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June 30, 2022

Downtown Saskatoon  
**Attention:** Brent Penner, Executive Director

**Via Email**

**Re: *The Business Improvement Districts Bylaw, 2022***

Further to Leadership Team Governance Subcommittee's letter of June 9, 2022, we are reaching out to provide some additional information. The City Solicitor and the City Clerk met with Brent Penner this week and we thought it would be beneficial to share the results of that meeting with the entire group.

#### **1. Business Licence Information**

The City's Business Licence section will be providing additional information to each of the Business Improvement Districts ("BIDs"). The spreadsheet of business licence information that is usually shared with each of the BIDs is in the process of being enhanced to also include a phone number, email, mailing address and a contact name (if available) for each business in each BID. The current spreadsheets will be updated and provided to the BIDs by mid-July. Going forward, this information will simply be included in the regularly provided spreadsheets.

#### **2. Annual General Meetings**

The provisions of the Bylaw with respect to annual general meetings ("AGM") have intentionally been kept high level to allow each of the BIDs flexibility. It is our understanding that there may be some desire for some of the BIDs to make the rules more prescriptive. For example, a formal sample agenda for the AGM; rules around the information that should be provided to show you are the proper representative of a business, etc. You will recall that each of the BIDs is required to adopt meeting procedures. Some of you have already taken this action and there are provisions in those meeting procedures already regarding AGMs. Additional rules could be placed into these meeting procedures. We would certainly be willing to assist any of the BIDs in drafting provisions if they want to adopt some additional rules around AGMs in their meeting procedures. The only caveat is that we would recommend that the rules not be so prescriptive as to negate the purpose of the AGM which is to encourage transparency and accountability.

The draft Bylaw currently provides that the annual report of each BID be provided to the City by April 30 of each year. There has been a request for us to consider moving that to June 30 of each year. We have said we will consider that request.

**3. Expenditures by Board**

The June 9, 2022 letter outlined three options that we would be presenting to Council on this topic. There has been a request for us to explore a combination of options 2 and 3, which would allow the Board to agree to an indebtedness for a period of up to five years for office-related expenses such as office space leases or the lease of office-related equipment. The requirement to obtain approval by the Standing Policy Committee on Finance would only be required for other situations where the BID is agreeing to a multi-year indebtedness. We have agreed to explore this option.

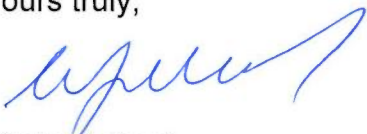
**4. Disestablishment of a District**

Again, the letter of June 9, 2022 outlined three options that we would present to Council for consideration regarding what to do with any surplus funds upon the disestablishment of a BID. There has been a request for us to explore another option other than the Streetscape Reserve where any surplus could be used for some amenity in the area where the levy was collected. We have agreed to reach out again to the City's Chief Financial officer and the relevant General Managers to determine if there is an alternative.

Again, we invite your feedback on these items and the letter of June 9, 2022. We have been directed to report back to the July 2022 meeting of the Governance and Priorities Committee. Thus, for your feedback to be included in the report, it would have to be received not later than July 4, 2022.

Thank you.

Yours truly,



Cindy Yelland  
City Solicitor

- cc. DeeAnn Mercier, Broadway BID
- Randy Pshebylo, Riversdale BID
- Judy Denham, 33<sup>rd</sup> Street BID
- Lloyd Moker, Sutherland BID