

# ANNUAL GENERAL MEETING 2023



VIRTUAL MEETING | RSVP: [INFO@KITSONBROADWAY.COM](mailto:info@kitsonbroadway.com) OR 778.384.6377

W E S T   B R O A D W A Y   B I A

# Annual General Meeting

SEPTEMBER 13, 2023 | 6:30PM | VIRTUAL MEETING

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## Agenda

1. Call to Order & Confirmation of Quorum
2. Proof of Notice of Meeting
3. Approval of AGM Minutes - September 14, 2022
4. Welcome & Introductions
5. Association Update/Future Planning
6. Presentation of Audited Financial Statements  
April 1, 2022 to March 31, 2023
7. Presentation & Approval of Proposed Budget  
April 1, 2024 to March 31, 2025
9. Certification of Board Nominations and Board Election
10. New Business & Q&A Period
11. Adjournment



W E S T   B R O A D W A Y   B I A

# Annual General Meeting

SEPTEMBER 14, 2022 | 6:30PM | VIRTUAL MEETING

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## *Meeting minutes*

1. **Call to Order** at 6:45pm.
2. **Approval of Agenda**
  - **Motion** to approve the agenda. Alex Zbar motions. Patrick North seconds. All in favour.
3. **Approval of 2021 AGM Minutes**
  - **Motion** to approve the minutes. Dave Rayat motions. Joe Shrestha seconds. All in favour.
4. **Projects Update:**
  - Michelle Barile, BIA Executive Director, provides a presentation on the following:
    - 2021-2022 project highlights and upcoming initiatives, including marketing and events, street enhancement, member and community engagement, and advocacy to promote and enhance the business area and support small businesses. Please see attached.
5. **Financials and Budget Review – April 1, 2021 to March 31, 2022**
  - **Audited Financials:** presented by Erik Allas from Tompkins Wozny presents audited financials.
  - **Motion** to approve audited financials. Sabrina Faas motions. Nicole VonSzombathy seconds. All in favour.
  - **Motion** to approve auditors Tompkins Wozny. Sabrina Faas motions. Joe Shrestha seconds. All in favour.
  - **Budget report:** provided by Alex Zbar, BIA Treasurer.
6. **Budget – April 1, 2023 to March 31, 2024**
  - **Motion** to approve BIA budget: \$375,000. Sabrina Faas motions. Dave Rayat seconds. All in favour.
7. **Elections to the Board**
  - **Board members stand:** Sabrina Faas, BIA President – Bayswater Tea Co; Dave Rayat, BIA Vice-President – First Avenue Venture Partners; Alex Zbar, BIA Treasurer – MLW Properties; Nick Panos – Omega Travel; Patrick North – GNK Insurance; Linda Muhia – Vancity; Joe Shrestha – Minuteman Press.
  - **Motion** to approve elected Board Members. Sabrina Faas motions. Alex Zbar seconds. All in favour.
8. **Motion** to adjourn meeting at 7:39pm. Dave Rayat motions. Patrick North seconds. All in favour.



