

VanRIMS No.: 08-2000-20

MEMORANDUM

January 30, 2009

TO: Mayor and Council

CC: Marg Coulson, Acting City Clerk - Court of Revision
Penny Ballem, City Manager
James Ridge, Deputy City Manager
Laurie Best, Director of Corporate Communications
Brent Toderian, Director of Planning
Ronda Howard, Assistant Director of Planning - City-wide & Regional Planning

FROM: Peter Vaisbord
Coordinator, BIA Program

SUBJECT: BIA Court of Revision Applications - BIA Renewals

APPLICATION

On November 25 2008, Council considered applications to re-establish (renew) the following Business Improvement Areas (BIAs):

- Gastown BIA
- Mount Pleasant BIA
- Point Grey Village BIA
- South Granville BIA
- Victoria Drive BIA
- West End BIA
- Yaletown BIA

Council referred the applications to Court of Revision for consideration as a Council Initiative. A copy of the referral report (Approval of Council Initiatives - BIA Renewals) is attached for information (Appendix H). The Court of Revision is scheduled for the evening of February 5, 2009.

It is customary for the BIA Program Coordinator to prepare a memo for Council to summarize the actions that Council may take at the Court of Revision and to report on objections received in response to the Initiative.

CourtRev05Feb09

ACTIONS

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

A. APPROVE AN APPLICATION

Council practice has been to approve the application if less than one-third of property owners representing one-third of the assessed property value, or one-third of business tenants counted separately, are in opposition (refer to p. 4 for more detail). If Council wishes to approve the application, the following motion is appropriate:

“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 Planning, prepare by-laws to re-establish (renew) the _____ BIA, establish a new funding ceiling, and to remit monies for a business promotion scheme.”

Where a 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. If Council wishes to approve reduced boundaries, the following motion is appropriate:

“THAT the application of the _____ [name of association], as described in Appendix __, be approved as amended [describe the boundary amendments] and that the Director of Legal Services, in consultation with the Director of Planning, prepare by-laws to re-establish (renew) the _____ BIA, establish a new funding ceiling, and to remit monies for a business promotion scheme.”

B. NOT APPROVE AN APPLICATION

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

“THAT the application of the _____ [name of association] to re-establish (renew) the _____ 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 re-establish (renew) the _____ BIA, as described in Appendix __, be concluded; and

THAT, before Council decides on the application, the Director of Planning, 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.”

BACKGROUND

Sections 455 through 463 of the Vancouver Charter make provision for the creation, expansion, 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, BIA renewal, or BIA expansion application can be approved, the proposal must be considered at a Court of Revision:

- Prior to the Court of Revision, the City notifies all commercial property owners and business tenants in the affected area of the Court of Revision Hearing, the proposed levy, and details on filing objections; and
- At the Court of Revision, the BIA Program Coordinator advises Council 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 or, in the case of expansions, expanding) the BIA boundaries and funding ceiling be prepared.

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

NOTIFICATION PROCESS

Outreach

As outlined in the Council Report dated November 10 2008 (Appendix H), BIA sponsors (applicant groups) are required to conduct an extensive Outreach process to engage affected commercial property owners and business tenants within the proposed BIA renewal area. If after completion of Outreach the proposed renewal seems to be generally supported, Council may approve a BIA Council Initiative, forward the application to a Court of Revision, and instruct staff to notify the affected owners and tenants.

Key questions

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:** No, if the levy is approved it applies to all eligible owners in the BIA area.
- **Is there a charge both 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.

- Is the proposed annual charge in addition to my current BIA levy: No, the proposed annual charge is the total amount that would be charged in 2009.

Notifications

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: (a) notification of the project, (b) the designated area, and (c) the estimated annual rate. The notification letter must be sent at least one month prior to the hearing. While the Vancouver 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 12 2008, to all property owners affected by the BIA applications.
- Due to business turnover, the City does not have a reliable current record of all affected business owners in an area. Hence, letters to business owners were hand delivered on or before December 15 2008, to all businesses affected by the BIA applications.

