**South Quesnel Business Improvement Association**

**Strategic Plan**



Version 2.0

2022-2028

# Executive Summary

The South Quesnel Business Improvement Association is a registered Provincial Society (S-0046); its mandate is to serve the Businesses of South Quesnel. The association was established in 2002. Annual funding is received through a City of Quesnel Business Improvement Area Bylaw and through various business type grants. The association was formed to improve the business area including beautification, safety and marketing for all the businesses within the boundary.

Business number is: 871346508 BC0001.

Please note – A shorter version of this document that incudes pages 1-11 is also available upon request

# Table of Contents

|  |  |
| --- | --- |
| **Content** | **Page** |
| Executive Summary/Table of Contents | 1 |
| Vision, Mission, and Values | 2 |
| BIA area map/boundary | 2 |
| SQ BIA Board of Directors | 3 |
| Executive Director | 3 |
| Committees | 3 |
| Priority Goals & Action | 4 |
| Goals Overview 2022-2028 | 5-8 |
| SWOT (strengths, weaknesses, opportunities, threats) Information | 9 |
| Marketing Taglines | 10 |
| Branding | 10 |
| Budget | 11 |
| Financial Statement | 12-17 |
| Appendix A - Bylaws | 17-29 |
| Appendix B - Policies | 30-37 |

# Vision:

South Quesnel Business Improvement Association is an open and inclusive Business Association, that advocates for the needs of its members, and strives to create a safe, attractive, vibrant and welcoming Business Area.

# Mission:

South Quesnel BIA promotes the economic development of the Business Association area through various marketing, beautification, safety and advocacy initiatives. We partner with the City of Quesnel (and others) to create an inclusive landscape and development area for businesses and the public. We strive to bring a sense of community and increase customers in the shopping area.

# Values:

As a board we value being an honest, open and approachable group that is forward thinking. We believe in partnership, community and prosperity. Our goal is to help make South Quesnel a desirable place to live, eat, shop and explore for everyone.

# City of Quesnel Bylaw Border:

# Link: [HERE](file:///Users/lisaboudreau/Desktop/SQBA/Downloads/SQ%20BIA%20MAP.pdf)

Diagram

Description automatically generated

# Fall 2021/Fall 2022 SQBA Board of Directors

Executives/Directors are volunteers from the members in the Business Association area; there are currently 9 Executives/Directors and quorum is not less than 5. Directors serve a term of a year and are eligible for re-election. Our AGM Currently held in October.

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| --- | --- | --- |
| **Name** | **Position** | **Business** |
| Tobi Weightman | President | Extra Foods |
| Charlotte Kurta | Vice President | Westroad Consultants |
| Michelle Rodger | Treasurer | Aroma Foods |
| Jay Jardosh | Director | Mobile Gas Bar |
| Carlos Gonzalez | Director | Video Game Party Truck |
| Alyssa Johnstone | Director | Canadian Tire |
| Manny Singh | Director | Motherlode Tire & Lube |
|  |  |  |
| *Runge, Martin* | *Council Representative* | *City of Quesnel* |

# Executive Director:

Lisa Boudreau – July 2021 to Present

# Committees:

|  |  |  |
| --- | --- | --- |
| **Ref** | **Committee** | **Chair/Members** |
|  | City Communication | President: 1st Tobi Weightman 2nd Charlotte Kurta |
|  | Policies/Bylaws | Charlotte Kurta |
|  | Events | Michelle Rogers, Tobi Weightman |

# 2022 to 2030 Priority Goals and Actions

*Goals are to meet the criteria of Specific, Measurable, Attainable, and Time-based (numbered for reference only)*

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| --- | --- | --- |
| **Ref** | **Goals and Actions** | **Completion**  **YY-MM** |
| **1** | **Goal: Partner with City and/or businesses to create a public green space including picnic tables, garbage can and a stage or performance area**   * Obtain (rent/purchase/lease) an area with opportunity for space for picnic tables * Purchase picnic tables, bike racks and garbage cans |  |

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| **2** | **Goal: Partner with Indigenous Communities**   * Acknowledgment of Lhtako Dené traditional territory * Invite/Include band to events and planning meetings * Partner on transit passes |  |

