

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9138

A Bylaw to establish the Central Lonsdale Business Improvement Area Service

WHEREAS Council may, pursuant to section 215 of the *Community Charter*, as amended, grant money to an organization that has one of its aims, functions, and purposes, the planning and implementation of a business promotion scheme;

AND WHEREAS Council, at the request of the Lonsdale Centre Business Improvement Area Society, wishes to establish a new Central Lonsdale Business Improvement Area as a local area service;

NOW THEREFORE the Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Central Lonsdale Business Improvement Area Service Establishment Bylaw, 2025, No. 9138**”.

2. **Definitions**

“Central Lonsdale Business Improvement Area” means the area described in section 3.A.

“Central Lonsdale Business Promotion Scheme” means:

- (1) carrying out studies or making reports respecting the Central Lonsdale Business Improvement Area where business or commerce is carried on;
- (2) improving, beautifying or maintaining streets, sidewalks or municipally owned land, buildings or other structures in the Central Lonsdale Business Improvement Area, subject to approval by the City of any works or improvements proposed for municipally owned streets, sidewalks, land, buildings or other structures;
- (3) the removal of graffiti from buildings and other structures in the Central Lonsdale Business Improvement Area; and
- (4) Encouraging Business in the Central Lonsdale Business Improvement Area;

“Encouraging Business” includes, but is not limited to:

- (1) creating a strong “Central Lonsdale” brand and distinct identity for businesses in the Central Lonsdale Business Improvement Area;
- (2) developing and implementing a marketing strategy to promote goods and services from the Central Lonsdale Business Improvement Area to local, regional and tourist markets;
- (3) promoting new investment in commercial, residential and mixed-use developments in the Central Lonsdale Business Improvement Area that supports the viability of local businesses;

- (4) representing interests of the business community in the Central Lonsdale Business Improvement Area in local government processes;
- (5) encouraging businesses from the Central Lonsdale Business Improvement Area to participate in established major events in the community, planning and implementing other special events and promotions; and
- (6) promoting and implementing streetscape improvements and public amenities to enhance the visitor experience in the Central Lonsdale Business Improvement Area.

“Chief Financial Officer” means the financial officer for the City under section 149 of the *Community Charter*.

“City” means The Corporation of the City of North Vancouver.

“Council” means the Council of The Corporation of the City of North Vancouver.

“Local Service Tax” means the property value tax imposed pursuant to section 6.A of this bylaw.

“Shortfall” has the meaning set out in section 5.G.

“Society” means the Lonsdale Centre Business Improvement Area Society.

“Term” means the period set out in section 3.C.

3. **Business Improvement Area Service**

- A. The area shown in blue outline on the map attached as Schedule A is designated as the Central Lonsdale Business Improvement Area, including parcels fronting both sides of all boundary streets.
- B. The following is hereby established as a business improvement area service in accordance with section 215 of the *Community Charter*, as amended:
 - (1) the provision of monetary grants to the Society for the planning and implementation of the Central Lonsdale Business Promotion Scheme.
- C. The term of the service for the Central Lonsdale Business Improvement Area is five (5) years, commencing on January 1, 2026 and ending on December 31, 2030.

4. **Grants**

- A. Pursuant to section 215(2) of the *Community Charter*, the amount of money granted to the Society under this bylaw shall not exceed
 - (1) the sum of \$3,054,000 for the Term; and

- (2) an annual amount reasonably based on the annual budget submitted by the Society and approved by the Chief Financial Officer pursuant to section 5.B(1), but in all cases shall not exceed the following amounts in each year of the Term:

Year 1 (2026):	\$600,000
Year 2 (2027):	\$600,000
Year 3 (2028):	\$618,000
Year 4 (2029):	\$618,000
Year 5 (2030):	\$618,000

- B. Provided the Society is in compliance with this bylaw, the City shall pay all annual grants to the Society in two instalments: 50% on or before March 31 of each year of the Term, and 50% on or before July 15 of each year of the Term.