BASIS FOR COUNCIL ACTION

Vancouver Charter

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

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 who in many cases, have 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. However, recent experience has indicated that, in smaller areas, it is relatively easy for organized opposition to approach the one-third opposition required to defeat a BIA Council Initiative. To date in those few cases, detailed reviews of responses have concluded the BIA applications should be approved.

TABULATION ISSUES AND CONSIDERATIONS

Distinguishing Property-Owner and Business-Tenant Objections

The Vancouver Charter requires the City to tabulate *all* property-owner objections to determine whether or not a BIA application is defeated. However, it is Council policy to also receive and tabulate business objections. The two tabulations would produce duplication where letters are received from businesses who also own the property or commercial strata

unit they occupy (i.e. are not tenants). Therefore, past practice has been to count all objection letters from property-owner businesses as 'property owner' objections rather than 'business tenant' objections.

Petitions and form-letters

Individuals or groups opposed to a BIA renewal sometimes choose to collect signatures on a mass petition. The City's notification instructs recipients to register objections in the form of a letter because the identity and authority of the writer is more readily discernable than a signature on a mass petition. Also, with a mass petition, there is uncertainty around the degree to which petitioners are influenced by information from petition organizers. Similar considerations apply to mass-reproduced 'form-letters' that have been collected by opposition organizers in the same way as petitions.

Privacy Issues

To protect the confidentiality of respondents, under the provisions of the *Freedom of Information and Protection of Privacy Act*, the identity of persons submitting objections is not made available to BIA applicants or the public. However, the City Clerk will have available for Council copies of all objections received prior to the Court of Revision.

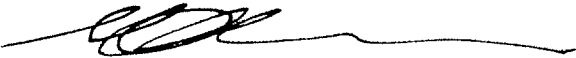
TABULATION OF RESULTS

Property owners / business tenants who oppose the renewal(s) were invited to either write to the City Clerk, with the letter being received by 5:00pm on January 23, 2009, or address Council directly at the Court of Revision.

Following this memo is an appendix for each BIA Renewal Initiative (Appendix A - G) which provides notification data for the application, and a tabulation of letters of opposition received as of January 23, 2009.

As objections or counter-petitions can sometimes arrive after the submission deadline, staff will distribute a supplementary memo with updated opposition data should Council wish to consider late objections. Council will also have an opportunity to hear delegations at the Court of Revision.

Representatives from the applicants will be in attendance to respond to questions about the proposed BIA renewals.



Peter Vaisbord
Coordinator, BIA Program

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PV/eh

Attachments

Appendix A

Gastown BIA Renewal

GASTOWN BIA

Application to Re-establish (Renew) BIA

On November 25, 2008, Council considered an application by the Gastown Business Improvement Society to re-establish (renew) the Gastown BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$39.15 to \$60,553.84 (The Landing) annually, depending upon the assessed value of the property. Thirteen properties will have a levy under \$100, about 34 properties will have a levy between \$100 and \$1,000, and 63 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2009 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 12, 2008, to 88 property owners, owning 113 legal parcels located within the BIA area. Six letters were returned undeliverable. Two letters were re-directed to a new mailing address, and the balance were forwarded to the property address as updated owners' mailing addresses could not be found.

Letters (Attachment C) were hand delivered to all 450 businesses within the BIA area.

