



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

## MEMORANDUM

January 30, 2004

TO: Mayor Campbell and Councillors

CC: Syd Baxter, City Clerk - Court of Revision  
Judy Rogers, City Manager  
Peter Vaisbord, BIA Coordinator

FROM: Ann McAfee, Director of CityPlans

SUBJECT: Court of Revision Applications

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### APPLICATIONS

On December 11, 2003, Council considered the following Business Improvement Area (BIA) applications:

Gastown BIA	- Renewal
Davie Village BIA	- Renewal
South Granville BIA	- Renewal
Yaletown BIA	- Renewal
Proposed Victoria Drive BIA	- Establish New
Proposed Point Grey Village BIA	- Establish New

Council referred all six applications to the Court of Revision for consideration as Council Initiatives.

### ACTIONS

After reviewing letters of objection and hearing from delegations Council may choose to:

A. APPROVE AN APPLICATION

Section 4 of this memo outlines past practice with respect to approval of a BIA application. Council practice has been to approve the application if less than one-third of property owners or business tenants are in opposition. If Council wishes to approve the application, the following motions are appropriate, depending on the nature of the application, i.e. a) renewal or b) establishment of a new BIA:

***“THAT the application of the [name of association], as described in Appendix \_\_, be approved and that the Director of Legal Services, in consultation with the Director of City Plans, prepare by-laws:***

**a) For Renewals:** *“to re-establish the \_\_\_\_\_ BIA and establish a new funding ceiling, and to remit monies for a business promotion scheme.”*

**b) For New BIAs:** *“to establish the \_\_\_\_\_ BIA and funding ceiling, and to remit monies for a business promotion scheme.”*

Where an expansion or new BIA application appears to be generally supported, but is strongly opposed within a specific area, Council may determine and approve reduced boundaries. While Council has, at the request of BIA sponsors, re-drawn boundaries to exclude properties on the *edge* of a BIA area, it has not been City practice to exclude properties situated *within* a BIA area.

**B. NOT APPROVE AN APPLICATION**

Several criteria identified in the past as possible reasons for rejecting a BIA application are outlined in section 4 of this memo. Should Council choose to reject an application the following motion is appropriate:

***“THAT the application of the [name of association] to***

***a) renew (re-establish) the \_\_\_\_\_ BIA, as described in Appendix \_\_\_\_\_,***

***or***

***b) establish the proposed \_\_\_\_\_ BIA, as described in Appendix \_\_\_\_\_,***

***not be approved.”***

**C. COUNCIL WISHES FURTHER INFORMATION**

Since there are a large number of properties involved, representing considerable variation in assessed values, Council may require additional information to assess the level of opposition. If, after hearing delegations, Council wishes further information the following motion is appropriate:

***“THAT the hearing of the application by the [name of association] to***

***a) renew (re-establish) the \_\_\_\_\_ BIA, as described in Appendix \_\_\_\_\_,***

***or***

***b) establish the proposed \_\_\_\_\_ BIA, as described in Appendix \_\_\_\_\_,***

***be concluded; and***

***THAT, before Council decides on the application, the Director of City Plans, in consultation with the Director of Finance and Director of Legal Services, assess information received from the applicants and/or opponents of the proposal and report to Council on the proportion of business tenants and/ or property owners, by number of properties and assessed value, who do not support the proposal.”***

## 1. BACKGROUND

Sections 455 through 463 of the Vancouver Charter make provision for the creation, renewal and funding of Business Improvement Areas (BIAs). Taxation of properties in an area pays for a variety of programs to promote and enhance the area.

Before a BIA, or BIA renewal, application can be approved, the proposal must be considered at a Court of Revision:

- Prior to the Court of Revision, the City notifies all property owners and business tenants of the Court of Revision Hearing, the proposed levy, and details on filing objections; and
- At the Court of Revision Council is advised of letters of opposition. Council also hears delegations. Council policy is that if one third of property owners, representing one third of the assessed property value, or business tenants, counted separately, object, the BIA proposal will be defeated.
- If approved, Council directs that a by-law establishing (or, in the case of renewals, re-establishing) the BIA boundaries and funding ceiling be prepared.

Further explanation of the notification and Court of Revision process follows.

## 2. NOTIFICATION PROCESS

BIA applications are a form of local improvement. As such, the City is required to mail to the owners of parcels liable to be assessed notification of the project, the designated area, and estimated annual rate. The notification letter must be sent at least one month prior to the hearing. While the Charter does not require notification of tenants, it is City policy to notify business owners of a BIA proposal. Staff have notified property owners and business tenants in the areas affected by the BIA proposals:

- Individually addressed letters were sent, postmarked on or before December 24, 2003, to all property owners affected by the BIA applications.
- The City does not have a reliable current record of all affected business owners in an area. Letters to business owners were hand delivered to all businesses affected by the BIA applications.

## 3. LETTERS OF OPPOSITION

Property owners / business tenants who oppose the proposal(s) were invited to either write to the City Clerk, with the letter being received by 12 o'clock noon on January 28, 2004, or address Council directly at the Court of Revision.

Several questions emerged during the public process:

- **Who will be charged:** The BIA levy only applies to commercial and light industrial (Class 5 and 6) properties. The levy does not apply to residential properties and therefore does not involve home-based businesses.
- **Can an owner choose to opt out:** If the levy is approved it applies to all eligible owners.

- **Is there a charge to property owners and to business tenants:** There is one levy and it is included as part of the annual taxation bill sent to property owners. It is up to each owner as to whether they pass the charge along to tenants and how the amount charged to tenants is allocated.

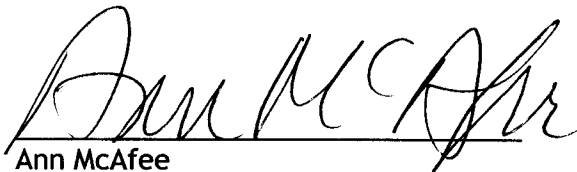
#### **4. BASIS FOR COUNCIL ACTION**

Under section 506 of the Vancouver Charter a “sufficient number” of notices of objection to defeat a Local Improvement Council Initiative is deemed to be more than *one-half* of the assessed property owners, representing more than one-half of the value according to the last revised real-property assessment roll, of the parcels liable to be assessed. However, Council guidelines apply a more stringent standard for BIAs.

Council policy with respect to BIA applications has been to identify the “sufficient number” of objections to be either one-third of the assessed owners, representing at least one-third of the assessed value *or* one-third of the business tenants, counted separately. The one-third guideline has been used by Council to reflect the fact that Council initiatives require those who oppose an application to make the case that the levy is not desired. Typically, local improvements involve only a few property owners, and in many cases have each petitioned to have the work done. This is not the case for a BIA application. For a large area, with many property owners, the task of assembling sufficient opposition is difficult. For this reason, Council policy is to consider rejection if one-third, rather than one-half, of the owners or tenants oppose the application. Recent experience has indicated that, in smaller areas, it is relatively easy to assemble the one-third opposition required to defeat a BIA Council Initiative.