5. General Conditions and Limitations

- A. Monies granted to the Society under this bylaw must be expended only:
- (1) by the Society;
 - (2) for the purposes of the Central Lonsdale Business Promotion Scheme during the Term in accordance with the terms of this bylaw; and
 - (3) in accordance with the annual budget submitted to the City under section 5.B(1) and with the budget attached in Schedule B.
- B. The Society shall submit to the City, on or before September 1 of the preceding year:
- (1) an annual budget for the following year during the Term which contains information sufficient in detail to describe all anticipated expenses and revenues, which has been approved by a majority of the members present at a general meeting of the Society; and
 - (2) a program, plan, or other information sufficient in detail to describe the Society's activities for the following year during the Term to implement the Central Lonsdale Business Promotion Scheme.
- C. Section 5.B does not apply to 2026.
- D. The Society shall account for the money granted and received under this bylaw by submitting to the City, on or before May 31 of each year of the Term except for the final year and by May 1, 2030 for the final year of the Term, annual audited financial statements for the preceding year, including an Auditor's Report, Statement of Financial Position, Statement of Revenues and Expenditures, Statement of Changes in Net Assets, Statement of Cash Flow, and Notes in accordance with Generally Accepted Accounting Standards in form and content satisfactory to the Chief Financial Officer.
- E. The Society shall permit the City to inspect, during normal business hours on reasonable notice, all books of accounts, receipts, invoices, and other financial records which the Chief Financial Officer deems necessary or advisable for the purpose of verifying compliance with this bylaw.

- F. The Society shall not incur any indebtedness or other obligations in respect of the Central Lonsdale Business Promotion Scheme beyond the sum granted by Council for each year. For clarity, this restriction does not prevent the Society from receiving or expending funds obtained from sponsorships, donations, membership fees, or grants not made pursuant to this bylaw, provided that such funds are used in accordance with this bylaw.
- G. If the amount of the Local Service Tax levied on parcels within the Central Lonsdale Business Improvement Area in a given year is insufficient to recover one hundred percent (100%) of the costs of the annual grant made to the Society in that year (the "Shortfall"), the amount of Shortfall is a debt owed to the City, and the City may:
 - (1) increase the Local Service Tax levied within the Central Lonsdale Business Improvement Area in a subsequent year by an amount equivalent to the Shortfall; or
 - (2) require the Society to repay an amount equivalent to the Shortfall, if the Shortfall occurs in the final year of the service.
- H. Any unspent annual funding remaining at the end of the Society's financial year may be transferred to and held in a reserve account maintained by the Society. Monies held in the reserve account may be carried forward and expended on the Society's future activities, programs, or unforeseen expenses for the Central Lonsdale Business Promotion Scheme only, subject to approval by a majority of the members present at a general meeting of the Society.
- I. It is a condition of the receipt and expenditure of the monies granted under this bylaw that the Society is in compliance with Parts 7 through 8 of this bylaw.

6. Recovery and Tax Levy

- A. Subject to section 5.G, all of the monies granted to the Society under this bylaw shall be recovered in that year as a property value tax within the Central Lonsdale Business Improvement Area in accordance with section 6.B of this bylaw.
- B. In any year within the Term, the City shall impose a property value tax on land or improvements, or both, in the Central Lonsdale Business Improvement Area that is classified as Class 5 [light industry] and Class 6 [business or other] under the *Prescribed Classes of Property Regulation*, B.C. Reg. 438/81, as amended from time to time.

7. Insurance

- A. The Society shall carry at all times a policy of comprehensive general liability insurance in the amount of five million dollars (\$5,000,000) on the following terms:
 - (1) with the City named as an additional insured;
 - (2) containing a cross-coverage provision; and
 - (3) containing an endorsement to provide that the policy shall not be cancelled, lapsed, or materially altered without giving thirty (30) days' notice in writing to the Corporate Officer of the City.

- B. The Society shall deliver proof of the insurance coverage set out in section 7.A to the Corporate Officer of the City on or before July 15 of each year of the Term.