# Draft Budget

April 1, 2024 to March 31, 2025

AREA / INITIATIVE	BUDGET
<b>ADMINISTRATION</b>	
Bookkeeping, Audit & Registered Office (note 1)	\$4,700.00
Insurance	\$3,400.00
AGM: annual meeting, annual report printing/distribution	\$3,100.00
Operation Expenses: phone/data, internet, storage, mailbox, Board meetings, supplies	\$13,000.00
BIA Executive Director (note 2)	\$106,250.00
Contingency Fund (note 3)	<u>\$5,000.00</u>
	<b>\$135,450.00</b>
<b>STREET ENHANCEMENT</b>	
Street Lighting: tree and pole lights, maintenance, infrastructure (note 4)	\$100,000.00
Street Cleaning: litter/waste pick-up services (note 5)	\$20,000.00
Street Banners & Signs: branding the business area and beautifying the streetscape (note 6)	\$22,000.00
Graffiti/Vandalism Management: monitoring, reporting, resources (note 7)	\$1,500.00
Landscaping: streetscape maintenance, planting and planters (note 8)	\$7,500.00
Street Amenities: benches, litter cans, bike racks (note 8b)	\$5,000.00
Street Façade Improvements (note 8c)	\$5,000.00
Public Art: murals and other art installations (note 9)	\$11,425.00
Safety Resources: updates, guides, workshops/webinars (note 10)	<u>\$1,900.00</u>
	<b>\$174,325.00</b>
<b>MARKETING</b>	
Events & Campaigns: street festivals/seasonal events/campaigns, outdoor movies/concerts (note 11)	\$71,800.00
Advertising & Promotions: digital/social media, video, radio, print (note 12)	\$16,225.00
Branding Materials: business directory/rack cards, direct mail, promotional items (note 13)	\$5,250.00
Website: domain hosting, maintenance, upgrades/revisions (note 14)	\$2,100.00
Shop Local Digital Marketing Programs: offers/incentives to shop local, digital tools (note 15)	<u>\$4,500.00</u>
	<b>\$99,875.00</b>
<b>BUSINESS DEVELOPMENT</b>	
Member Communication & Events: updates, networking events, workshops/webinars (note 16)	\$2,100.00
Business Recruitment: vacant unit signs, listings, investor info and area profiles (note 17)	\$1,500.00
Community Engagement: outreach, cross-promotions, events, students/seniors initiatives (note 18)	\$3,900.00
Fair Tax Coalition: advocacy for lower commercial property tax (note 19)	\$550.00
Vancouver BIA Partnership (note 20)	\$600.00
Tourism Vancouver: brochure display at Tourist Info Centre	\$175.00
Memberships: BIABC, IDA (note 21)	\$1,275.00
Education/Conferences (note 21)	<u>\$5,250.00</u>
	<b>\$15,350.00</b>
<b>TOTAL</b>	<b>\$425,000.00</b>





# Budget Notes

April 2024 to March 2025

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**NOTE 1 – Bookkeeping, Audit & Registered Office:** As a registered, non-profit society, the BIA is required to maintain financial records and conduct an annual audit. We negotiate competitive rates and receive cost-effective value for services rendered. The "Registered Office" centralizes and maintains the Society's legal records in a consistent, secure location.

**NOTE 2 – BIA Executive Director:** The BIA Executive Director (ED) develops and implements initiatives to promote and enhance the business area, including marketing (events and campaigns), advertising and promotions (graphic design, digital / social media, video, radio, print), street beautification (street lighting, street banners, street furniture / amenities, street cleaning), member relations (member communications, events), community engagement (partnerships, cross-promotions), advocacy, strategic planning and administration. The current ED has been with the BIA since its formation in 2011 and has volunteered additional unpaid hours every month in service to the business area. In addition, the ED has provided over 50% off on the contract rate to accommodate the limited / smaller budget as a newer BIA relative to other business areas.

**NOTE 3 – Contingency Fund:** Reserved for emergency, and unforeseen expenditures / BIA initiatives. Unused funds are carried over into the next fiscal period and set at 10% of the annual operating budget.

**NOTE 4 – Street Lighting:** The BIA sources competitive rates to install 25 unique, custom-made pole lights, and 100+ tree lights with ornaments, as well as electrical infrastructure / power. The City would not permit drawing power from poles for tree lighting, so the BIA coordinated outlet installations on 50+ building exteriors, to illuminate the street in a cost-effective way. Budget includes installation, removal, storage and maintenance. The initiative makes a major impact – brightening and beautifying the street and drawing locals and visitors throughout Fall / Winter. Previously, the BIA financed the tree lighting program over 2 fiscal periods to make the program possible with a limited budget. There is an essential incremental increase in the annual street lighting program, to be able to maintain and develop the program, refurbish and / or replace lights as needed, and install the electrical capacity to power the lights. We negotiate competitive rates and receive discounts as long-time and loyal customers.

**NOTE 5 – Street Cleaning:** We coordinate street cleaning as well as social employment cleaning services in partnership with organizations that provide resources, shelter and employment to mental health consumers and people in need.

