of the owners.
- In early March 2020, Township would review petition sufficiency for potential certification/endorsement. If more than 50% of the affected Class 5 and 6 business, coupled with more than 50% of assessed value of land and improvements of businesses in business improvement area, register their assent / support, then sufficiency can be established in the form of a FLBIA Bylaw, pending endorsement by Council, after which levy would be assessed in April 2020 and annually thereafter for the period 2020-2022.
- Following the approval of a FLBIA Bylaw, the Township would facilitate a process for the Seyem' Qwantlen Business Group to make an annual non-levy contribution to the FLBIA for its businesses within Fort Langley, in order to become members of the FLBIA.

Financial Implications:

As the levy is assessed to all affected Class 5 and 6 businesses within the business improvement area of Fort Langley, and as the Seyem' Qwantlen Business Group would make an annual non-levied monetary contribution for membership inclusion, there will be no financial implication to the Township, should Council approve the staff recommendations contained in this report.

Respectfully submitted,

Val Gafka
SENIOR MANAGER, ECONOMIC INVESTMENT AND DEVELOPMENT

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	Name
Corporate Administration Division	Steve Scheepmaker
Finance Division	Karen Sinclair

ATTACHMENT A: Fort Langley Business Improvement Society Renewal Request 2020-2022

ATTACHMENT B: Fort Langley Business Improvement Society Business Plan 2019

ATTACHMENT C: Written correspondence from Fort Langley BIA-levied business owners



Fort Langley Business Improvement Association
Box 198, Fort Langley, B.C. V1M 2R5
fortlangley.com

August 26, 2019

Township of Langley
20448 65th Avenue
Langley, BC

RE: FORT LANGLEY BUSINESS IMPROVEMENT RENEWAL REQUEST 2020-2022

To Whom It May Concern,

The Fort Langley Business Improvement Association would like to proceed with a renewal bylaw for the attached Business Improvement Area boundary, with a three (3) year renewal term from 2020-2022, with the proposed following levy amounts:

2020: \$127,450
2021: \$130,000
2022: \$132,600

I have attached the requested Request for Business Improvement Area Service form to formally initiate the process.

Sincerely,

A handwritten signature in black ink that reads "Lisa Smit". The signature is written in a cursive, flowing style.

Lisa Smit
President | Fort Langley BIA
604-762-4325
info@fortlangley.com
www.fortlangley.com



REQUEST FOR BUSINESS IMPROVEMENT AREA SERVICE

Date: August 15, 2019

Name of

Organization: Fort Langley Business Improvement Association

Address: PO Box 198, Fort Langley, BC, V1M 2R5

Telephone #: 604-762-4325

E-mail: info@fortlangley.com

What type of business improvement scheme is your organization planning to implement?

- ☐ Carrying out studies or making reports respecting one or more areas in the Township of Langley where business or commerce is carried on
- ☐ Improving, beautifying or maintaining streets, sidewalks or Township-owned land, buildings or other structures in one or more business improvement areas
- ☐ The removal of graffiti from buildings and other structures in one or more business improvement areas
- ☐ Conserving heritage property in one or more business improvement areas
- ☒ Encouraging business in one or more business improvement areas

If the type of business promotion scheme your organization is planning to implement is not listed above, please describe it below:

How much money will the implementation of this business promotion scheme cost?

\$ 125,000 (minimum) to \$ 133,000 (maximum)

Please provide a detailed breakdown of the costs of this business promotion scheme.

See attached proposed budget.

How much money is your organization requesting from the Township to implement this business promotion scheme as a business improvement area service?

\$ 125,000 (minimum) to \$ 133,000 (maximum)

Where in the Township of Langley would you like this business improvement area service to be provided?

Fort Langley Business Improvement Area as established by Bylaw 2012 No. 4904

Why are you requesting this business improvement area service?

To continue existing efforts to allow the Business Community in Fort Langley to thrive.

Is there any other information the Township should know?

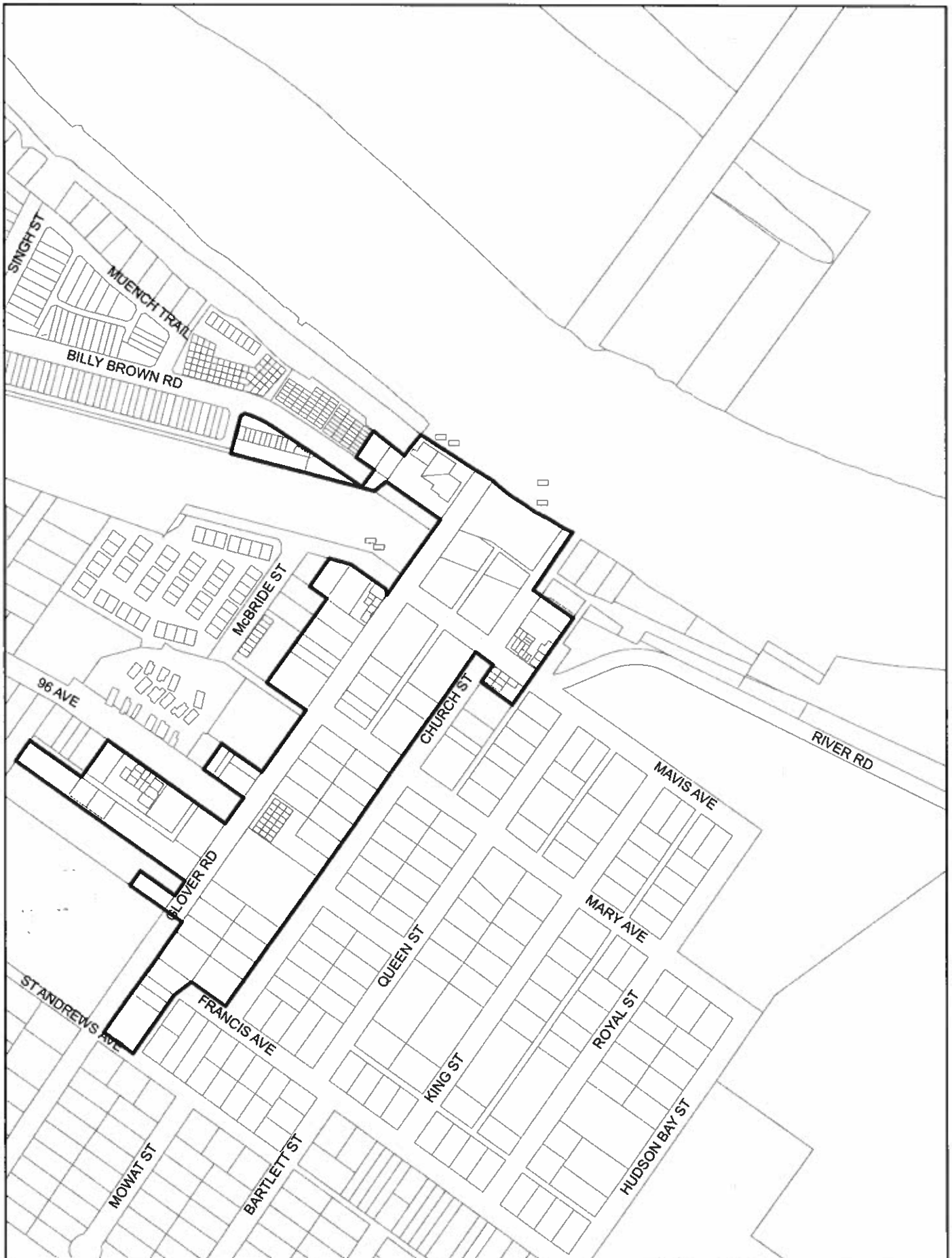
Three year proposed renewal; 2020: \$127,450; 2021: \$130,000; 2022: \$132,600