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| **3** | **Goal: Safety and Access to Business Entry ways, Parking lots and road ways**   * Work on solutions for intersection/roadway safety for pedestrians and traffic * Managing the flow of traffic throughout the business area, specifically line ups on roadways |  |

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| **4** | **Goal: Work with the City of Quesnel to participate in long-term planning and joint projects**   * Housing developments. * Transit Improvements. * Development of trail systems (walking/biking) |  |

# Goals Overview and Context (2022-2028)

*(Numbered for reference only.)*

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| --- | --- | --- | --- |
| **Ref** | **Goals and Actions** | **Priority**  **1 to 3**  **1=high** | **Completion**  **YY-MM** |
| **1** | **Focus Area: Physical Improvement and Beautification**    **Goal: Increase the overall physical attractiveness of the business district.** |  |  |
| *1.1* | Work with City of Quesnel in developing trail extensions and improving access to SQ Businesses   * Discussing greenspace options and trail extensions (Racing Rd.) * Pathway from Hydraulic Rd. through to SQ Area |  |  |

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| *1.2* | Create a ‘Clean Team’ to ensure that frontage roads, ditches and empty lots are maintained and free from garbage and un-safe materials.   * Four ‘pick up’s’ between spring and fall * Continue to ask MOT to mow and keep frontage ditches   clear |  |  |
| 1.3 | Support and partially fund installation of art pieces/murals.   * Partner with SQ businesses and assist financially * Survey interest and purchase more planters, picnic tables and benches for business owners |  |  |

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| **2** | **Focus Area: Physical Improvement and Beautification**    **Goal: Support the business area beautification.** |  |  |
| 2.1 | Assist businesses to access grant funding for revitalization projects.  • Work with City of Quesnel Grant Writer and Economic Development to find and obtain grants for SQ Businesses, including greenspace and trail options. |  |  |
| **3** | **Focus Area: Safety**    **Goal: Increase the safety in the business district.** |  |  |
| 3.1 | Create a fund to assist businesses with improving interior and exterior building security.   * Partner with SQ businesses that offer security plans and merchandise to create a reduced rate for SQ Businesses. * Contract local security businesses to add patrols in SQ. * Assist businesses financially or other. * Continue to work with local law enforcement. |  |  |

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| **4** | **Focus Area: Advertising and Promotion**    **Goal: Promote business and services in the business area** |  |  |
| *4.1* | Maintain website and social media platforms, which offer customers information, upcoming and special events.   * www.southquesnel.com * Facebook and Instagram |  |  |
| *4.2* | Create major marketing project to drive business to South Quesnel (social media, marketing, and video).  • Showcase SQ businesses, vacant lots, Dragon Lake, etc. |  |  |
| *4.3* | Continue to work on the Shop Local campaign.   * Continue working with Chamber of Commerce, Community Futures, and other BIAs * Continue with the successful SQ Marketing Promotions such as the ‘Back to School” Campaign |  |  |
| *4.4* | Continue using local media outlets for advertising   * The Observer * The Goat and Cariboo Country * CJ Directory * City of Quesnel Website Event Planner |  |  |

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| **5** | **Focus Area: Projects**    **Goal:** Enhance access to business information to the community and public transit. |  |  |
| 5.1 | Improving Public transit options to the SQ BIA:   * More frequent bus pick-ups * Support transit passes (for low-income families, Lhtako Dene, or Women’s Resources Centre etc.) * Free Transit for all children under 12 OR 16 Possibly supported by the SQ BIA) * Easier access for those working in the SQ area |  |  |

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| **6** | **Focus Area: Projects**    **Goal:** Further develop a unified image for the South Quesnel Business Association. |  |  |
| *6.1* | Continue to encourage businesses to note that they are in South Quesnel in their advertising and use association logo wherever possible.   * Window stickers * Social Media linking * SWAG items and other promotional items for give-a-ways |  |  |
| *6.3* | Maintaining/supporting businesses with improvements   * planters * sculptures * bike racks * benches * murals |  |  |
| ***7*** | **Focus Area: Projects**    **Goal:** Obtain greater buy-in/engagement within the South Quesnel Business Association. |  |  |
| 7.1 | Seek regular input from the South Quesnel Business Association members.   * Encourage members to attend monthly meetings and participate in discussions and decisions.   Executive Director engagement in person with businesses |  |  |