Letters of Opposition

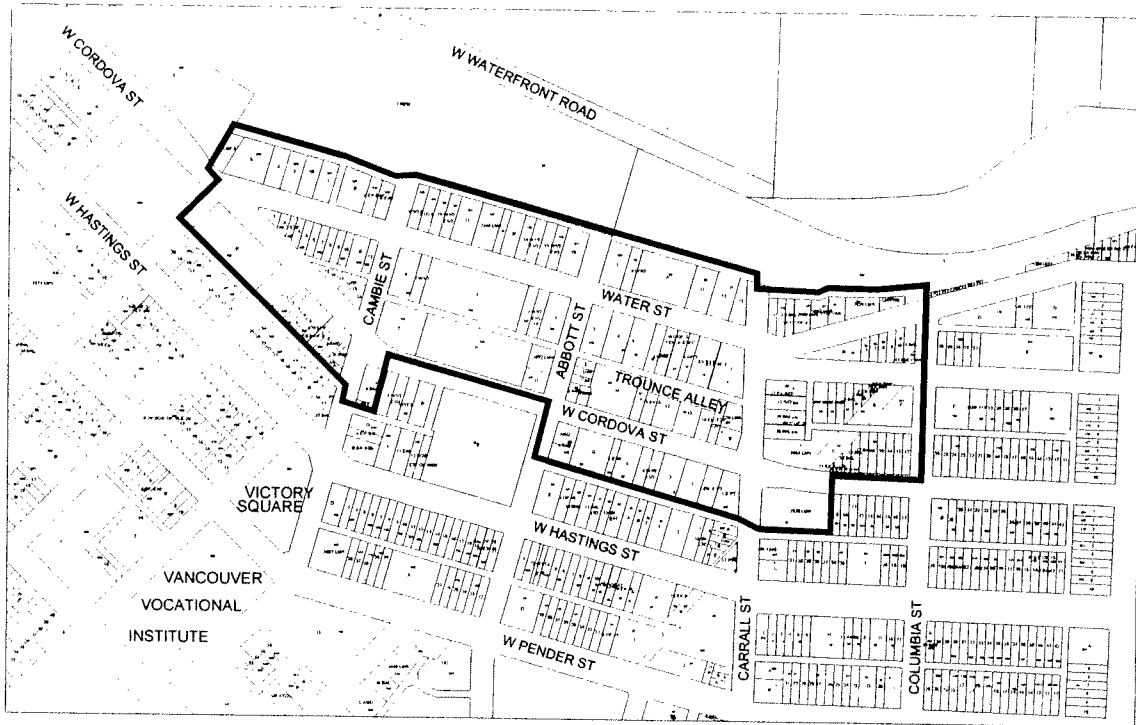
The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 23, 2009. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

	Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)	Letters of opposition as of January 23, 2009	
		#	%
# of property owners*	29	0	0%
# of assessed properties*	38	0	0%
total assessed value	\$140,009,016	\$0	0%
OR # of business tenants	150	0	0%

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 23, 2009, no letters of opposition had been received either from business tenants, or property owners. However, should Council receive, on February 5, 2009, a petition or delegations indicating additional 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.



Gastown B.I.A.





NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing 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 provided by a Business Improvement Area, 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 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 to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, 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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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 2009. 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. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk before 5pm on Friday, January 23, 2009.

The Court of Revision will be held on Thursday, February 5, 2009 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 to consider rejection of the BIA renewal proposal if 1/3 or more of the property owners or business tenants are opposed. 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, 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 renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, 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 producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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 March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

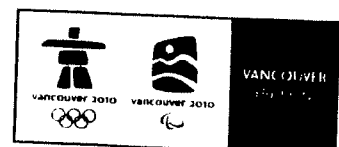
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City to act on the association's BIA renewal application.

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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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, and/or contact your BIA association.

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 signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (eg. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 23, 2009*.

The Court of Revision will be held on Thursday, February 5, 2009, 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 to consider rejection of a BIA renewal if 1/3 or more of the property or business owners are opposed. 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
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix B

Mount Pleasant BIA Renewal

MOUNT PLEASANT BIA

Application to Re-establish (Renew) BIA

On November 25, 2008, Council considered an application by the Mount Pleasant Commercial Improvement Society to re-establish (renew) the Mount Pleasant BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$61.12 to \$22,881.99 (Kingsgate Mall) annually, depending upon the assessed value of the property. Five properties will have a levy under \$100, about 105 properties will have a levy between \$100 and \$1,000, and 73 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2009 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 12, 2008, to 153 property owners, owning 185 legal parcels located within the BIA area. Two letters were returned undeliverable and were forwarded to the property address as updated owners’ mailing addresses could not be found.