Any personal information collected on this form will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 and its associated regulations. Enquiries, questions, or concerns regarding the collection, use, disclosure or safeguarding of personal information associated with this form may be directed to the Supervisor, Information, Privacy and Records Management, 20338 – 65 Avenue, Langley, BC, V2Y 3J2 (604-533-6101).

FORT LANGLEY BIA
Operating Budget

For the Years Ended 31 December 2020, 2021 & 2022

	Proposed 2020	Proposed 2021	Proposed 2022
Operating Revenue			
Business Improvement Annual Levy	127,450.00	130,000.00	132,600.00
Grants and sponsorships	3,000.00	3,000.00	3,000.00
Other income	1,200.00	1,200.00	1,200.00
Interest Income	640.00	640.00	640.00
Total Revenues	132,290.00	134,840.00	137,440.00
Operating Expenditures			
Advertising & Promotion	20,000.00	20,148.80	20,789.65
Bank Service Charges	210.00	103.00	103.00
Banners & Signage	-	-	-
Cranberry Festival	1,700.00	2,000.00	2,000.00
Donations & Sponsorships	11,500.00	11,500.00	11,500.00
Event costs	21,510.00	21,940.20	22,379.00
Insurance	1,950.00	2,047.50	2,149.88
Office and board expenses	3,130.00	3,286.50	3,450.83
Photography	1,500.00	1,575.00	1,653.75
Professional Fees	5,745.00	6,032.25	6,333.86
Rent	8,190.00	9,009.00	9,909.90
Salary - ED	45,000.00	47,250.00	49,612.50
Social Media	6,600.00	6,930.00	7,276.50
Tent Service Charges	255.00	267.75	281.14
Capital Expenditures	5,000.00	2,750.00	-
Total Expenditures	132,290.00	134,840.00	137,440.00
Net revenue over expenditures	-	-	-





**FORT LANGLEY BUSINESS IMPROVEMENT SOCIETY
BUSINESS PLAN
2019**

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I. INTRODUCTION:

Executive Summary

The Fort Langley Business Improvement Society was Incorporated in 1997 after successfully petitioning commercial property owners. The purpose of the Society is to create, promote, and enhance a vital downtown business core in Fort Langley without compromising the historical character and atmosphere of the Village. The directors of the society are responsible for carrying out the mandate of the society on behalf of the members by beautifying Fort Langley, promoting business generally, and collecting information on the local economy. Using the funds from the levy and from other sources we are able to develop, like grants and sponsorships, we have paid for picnic tables, tents and funded events in the business improvement area (the Area). We have helped beautify the commercial core through historical pictures, banners and pushed for conversion to underground wiring. We constantly market Fort Langley as a place to shop, share and discover through Social Media campaigns and through traditional marketing methods.

Origins of a Business Improvement Area

A Business Improvement Area is a local area service petitioned for by the commercial property owners in a defined geographical area. The business and property owners of Fort Langley had an initial information meeting where some representatives from the Mount Pleasant BIA who touted the benefits of having a BIA. Following this meeting The Fort Langley BIA was incorporated as a non-profit Society in August of 1997. Diane Morrison, the long standing proprietor of Wendels, was among the first proponents and first directors of the Fort Langley BIA and has been a staunch supporter throughout its existence. Another long time director, supporter and keen volunteer is Jim Dyck who ran the former hardware store. Jim holds the title of honorary lifetime member because of his long time service to the organization.

For years the FLBIA also had to rely on people from organizations and businesses that were associate members rather than full members to help run the association. Associate members included people like our former BIA President John Aldag from the National Historic Site. We no longer have associate members, but we still have good relationships with outside bodies like the National Historic Site, Cedar Rim Nursery and other nearby businesses.

The FL BIA (the Association) was incorporated under the old Society Act, a statute which was first passed in 1974. A new statute called the Societies Act was passed in 2015 and proclaimed in 2016 bringing with it significant changes to way societies could organize, what records they should keep, Annual General Meeting requirements and reporting requirements. All existing societies were required to file changes to their organizations to transition to the new statute by November of 2018. Most societies had to amend or rewrite their bylaws to comply with the new Act. The FLBIA was already undergoing a bylaw review process when the new Act was proclaimed.

Our new bylaws, which took us years to perfect, were ratified at an extraordinary general meeting (now called "Special General Meeting" in the new Societies Act) in March of 2018.

II. WHO WE ARE

Our Brand

A few years ago we went through a professional branding process the result of which is our current brand "Somewhere Different". We have an associated font, a cranberry colour and "a style" with the brand that we have been working hard to use consistently in our promotional material. We also have a large tent with the logo and our colour that is available to members and other organizations for a fixed cost . The fee partly covers the set up and take down of the tent that we must pay to a third party every time the tent is supplied.

Mission Statement:

The Fort Langley Business Improvement Society works to promote the commercial core of Fort Langley, to strengthen the community's economy, and to build a sustainable future.

Vision:

Our vision is that Fort Langley will be the model of a complete community that is vibrant, unique, economically successful and environmentally responsible.