#### **5. TABULATION OF RESULTS**

Following this memo are separate appendices for each of the proposed BIAs (Appendix A - F) which provide notification data for the applications, and a tabulation of letters of opposition received as of January 30, 2004. The City Clerk will distribute copies of all objections received prior to the Court of Revision. As late objections or petitions could be received up to the date of the Council meeting, staff will distribute a supplementary memo with updated opposition data. Representatives from the applicants will be in attendance to respond to questions about the respective BIA proposals.



Ann McAfee

Phone: 604-873-7451

Fax: 604-873-7898

AM/lmh

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Attachments

# **Appendix A**

## **Gastown BIA**

### **Renewal**

### Application to Renew (Re-establish) BIA

On December 11, 2004, Council considered an application by the Gastown Business Improvement Society to renew the Gastown BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$24 to \$59,938 annually, depending upon the assessed value of the property. Fifteen properties will have a levy under \$100, about 43 properties will have a levy between \$100 and \$1,000, and 59 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2004 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 24, 2003, to 96 property owners, owning 117 legal parcels located within the BIA boundaries. Seven letters were returned because the owners had moved with no forwarding address or the property had recently changed ownership.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 270 letters were delivered.

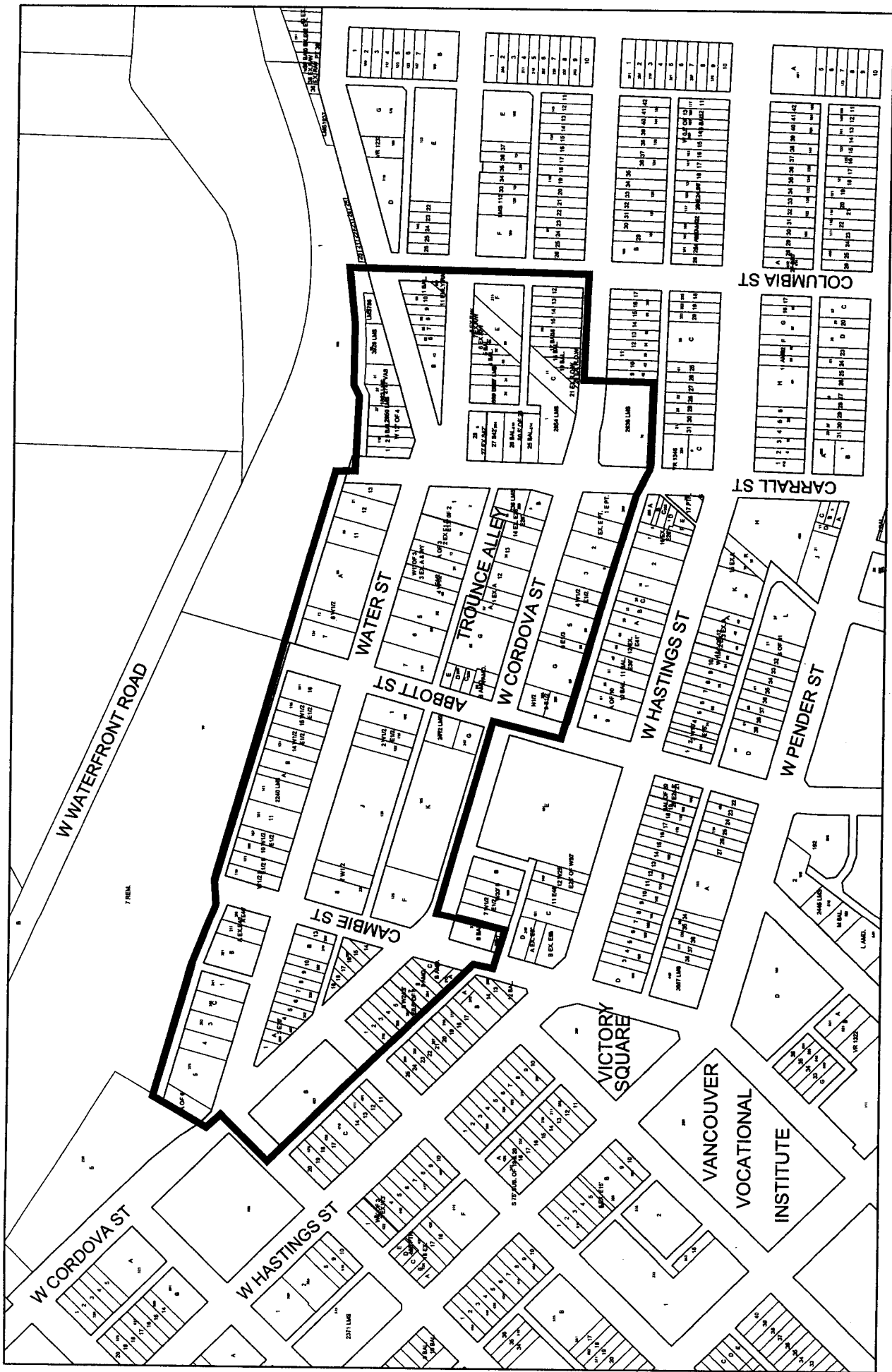
### Letters of Opposition

As of 5:00 p.m, January 30, 2004, *no* letters of objection had been received from either property owners or tenants.

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 39 properties (subject to adjustments);
- since there are several multiple owners, one-third of the actual owners is 32 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$54,700,000; and
- one-third of the business tenants is approximately 91 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 30, 2004, the number of owners/tenants opposing the proposal is zero. However, should Council receive, on February 3, 2004, a petition or delegations indicating more wide spread opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



# Gastown B.I.A.



## NOTICE OF INTENTION TO RENEW A BIA

December 11, 2003

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2004. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.



After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday, January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)



**NOTICE OF INTENTION TO RENEW A BIA**

December 11, 2003

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the BIA proposal. Because this letter is being mailed by postal walk, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11, 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The amount of each property owner's levy varies because of different assessment values. City staff have mailed all property owners estimates of the proposed BIA levy. To determine how the proposed BIA levy could impact your business, I suggest that you discuss the matter with your landlord.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

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Enclosure(s)

**IMPORTANT NOTICE FROM  
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# **Appendix B**

## **Davie Village BIA**

### **Renewal**

## DAVIE VILLAGE BIA

### Application to Renew (Re-establish) BIA

On December 11, 2004, Council considered an application by the Davie Village Business Association to renew the Davie Village BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$227 to \$13,708 annually, depending upon the assessed value of the property. About 22 properties will have a levy between \$100 and \$1,000, and 35 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2004 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 24, 2003, to 46 property owners, owning 57 legal parcels located within the BIA boundaries. One letter was returned because the owners had moved with no forwarding address.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 120 letters were delivered.

### Letters of Opposition

As of 5:00 p.m., January 30, 2004, letters of objection had been received from 2 property owners (4.3% of total) representing 3 assessed properties (5.3% of total) and an assessed value of \$5,891,799 (6.2% of total). Eight tenants objected (6% of total).

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 19 properties (subject to adjustments);
- since there are several multiple owners, one-third of the actual owners is 15 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$31,700,000; and
- one-third of the business tenants is approximately 40 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 30, 2004, the number of owners/tenants opposing the proposal is minimal. However, should Council receive, on February 3, 2004, a petition or delegations indicating significant opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.