**NOTE 6 – Street Banners & Signs:** A highly visible way to zone the area, raise brand awareness and beautify the street. Previous award-winning banners illustrated long-time merchants and resulted in media exposure and a roaming art exhibit. Current banners feature a walking art gallery of over 50 unique Greek heritage illustrations, including war heroes, Gods and Goddesses, and inspirational messaging from ancient Greek philosophers. The street banners are replaced approximately every 2 years, due to inclement weather and durability, and we recycle our banners into creative banner bags made by social employment organizations. The incremental budget increase allows for seasonal banners, as well as decorative street signs to celebrate the area's heritage.

**NOTE 7 – Graffiti / Vandalism Management:** Initiatives to deter / remove graffiti on property and street amenities, including monitoring and reporting graffiti, and resources to assist with removal (i.e. City of Vancouver "Spread the Paint Program" offering supplies to help remove graffiti, providing contacts and program info, and coordinating discounts and offers).

**NOTE 8 – Landscaping:** Landscaping is imperative to the "front yard" of a business. This valuable investment would include resources to facilitate maintenance and / or planting of sidewalk boulevards and tree bases. The incremental budget increase would facilitate greater services and provide resources for maintenance and planting the plaza planters.

**NOTE 8b – Street Amenities and Plazas:** Litter cans, benches and bike racks help keep the street clean, functional and beautiful. The City only supplies a specific quantity, and more amenities are required to meet the needs of the commercial area. Amenities can also include business area branding. Unique art tables and plazas create essential public seating and a vibrant gathering hub for patrons, staff and visitors to enjoy local offerings and connect. Our linear plaza arrangement benefits both the pedestrian and the commuter, by providing public seating, vehicle access and parking, without closing the street.

**NOTE 8c – Street Façade Improvements:** Clean streets and storefronts are attractive and foster a sense of safety and community pride. The budget allocation can facilitate impactful improvements including power washing sidewalks and coordinating discounts for window and awning cleaning for businesses to make a positive impact on the street and enhance business appeal.

**NOTE 9 – Public Art:** Murals, utility / mailbox art wraps, sidewalk engravings, decorative crosswalks and other public art help to deter graffiti and other vandalism, beautify the street, attract patrons to the business area and enhance the experience. In partnership with the City and local artists, we installed art wraps on all 8 of the utility boxes in the BIA and over 8 murals. We have plans for multiple public art spaces along Broadway. We seek sponsorship and develop partnerships; however, increased resources are required for base funding to make public art projects possible.

**NOTE 10 – Safety Resources:** Providing valuable resources including contacts and safety tips to protect property, deter retail theft and other criminal activity. Liaising with Kits Fairview community police office on initiatives to prevent and address safety incidents, including VPD presentations and workshops / webinars, volunteer patrols, business safety audits and more.

**NOTE 11 – Events & Campaigns:** Promoting local businesses, attracting customers to the area, livening the street and engaging the community. The BIA sources sponsorship and leverages community partnerships to maximize the budget. Initiatives include: seasonal street entertainment; Music and a Movie event (performances, activities, merchant concession and on-screen ads to promote merchants and local initiatives); Halloween kids & pets trick or treating on Broadway; Street Promotions Team (partnership with local students / volunteers to engage patrons and promote merchants); Greek Day sponsorship and event activities (the street festival is presented by Hellenic Canadian Congress of BC; and seasonal campaigns including the Lunar New Year celebration and Hoppin' on Broadway spring campaign. The BIA negotiates lower participation rates for local businesses, assists with marketing and programming, promotes business area (through prizes, media interviews, print / digital marketing), coordinates the “community hub” (full block of activities and exhibits to promote merchants and engage the community), provides opening reception presentation and more).

**NOTE 12 – Advertising & Promotions:** Marketing the business area through cost-effective advertising and promotions, and leveraging in-kind media and sponsorship to maximize the budget. This will include digital marketing (social media, online ads, mobile ads), radio, print and co-operative ads; neighbourhood gift card programs; and videos/reels featuring business area, local merchants and initiatives.