Values:

- Accountability: being responsible to ourselves, each other and the organization, recognizing the importance of informing and engaging the members about the work of the Association, and being honest and transparent in all that the organization does
- Respect: Acknowledging each other's value and contribution, respecting each others differences and being open to new ideas and partnerships
- Teamwork: Working together cooperatively towards a common goal and being willing to make informed decisions, even if they are not popular decisions
- Stewardship: Being a good steward of our members' resources, acknowledging that we share our environment with the residential community, and contributing our part to fight climate change to work towards a sustainable future

III. ASSETS

People:

1. Board of Directors:

The Board is a body of dedicated members who volunteer their time. Directors each have their own businesses to run in addition to the time they spend working on behalf of the members of the society.

Currently the Board is made up of 7 individuals who each bring with them a wealth of skills and experience developed in their own fields. Copies of their biographies can be found in **Appendix A**.

Much of the work of the Board is distributed to its sub-committees and to the executive roles of the organization. The President, Treasurer and Secretary direct the day-to-day operation of the Society especially while the search for the Administrative Coordinator is underway. The Directors head up the following sub-committees: Christmas Committee, Hiring Committee, Strategic Planning Committee, Renewal Committee, Policy Committee, Social Media Committee and the Cranberry Festival Committee.

Obviously once certain tasks are completed, some of the committees will morph into other roles. For example, the Hiring Committee will likely become the Human Resources Committee once the Administrative Coordinator is hired.

We plan to establish at least two other committees in the future: A Marketing and Promotion Committee to develop additional programs and events to promote Fort Langley to the buying public and the Beautification and Infrastructure Committee to start to plan for items that enhance the visual field of Fort Langley and encourage repeat visits to the commercial core.

2. Administrative Coordinator - Part Time - Paid position - unfilled

We are currently in the process of hiring a part-time Administrative Coordinator to manage the office, attend to the bookkeeping, communicate with our members, and schedule and attend Board of Directors' meetings. A copy of the job description is available in **Appendix B**.

3. Summer Student / Social Media Manager - paid contract position

We were fortunate to be able to hire through the Summer Canada Jobs program a 4th year business student from Trinity Western University who acted as our marketing intern over the summer. She designed and administered the Visitor's Survey (for report see **Appendix C**). She has helped us improve and update the website and she has taken over the task of social media marketing, answering to the director of the Social Media Sub-committee. We have continued her contract beyond the Summer Jobs program because her education and her skills have proven to be invaluable to the FLBIA. We have continued her contract beyond the Summer Jobs program and continues to administer a social media program under the direction of the Social Media Sub-Committee. We hope to continue to be a recipient of the Canada Summer Jobs program grant in the future.

4. Cranberry Festival Event Coordinator - paid contract position

This year's Cranberry Festival is being managed by White Giraffe Events. It will be determined by the Directors after this year's festival whether the FLBIA will outsource the running of the festival to an independent event contractor, or will add the job of running the event to the role of the Administrative Coordinator.

5. Photographer: paid contract position

We will continue to pay a photographer to take photos of events such as the Cranberry Festival, but also for promotional photos of our members in their places of business which will be featured on our Facebook page and other social media platforms.

Furniture, Equipment, Technology and Intangibles:

The FLBIA rents an office within the Business Improvement Area and is utilizing borrowed office furniture and a filing cabinet. The Society owns a 2 year old laptop computer and a printer and has a dedicated cell phone.

The Society owns certain heritage photos which are affixed to the outside of some of the vacant properties within the area. They have an expected life of two years and will soon be reaching that best before date. We currently do not have funds dedicated to replace them and when they become unsightly they will have to be removed.

The FLBIA intends to expand its banner inventory now that the permanent lamp posts will be installed in Fort Langley. The Township of Langley provides a grant towards the purchase of Banners in the business improvement area; since the dimensions of the banner mounts will change with the new lampposts it means we will have to rebuild our inventory. We plan to display throughout the year Fort Langley banners consistent with our branding and to rotate them with seasonally-themed ones when appropriate. We hope to continue to build this inventory by being the recipients of Township of Langley Banner Grants in the future.

In addition the FLBIA owns and operates have a website <https://www.fortlangley.com/> and the following social media accounts: Fort Langley Facebook Page and @fortlangley

It also owns the Cranberry Festival website <https://www.fortlangleycranberryfestival.com> and associated social media accounts on Facebook and Instagram.

The FLBIA is a member of the BC BIA and the membership in the organization will expire in December. We would like to continue to benefit from the knowledge base of the organization and will be renewing our membership

IV. ANNUAL OPERATIONAL COSTS

Wages and benefits	\$45,000.00
Office Rent	\$8,190.00
Office/Board Supplies	\$3,130.00
Professional Services:	\$5745.00
Insurance:	\$1,950.00
Service Charges	\$210.00
Total:	\$64,225.00

V. PROGRAMS & PROGRAM COSTS

Programs/ sponsorships:

We have and will continue to provide funds to the Remembrance Day Ceremonies and the May Day Parade which we view as part of our obligation to our community. We expect to continue to fund these two community events at \$1,000.00 per event barring any unforeseen circumstances.

We have and will continue to provide support and sponsorship (financial and/or in kind) to the Jazz Festival. We have and will continue to provide support and sponsorship for Art Fort Langley (financial and/or in kind). We will provide social media and advertising support to these and other events occurring in Fort Langley.

We will entertain further grants to community lead projects through an application process, dependant upon available funds. We see community events held in the downtown core as potentially benefiting the local economy and therefore our members. A copy of the Sponsorship Policy can be found in **Appendix D**.

Events:

Cranberry Festival

Our preeminent event is the Fort Langley Cranberry Festival. This event has been in successful operation since 1995 when a small group of community-minded residents formed a committee to honor the little red berry's history in the village. After a few years, the Fort Langley Business Improvement Association (FLBIA) was asked to assume the festival organization to take the celebration to the next level. This family-friendly festival always takes place on the Saturday before Thanksgiving, and is a great lead-in to the Thanksgiving weekend that draws people from across Langley, the Fraser Valley, Metro Vancouver and tourists visiting BC. The 23rd Annual Cranberry Festival in 2018 was a resounding success with approximately 70,000 attendees, 16 food trucks and over 85 vendors. Its appeal is broad-based and the festival continues to grow in size. The Cranberry Festival is a community-building and village-promoting event and not a fundraiser; the goal of the festival is to draw residents of the Township, residents of the greater Vancouver metropolitan area and tourists to Fort Langley. The estimated revenues and expenditures for the event are \$52,000.