Letters (Attachment C) were hand delivered to all 460 businesses within the BIA area.

Letters of Opposition

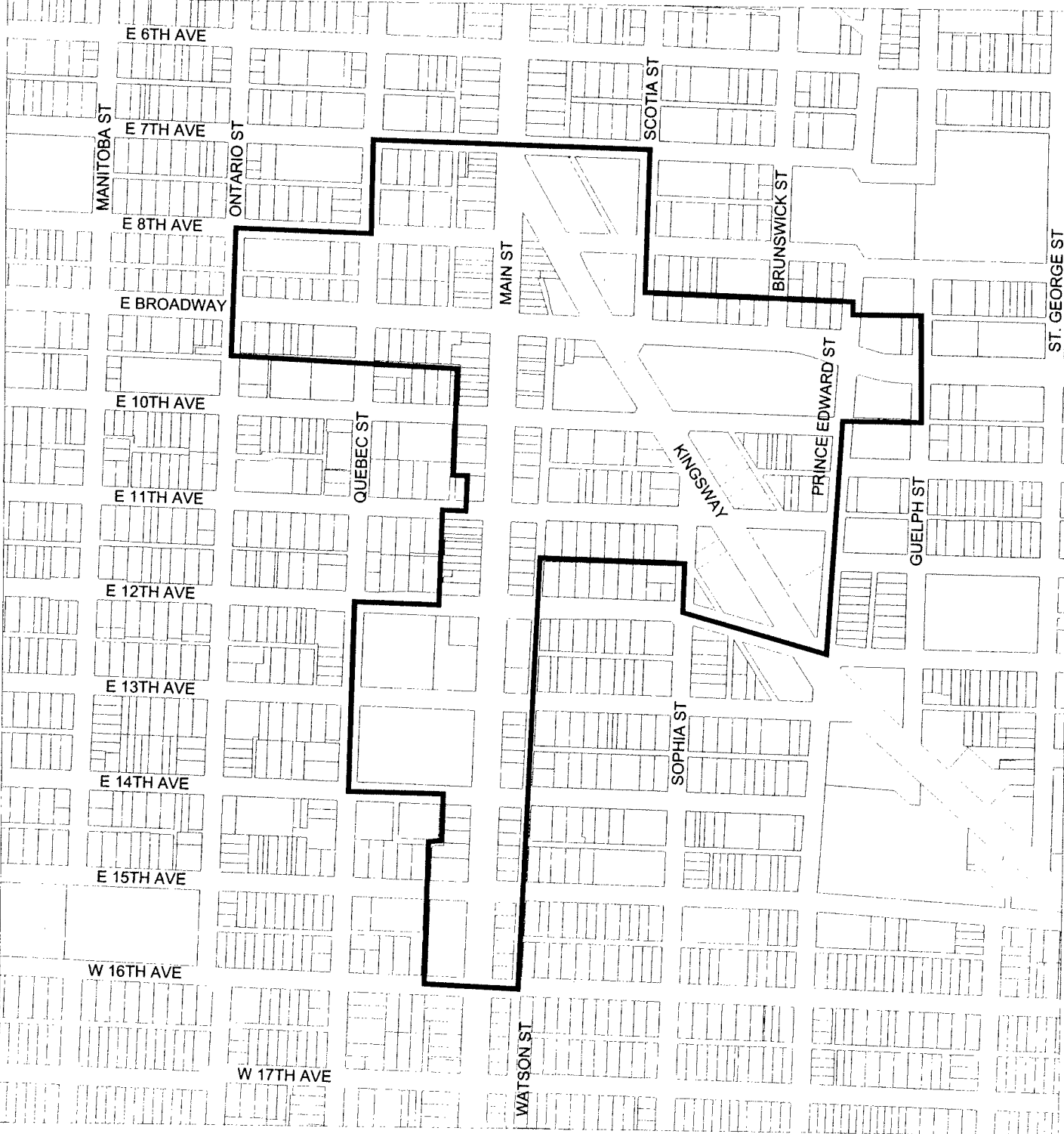
The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 23, 2009. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

	Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)	Letters of opposition as of January 23, 2009	
		#	%
# of property owners*	51	3	2.0%
# of assessed properties*	62	3	1.6%
total assessed value	\$92,498,008	\$14,489,000	5.2%
OR # of business tenants	153	2	0.4%

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 23, 2009, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal. However, should Council receive, on February 5, 2009, a petition or delegations indicating additional 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.



Mt. Pleasant B.I.A.





COMMUNITY SERVICES GROUP
 Planning
 City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing 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 provided by a Business Improvement Area, 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 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 to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

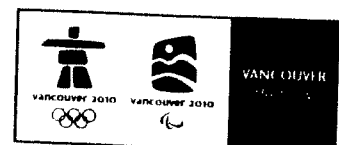
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City 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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
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 Vancouver, British Columbia V5Y 1V4 Canada
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 website: vancouver.ca



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 2009. 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. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk before 5pm on Friday, January 23, 2009.

The Court of Revision will be held on Thursday, February 5, 2009 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 to consider rejection of the BIA renewal proposal if 1/3 or more of the property owners or business tenants are opposed. 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, 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 renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, 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 producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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 March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

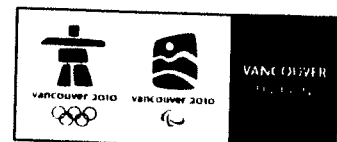
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City to act on the association's BIA renewal application.

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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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, and/or contact your BIA association.

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 signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (eg. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 23, 2009*.

The Court of Revision will be held on Thursday, February 5, 2009, 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 to consider rejection of a BIA renewal if 1/3 or more of the property or business owners are opposed. 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
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix C

Point Grey Village BIA Renewal

POINT GREY VILLAGE BIA

Application to Re-establish (Renew) BIA

On November 25, 2008, Council considered an application by the Point Grey Village Business Association to re-establish (renew) the Point Grey Village BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$138.13 to \$25,101.81 (Safeway) annually, depending upon the assessed value of the property. No property will have a levy under \$100, about 50 properties will have a levy between \$100 and \$1,000, and 17 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2009 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 12, 2008, to 62 property owners, owning 73 legal parcels located within the BIA area. One letter was returned undeliverable and was forwarded to the property address as an updated owner's mailing address could not be found.

Letters (Attachment C) were hand delivered to all 144 businesses within the BIA area.

Letters of Opposition

The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 23, 2009. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