# SWOT (Strengths, Weaknesses, Opportunities and threats):

*(This information has been collected over-time and updated in July 2022)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Strengths** | |  |
| Diversity of Businesses | Marketing | Visibility from hwy 97 | Beautification Projects |
| Strong Budget | Overall Community | South Quesnel Bucks | Planters and Benches |
| Safe Area | Location and Hwy 97 | Accessible/Accessibility | Growth Opportunities |
|  | **Opportunities** | |  |
| Establish a Public Green Space—family oriented, playground, events  setting, public washroom | Expansion of BIA area | Long-term decision on Maple Park Mall Site | Improved access to existing and future businesses |
| Parking for Transport Trucks following established best practice in the community. | Parking for Large RV Units (Similar to Visitors’ Centre and Sani Dump) | Bike Lock ups/Bike Racks | Additional side-walks, pathways and trails |
| Additional Bus Shelters | Public Transit for Staff working later hours, Seniors, and Families | Additional long-term planning for the area | Members’ engagement |
| Working effectively with other BIAs | Highway Access Improvements | Pedestrian Access  Tunnels under Highway 97 | Additional Safety  Measures for the  Highway 97 Corridor |
|  | **Weaknesses and Threats** | |  |
| Maple Park Mall Status | Access to some businesses | Highway Safety | Not much property/lots re city owned |

# Marketing Taglines:

Taglines:

**“S**hop! **E**at! **E**xplore!”

“Shop on Top”

**Branding:**

**Colors: Purple, Blue**

# Logo:



|  |  |
| --- | --- |
| **Revenue** | **Amount** |
| Levy | $80,000 |
| Grants | $13,200 |
| Revenue  (events, CRD membership) | $1500 |
| **Budget Total:** | **$94,700** |

**\*This budget is to be expected to remain the same annually 2022 through 2027\***

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| --- | --- |
| **General & Administration** | **Amount** |
| Accounting (PMT) | $4000 |
| Bank Fees | $120 |
| Insurance | $1650 |
| Postage | $300 |
| Storage | $940 |
| Payroll | $28,800 |
| CRA Remittance | $7000 |
| WCB/Work safe | $200 |
| Membership  (Chamber of Commerce, Canva Design ) | $300 |
| Office Expenses | $1300 |
| **Total:** | **$44,610** |

|  |  |
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| **Advertising & Promotion** | **Amount** |
| SQ Swag | $4500 |
| Phone book, radio, newspaper | $4500 |
| Back to School Campaign | $600 |
| Website | $480 |
| TBA Campaigns | $1200 |
| **Total:** | **$11,280** |

|  |  |
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| **Meetings & Board Engagement** | **Amount** |
| Meetings Expenses | $3500 |
| Zoom Fees | $280 |
| Board engagement | $1500 |
| Conference | $3000 |
| **Total:** | **$8,280** |

|  |  |
| --- | --- |
| **Beautification & Safety** | **Amount** |
| Beautification  (Examples: Flowers, banners, lights) | $8,750 |
| Safety  (Examples: Crosswalks, security, cameras) | $8,750 |
| B/S Benefaction  (beautification/safety - individual application) | $2,500 |
| **Total:** | **$20,000** |

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| --- | --- |
| **Community Engagement** | **Amount** |
| Events | $8,000 |
| **Total:** | **$8,000** |

**Financial Statement:** [**Click Here**](file:///Users/lisaboudreau/Desktop/SQBA/Downloads/2021-SQBA%20financial%20statements%20DRAFT.pdf)

Most recent Financial Statements will be updated as they become available

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**Appendix A—Bylaws**

# Bylaw Information

1. The name of the Society is “SOUTH QUESNEL BUSINESS IMPROVEMENT ASSOCIATION”.

1. The purposes of the Society are:

to promote the economic, commercial and social welfare of the City of Quesnel as affected by the south Quesnel business district thereof;