Christmas

The FLBIA has for the past three years undertaken a program of coordinated window painting throughout the business improvement area. We will continue this program through winter 2019, but should power be available on light standards to install Christmas lights we will examine the feasibility of renting and installing Christmas lights and decorations for the 2020 season. It is unlikely that we will purchase such items because of our lack of storage capacity for large items. In any case, the budget for Christmas to either provide window painting or the Christmas lights will remain stable.

Member Relations - Continuing Programs

The FLBIA helps to promote its members on social media through Instagram and Facebook features. This has involved obtaining photos and member profiles and posting them on Facebook. We have approximately 135 members though not all members want to be featured on our social media platforms. We reach approximately 32,000 people through our social media networks. This work is on-going.

Within the last two years our Executive Director established a member social (approximately 3 times per year) which are networking events hosted at various member venues. We have had positive comments from attendees. We note that the recent Member Survey did not identify member networking as a high priority with the responding members and we will continue to evaluate its efficacy. For now we are continuing this program based on the positive response of the 40+ attendees on average.

In addition to emails to our members we have also provided a quarterly newsletter. We plan on maintaining this means of contact depending upon the ability of the Administrative Coordinator to devote time to the endeavor. We also hope to continue to administer Member Surveys to help continue to hear the direction the membership wishes the BIA to follow and where they would like us to concentrate our efforts. The 2019 Membership Survey report is found in **Appendix E**

Advertising and Promotion

We have always seen the value of marketing Fort Langley as a premier place to shop, dine, and explore. Our branding has been to promote Fort Langley as "Somewhere Different". Our advertising continues to build our brand and expand awareness of what Fort Langley has to offer. We advertise Fort Langley through extensive social media marketing methods, through print banners and posters, and through radio advertisements. We also help promote Fort Langley by partnering with other community events through providing gift baskets, branded tent use and volunteer man hours.

We are hoping to develop a comprehensive marketing strategy for the FLBIA and are working with Trinity Western University Students to build this document in a cost effective way.

Program Costs¹

Advertising & Promotion	\$20,000.00
Social Media	\$6,600.00
Events / Christmas	\$23,210.00
Sponsorship	\$11,500.00
Member Relations	\$1,500.00
Tent Service Charges	\$225.00
Total:	\$63,035.00

¹ For full 2018 Financial Statements provided by GrantThornton see **Appendix F**

VI. RENEWAL REQUEST

The Fort Langley Business Improvement Association would like to proceed with a renewal bylaw for the Business Improvement Area boundary, with a three (3) year renewal term from 2020-2022, with the proposed following levy amounts:

2020: \$127,450

2021: \$130,000

2022: \$132,600

These amounts will help the Fort Langley Business Improvement Association continue its work for Fort Langley. We have heard from a number of businesses that there is a lack of desire to further increase the levy amounts beyond the cost of inflation.

As a result from our Membership Survey, we understand that the membership would like to see the FLBIA increase its work in maintaining and improving the streetscape and increasing our effort in marketing. We will work within the proposed budgets to meet these requests. It is clear that members would also like us to continue working with the Township of Langley to have the truck route moved outside of the commercial core of Fort Langley and to find workable solutions to the constant parking frustrations our members are experiencing.

**FORT
LANGLEY**

**FLBIA
MEMBERSHIP
SURVEY**

June 2019

Q1. Are you a business owner or a property owner?

Business Owner	31	66.0%
Property Owner	2	4.3%
Both	14	29.8%
Total	47	

Q2. What type of business do you operate?

Retail Store	13	27.7%
Restaurant/Café	5	10.6%
Professional Service	15	31.9%
Personal Service	2	4.3%
Health Service	6	12.8%
Other	6	12.8%
Total	47	

Other Answers: Art Gallery, Property Owner Only, Property Owner-Rental, Art Studio & Gallery, Retail & Restaurant, Corporate Office

- Underrepresented population of Restaurants and Personal Services

Q3. How many people does your business employ?

Full Time	260	Avg: 6
Part Time	202	Avg: 5

Q4. How long have you been a business owner/property owner?

Less than 1 year	2	4.3%
1 to 3 years	7	14.9%
3 to 5 years	6	12.8%
5 to 10 years	14	29.8%
10+ years	18	38.3%
Total	47	

- Increased response from long time owners or owners are largely longstanding?

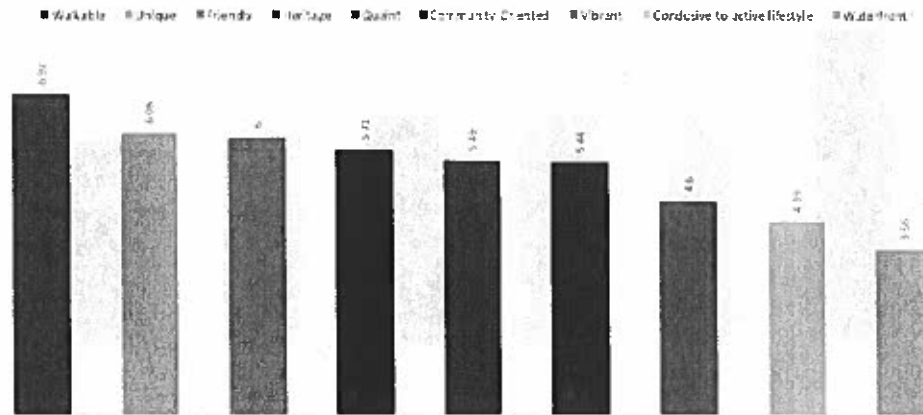
Q5. Please rate the following attributes you would use to describe Fort Langley with 1 being the highest?