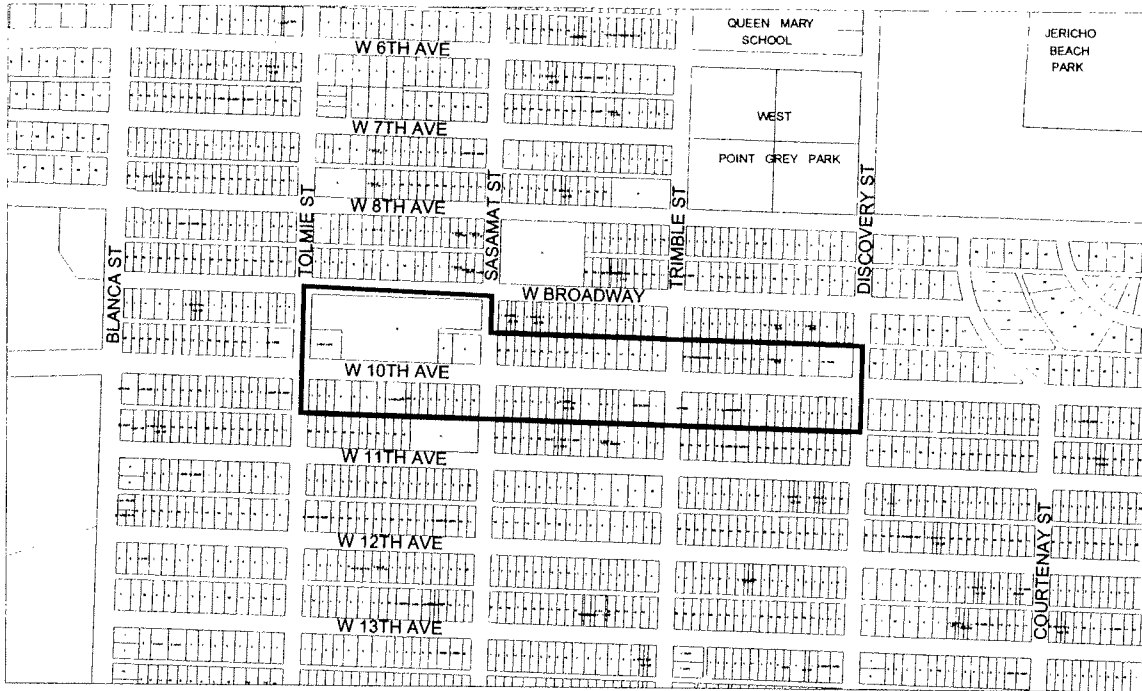
	Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)	Letters of opposition as of January 23, 2009	
		#	%
# of property owners*	21	0	0%
# of assessed properties*	24	0	0%
total assessed value	\$51,512,095	\$0	0%
OR # of business tenants	48	0	0%

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 23, 2009, no letters of opposition had been received either from business tenants, or property owners. However, should Council receive, on February 5, 2009, a petition or delegations indicating additional 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.

ATTACHMENT A



Point Grey Village B.I.A.





COMMUNITY SERVICES GROUP
 Planning
 City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing 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 provided by a Business Improvement Area, 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 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 to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

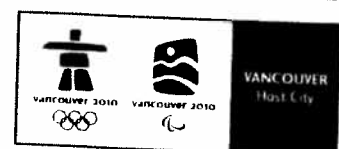
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City 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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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 2009. 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. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 23, 2009.*

The Court of Revision will be held on Thursday, February 5, 2009 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 to consider rejection of the BIA renewal proposal if 1/3 or more of the property owners or business tenants are opposed. 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, 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 renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, 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 producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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 March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

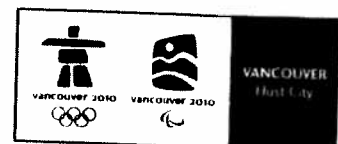
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City to act on the association's BIA renewal application.

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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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, and/or contact your BIA association.

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 signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (eg. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 23, 2009.*

The Court of Revision will be held on Thursday, February 5, 2009, 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 to consider rejection of a BIA renewal if 1/3 or more of the property or business owners are opposed. 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
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix D

South Granville BIA Renewal

SOUTH GRANVILLE BIA

Application to Re-establish (Renew) BIA

On November 25, 2008, Council considered an application by the South Granville Business Improvement Association to re-establish (renew) the South Granville BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$192.87 to \$55,779.65 (VSB site: office/retail complex) annually, depending upon the assessed value of the property. No property will have a levy under \$100, about 12 properties will have a levy between \$100 and \$1,000, and 102 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2009 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 12, 2008, to 87 property owners, owning 115 legal parcels located within the BIA area. No letters were returned undeliverable.

Letters (Attachment C) were hand delivered to all 350 businesses within the BIA area.