**NOTICE OF INTENTION TO RENEW A BIA**

December 11, 2003

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2004. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday, January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

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PV/lmh

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Enclosure(s)





**NOTICE OF INTENTION TO RENEW A BIA**

December 11, 2003

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the BIA proposal. Because this letter is being mailed by postal walk, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11, 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The amount of each property owner's levy varies because of different assessment values. City staff have mailed all property owners estimates of the proposed BIA levy. To determine how the proposed BIA levy could impact your business, I suggest that you discuss the matter with your landlord.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

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Phone: 604.871-6304

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Enclosure(s)

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# **Appendix C**

## **South Granville BIA**

### **Renewal**

## **SOUTH GRANVILLE BIA**

### **Application to Renew (Re-establish) BIA**

On December 11, 2004, Council considered an application by the South Granville Business Improvement Association to renew the South Granville BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$389 to \$58,291 annually, depending upon the assessed value of the property. About 16 properties will have a levy between \$100 and \$1,000, and 92 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2004 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### **Notification**

Individually addressed letters (Attachment B) were sent, postmarked on or before December 24, 2003, to 91 property owners, owning 108 legal parcels located within the BIA boundaries.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 340 letters were delivered.

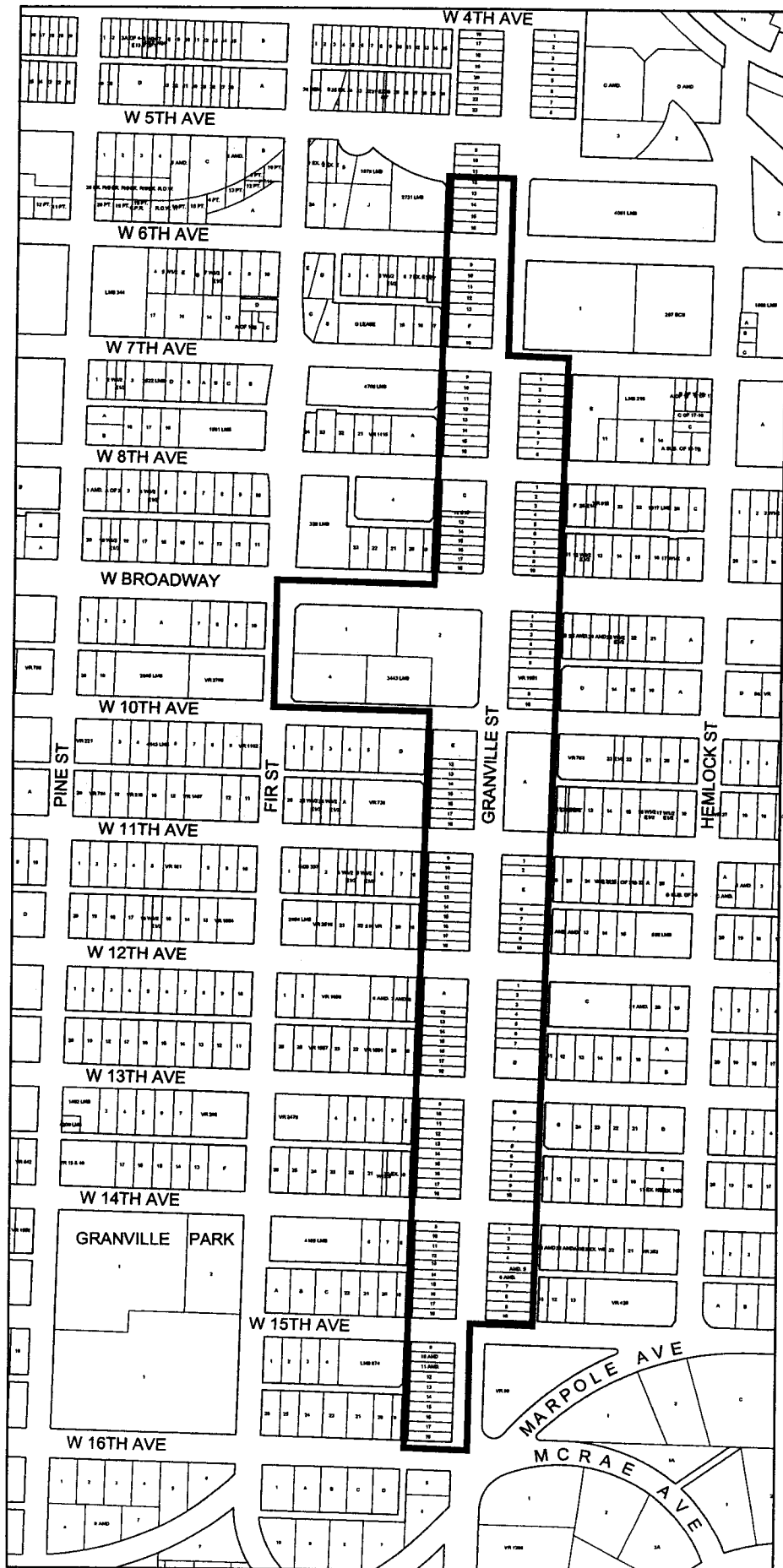
### **Letters of Opposition**

As of 5:00 p.m, January 30, 2004, *no* letters of objection had been received from either property owners or tenants.

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 36 properties (subject to adjustments);
- since there are several multiple owners, one-third of the actual owners is 30 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$93,350,000; and
- one-third of the business tenants is approximately 114 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 30, 2004, the number of owners/tenants opposing the proposal is zero. However, should Council receive, on February 3, 2004, a petition or delegations indicating more wide spread opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



**South Granville B.I.A.**





**NOTICE OF INTENTION TO RENEW A BIA**

December 11, 2003

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2004. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday, January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)



**NOTICE OF INTENTION TO RENEW A BIA**

December 11, 2003

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the BIA proposal. Because this letter is being mailed by postal walk, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11, 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).



The amount of each property owner's levy varies because of different assessment values. City staff have mailed all property owners estimates of the proposed BIA levy. To determine how the proposed BIA levy could impact your business, I suggest that you discuss the matter with your landlord.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)

**IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS**

# **Appendix D**

## **Yaletown BIA**

### **Renewal**

**YALETOWN BIA****Application to Renew (Re-establish) BIA**

On December 11, 2004, Council considered an application by the Yaletown Business Improvement Association to renew the Yaletown BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$0.06 to \$12,800 annually, depending upon the assessed value of the property. 486 properties will have a levy under \$100, about 167 properties will have a levy between \$100 and \$1,000, and 39 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2004 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

**Notification**

Individually addressed letters (Attachment B) were sent, postmarked on or before December 24, 2003, to 351 property owners, owning 692 legal parcels located within the BIA boundaries. Fourteen letters were returned because the owners had moved with no forwarding address.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 500 letters were delivered.