Rating	1	2	3	4	5	6	7	8	9	Score
Walkable	10	10	8	4	0	6	0	1	1	6.92
Unique	9	3	4	6	6	4	1	3	1	6.08
Friendly	3	8	5	4	8	4	2	2	0	6
Heritage	9	4	6	4	1	3	4	2	5	5.71
Quaint	5	5	6	5	5	1	2	3	5	5.49
Community Oriented	4	2	7	3	4	4	10	0	0	5.44
Vibrant	4	1	2	5	8	2	3	6	4	4.6
Conducive to active lifestyle	2	5	4	3	3	5	6	8	7	4.19
Waterfront	0	3	1	5	4	5	5	7	9	3.56

- Walkable significantly more important

- Waterfront not important to merchants
- Unique, Heritage, Quaint- important and should be maintained but not best descriptors

FORT LANGLEY ATTRIBUTES SCORE

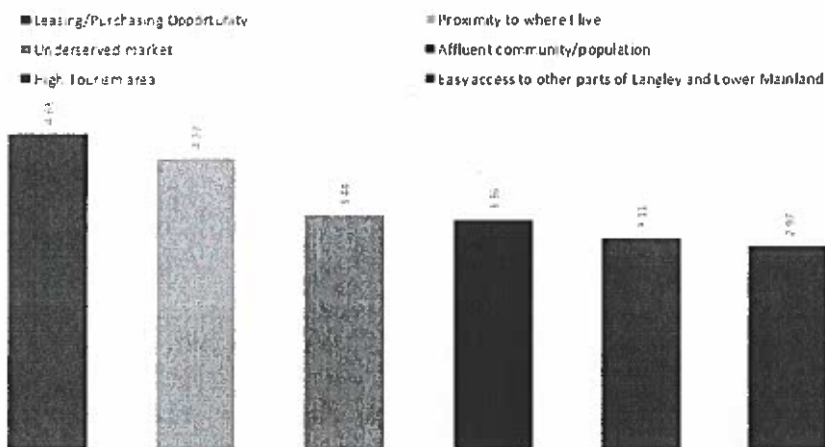


Q6. Please rank what attributes were the most influential in your decision to purchase and/or open a business in Fort Langley with 1 being the highest?

Rank	1	2	3	4	5	6	Score
Leasing/Purchasing Opportunity	12	11	3	6	2	1	4.63
Proximity to where I live	17	8	4	2	1	9	4.27
Underserved market	4	5	8	6	7	4	3.44
Affluent community/population	0	9	11	4	8	4	3.36
High Tourism area	8	2	5	4	7	11	3.11
Easy access to other parts of Langley and Lower Mainland	1	4	8	10	8	6	2.97

- Provide Leasing/Purchasing Opportunities
- Locals are largely owners
- Tourism and easy access not important to merchants

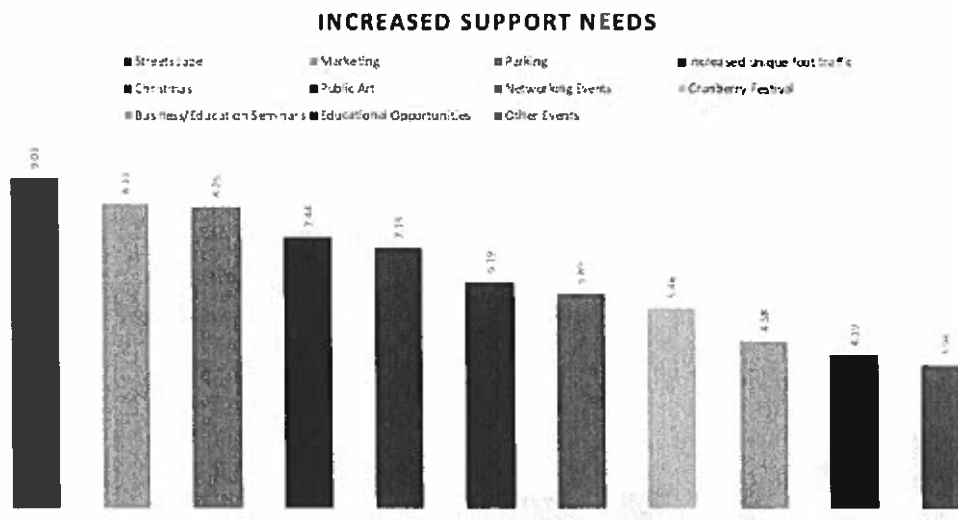
BUSINESS OPENING DECISION RANK



Q7. Please rank the following areas where you would like to see increased support from BIA with 1 being the highest?

Rank	1	2	3	4	5	6	7	8	9	10	11	Score
Streetscape	12	10	6	4	0	9	3	2	0	1	0	9.03
Marketing	7	5	7	4	6	5	1	0	0	0	1	8.33
Parking	12	7	3	5	2	2	1	2	1	0	3	8.26
Increased unique foot traffic	2	6	7	4	3	7	1	1	0	1	2	7.44
Christmas	5	4	3	6	5	5	4	1	2	3	0	7.13
Public Art	3	3	5	2	5	3	2	4	7	2	1	6.19
Networking Events	1	5	2	3	4	4	6	2	2	6	1	5.89
Cranberry Festival	2	0	0	7	3	3	4	6	6	0	2	5.48
Business/Education Seminars	0	2	4	3	1	2	2	5	4	11	2	4.58
Educational Opportunities	0	1	2	0	2	0	5	9	7	4	2	4.19
Other Events	1	1	4	2	3	2	2	0	0	2	18	3.94

- Streetscape, Marketing and Parking are top priority for merchants
- Other events is largest lowest rank
- Business/Education Seminars has high number for low rank

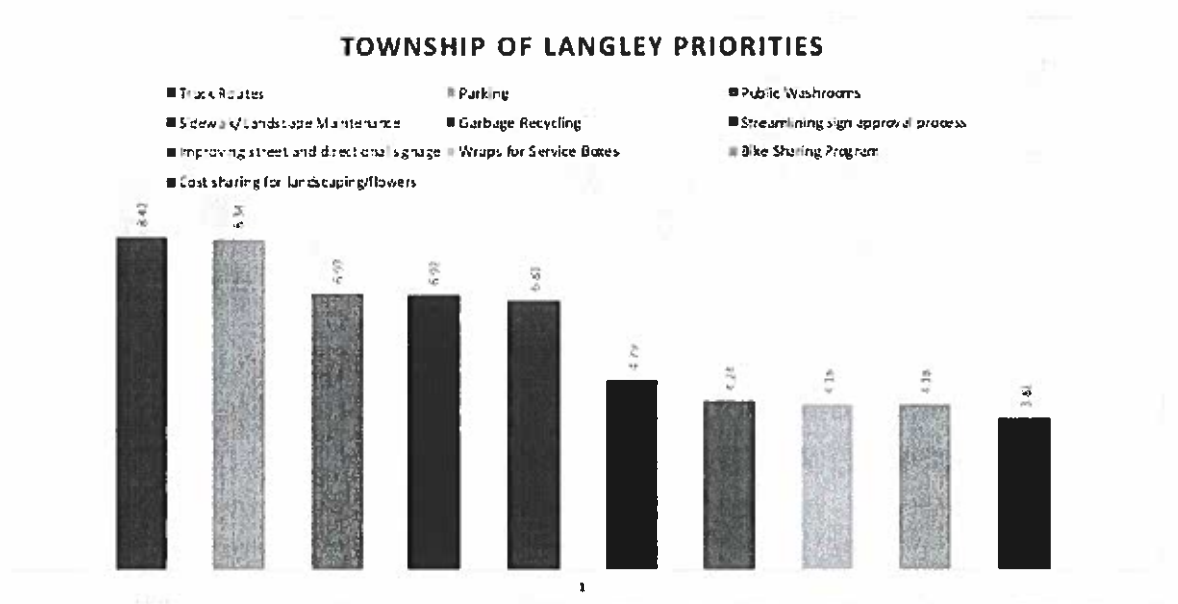


Q8. In what areas would you like to see the BIA prioritize with the Township of Langley with 1 being the highest?