1. to make studies of and advance any project, plan or improvement designed to benefit the city and to further the development and expansion of such district;
2. to maintain and increase real property values in such district; to co-operate with and aid any person, group or association in projects intended to benefit the City as a whole and the said district in particular.
3. to encourage found or incorporate and if deemed advisable to operate, any organization, society or body corporate proposing to improve the said business district;
4. to disseminate information to the public concerning the welfare of the city and the said district and generally to act in any or all matters for the benefit of the said city and district.
5. the activities of the Society shall be non-political.
6. in the event of winding-up or dissolution of the Society or other liquidation or distribution of its assets, and after payment of all debts and liabilities of the Society:
7. any money remaining which was granted to the Society by the City of Quesnel pursuant to Section 233 of the Municipal Act, R.S.B.C. 1996, and amendments thereto, shall be distributed pro rata among the owners of real property in the Quesnel Downtown Business Improvement Area as of January 31 immediately following the completion of winding-up or dissolution apportionment among owners shall be based on each owner’s assessed real property value on December 31 immediately prior to the January 31 distribution date as recorded on the tax rolls of the City of Quesnel and as compared to the total assessed value for all owners of real property in the Quesnel Downtown Business Improvement area; and
8. any remaining assets of the Society shall be distributed in a manner determined by the members of the Society.
9. Any monies granted to the Society by the City of Quesnel pursuant to Section 233 of the Municipal Act R.S.B.C. 1996, c\* and amendments thereto:
10. Are to be spent in accordance with the business promotion scheme as defined in section 233(1) of the Municipal Act determined from time to time by the members of the Society and the City of Quesnel; and
11. If not required for immediate use may be invested only in such securities in which trustees are authorized by law to invest.
12. Paragraphs 3, 4, and 5 of these bylaws are unalterable in accordance with the Society Act.

**Part 1 – Interpretation**

1. In these bylaws, unless the context otherwise requires:

**“Directors”** means the directors of the society for the time being;

**“Society Act”** means the Society Act of British Columbia from time to time in force and all amendments to it;

**Part 2 – Membership**

1. The members of the association are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
2. There shall be two categories of membership in the Society as follows:
3. **Active Members:** Shall be a Property Owner or Tenant admitted to the Association who comply with all the requirements for being an Active Member as shall be determined from time to time by the Directors.
4. **Honorary Members:** Shall include any persons or corporations that the Directors may from time to time decide to honor with Honorary Membership in the Society for exemplary service to the Society. Honorary Membership in the Society shall not be entitled to vote at any General Meetings of the Society although they may attend as an overserve with no stated opinion. Honorary members shall be entitled to all privileges extended to them as Directors may determine.
5. **CRD Members:** Shall include any South Quesnel Businesses located in the CRD that choose to take part ($125 for non-voting members and $250 for voting members) Refer to policy SQ-105 for details.
6. The Society shall never have more Honorary Members then Active Members.
7. Every member shall uphold the B.C Societies Act and comply with these bylaws.
8. **Membership Dues:**
9. The amount of the annual membership dues for Active Members shall be in accordance with the City of Quesnel Bylaws.
10. All members are in good standing unless notified by the City of Quesnel in accordance with their bylaws.
11. **Termination and Expulsion:**
12. A person shall cease to be a Member of the Society on ceasing to be a Property Owner or tenant.
13. A Member may be expelled by a special resolution of the members passed at a General Meeting.
14. The notice of a Special Resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
15. The person who is the subject of the proposed resolution for expulsion shall be given a copy of the notice of Special Resolution for expulsion accompanied by a brief statement of the reason or reasons for the proposed expulsion and shall be given the opportunity to be head at the General Meeting before Special Resolution is put to a vote.
16. **Representation:**

No member shall without prior approval of the Executive Director OR the President:

1. represent or speak on behalf of the Society, or
2. order any goods or services in the name of the Society

**Part 3 – Meetings of Members**

1. General meetings of the association must be held at the time and place, in accordance with the Society Act, that the directors decide.
2. Subject to the requirements of the Societies Act, notice of a General Meeting is validly given if sent electronically to:
3. Every member who is in good standing in the member registry on the day notice is given and has provided an electronic address to the society.
4. The societies City Liaison
5. The City of Quesnel
6. Notice of a General Meeting also must be:
7. Posted on the Society’s website throughout a period commencing of at least 21 days before the meeting and ending when the General meeting is held, and;
8. Sent out via paper copy to those businesses who request so.
9. The directors may, when they see fit, convene an extraordinary general meeting.
10. The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after holding of the last preceding annual general meeting.