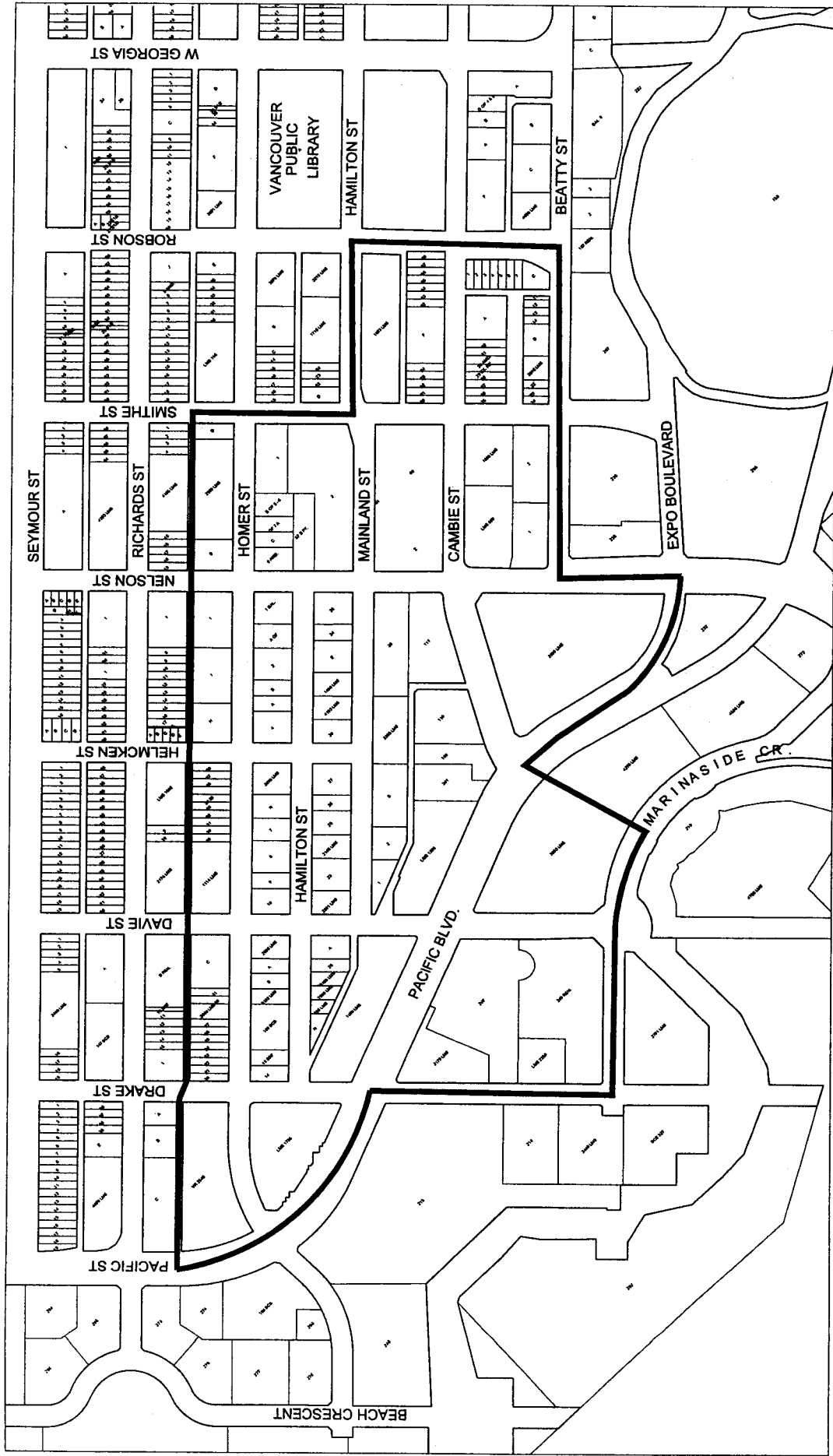
**Letters of Opposition**

As of 5:00 p.m., January 30, 2004, letters of objection had been received from 7 property owners (2% of total) representing 12 assessed properties (1.7% of total) and an assessed value of \$5,833,200 (1.7% of total). One tenant objected (0.2% of total).

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 231 properties (subject to adjustments);
- since there are many multiple owners, one-third of the actual owners is 117 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$112,400,000; and
- one-third of the business tenants is approximately 167 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 30, 2004, the number of owners/tenants opposing the proposal is minimal. However, should Council receive, on February 3, 2004, a petition or delegations indicating significant opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



# Yaletown B.I.A.



**NOTICE OF INTENTION TO RENEW A BIA**

December 11, 2003

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2004. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday, January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)



**NOTICE OF INTENTION TO RENEW A BIA**

December 11, 2003

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the BIA proposal. Because this letter is being mailed by postal walk, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2004. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted an information meeting with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11, 2003, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

The attached materials provide information prepared by the BIA association which describes their renewal proposal and the services they offer. If you have questions about the proposed BIA renewal, I encourage you to contact the association at the number(s) provided in their material (enclosed).

The amount of each property owner's levy varies because of different assessment values. City staff have mailed all property owners estimates of the proposed BIA levy. To determine how the proposed BIA levy could impact your business, I suggest that you discuss the matter with your landlord.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA renewal will not proceed. A copy of the City-wide tax 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.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)

**IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS**



## **Appendix E**

### **Proposed Victoria Drive BIA**

## PROPOSED VICTORIA DRIVE BIA

### Application to Establish BIA

On December 11, 2003, Council considered an application by the Victoria Drive Business Association to establish the proposed Victoria Drive BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$63 to \$1,626 annually, depending upon the assessed value of the property. Twelve properties will have a levy under \$100, about 147 properties will be levied between \$100 and \$1,000, and 16 properties will be charged over \$1,000 annually.

As adjustments to boundaries and budgets are possible, there may be some variation between actual levies and the figures quoted above. Also, as the BIA levy will be based on the 2004 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 24, 2003, to 156 property owners, owning 175 legal parcels located within the proposed BIA boundaries.

Letters (Attachment C) were hand delivered to all businesses within the proposed BIA. Over 340 letters were delivered.

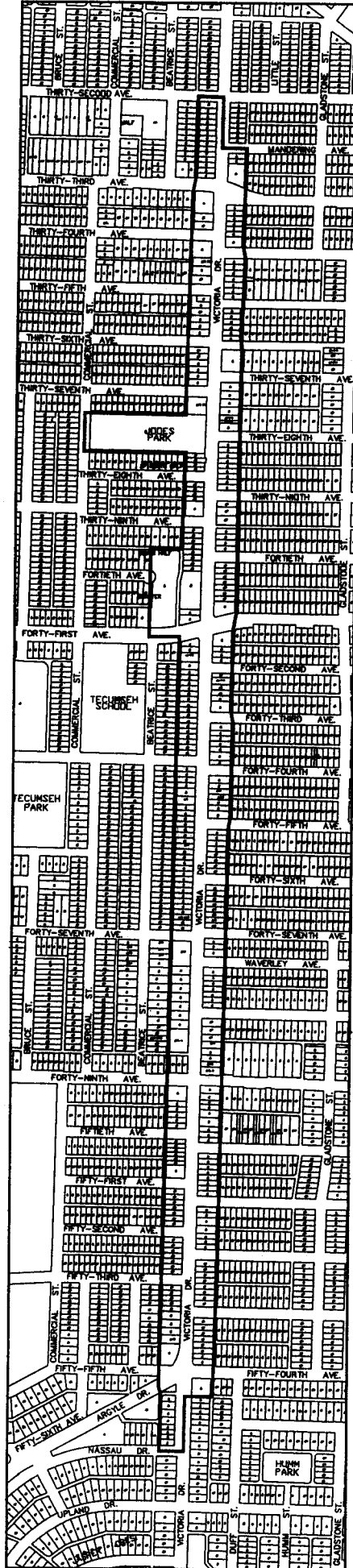
### Letters of Opposition

As of 5:00 p.m., January 30, 2004, letters of objection had been received from 10 property owners (6.4% of total) representing 10 assessed properties (5.7% of total) and an assessed value of \$7,565,499 (8.3% of total). 82 tenants objected (23.8% of total). Most of the opposition responses from tenants were on a petition form-letter distributed by a group of businesses (Attachment D).