**NOTE 13 – Branding Materials:** Business directories, wayfinding directory maps, and direct mail campaigns, and branded items (i.e. shopping bags) distributed at events, through local businesses and key stakeholders (i.e. hotel concierges, media, etc.), used as gifts or prizes (i.e. prize wheel giveaway with a call to action to drive traffic on the street and online), or retailed to fundraise for charity and / or a local cause. Decals and signs for storefronts (i.e. “shop local” message, business area branding).

**NOTE 14 – Website:** Marketing the business area through cost-effective advertising and promotions, and leveraging in-kind media and sponsorship to maximize the budget. This will include digital marketing (social media, online ads, mobile ads), radio, print and co-operative ads, and videos featuring business area, local merchants and initiatives.

**NOTE 15 – Shop Local Digital Marketing Programs:** special offers for local staff and public patrons. The digital platform will help connect the community and promote local businesses, resources, events and more. The app features a merchant directory, business offers and activities, local updates / events, resources and community info, and ad space. The budget allocation includes app maintenance and operations, and communications and marketing. The incremental budget increase will provide essential resources to develop app features including rewards and other incentives, and maintain and update the app to attract / retain users and patrons. The app also includes click-thru ad space. The ad space can be used to generate ad revenue to help offset project costs, or to generate rewards through in-kind arrangements with partners / sponsors on and off Broadway.

**NOTE 16 – Member Communications & Events:** Relevant business updates (safety issues, local matters, business opportunities), networking events and helpful presentations, workshops and webinars. Frequency is relative to budget level and resources.

**NOTE 17 – Business Recruitment:** Initiatives to help fill vacancies and attract investors. This could include any of the following, relative to budget level and resources: 1) vacant unit signs / displays: enhance empty storefronts and streetscape with appealing images and messages (i.e. photos of merchants and shoppers, displays of products / services, event-themed promotions, “thanks for shopping local” or “your business could be here!” messages); 2) investor packages: commercial and residential information for prospective businesses; 3) commercial listings: liaise with property representatives to recruit tenants.

**NOTE 18 – Community Engagement:** Initiatives to engage the community, raise awareness about the business area and community organizations, and leverage resources. Initiatives with local community organizations and schools can include outreach, event exhibits, fundraisers, prizeing, promotions, student street team / info kiosk, scholarships and more.

**NOTE 19 – Fair Tax Coalition:** Advocacy for equitable commercial property tax, and small business sustainability. As part of the FTC, in partnership with various business stakeholder groups including CFIB and VBOT, we have successfully lowered commercial property tax, and we are shaping policy changes to improve the vibrancy of commercial districts. The West Broadway BIA actively participates on advocacy committees. We develop and provide presentations and correspondence to advocate for both business and property owners.

**NOTE 20 – Vancouver BIA Partnership:** Representing 22 business areas in Vancouver, monthly meetings to share best practices, advocate and implement programs to support business and property owners; liaise with stakeholders (economic development organizations), City of Vancouver staff and elected officials to address key issues (commercial development, taxation, gov services, permit policies, etc).

**NOTE 21 – Business Improvement Areas of British Columbia (BIABC) and International Downtown Association (IDA) – Memberships / Education / Conferences:** From provincial to international representation, providing valuable resources for BIAs, including conferences, program development, advocacy and networking opportunities to benefit the business area and its initiatives.

**FINANCIAL STATEMENTS**

**WEST BROADWAY BUSINESS  
IMPROVEMENT ASSOCIATION**

**March 31, 2023**



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of  
**West Broadway Business Improvement Association**

### *Opinion*

We have audited the financial statements of West Broadway Business Improvement Association (the Association), which comprise the statement of financial position as at March 31, 2023 and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2023 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.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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## INDEPENDENT AUDITOR'S REPORT

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- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Report on Other Legal and Regulatory Requirements**

