

Policy Manual Dated: October 1, 2010

The Mount Pleasant Commercial Improvement Society

MPCIS is a non-profit, community-based organization. It was established in 1989 by the Mount Pleasant Business Association (MPBIA) to administer the Business Improvement Area (BIA) under the terms of a City of Vancouver by-law. The MPBA was formed in June 1985 to implement the Downtown Revitalization Program and to promote matters of common concern and interest to the business and property owners in the BIA.

The MPCIS operates the Mount Pleasant Business Improvement Area (MPBIA). The members of the MPBIA are commercial businesses and property owners based on City of Vancouver Class 5 and Class 6 registrants within the boundaries set. The MPBIA extends from 7th to 16th Avenues along Main Street, 7th to 12th Avenues along Kingsway and from Guelph to Ontario Streets along East Broadway. All business located within this area are members and are entitled to all member benefits and society voting privileges, as per by-laws. "

The mandate of Mount Pleasant Commercial Improvement Society is to undertake activities involving promotion, business recruitment and general maintenance of the Mount Pleasant Business Improvement Area with the object of improving its economic viability and general image, and to promote common concerns and interests of businesses and property owners in the area to bring them together for fulfilling the purposes of the Society."

BOARD OF DIRECTORS (May be up to 11)

The Board of Directors oversees the budget, monitors staff and committee activities, and provides policy guidance on the roles and programs of the MPCIS. The Board selects the Executive Director. The Executive Director's role is to implement Board policies, and manage the operations, programs and resources of the MPCIS.

Consistent with Section 34 of the bylaws, the Board of Directors will meet monthly at a regular date and time to be decided upon by the board. Cancellations or re-scheduling will be made at the discretion of the President or in his or her absence the Vice President, or a director appointed by the President or V.P.

DIRECTORS

With the understanding that directors are volunteers, and will want to maximize their time and contributions, following are guidelines for our directors:

1. Understand and support the purpose and current mission statement of MPCIS.
2. Attend board meetings pursuant to sections 26, 27 and 28 of the bylaws and advise the President when unable to attend so they may be excused.
3. Participate on at least one, but no more than three committees.

4. Promote & support MPCIS in the community, in a matter which reflects the Board Position on issues, especially those with regard to which a motion has been passed.
5. Demonstrate leadership.
6. Support the Executive Director and staff and neither undermine the efforts, monopolize their time nor create undue hardships for staff. Keep the ED fully informed.
7. **CONFIDENTIALITY.** All discussion and policies discussed at the Board Meetings will be kept in confidence. If a breach of confidence occurs, one warning will be issued. If a second breach of confidence occurs, one warning will be issued. If a second breach of confidence occurs, the offending Director(s) will be asked to resign or be removed from office.
8. **STANDARDS OF CONDUCT.** Display the highest standards of ethics and code of conduct, and to carry on external relations and communications with professionalism befitting the prestige of the position.

Committees

- A minimum of three members is required for committees, and consistent with the bylaws a quorum will be the majority of committee persons with one director present.
- A minimum of one director is required per committee, with a maximum of three directors.
- The remainder of the committee will be comprised of general members of the BIA or other board-appointed community members from within the boundaries of the BIA.
- The Chair must be a director. The Chair will make monthly presentation to the board.
- The maximum term for committee Chair is three years unless otherwise appointed.
- The committee Chair will be responsible for overseeing committee membership and recruitment and scheduling meetings.
- Each committee will set its own projects according to its allocated annual budget, with rationale how each project fits in with the overall MPCIS mandate; all projects must be approved by the board and payment authorized thereby consistent with sections 47a and b of the bylaws.
- Each committee will have authority for budgets assigned to them by the Board of Directors; if the committee wishes to overspend its budget, it must bring the request to the board.
- Committee projects will not be discussed at the board level, but rather be reported to the board by a director on the committee who is the chair or appointed by the chair for that purpose. Written reports submitted before meeting are encouraged and only questions related to those reports will be dealt with at the Board meeting. Directors may contact Committee Chairperson prior to the meeting for clarification.

