

[TEMPLATE SPECIAL ASSESSMENT NOTIFICATION FOR BIA RENEWALS]

[Month] XX, 20XX

Name of Property Owner  
Street Address  
CITY, PROVINCE VXX XXX

RE: PROPOSED RENEWAL OF XXXXXXXXXXXX BUSINESS IMPROVEMENT AREA (BIA)  
SPECIAL ASSESSMENT NOTIFICATION

COORDINATE: 000-000-00-0000

PROPERTY ADDRESS: STREET ADDRESS, VANCOUVER

Dear [Property Owner]

This 'Special Assessment Notification' relates to the proposed xxxxxxxx Business Improvement Area (BIA) renewal. This Notification and the enclosed materials include:

1. A map of the BIA boundary
2. A letter from the City of Vancouver about BIAs and the BIA approval process
3. A brochure from the xxxxx BIA [society] outlining the programs and services they provide to commercial owners and their business tenants, as well their ongoing and proposed renewal programs and budget.

You're receiving this Notification because City of Vancouver records indicate you are the owner of the property at the above address.

BIA programs and services are funded through a special BIA levy billed annually with the property taxes. Your property contributes a share of the levy based on its commercial value. If Council approves the proposed BIA renewal, a BIA levy would continue to be assessed.

If the BIA renewal is approved, your estimated share would be: \$0,000.00

Based on your included commercial assessed property value of: \$0,000,000.00


*A Court of Revision will be held on XXXXday, [month] xx, 20xx at 9:30 a.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear complaints from property owners concerning errors only with respect to the names of the assessed owners and the length of the frontage of other measurements of the parcel, and any variation applied pursuant to section 508 (g) and (j) of the Vancouver Charter.*

*A copy of the Special Assessment Roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.*

Note: A meeting will be scheduled at a later date for Council to decide whether or not to approve the BIA renewal. Therefore, there is no need to attend the Court of Revision hearing unless you wish to report an error in the Special Assessment information respecting this property. If there is no error, but you wish to address Council about the proposed BIA renewal, please write to City Clerk as instructed in the enclosed letter. The Clerk's office will notify you once the date and time for the Council meeting is set. If you have questions, the

attached materials provide phone numbers to contact the [BIA not-for-profit society] and the City of Vancouver BIA Program.

Yours truly,



Peter Vaisbord, BA, LLB, MA(Pln)  
Coordinator, BIA Program

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*Enclosures*