**Part 4 – proceedings at General Meetings**

1. The following business shall be transacted at an Annual General Meeting:
2. The adoption of *The B.C Societies Act* (Rules of Order)
3. The consideration of financial statements (verbally or in document)
4. The report of the directors
5. The election of directors
6. The other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
7. **Meeting time/length:**
8. Annual General Meetings as well as Regular Monthly meetings must not proceed longer than 60 minutes except for;
9. Special meetings where notice is given ahead of time to all members
10. Roundtable discussion is to take place after a meeting has been adjourned. Meeting Minutes will not take place other than a short general point form description of what was discussed.
11. **Proceedings without Quorum:**
12. Quorum is 5 of the elected officers/directors
13. No business other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a General Meeting at a time when a quorum is not present.
14. If at any time during a general meeting there ceases to be a quorum present via in person, zoom or telephone, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
15. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting, a quorum is not present within 30 minutes from the time and appointed for the meeting, the members present constitute a quorum.
16. Subject to this bylaw the president, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
17. If at a general meeting:
18. there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
19. the president and all other directors present are unwilling to act as the chair,

the members present must choose one of their number to be the chair.

1. **Adjournment:**
2. A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
3. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
4. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
5. A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
6. **Voting:**
7. An active member is entitled to one vote at an Annual General Meeting.
8. Only directors are able to vote at extraordinary meetings *(extraordinary meeting is that which is called by a member/director and is not a scheduled AGM or regular monthly meeting)*
9. In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member and the proposed resolution does not pass.
10. Voting is by show of hands.
11. Voting by proxy is NOT permitted
12. A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting.
13. If quorum is not met at a meeting, members may vote via electronic communication such as Zoom, Email, and phone. Executive Director is to communicate and put forth the meeting agenda and motions to be made.

**Part 5 – Directors and Officers**

1. The directors may exercise all the powers and do all the actions and things that the SQ BIA may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to
2. all laws affecting the SQ BIA
3. these bylaws, and
4. rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
5. No rule, made by the society in a general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
6. **Number of Directors & Qualifications:**
7. The number of Directors shall be a minimum of 3
8. The directors chosen shall be active members only
9. The executive officers of the society shall be a President, a Vice president and a Treasurer. All of whom shall be elected by members of the association at the Annual General Meeting.
10. All Officers and directors must be at least 18 years of age
11. All elected positions must agree to comply with the B.C Societies Act AND these bylaws
12. **Director Election & Term**
13. All Directors shall hold office for a term of 1 year, retiring office at the second Annual General meeting following the election of their successors or appointed persons in accordance with these bylaws
14. The president, vice president, secretary, treasurer and a minimum of 3 more other person are the directors of the society.
15. The number of directors must be 6 or a greater number determined from time to time at a general meeting, this includes the president, vice president and treasurer.
16. The directors must retire from office at each annual general meeting when their successors are elected.
17. An election may be by acclamation, otherwise it must be by ballot.
18. If a successor is not elected, the person previously elected or appointed continues to hold office.
19. In a state of emergency, the director terms may be extended for one year upon notification to the membership
20. The members may, by special resolution, remove a director, before the expiration of his/her/their term of office, and may elect a successor to complete the term of office.
21. **Nominations:**
22. All positions must be posted and shared with members of the society at least thirty (30) days before the date of the Annual General Meeting.
23. A list of all qualified nominees shall be shared at the Annual General Meeting prior to the election.
24. Nominations can take place up to 5 minutes before the Election at the Annual General Meeting.
25. **Vacancy on Board:**

If a director resigns his/her/their office or otherwise ceases to hold office, the remaining directors may appoint an active member to take the place of the former director.

1. **Removal of a Director:**

The Active Members may, by special resolution at a general meeting, called for that purpose, remove a director before the expiration of their term of office, and may elect a successor to complete the term of office.