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

*Tompkins Wozny LLP*

Vancouver, Canada  
August 15, 2023

Chartered Professional Accountants



## STATEMENT OF FINANCIAL POSITION


As at March 31

	2023			2022
	BIA Fund \$	General Fund \$	Total \$	Total \$
<b>ASSETS</b>				
<b>Current</b>				
Cash	22,081	—	22,081	26,042
GST receivable	6,964	—	6,964	6,425
Prepaid expenses	4,121	—	4,121	3,426
Accounts receivable	—	—	—	1,000
	33,166	—	33,166	36,893
Capital assets <i>[note 3]</i>	8,056	—	8,056	12,118
	41,222	—	41,222	49,011
<b>LIABILITIES</b>				
<b>Current</b>				
Accounts payable and accruals	13,544	—	13,544	8,988
Deferred revenue - graffiti abatement grant	—	—	—	8,812
	13,544	—	13,544	17,800
<b>NET ASSETS</b>	27,678	—	27,678	31,211
	41,222	—	41,222	49,011

*Economic dependence [note 5]*

*See accompanying notes to the financial statements*

As approved by:

  
 Alex Zbar (Sep 1, 2023 09:50 PDT)  
 Director

  
 Patrick North (Sep 8, 2023 07:43 GMT-7)  
 Director

## STATEMENT OF OPERATIONS

Year ended March 31

	2023			2022
	BIA Fund \$	General Fund \$	Total \$	Total \$
<b>REVENUE</b>				
City of Vancouver - business improvement levy	325,000	—	325,000	275,000
- graffiti abatement	—	18,812	18,812	1,188
Donations and sponsorships	—	21,200	21,200	21,650
Other income	—	3,554	3,554	1,280
Patio campaign	—	—	—	10,720
	<b>325,000</b>	<b>43,566</b>	<b>368,566</b>	<b>309,838</b>
<b>EXPENSES</b>				
Street enhancement initiatives	53,621	43,483	97,104	85,320
Subcontracting fees	90,765	—	90,765	70,985
Special events	79,451	—	79,451	87,076
Promotion and marketing	73,982	—	73,982	33,636
Office and other	19,966	—	19,966	15,255
Professional fees	4,189	—	4,189	3,171
Amortization	4,061	—	4,061	3,060
Insurance	2,498	—	2,498	2,552
Patio campaign	—	83	83	10,720
Donations	—	—	—	100
	<b>328,533</b>	<b>43,566</b>	<b>372,099</b>	<b>311,875</b>
<b>Excess of expenses for the year</b>	<b>(3,533)</b>	<b>—</b>	<b>(3,533)</b>	<b>(2,037)</b>

See accompanying notes to the financial statements.

Please visit [www.kitsonbroadway.com/resources](http://www.kitsonbroadway.com/resources) for full financial statements.



## Membership Form

The following form must be completed annually in order to qualify as a member in good standing of the West Broadway Business Improvement Association (BIA). This will entitle the undersigned to vote at the upcoming Annual General Meeting.

**IMPORTANT:** In order to vote at the **Annual General Meeting on September 13, 2023**, your completed form must be received **PRIOR to the meeting** by mail, delivery, fax or email to:

West Broadway Business Improvement Association  
Suite 238 - 2912 West Broadway, Vancouver, BC, V6K 0E9  
Fax: 604-739-8511 Email: [info@kitsonbroadway.com](mailto:info@kitsonbroadway.com)

Company / Business Name: \_\_\_\_\_

☐

Business Tenant

☐

Property Owner

☐

Both

West Broadway Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Direct Email Address (optional): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WEST BROADWAY BIA

SUITE 238 - 2912 W.BROADWAY, VANCOUVER, BC, V6K 0E9 | 778-384-6377 | [info@kitsonbroadway.com](mailto:info@kitsonbroadway.com) | [www.kitsonbroadway.com](http://www.kitsonbroadway.com) | [@KITSONBROADWAY](https://www.instagram.com/kits_on_broadway)



## Letter of Authorization

To whom it may concern:

We, the undersigned, hereby authorize \_\_\_\_\_,  
(NAME)

\_\_\_\_\_ to act on our behalf and represent us in all manners relating to  
(POSITION)

the West Broadway Business Improvement Area, including voting on our behalf. The Authorized

Representative may serve for one fiscal year, renewable annually prior to each AGM. Any and all acts

carried out by \_\_\_\_\_ on our behalf shall have the same effect as  
(NAME)

acts of our own.