Rank	1	2	3	4	5	6	7	8	9	10	Score
Truck Routes	21	7	3	1	0	1	1	1	1	2	8.42
Parking	11	14	2	2	3	1	0	0	1	1	8.34
Public Washrooms	2	4	12	6	5	3	2	1	0	1	6.97
Sidewalk/Landscape Maintenance	4	6	4	8	8	6	1	2	0	0	6.92
Garbage Recycling	2	4	6	8	3	3	3	2	0	0	6.81
Streamlining sign approval process	2	0	5	1	5	2	5	5	8	0	4.79
Improving street and directional signage	2	2	1	2	1	7	1	4	10	3	4.24
Wraps for Service Boxes	0	0	2	4	4	2	8	7	1	5	4.18

Bike Sharing Program	0	1	1	3	3	8	3	6	4	4	4.18
Cost sharing for landscaping/flowers	1	3	4	0	3	0	5	1	3	14	3.82

- Truck Routes, Parking and Public Washrooms top priority
- Dislike to improving street and directional signage and cost sharing for landscaping/flowers



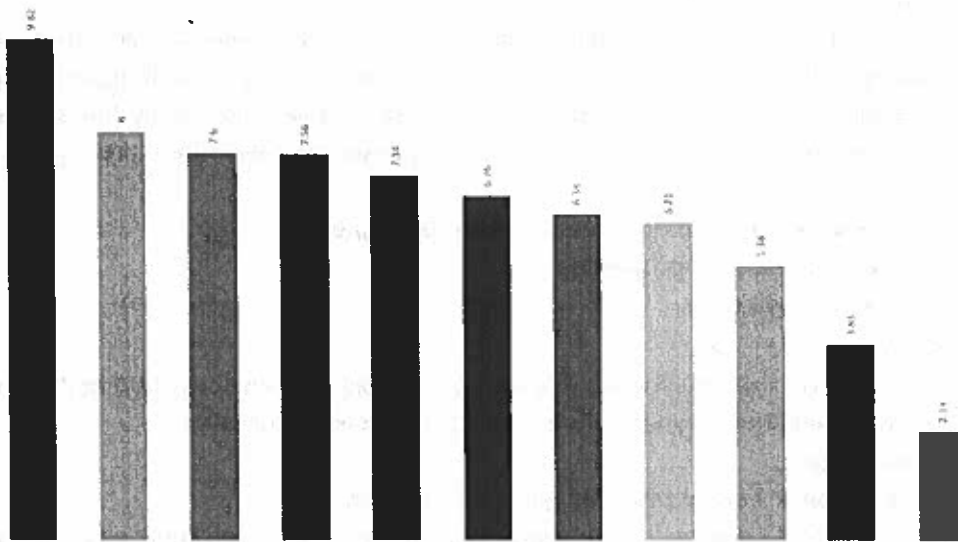
Q9. Please rank the below types of business that you feel would enhance the commercial core of Fort Langley with 1 being the highest?

Rank	1	2	3	4	5	6	7	8	9	10	11	Score
Accommodation	23	2	1	4	0	2	1	0	1	0	0	9.82
Cheesemaker	3	5	8	4	4	2	3	1	0	1	0	8
Butcher	3	7	4	3	5	1	2	1	2	2	0	7.6
Multi-use arts space	5	7	4	3	3	3	2	5	0	1	1	7.56
Distillery	3	4	3	6	4	0	3	2	1	2	1	7.14

Fish Monger	1	2	6	3	4	6	2	0	3	2	0	6.76
Specialty Retail	2	4	2	4	4	2	2	2	2	4	1	6.38
Collective Retail	2	3	5	0	4	5	3	8	2	1	1	6.21
Sport/Outdoor Supplier	2	1	3	1	2	4	4	4	10	0	1	5.38
Tack Shop	1	1	0	2	0	3	4	1	3	12	3	3.83
Other	0	1	0	1	0	0	0	1	2	4	15	2.13

BUSINESS ADDITION RANK

■ Accommodation ■ Chess/Board ■ Butcher ■ Multi-use arts space ■ Distillery ■ Fish Monger ■ Specialty Retail ■ Collective Retail ■ Sport/Outdoor Supplier ■ Tack Shop ■ Other



Q10. Additional Comments

- More affordable spaces for businesses to lease or purchase
- Hoping retail continues to be a mixture of low-end, local, and high-end. It would be a shame if rent continued to increase in all units and only high end retailers survived
- Bike Rental, Specialty wine, Boat/Kayak Rental, Gluten free bakery, Vegetarian Restaurant
- Hardware Store
- More office space
- More office space on the second floor of buildings. Also don't see why formal accommodations aren't allowed as Ft. Langley's history includes its use as a main stopping place for travelers

- 96th and Glover should be a 3 way stop
- I don't like the bylaws and how strict they are for signage. My customers commonly say they have a hard time finding my business especially new customers. Sometimes they enter the wrong retail store in town in error.
- Parking is a huge problem. We have people park in our lot that work elsewhere or other business patrons park in our reserved lot. I think more parking should be mandated if approving any higher density in the Fort Core.
- There should be a halt on development. The disruption to traffic by contractors and the parking issues created by their employees is difficult when projects take years to complete.
- Very unhappy with the amount of large, loud trucks using the main streets on a very regular basis. Very unsafe and annoying.
- Re Parking: Improved signage may help the parking situation. A change to 3 hours of free parking from 2 hours would be helpful.
- Tea Shop
- The merchants need to be included in all of the discussions and decisions before they are passed by the BIA board... emails should be received by all, with agendas before each meeting to ensure we are kept in the loop of what is going on so that we have a chance to show up and or given a chance for an opinion before they are passed by the board.
- Get the trucks out of town or create a pedestrian core.
- Build out the boarded up properties.
- Put in hotel and ballroom.
- Game store
- The boat dock by the pub is locked. It would be good to open it up, and let the public use it. It would be another way some folks would use as transportation.
- More bike racks
- Banner and flower basket program with TOL joint funding
- The nature of Fort Langley is changing with more service based businesses. It would be good to see some things that focus on service based businesses.
- Any and all retail would be good. Also those that would service the local people.