1. **Remuneration:**

No director shall be remunerated for being or acting as s director, but a director shall be reimbursed for all expenses necessary and reasonably incurred while engaged in the affairs of the society.

**Part 6 – Proceedings of Directors**

1. The directors may meet at the place they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit in accordance to these bylaws and the B.C Society Act.
2. The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
3. The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
4. The President, secretary shall on the request of two or more director, convene a meeting of directors.
5. **Voting:**
6. Questions arising at a meeting of directors and committee of directors shall be decided by a majority of votes
7. In case of an equality of votes, the chairperson does NOT have a second or casting vote.
8. Voting may take place via electronic communication (Zoom, email, phone)
9. **Delegation to a Committee:**
10. The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
11. A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
12. **Committee Meetings:**
13. The members of a committee may meet and adjourn as they see proper.
14. A committee shall elect a director as a chairperson of its meetings, but if no chairperson is elected or if at a meeting the chairperson is not present the directors present who are members of the committee shall choose one of their members to be chairperson of the meeting.

**Part 7 – Duties of Officers**

1. **President:**

The president presides at all meetings of the society and of the directors.

1. The president carries out the responsibility of connecting with the Executive Director
2. The president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
3. As chief executive, it is expected for the president to be chair of the city communications committee and be present for all communications with the city.
4. **Vice President:**

The Vice president must carry out the duties of the president during the president’s absence.

1. It is expected that the Vice President attend All Annual General Meetings as well as ordinary monthly meetings
2. **Treasurer:**

The duties of the Treasurer are to review the financial records and statements received from the chartered accountant including the annual financial statements.

1. Connect with the Executive Director prior to meetings to receive account information and updates.
2. Report out at general meetings the financial statements from the chartered accountant.
3. In the absence of the treasurer from a meeting, the directors must appoint another person to act as treasurer at said meeting.
4. **Directors:**

The duties of the Directors are to attend monthly meetings, and exercise their voting privileges

1. Directors are expected that when a president or vice president are absent from a meeting, they will carry out the duties of the current elected officers.
2. It is in the best interest of the society that the elected directors chair and/or sit on a committee.
3. **Executive Director (Paid Staff):**

The Executive Director shall have the authority to engage in the services of the Executive Director to manage the day-to-day tasks and affairs of the Society and oversee the management and duties of all other employees of the Society.

1. The Executive director shall have authority to make financial decisions on all fixed expenses as per the annual budget to carry out the purposes of the Society.
2. The Executive Director is granted authority to make purchases as he/she/they feel fit and that are in the best interest of the association of monies up to $150 per month.
3. The Executive Director shall report and connect with the current President on a regular basis.
4. The Executive Director shall execute those tasks listed in his/her/their job description.

**Part 8 – Seal**

The Directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.

1. **Authority to use Seal:**

The common seal shall be affixed only when an authorized resolution of the Directors and then only in the presence of the person prescribed in the resolution, or if no persons are prescribed, then by any two Directors.

**Part 9– Notice to Members**

1. A notice may be given to a member personally, by mail (at their registered mailing address), or by electronic distribution (email, airdrop etc.)
2. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
3. No other person other than a business member is entitled to receive a notice of a general meeting

**Part 10 – Bylaws**

1. On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the strategic plan, bylaws and policies
2. These bylaws must not be altered or added to except by special resolution/meeting or AGM.

**Part 11 – Records**

1. The Executive Director, shall store minutes and all records required by the Act to be kept in any appropriate format and shall provide forth safekeeping of such information. Such minutes and records of the Society shall be open to inspection by all members in

good standing upon a reasonable period of notice.

**Part 12 – Policies (Adding and Editing)**

1. Adding new policies to this document may be done at any regular monthly meeting.
2. Editing existing policies may only be done at a special/resolutions meeting or Annual General Meeting.

---END OF BYLAWS---

# Appendix B—Policies

**TRAVEL POLICY SQ – 100**

**Updated: June/2022**

**POLICY PURPOSE**

The purpose of this policy is to outline the Employee/Member Travel rates for the reimbursement of South Quesnel BIA business travel expenses. All necessary and reasonable costs will be reimbursed when incurred on official board business.