For information, should Council wish to apply the one-third guideline then:

- one-third of the number of assessed properties is 58 properties (subject to adjustments);
- since there are several multiple owners, one-third of the actual owners is 52 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$30,350,000; and
- one-third of the business tenants is approximately 115 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the BIA application. As of January 30, 2004, the number of tenants opposing is considerably below one-third. The number of property-owners objecting is minimal but, should Council receive, on February 3, 2004, a petition or delegations indicating more wide spread property-owner opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the BIA application.



# Proposed Victoria Dr. B.I.A.



**NOTICE OF INTENTION TO ESTABLISH A BIA**

December 11, 2003

Dear Property Owner(s):

The City's records indicate that you own property which is within a proposed BIA. If approved, the proposal will mean a BIA levy is added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA proposal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the funds for a variety of activities, providing banners and other identifying and promotional material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2002, a sponsor group approached the City with a proposal to establish a BIA in your area. The City requested the group discuss their proposal with owners and tenants in the proposed BIA area to assess support for the proposal.

As requested, the sponsor group hosted information meetings with businesses and property owners to discuss the idea of a BIA. The majority of those in attendance at the meetings encouraged the group to proceed with the BIA proposal.

However, before the BIA proposal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11 2003, City Council agreed to consider the BIA proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA proposal.

The attached materials provide information prepared by the sponsor group which describes their proposal and the services they offer. If you have questions about the BIA proposal, I encourage you to contact their organizing committee at the number(s) provided in their material (enclosed).

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2004. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday, January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA proposal will not proceed. A copy of the City-wide tax 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.

Should the BIA be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord, Coordinator  
B.I.A. Program  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)



**NOTICE OF INTENTION TO ESTABLISH A BIA**

December 11, 2003

Dear Business Owner:

I am writing to advise you that the sponsor group identified in the attached material is proposing to establish a Business Improvement Area (BIA) in your area. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the BIA proposal. Because this letter is being mailed by postal walk, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the proposed BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2002, a sponsor group approached the City with a proposal to establish a BIA. The City requested the group discuss this proposal with owners and tenants in the proposed BIA area to assess support for the proposal.

As requested, the sponsor group hosted information meetings with businesses and property owners to discuss the idea of a BIA. The majority of those in attendance at the meeting encouraged the group to proceed with the proposal.

However, before the BIA proposal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11, 2003, City Council agreed to consider the BIA proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA proposal.

The attached materials provide information prepared by the sponsor group which describes their proposal and the services they offer. If you have questions about the BIA proposal, I encourage you to contact their organizing committee at the number(s) provided in their material (enclosed).

The amount of each property owner's levy varies because of different assessment values. City staff have mailed all property owners estimates of the proposed BIA levy. To determine how the proposed BIA levy could impact your business, I suggest that you discuss the matter with your landlord.

After you have reviewed the material, if you support the proposed BIA, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property or business owners are opposed, the BIA proposal will not proceed. A copy of the City-wide tax 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.

Should the BIA be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)

**IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS**

# SAY **NO!**

## **TO INCREASED RENTS and HIGHER TAXES**

That is what the City of Vancouver  
is going to do to all property owners  
along Victoria Street and we  
the businesses will pay higher rents.

### **IF YOU DO NOT RESPOND YOU WILL PAY!**

If you do not respond your vote is considered a Yes to a BIA proposal  
for a tax levy on Victoria Street by the City which will likely increase rent

***YOU CAN STOP IT! BUT YOU MUST MAIL THIS TODAY!***

Your no response must be received by the City Clerk before noon January 28/04  
or call the City Clerk to fax this form 604 873-7276

*Fax # 604-873-7419*

**CLIP AND SEND NOW! CLIP AND SEND NOW! CLIP AND SEND NOW! CLIP AND SEND NOW!**

**I OBJECT TO THE  
BIA PROPOSAL  
FOR VICTORIA STREET  
BECAUSE IT IS A TAX LEVY THAT MAY  
AFFECT MY BUSINESS WITH INCREASED RENTS**

Postage  
Stamp  
.50

.....  
Name of Business (please print)  
.....  
Address  
.....  
.....  
.....  
Signature

CITY CLERK  
Vancouver City Hall,  
453 West 12th Avenue  
Vancouver, BC  
V5Y 1V4



## **Appendix F**

### **Proposed Point Grey Village BIA**

## PROPOSED POINT GREY VILLAGE BIA

### Application to Establish BIA

On December 11, 2003, Council considered an application by the Point Grey Village Business Association to establish the proposed Point Grey Village BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$123 to \$14,452 (Safeway property) annually, depending upon the assessed value of the property. About fifty-seven properties will be levied between \$100 and \$1,000, and 15 properties will be charged over \$1,000 annually.

As adjustments to boundaries and budgets are possible, there may be some variation between actual levies and the figures quoted above. Also, as the BIA levy will be based on the 2004 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 24, 2003, to 57 property owners, owning 72 legal parcels located within the proposed BIA boundaries.

Letters (Attachment C) were hand delivered to all businesses within the proposed BIA. Over 150 letters were delivered.