Financial Statements

Fort Langley Business Improvement
Association

December 31, 2018

Contents

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Statement of Financial Position	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 - 10



Independent Practitioner's Review Engagement Report

Grant Thornton LLP
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V2Y 0G4

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To the Members of
Fort Langley Business Improvement Association

We have reviewed the accompanying financial statements of Fort Langley Business Improvement Association that comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Fort Langley Business Improvement Association as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Langley, Canada
March 18, 2019

Grant Thornton LLP

Chartered Professional Accountants

Fort Langley Business Improvement Association **Statement of Operations**

Year ended December 31

2018

2017

Revenues (Note 2)

Township of Langley tax levy	\$ 114,200	\$ 93,500
Standard vendor booth fees	18,975	24,000
Cranberry festival	12,874	15,995
Other income	11,910	-
Township of Langley grants	5,000	5,000
Sponsorships	4,500	1,900
Rental revenue	3,250	1,750
Bloom Market	2,982	6,795
Interest income	619	156
Filing donations	-	1,000
	<u>174,310</u>	<u>150,096</u>

Expenses

Advertising and promotion	60,363	77,747
Event coordination	51,897	29,450
Banners	15,035	-
Traffic control and monitoring	13,942	9,588
Street cleaning	10,404	11,267
Rent	8,777	8,532
Equipment rental	6,005	3,472
Office	5,523	2,736
Professional fees	5,006	2,897
Photography	4,325	2,321
Tent service charges	3,809	4,923
Amortization	1,466	2,107
Insurance	1,800	5,571
Interest and bank charges	103	166
Contract wages	-	3,500
	<u>188,455</u>	<u>164,277</u>

Deficiency of revenues over expenses before other item	(14,145)	(14,181)
--	----------	----------

Other item

Loss on disposal of capital assets	(962)	(286)
------------------------------------	-------	-------

Deficiency of revenues over expenses	\$ (15,107)	\$ (14,467)
--------------------------------------	-------------	-------------

See accompanying notes to the financial statements.

3

Fort Langley Business Improvement Association **Statement of Changes in Net Assets**

Year ended December 31

	Unrestricted	Invested in capital and intangible assets	Total 2018	Total 2017
Balance, beginning of year	\$ 60,776	\$ 11,661	\$ 72,437	\$ 86,904
Deficiency of revenues over expenses	<u>(12,679)</u>	<u>(2,428)</u>	<u>(15,107)</u>	<u>(14,467)</u>
Balance, end of year	<u>\$ 48,097</u>	<u>\$ 9,233</u>	<u>\$ 57,330</u>	<u>\$ 72,437</u>

See accompanying notes to the financial statements.

Fort Langley Business Improvement Association **Statement of Financial Position**

December 31

2018

2017

Assets**Current**

Cash

\$ 47,891 \$ 61,571

Government remittances receivable

3,204 1,606

51,095 63,177

Capital assets (Note 3)

733 3,161

Intangible assets (Note 4)

8,500 8,500\$ 60,328 \$ 74,838**Liabilities****Current**

Accounts payable and accrued liabilities

\$ 2,998 \$ 2,401**Net assets**

Unrestricted

48,097 60,776

Invested in capital and intangible assets

9,233 11,66157,330 72,437\$ 60,328 \$ 74,838

On behalf of the board

Director

See accompanying notes to the financial statements.

Fort Langley Business Improvement Association **Statement of Cash Flows**

Year ended December 31

2018

2017

Increase (decrease) in cash

Operating

Deficiency of revenues over expenses	\$ (15,107)	\$ (14,467)
--------------------------------------	-------------	-------------

Items not affecting cash		
--------------------------	--	--

Amortization	1,466	2,107
--------------	-------	-------

Loss on disposal of capital assets	<u>962</u>	<u>286</u>
------------------------------------	------------	------------

	(12,679)	(12,074)
--	----------	----------

Change in non-cash working capital items		
--	--	--

Prepaid expenses	-	8,929
------------------	---	-------

Government remittances	(1,598)	2,813
------------------------	---------	-------

Accounts payable and accrued liabilities	<u>597</u>	<u>1</u>
--	------------	----------

Decrease in cash

	(13,680)	(331)
--	----------	-------

Cash

Beginning of year	<u>61,571</u>	<u>61,902</u>
-------------------	---------------	---------------

End of year	<u>\$ 47,891</u>	<u>\$ 61,571</u>
-------------	------------------	------------------

See accompanying notes to the financial statements.

6

Fort Langley Business Improvement Association Notes to the Financial Statements

December 31, 2018

1. Nature of operations

Fort Langley Business Improvement Association creates, promotes and enhances a vital downtown business core in Fort Langley without compromising the historical character and atmosphere of the village.

The Association is incorporated under the Society Act of British Columbia as a not-for-profit organization and is exempt from income tax under section 149 (1)(l) of the Income Tax Act.

2. Summary of significant accounting policies

Basis of presentation

The financial statements of the association have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue recognition

Fort Langley Business Improvement Association follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Donated goods

Donated goods are recorded at their fair market value at the time of the donation only when a fair value can be reasonably estimated and when the goods are used in the normal course of the association's operations and would otherwise have been purchased.

Contributed services

Volunteers contribute their time to assist the association in carrying out its activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Fort Langley Business Improvement Association

Notes to the Financial Statements

December 31, 2018

2. Summary of significant accounting policies (continued)

Capital assets

Capital assets are recorded at cost and are amortized over their estimated useful lives at the following rates and methods:

Tents and signs	5 years Straight-line
Picnic tables	5 years Straight-line

One-half the normal rate of amortization is recorded in the year of acquisition.

Intangible assets

Intangible assets are initially recognized at cost and are subsequently measured at cost less any impairment losses.

Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as at the date of the financial statements, as well as reported amounts of revenues and expenses during the year. These estimates are subject to measurement uncertainty. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. Capital assets

			<u>2018</u>	<u>2017</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Tents and signs	\$ 7,329	\$ 6,596	\$ 733	\$ 2,199
Picnic tables	-	-	-	962
	<u>\$ 7,329</u>	<u>\$ 6,596</u>	<u>\$ 733</u>	<u>\$ 3,161</u>

Fort Langley Business Improvement Association

Notes to the Financial Statements

December 31, 2018

4. Intangible assets

The association purchased the rights to operating a craft fair known as the "Bloom Market" which consist of the name, domain names, promotional materials, and contact information for market participants.

5. Government assistance

Government grants in the amount of \$119,200 were received during the year from the Township of Langley (2017 - \$98,500).

6. Economic dependence

The association received approximately 68% of its revenue from government assistance (2017 - 66%). As the association's main source of income is derived from government contributions, its ability to continue viable operations is dependent on maintaining receipt of the government funding.

7. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation.

8. Financial instruments

The association's financial instruments consist of cash and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the association is not exposed to significant credit, liquidity, or market risks arising from these instruments. The following analysis provides more information about the association's risk exposure and concentration as of December 31, 2018.

Credit risk

The association's credit risk arises principally from cash. The association maintains cash with reputable and major financial institutions. Management considers the risk of non-performance of these instruments to be remote.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The association is exposed to this risk mainly in respect of its receipt of funds from its members and government grants.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The association is not exposed to these types of risks as described below.

Fort Langley Business Improvement Association

Notes to the Financial Statements

December 31, 2018

8. Financial instruments (continued)

Currency risk

Currency risk is the risk to the association's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The association only operates in Canadian currency, therefore it is not exposed to currency risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Association does not have financial instruments with floating interest rates, therefore it is not exposed to interest rate risk.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association does not have investments in quoted shares, therefore it is not exposed to other price risk.

JUN 20 2019

ITEM 3

DISTRIBUTED
TO COUNCIL

Mayor and Councilors'

June 17th, 2019~~Reporting to be the~~

In a recent letter (undated) published by the members of the Fort Langley BIA, you were asked to permit the demolition of a substantial mass of buildings in the downtown core of Fort Langley. This letter came from the board of directors of the Fort Langley BIA and does not reflect the general feelings of the Fort Langley BIA members on this issue.

There was no effort by the board to broaden the level of participation in the decision to "express our support" for the demolition with its members as per the April 9th BIA Board meeting minutes. The board at the May 7th meeting then passed this letter without anyone but the board members knowing.

I am writing you this letter to not only address the BIA conduct but also to state some facts in regards to the demolition and what that will do to the business core and its surrounding neighbors.

The demolition will affect the business and the customer traffic flow as well as a huge mess of dirt, trucks, and noise not to mention road traffic interruption. Also I feel very strongly on the issue of what will be left behind and what Statewood Properties is proposing to do when they talk about the Green Space?

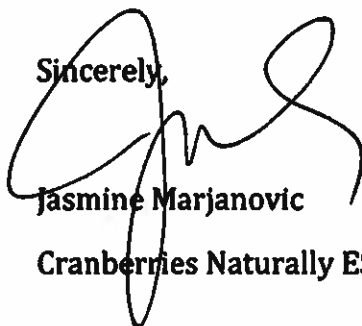
Does this mean they will leave a good portion of this green space when they redevelop or will this become wall-to-wall buildings that will take out the downtown light corridors?

In closing I would like to go on record saying I do not want to see more parks in Fort Langley downtown business core, but rather a real plan for what will become out of these properties that were purchased for development and how quickly the plans will be executed by Statewood Properties?

If Statewood Properties really wants to do something, I say do it already and stop making excuses to make the rest of us pay... Get on with it!

Lastly, since none of the members were contacted from the Fort Langley BIA I think there should be a public hearing on this issue so that everyone has a chance to express their feelings before a decision is made!

Sincerely,



Jasmine Marjanovic

Cranberries Naturally EST1999

RECEIVED
JUN 19 2019
OFFICE
MAYOR'S OFFICE

Valerie Gafka

From: Wendy Bauer on behalf of MayorCouncil
Sent: Wednesday, July 03, 2019 12:08 PM
To: Ramin Seifi; Steve Scheepmaker
Cc: Cathy Porter; Valerie Gafka
Subject: FW: Development Permit Application #11-33-0131 Statewood Properties Ltd.

Hello,

The email below was received in the Mayor and Council email and will be included in the Distribution List.

Thanks,

Wendy

From: Harold Punnett FOIPPA s.21
Sent: Wednesday, July 03, 2019 8:55 AM
To: MayorCouncil <mayorcouncil@tol.ca>
Subject: Development Permit Application #11-33-0131 Statewood Properties Ltd.

To Mayor and Council:

Elaine Horricks is soon to receive a letter from myself and one other BIA member regarding Development Permit Application 11-33-0131. I'm sure you will receive a copy sometime after that.

This e-mail is just to reiterate how concerned I am by the BIA actions in sending a letter of support for this demolition. At no point were the members of the BIA petitioned on this matter even though the minutes of the BIA make clear that was the original intent. While I appreciate that a Board has some leeway in decision making, without member input, that should only be for relatively minor housekeeping issues. The demolition of a significant part of our streetscape in no way should be considered minor. I was both shocked and annoyed that the BIA board felt it was appropriate to do so. It was not.

Given the short time frame to respond to this issue prior to Council's deliberations next week there was no time to properly canvass other BIA members for their support of this letter. In addition, many are away on holiday. This is a significant issue for many of us (business owners AND residents) and needs to be explored much more fully to consider all the ramifications to the town.

Regards,

Dr. Punnett

To Mayor and Council,

September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

A handwritten signature in blue ink, appearing to be 'LEAH CHEVALLIER', written in a cursive style.

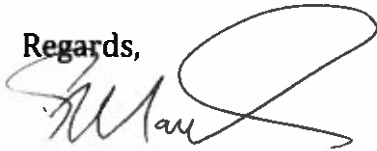
LEAH CHEVALLIER

To Mayor and Council,

September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

A handwritten signature in black ink, appearing to read 'Sarah Hayschmidt', with a large, stylized loop at the end.

Sarah Hayschmidt
The Berch, snack bar

To Mayor and Council,

September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

A handwritten signature in black ink, appearing to read 'Amevia Bird'.

Amevia Bird,
Aimee Bird

To Mayor and Council,

September 23, 2019

I understand that the Fort Langley BIA is up for a renewal . As a business I recommend a petition process for the renewal as well as a staff member appointed on the board of directors.

Regards,

A handwritten signature in black ink, appearing to be 'C. Cranberry'.

CRANBERRIES NATURALLY