**PROCEDURES:**

1. **Travel Approval/Providing Direction to Traveler`s:**

The Executive Director is responsible for making any reservations/accommodations and travel arrangements for any traveler representing the South Quesnel BIA.

1. **Commercial/Personal Transportation options:**

Travel options (in no particular order) include commercial transportation, rental vehicle, or privately owned vehicle. The Association will reimburse the traveler for the most cost-effective travel option, according to the distance travelled and other special factors associated with the trip. When a personal vehicle is chosen as an alternative to car rental or air travel, mileage reimbursement will be limited to a fixed-price-per-kilometer, based on the current year’s CRA mileage rate for business. The rate per kilometer includes all risk associated with property damage and personal vehicle insurance. The vehicle operator is responsible for paying any traffic violation/parking fines and towing fees when driving both personal or a rented vehicle.

1. **Combining Business and Personal Travel:**

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Clear calculations must be made.

1. **Insurance Requirements:**

Travelers are responsible for obtaining adequate insurance coverage for using their private vehicle (a minimum of two million third party liability coverage). For rental vehicles the Personal Accident Insurance option is not required as work-related accidents are covered by Workers` Compensation benefits both inside and outside of B.C. Extra third party liability insurance is required for rentals made within Canada or for rentals from BC approved rental outlets being driven into the US.

1. **Accommodation:**

At the time of booking, discretion shall be used as to which properties are used. To accommodate the traveler and safety issues, first consideration should be given to the conference location. Accommodations may pre booked and paid for by the South Quesnel BIA Mastercard at time of booking or upon arrival/departure of the location. Traveler must keep and submit all receipts.

1. **Lodging Allowance:**

If a hotel/motel is not used, an allowance of $30.00 per night is available for private accommodation. To accommodate the traveler and reduce secondary travel costs (i.e. taxis, car rentals), first consideration will always be given to the conference location.

1. **Hotel Cancellation Charges:**

Traveler(s) shall advise the Executive Director to cancel any reservations in time to avoid “no show” charges. If a cancellation is made last minute which results in penalties 50% will be paid by the Association and 50% by the traveler. Forgiveness due to illness and emergencies will be determined on a case-by-case basis.

1. **Meal and Incidental Expenses:**

The Per diem rates for meals are based on the current CRA travel-in-Canada directive meal allowances. Below Rates are to be updated as per the current CRA rates.

As of April 2021: Per Day Allowance

Breakfast $21.10 Lunch $21.35 Dinner $52.40 Incidental: $20

Meal allowance total $94.85 per day, and only for those meals not included within a conference.

Reimbursement for travel to and from events will be only for those meals expected while away from home (eg. to claim breakfast, the traveler must have travelled overnight). Any Incidentals over the allocated amount will be expected to be from a portion of the Executive Directors wages.

1. **Meeting/Hosting Expenses:**

Any South Quesnel BIA meeting/hosting expenses may be claimed. Reasonable meal expenses incurred by Executive Director and SQ Members conducting of any SQ business with members/volunteers/service providers and contractors may either reimbursed upon receipt or charged to the SQ BIA Mastercard.

1. **Completion of Expenses:**

Traveler expenses can either be made directly on the South Quesnel BIA Mastercard OR paid personally by the traveler with reimbursement upon receipts. All purchases must be in accordance with the Travel Policy SQ-101.

\*\*\*In ANY case, all expense receipts must be kept and filed accordingly!

**DONATION POLICY SQ – 101**

**Updated: June/2022**

**POLICY PURPOSE**

The purpose of this policy is to outline the procedure for donation requests from community members, associations and organizations. There are many ways to support Community Organizations and Associations without giving a cash donation.

**PROCEDURES:**

1. **Requests for cash donation:**

The South Quesnel Business Improvement Association does NOT give out cash/money donations. It is the Executive Director’s duty to politely respond to these requests, stating that this is not what our Association is here for. SQBIA may choose to help/assist in another way.

1. **SQ Bucks - Donations:**

SQ Bucks are available for purchase from the SQBIA to anyone in the community, they are a gift certificate to be used at participating SQ businesses. SQ Bucks are available to be used as welcome gifts and marketing efforts (ie prizes during events) however they are NOT to be given in the form of a donation (eg. CSS grad requests $100 donation in SQ bucks).

