

## **BYLAW NO. 9496**

### **The Business Improvement Districts Amendment Bylaw, 2018**

The Council of The City of Saskatoon enacts:

#### **Short Title**

1. This Bylaw may be cited as *The Business Improvement Districts Amendment Bylaw, 2018*.

#### **Purpose**

2. The purpose of this Bylaw is to:
  - (a) amend the foundational Bylaws for the various Business Improvement Districts to provide for a financial report date of April 30;
  - (b) ensure that the Business Improvement Districts report on their finances to City Council in a common format;
  - (c) permit a review engagement; and
  - (d) permit the Board of each Business Improvement District to appoint its own auditor.

#### **Bylaw Nos. 6710, 6731, 7092, 7891 and 9235 Amended**

3. The following Bylaws are amended in the manner set forth in this Bylaw:
  - (a) Bylaw No. 6710, A Bylaw of the City of Saskatoon to designate an area in the downtown as a business improvement district and to establish a Board of Management thereof;
  - (b) Bylaw No. 6731, A Bylaw of the City of Saskatoon to designate an area as a business improvement district to be known as the Broadway Business Improvement District and to establish a Board of Management thereof;
  - (c) Bylaw No. 7092, A Bylaw of The City of Saskatoon to designate an area as a business improvement district to be known as the

Riversdale Business Improvement District and to establish a Board of Management thereof;

- (d) Bylaw No. 7891, *The Sutherland Business Improvement District Bylaw, 1999*; and
- (e) Bylaw No. 9235, *The 33rd Street Business Improvement District Bylaw, 2014*.

#### **Section 12 of Bylaw Nos. 6710, 6731 and 7092 Amended**

- 4. Section 12 in each of Bylaw Nos. 6710, 6731 and 7092 is repealed and replaced with the following:

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

#### **Section 13 of Bylaw Nos. 6710, 6731 and 7092 Amended**

- 5. Section 13 in each of Bylaw Nos. 6710, 6731 and 7092 is repealed and replaced with the following:

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

#### **Section 15 of Bylaw Nos. 7891 and 9235 Amended**

- 6. Section 15 in each of Bylaw Nos. 7891 and 9235 is repealed and replaced with the following:

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

**Section 16 of Bylaw Nos. 7891 and 9235 Amended**

7. Section 16 in each of Bylaw Nos. 7891 and 9235 is repealed and replaced with the following:

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

**Schedule “B” Added to Bylaw Nos. 7891 and 9235**

8. Schedule “A” to this Bylaw is added as Schedule “B” to Bylaw Nos. 7891 and 9235.

**Schedule “C” Added to Bylaw Nos. 6710, 6731 and 7092**

9. Schedule “A” to this Bylaw is added as Schedule “C” to Bylaw Nos. 6710, 6731 and 7092.

**Coming into Force**

10. This Bylaw shall come into force on the day of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## Schedule "A" to Bylaw No. 9496

**Schedule "B" to Bylaw Nos. 7891 and 9235 and  
Schedule "C" to Bylaw Nos. 6710, 6731 and 7092**

## Standardized Financial Statement Template

[Business Improvement District Name]  
**Statement of Financial Position**  
**December 31, XXXX**

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

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

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

[Business Improvement District Name]  
**Statement of Operations**  
**December 31, XXXX**

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

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

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

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

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