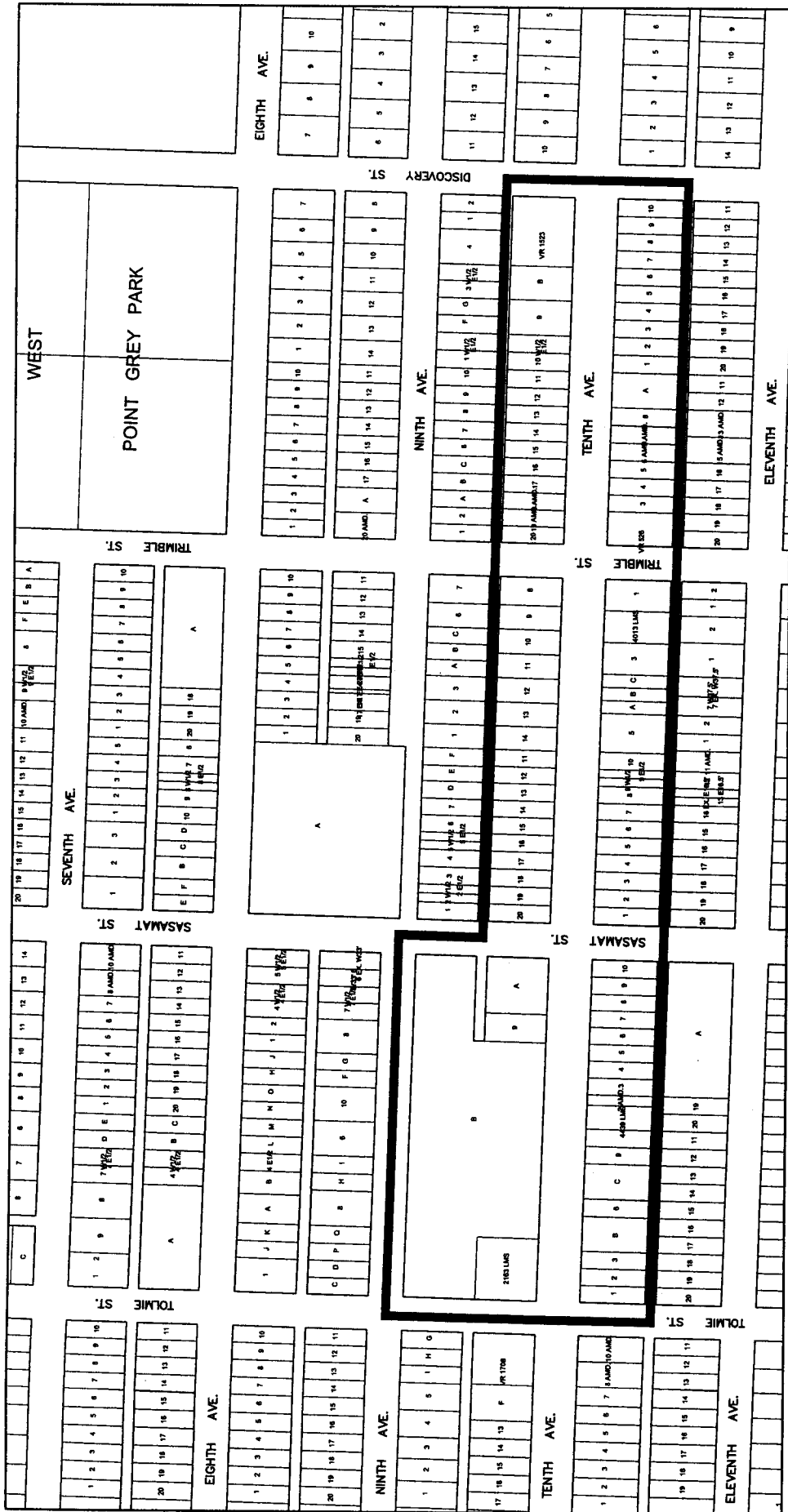
### Letters of Opposition

As of 5:00 p.m., January 30, 2004, letters of objection had been received from 5 property owners (8.8% of total) representing 8 assessed properties (11.1 % of total) and an assessed value of \$4,450,564 (6.3% of total). 42 tenants objected (27.6% of total). Most of the opposition responses from tenants were on a petition form-letter distributed by a group of businesses. Twelve business owners have subsequently delivered retracted earlier opposition by signing a retraction form letter. The opposition totals are adjusted to reflect the retractions. The opposition and retraction form letters are attached (Attachment D).

For information, should Council wish to apply the one-third guideline then:

- one-third of the number of assessed properties is 24 properties (subject to adjustments);
- since there are several multiple owners, one-third of the actual owners is 19 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$23,500,000; and
- one-third of the business tenants is approximately 51 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the BIA application. As of January 30, 2004, the number of tenants opposing the proposal is close to one-third. The number of property-owners objecting is minimal but, should Council receive, on February 3, 2004, a petition or delegations indicating more wide spread property -owner opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the BIA application. A letter from a representative of the opposition merchant is requesting a minimum two week extension of the deadline for opposition responses in order to contact property owners (Attachment E).



# Proposed Point Grey Village B.I.A.



**NOTICE OF INTENTION TO ESTABLISH A BIA**

December 11, 2003

Dear Property Owner(s):

The City's records indicate that you own property which is within a proposed BIA. If approved, the proposal will mean a BIA levy is added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA proposal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the funds for a variety of activities, providing banners and other identifying and promotional material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2002, a sponsor group approached the City with a proposal to establish a BIA in your area. The City requested the group discuss their proposal with owners and tenants in the proposed BIA area to assess support for the proposal.

As requested, the sponsor group hosted information meetings with businesses and property owners to discuss the idea of a BIA. The majority of those in attendance at the meetings encouraged the group to proceed with the BIA proposal.

However, before the BIA proposal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11 2003, City Council agreed to consider the BIA proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA proposal.

The attached materials provide information prepared by the sponsor group which describes their proposal and the services they offer. If you have questions about the BIA proposal, I encourage you to contact their organizing committee at the number(s) provided in their material (enclosed).

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2004. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday, January 28, 2004*.

The Court of Revision will be held on Tuesday, February 3, 2004 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property owners or business tenants are opposed, the BIA proposal will not proceed. A copy of the City-wide tax 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.

Should the BIA be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord, Coordinator  
B.I.A. Program  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)



**NOTICE OF INTENTION TO ESTABLISH A BIA**

December 11, 2003

Dear Business Owner:

I am writing to advise you that the sponsor group identified in the attached material is proposing to establish a Business Improvement Area (BIA) in your area. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the BIA proposal. Because this letter is being mailed by postal walk, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the proposed BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2002, a sponsor group approached the City with a proposal to establish a BIA. The City requested the group discuss this proposal with owners and tenants in the proposed BIA area to assess support for the proposal.

As requested, the sponsor group hosted information meetings with businesses and property owners to discuss the idea of a BIA. The majority of those in attendance at the meeting encouraged the group to proceed with the proposal.

However, before the BIA proposal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 11, 2003, City Council agreed to consider the BIA proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA proposal.

The attached materials provide information prepared by the sponsor group which describes their proposal and the services they offer. If you have questions about the BIA proposal, I encourage you to contact their organizing committee at the number(s) provided in their material (enclosed).

The amount of each property owner's levy varies because of different assessment values. City staff have mailed all property owners estimates of the proposed BIA levy. To determine how the proposed BIA levy could impact your business, I suggest that you discuss the matter with your landlord.

After you have reviewed the material, if you support the proposed BIA, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal must be filed with the City Clerk *before noon on Wednesday January 28, 2004.*

The Court of Revision will be held on Tuesday, February 3, 2004, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is that if 1/3 or more of the property or business owners are opposed, the BIA proposal will not proceed. A copy of the City-wide tax 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.

Should the BIA be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter\_vaisbord@city.vancouver.bc.ca*  
*Phone: 604.871-6304*

PV/lmh

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Enclosure(s)

**IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS**

January 22, 2004

Mayor Larry Campbell and City Councilors  
Vancouver City Hall  
453 West 12<sup>th</sup> Avenue  
Vancouver, BC  
V5Y 1V4

Dear Mayor Campbell and Members of Council,

I object to the proposal to establish the Point Grey Village Business Improvement Area.