8. Society’s Constitution, Bylaws, and Meetings

- A. The City may withhold any payments of the grant referred to in section 4 of this bylaw if the Society alters its constitution or bylaws in such a manner as to, in the opinion of Chief Financial Officer, impair the Society’s ability to plan and implement the Central Lonsdale Business Promotion Scheme.
- B. The Society shall provide written notice of every meeting of the Society’s members, annual or general, at least 14 days prior to the meeting, to the Corporate Officer of the City.
- C. The Society shall permit a representative from the City to attend any meeting of the Society’s members, annual or general, and to obtain a copy of any materials available to the Society’s members at such a meeting.

9. No Joint Venture

Nothing in this bylaw makes the City a partner, an agent, or a joint venturer with the Society in the planning or implementation of the Central Lonsdale Business Promotion Scheme or for any other purpose.

10. Severability

If a portion of this bylaw is held invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion, subsection, paragraph, subparagraph, clause or phrase.

11. Schedules

- A. Schedule A – Central Lonsdale Business Improvement Area Boundaries.
- B. Schedule B – Proposed Year One (2026) Budget.

READ a first time on the 8th day of December, 2025.

READ a second time on the 8th day of December, 2025.

READ a third time on the 8th day of December, 2025.

ADOPTED on the 9th day of March, 2026.

“Linda C. Buchanan”

MAYOR

“Amelia Cifarelli”

CORPORATE OFFICER

Schedule A

Central Lonsdale Business Improvement Area Boundaries

Those lands shown in blue outline below are designated as the Central Lonsdale Business Improvement Area.



Schedule B

Category / Subcategory	Balance	Allocation
GENERAL & ADMINISTRATION	113,800	
Audit & Bookkeeping, Payroll, Tax Preparation, Tax Filing		38,000
Legal, Business Fees & Licenses		10,000
Professional Services / Consultants		12,000
Rent (office, utilities, cleaning)		32,000
Office Supplies & Equipment		4,800
Bank & Credit Card Fees		3,000
Telephone & Internet		3,000
Courier & Postage		2,000
Miscellaneous Admin		9,000
INSURANCE	6,000	
General Liability Insurance		2,400
Directors & Officers Insurance		1,800
Event Insurance		1,800
PAYROLL & STAFF	115,300	
Executive Director Salary		90,000
Employee Benefits		13,500
CPP, EI, EHT, WCB		8,800
Training & Professional Development		3,000
PLACEMAKING & COMMUNITY SAFETY	124,000	
Banners, Signage & Branding		25,000
Street Garden Planters & Landscaping		30,000
Cleaning & Maintenance		25,000
Murals, Public Art & Utility Wraps		20,000
Infrastructure (benches, lighting upgrades)		16,000
Security Patrols & Community Safety		8,000
FESTIVALS & EVENTS	111,000	
Signature Events (Halloween, Christmas, Canada Day, etc.)		50,000
Contracted Event Services		30,000
Entertainment & Performers		15,000
New Event Activations / Pilots		16,000

MARKETING & PROMOTION	87,700	
Advertising & Campaigns (print, radio, digital, OOH)		25,000
Branding & Graphic Design		16,000
Digital Marketing & Social Media		18,000
Media Assets/Photo/Videos		8,000
Direct Mail Marketing & Brochures		8,300
Community Engagement Campaigns		12,400
MEMBERSHIP & BUSINESS ENGAGEMENT	24,200	
Membership Database & CRM		6,000
BIABC & Other Membership Dues		4,100
Networking Events, Workshops, Guest Speakers		6,600
Advocacy (e.g., fair commercial property tax)		4,100
Business Recruitment & Retention Initiatives		1,700
Member Communications & Newsletters		1,700
WEBSITE DEVELOPMENT & ONLINE SECURITY	18,000	
Website Development & Upgrades		8,000
Hosting, Domain & Cloud Storage		2,500
Maintenance & Updates		2,500
Cybersecurity Services & Tools		2,500
Online Software Subscriptions		2,500
TOTAL BUDGET	\$600,000	\$600,000