Company / Business Name: \_\_\_\_\_

Address/City/Prov/PC: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Member's Name: \_\_\_\_\_ Title: \_\_\_\_\_

MEMBER SIGNATURE

DATE

REPRESENTATIVE SIGNATURE

DATE

WBBIA By-laws: Article 1.1c. "Authorized Representative" means a person authorized in writing by a Member to represent that Member's group, society, body or corporation, and is a shareholder, Director, Officer or employee of the Member.

WEST BROADWAY BIA

SUITE 238 - 2912 W.BROADWAY, VANCOUVER, BC, V6K 0E9 | 778-384-6377 | INFO@KITSONBROADWAY.COM | WWW.KITSONBROADWAY.COM | @KITSONBROADWAY



## *Nomination to the Board of Directors*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

STATUS: ☐ OWNER

☐ TENANT

TERM: ☐ 1 YEAR

☐ 2 YEARS

BIO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERESTS: ☐ MARKETING & EVENTS

☐ STREET ENHANCEMENT

☐ GOVERNANCE & FINANCE

☐ ADVOCACY

☐ MEMBER ENGAGEMENT

☐ COMMUNITY ENGAGEMENT

☐ SPONSORSHIPS & PARTNERSHIPS

☐ OTHER

Seconded by two (2) members of the WBBIA:

1.

2.

SIGNATURE

PHONE

SIGNATURE

PHONE

**IMPORTANT:** To be considered for nomination, please return by mail/delivery to West Broadway Business Improvement Association, Suite 238 - 2912 West Broadway, Vancouver, BC, V6K 0E9, or fax to: 604-739-8511, or email to: [info@kitsonbroadway.com](mailto:info@kitsonbroadway.com), **PRIOR to the AGM on September 13, 2023.**

WEST BROADWAY BIA

SUITE 238 - 2912 W.BROADWAY, VANCOUVER, BC, V6K 0E9 | 778-384-6377 | [INFO@KITSONBROADWAY.COM](mailto:info@kitsonbroadway.com) | [WWW.KITSONBROADWAY.COM](http://WWW.KITSONBROADWAY.COM) | @KITSONBROADWAY





## Proxy Form

The undersigned, being a Voting Member in good standing of the West Broadway Business Improvement Association, hereby appoints \_\_\_\_\_ of \_\_\_\_\_ or, failing him/her \_\_\_\_\_ of \_\_\_\_\_ being a Voting Member in good standing to act as proxy holder for the undersigned to attend, act, and vote for and on behalf of the undersigned at the Annual General Meeting of the Society to be held on the 13<sup>th</sup> day of September, 2023 and any adjournment thereof.

Company / Business Name: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Every registered member has the right to appoint a proxy holder to attend, act and vote for him/her at the Annual General Meeting of the West Broadway Business Improvement Association, as specified in the Association By-laws, with the following requirement:

WBBIA By-laws: Article 6.9. A Voting Member may appoint another Member a proxy holder to attend, act and vote on his/her behalf. The proxy shall be signed by the appointing Member or his/her attorney duly authorized in writing or, if the appointer is a corporation, under the seal of the corporation or under the hand of its duly authorized Officer. The person who is a proxy holder shall be a Voting Member in good standing of the Society.

WEST BROADWAY BIA

SUITE 238 - 2912 W.BROADWAY, VANCOUVER, BC, V6K 0E9 | 778-384-6377 | INFO@KITSONBROADWAY.COM | WWW.KITSONBROADWAY.COM | @KITSONBROADWAY

@Kits ON  
BROADWAY

#TENBLOCKSOFEART



3400

WEST BROADWAY BIA

2500

OVER 300 MERCHANTS  
& community heart  
@KITS ON BROADWAY  
FROM COLLINGWOOD TO LARCH!