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_



Attention West Tenth Avenue Business Owners –

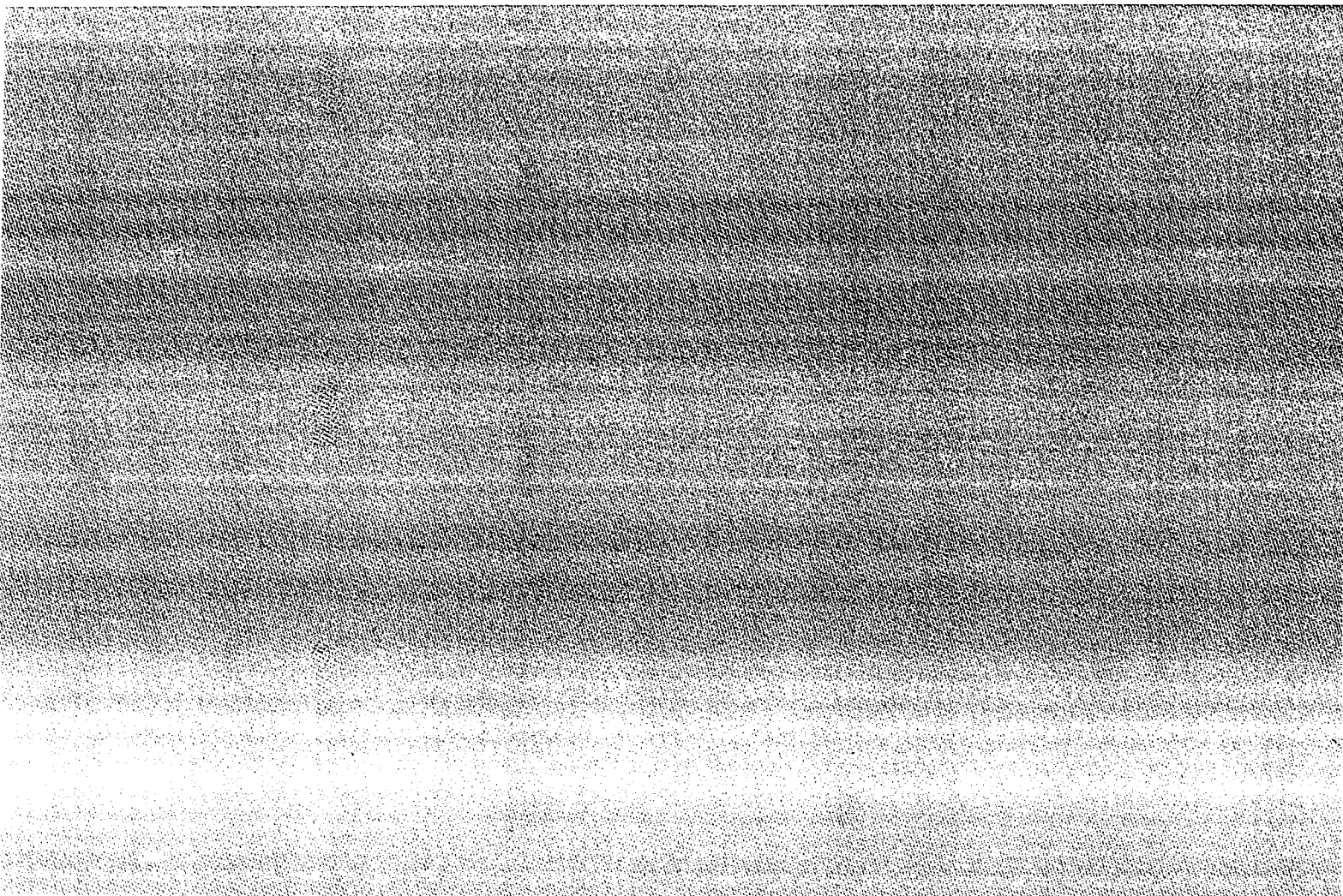
The deadline for the vote on the Point Grey Village Business Improvement Area is fast approaching. Votes must be in by noon Wednesday, January 28. —

If you approve of the BIA and the merchant tax that will be levied if it goes ahead, you do not need to do anything. Doing nothing is counted as a 'yes' vote

However, if you do not want the BIA and the merchant tax (\$350,000 to \$450,000 over the next 5 years) sign the enclosed 'no' vote form and send it in the enclosed envelope to the City Clerk at City Hall immediately. It takes one third of the merchants voting 'no' to stop it so every vote counts.

Don't delay, sign the form and send it in well before January 28 so it will arrive in time.

Thank you for your time.



City Clerk  
Vancouver City Hall  
453 West 12<sup>th</sup> Avenue  
Vancouver, B.C. V5Y 1V4

ATTN:  
Peter Vaisbord

Re: Point Grey Village BIA

I am a merchant having a business address of \_\_\_\_\_

And the name of my business is \_\_\_\_\_

And I signed a letter against the Point Grey Village BIA without properly knowing all the facts.

I hereby RESCIND my No vote and I am writing in SUPPORT of the Point Grey Village BIA.

My name is \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Copy: Peter Vaisbord, Coordinator  
B.I.A. Program

To: City Clerk  
Mayor and City Councillors  
Peter Vaisbord

January 26, 2004  
Fax: 604-873-7419

Re-faxed: Jan. 30, 2004

**Request for an extension of the deadline to reply regarding the proposed West Point Grey BIA**

As opponents to the proposed BIA in Point Grey, we are entitled to a list of businesses and property owners from the City of Vancouver. We only discovered this last week, by sheer chance, from a letter on the City of Vancouver's Web site (see attached Policy Report from Peter Vaisbord to City Council, dated May 12, 2000).

It has been known since the first survey — conducted 17 months ago — that there was opposition to a proposed BIA. Eight people indicated opposition at that time. Last year opponents spoke at the BIA public meetings, at which Peter Vaisbord was present.

The BIA coordinator should have advised anyone opposed to the BIA of their rights to obtain these lists. This did not happen.

The BIA proponents have had this list available for their use to solicit support for their view. The opposition only received the lists on Friday, January 25th.

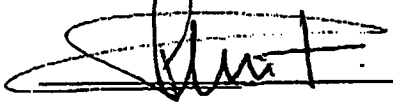
The deadline for 'voting' on this BIA is Wednesday, January 28, 12 noon. That left only a few days to reach people on the lists. Some property owners will be difficult to reach as they are represented here by agents and may be based overseas, such as Asia. There are only addresses given, no phone, fax or other contact information. There is inadequate time to reach all those affected by the proposed BIA.

While we feel a one to two month extension would be required to guarantee reaching and receiving replies from busy overseas landlords, the BIA coordinator says there are time restrictions to making an extension. Thus, in an effort to balance the needs of all parties and in an effort to reach a timely resolution, we are requesting a two week extension from the date this is approved.

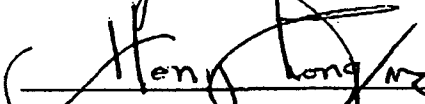
In the interest of making this a fair, honest process, we ask that this extension be granted. There are people affected by this who need to know both sides of the issue in order to make an informed decision.


We further feel that failure to provide this extension could result in anger and a feeling that the process has been unfair, an unhealthy way to build a community.


Only by making sure everyone, to the best of the proponents' and opponents' abilities, has been informed, can we feel the outcome will be fair and honest.

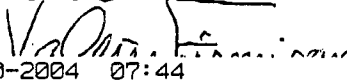
 4558 W 10<sup>th</sup> AVE. P. CALVERT.