- Each committee will assign its own secretary for recording motions and decisions. Executive Director will be ex-officio on all committees and will be advised of all actions & decisions.

Correspondence & Outside Contacts

- All incoming correspondence will be forwarded to the President, with a copy to committee chairs for action where applicable. The Executive Director shall have copies.
- Consistent with section 2a of the bylaws, ALL outgoing correspondence from directors will be APPROVED by the President, and will be sent out through the office.
- Directors will NOT represent the Society in any official capacity with City Officials and staff, government agencies or other organizations without the approval of the President and/or Executive Director. Any approved contact must be reported back to the Board and/or Executive Director.

Accounts

- Consistent with sections 2b and 47 of the bylaws, the board must generally approve all projects and purchases and authorize payments thereof, or designate to staff.

GENERAL GUIDELINES

- The recommended format for notice of meetings will come from past city council requirements, with clarification to come from the BIA office.
- A motion is required to move money from one budget to another if and when agreeable the chair responsible.
- Consistent with section 27e of the bylaws, board members absent or excused must be recorded in the minutes of the director's meetings.
- Review duties of Secretary and establish a check list.
- Consistent with section 33 of the bylaws, at the end of their term, all the directors and committee persons must return ALL properties, paperwork, records of the society to the secretary.
- Consistent with section 30 of the bylaws, no director will be remunerated for his or her time, but may be reimbursed for reasonable expenses while engaged in the business of MPCIS.
- Consistent with section 16, staff shall forward a Declaration of notice of meeting to appropriate offices at the City Hall as therein defined seven days prior to general meetings.
- Consistent with section 14a, define or establish a register of members.

- With reference to section 12 of the bylaws, the AGM is to be held by the end of September each year.
- The annual report as required by the Inspector of Companies of the Province and the Societies Act of B.C. must be made within a month after the AGM, complete with Director contact information.
- Consistent with section 6-1 and 7, define or establish application form or procedure and fees if any.
- It is expected where committee projects are complementary to or parallel to one another, that the respective committees consider coordinating their efforts to 1) save money and 2) to make better overall impact for the business community and 3) to save time and resources of the society re: street enhancement and Christmas promotions.
- On special projects and purchases exceeding \$1,000 bids should be called for in all cases, if feasible. On-going contracts may be approved in principle by staff.

STAFF

- All salaries are negotiated at the time of hiring.
- There will be annual reviews and evaluations of all employees with respect to bonuses and/or salary increases. An extended benefit package will be provided to full time staff.
- In the event that a Pension Plan cannot be established for full-time employees then the MPCIS will consider donations towards instituting R.R.S. Plans in lieu of said Pension Plan.
- Minutes of Board meetings to be prepared & distributed within seven days of each meeting.
- When they are available, Staff to apply for Summer Career Placement grants early in the year (February), and follow-up on possible Provincial grants.

AGM

- Consistent with Section 16, staff shall forward a Declaration of Notice of general meetings to appropriate offices at City Hall as therein defined, seven days prior to general meetings.
- Consistent with Section 14A, obtain a register of members on an annual basis from City Hall.
- The Annual Report as required by the Inspector of Companies of the Province and the Societies Act of BC, must be submitted within 30 days after the Annual General Meeting.
- Consistent with Section 39 of the b-laws, copies of AGM minutes and directors' meeting minutes to be provided to the Director of Finance and BIA Coordinator of the City of Vancouver within 30 days of the meeting, unless otherwise directed by the City of Vancouver.

This Policy Manual was initially prepared by Lorraine Beese and Bob Reid, revised by Walter Bayley in 2000 and 2003. It was also prepared by staff in 2004 for Strategic Plan Review. It was subsequently modified by staff in 2007 after a strategic planning process. A few minor changes were made in 2010.