1. **SQ Bucks – Marketing:**

In the event that the South Quesnel BIA holds an in-person event, or a social media marketing campaign, SQ Bucks can be given as prizes.

1. **SQ Bucks – Welcoming New Businesses:**

When a new business opens up in South Quesnel, or a business relocates into South Quesnel from another part of town, the Board may give up to $50 in SQ Bucks to add to their welcome gift (typically flowers/plant/gift card).

1. **SQ Swag Donation:**

The SQ BIA is able to donate SQ Swag (SQ pens, bags, t-shirts etc.) to any organization or community association within a reasonable amount as a part of marketing/advertising.

Ideas on how the Association can support other organizations/associations:

* Giving a SQ branded item (pens, hoodies, bottled water, reusable bags)
* Purchasing snacks/treats/coffee from a SQ business for an event (ex. Special O Car Wash at Extra Foods)
* Executive Director/Board Members volunteer
* Purchase an item or gift cards from a SQ business to give to an event/organization
* Forward a request to businesses in SQ to see if any businesses would like to donate an item and/or money

**EXECUTIVE DIRECTOR WAGES SQ – 103**

**Updated: July/2022**

**POLICY PURPOSE**

The purpose of this policy is to clearly state the wages/benefits and holiday time of the Executive Director.

**PROCEDURES:**

1. The Executive director is expected to work 20 hours a week. If more hours are needed due to an event or special tasks, he/she/they must request to the board additional hours for that week/month. Hours worked may be reviewed annually.
2. For the first year of employment the Executive Director will be hired at an hourly wage determined by the board. After one year the board must do an employee performance review and may increase the hourly wage as they see fit.
3. Executive Director is paid monthly (based on a 4-week month), with a vacation pay of 4% on each paycheck for the first 5 years of employment and 6% thereafter.

(Example only: ED is paid $5/hr @ 10/hrs per week. = $200/month minus applicable taxes)

1. Executive Director receives 4 weeks’ vacation, which must be clearly communicated with the board. Vacation time is already worked into monthly pay (we go off a 4-week work month (4 weeks/month = 48 weeks a year leaving 4 weeks leftover for vacation))
2. No medical and Dental Plans are provided by the board.

**SQ Benefaction Beautification/Safety SQ – 104**

**Updated: August/2022**

**POLICY PURPOSE**

The purpose of this policy is to clearly outline the application for South Quesnel Members that apply for the SQ Benefaction, and guidelines for those who may receive it. Maximum benefit of $500 per business member and a maximum of 5 business members OR $2500/year (whichever is greater).

**PROCEDURES:**

1. Any South Quesnel BIA member may apply for the SQ Benefaction once per year.
2. To request the Benefaction members can write the SQ BIA requesting the Benefaction and clearly state what they plan on using it for. Email requests to: southquesnel@gmail.com
3. Applications are to be filled on a first come first served basis.
4. The SQ BIA may give up to 5 Beautification/Safety Benefactions per year
5. The Beautification/Safety Benefaction MUST be used on or towards beautification and safety on your business property.
6. Priority will be given to first time requests over repeat applicants.
7. Requests must be submitted between August 1st and November 1st every year.
8. 1st time applicants are able to receive benefaction upon approval, returning applicants will be filtered through after the November 1st deadline to be sure new applicants receive priority.

Some examples that the SQ Benefaction can be used on are: Flowers, planters, paintings, sculptures, window paintings, motion lights, security cameras, security systems/installs, window bars.

**CRD (SQ BIA) Membership SQ – 105**

**Updated: August/2022**

**POLICY PURPOSE**

The purpose of this policy is to outline the process of South Quesnel CRD members gaining membership to the South Quesnel Business Improvement Association. CRD members will have the option to be a member and/or voting member.

**PROCEDURES:**

1. Non-Voting member fee $125.00 Voting member $250.00
2. Any CRD Businesses between Dragon Lake Hill and the Red Bluff Road off hwy 97 (Richbar Nursery). And between hydraulic Road and Plywood Hill.
3. Both brick and mortar business and home-based businesses may become members
4. All members are able to receive benefits of items voted on.
5. New members can join at any point during the year.