Marilyn Machum 4511 W. 10<sup>th</sup> AVE. MARILYN MACHUM

 4570 West 10<sup>th</sup> tenant

 4570 West 10<sup>th</sup> (Beating) - Constellation Properties Ltd

 4333 #1 West 10<sup>th</sup> Walter Sinc Air Dead Write Books

 4362 West 10<sup>th</sup> LEFT CANDIES



CITY OF VANCOUVER

**POLICY REPORT  
INFORMATION**

Date: May 12, 2000  
Author/Local: P. Vaisbord/6304  
RTS No. 01231  
CC File No. 8300

Council: May 30, 2000

**TO:** Vancouver City Council  
**FROM:** Director of City Plans in consultation with the City Clerk and the  
Director of Legal Services  
**SUBJECT:** Disclosure of Personal Information - BIA Program

**RECOMMENDATION**

***THAT Council adopt the policy attached as Appendix B with respect to the disclosure of property and business owner information related to the establishment and operation of Business Improvement Areas in the City of Vancouver.***

**GENERAL MANAGER'S COMMENTS**

***The General Manager of Community Services RECOMMENDS approval of the foregoing.***

**COUNCIL POLICY**

***There is currently no Council policy regarding disclosure of property and business owner information provided in conjunction with the Business Improvement Area (BIA) Program.***

**PURPOSE**

The purpose of this Report is to recommend the adoption of Council Policy to permit the release of property and business owner information to BIA applicants, opponents, and established BIAs in compliance with the *Freedom of Information and Protection of Privacy Act*.

**BACKGROUND**

The current BIA process is described in Appendix A. At two key points in the process,

property and/or business owners may wish to canvass other merchants and owners:

groups proposing a BIA are required to provide information about the proposal to property owners / businesses who would be within the BIA boundary; and  
under the Council Initiative process, people who wish to oppose the application are required to register their opposition by writing to the City Clerk, or by addressing Council at the Court of Revision. Opponents may wish to solicit support to defeat the proposal.

In the past, the City has made available lists of property owners and business tenants to groups wishing to start or oppose a BIA. The City has also provided periodic updates of the lists to established BIAs for the purpose of maintaining current membership mailing lists. When an established BIA wishes to expand, the City provides the BIA with a list of property owners and business tenants in the proposed expansion area.

## DISCUSSION

The lists of property owners and business tenants routinely provided by the BIA Program may contain personal information such as individual names and residential addresses. Since the application of the Freedom of Information and Privacy Act to municipalities in 1994, the City has been reviewing its practices involving disclosure of personal information. To ensure that disclosures made under the BIA Program comply with the Act, staff have drafted a policy to guide the disclosure of information in this context.

Under the *Freedom of Information and Protection of Privacy Act*, the City is permitted to release this personal information if this is necessary for operating a legally authorized program. The *Vancouver Charter* provisions relating to the establishment of a BIA are silent regarding release of information related to a BIA Petition or Initiative, and there is no other City by-law or policy in this regard. The Manager, Corporate Information & Privacy has recommended development of formal policy to govern distribution of lists for BIA activities. The City's BIA Coordinator recommends that lists of property owners and business tenants be provided to groups wishing to establish or oppose a BIA, and to established BIAs for maintaining their membership mailing lists, and for contacting property owners and businesses in proposed BIA expansions.

The City has provided lists to BIA applicants because early dialogue with property owners and businesses is essential to ensure that a proposal is understood and supported before it is forwarded to the Court of Revision. The City also provides lists to established BIAs for the purpose of updating their membership mailing lists. This is to ensure that new property owners/businesses in the BIA receive notice of annual general meetings and other events which might affect their interests. It would be unfortunate if the City was no longer able to provide this information, as the ability to contact affected parties is integral to the BIA Program. Recent experience and interest in forming new BIAs suggests that the BIA vehicle is of considerable potential benefit to commercial areas.

\* Staff believe that copies of the property owner and business lists should routinely be made available to groups interested in establishing a BIA, and also, in fairness, to groups opposed to the imposition of a BIA levy. A qualifying group would be any five or more individuals acting in concert for the same purpose who are commercial property owners or business tenants within the proposed or established BIA.

If Council mandates the release of property owner and business lists in conjunction with the BIA program the following information a) would and b) would NOT be provided:

1. Information which would be provided:

a) Property Owner Lists (districtations from tax roll)

- Street address of property
- Coordinate (tax roll) number and tax account number
- Taxation class (i.e., class 5 - light industrial, class 6 - commercial, or mixed use)
- Name of property owner(s). This may be a company name or a personal name.
- Mailing address of property owner (where there are multiple owners, only one address is given). This may in some cases be a personal, i.e., residential, address.
- Taxable assessed value of the property
- Share of total assessment (decimal figure)
- Approximate annual BIA levy for the property

b) Business Owner Lists (from Permits and Licenses data)

- Street address of business
- Name of business license applicant (may be a business name or a personal name)
- Mailing address of business owner. This may in some cases be a personal, i.e., residential, address.
- Description of business, e.g., Retail Dealer.
- Status of business license, e.g., issued, renewal, out of business, etc.

2. Information which would NOT be provided:

- Telephone numbers of property owners or businesses
- Information regarding non-class 5, -class 6 properties (e.g., no residential properties)
- Taxes or charges other than BIA levies
- Tax account or business account arrears or other confidential information.

A draft policy regarding the release of personal information related to the establishment and operation of BIAs in the City of Vancouver is attached to this report as Appendix B.

## CONCLUSION

To facilitate implementation of the BIA Program, staff recommend making lists of property owners and tenants available to BIA applicants and other groups affected by the BIA process.

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## APPENDIX A

PROCESS FOR ESTABLISHING OR EXPANDING A BUSINESS IMPROVEMENT AREA (BIA) - on file in the City Clerk's Office

## APPENDIX B

PROPOSED POLICY REGARDING RELEASE OF PROPERTY AND BUSINESS

## OWNER INFORMATION RELATED TO THE ESTABLISHMENT AND OPERATION OF BUSINESS IMPROVEMENT AREAS (BIAs) IN THE CITY OF VANCOUVER

1. A list of businesses and/or Class 5 and 6 property owners within a proposed or existing Business Improvement Area (BIA) may be provided to the following groups for the purpose of contacting the owners:

- a) To a group applying, or expressing an intention to apply, to establish a BIA;
- b) To a BIA society, for the purpose of maintaining a current mailing list of BIA members;

and

x) c) To a group wishing to contact affected property and/or business owners within a proposed BIA or BIA expansion area, or prior to a proposed BIA renewal, for the purpose of opposing the BIA application.

2. The lists of businesses and property owners referred to in Section 1 shall include information sufficient to identify and contact the owners of the properties and businesses, and shall include the street address of the property or business, name(s) of the property owner(s) or business/business owner(s), and property/business owner mailing addresses if available. Subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, other information reasonably required for the establishment and ongoing administration of a BIA may be provided, including assessed property values and calculations of BIA levies for individual properties.

3. For the purpose of this policy, a 'group' means:

Any group of five or more individuals acting in concert for the same purpose, who are owners of, or owners of businesses occupying, Class 5 or 6 properties, as defined by the BC Assessment Authority, within the proposed or established BIA, but where a property or business is owned by two or more individuals, those individuals shall be counted as one.

\* \* \* \* \*



Comments or questions? You can send us [email](#).

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