Letters of Opposition

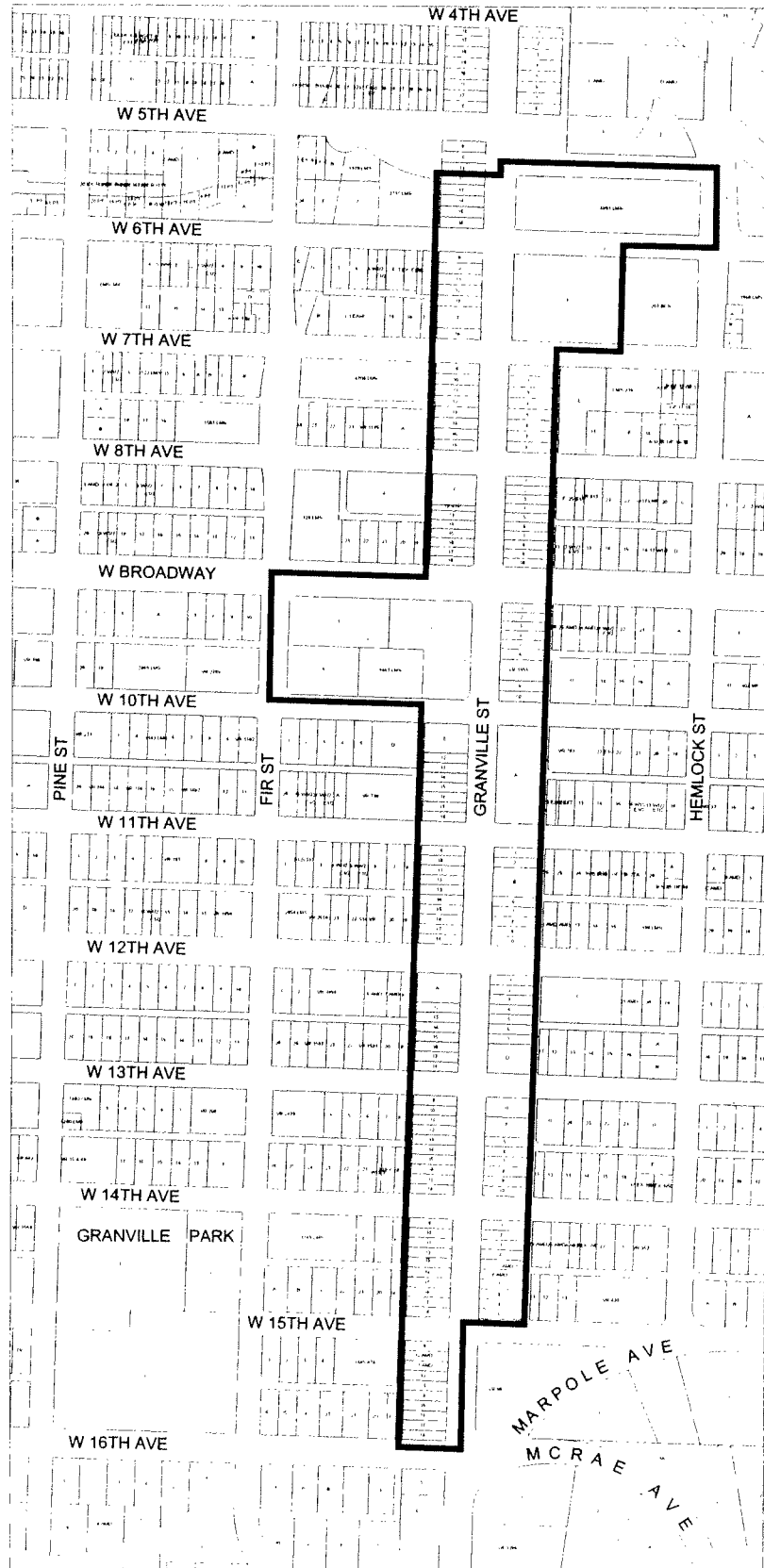
The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 23, 2009. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

	Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)	Letters of opposition as of January 23, 2009	
		#	%
# of property owners*	29	0	0%
# of assessed properties*	38	0	0%
total assessed value	\$146,224,570	\$0	0%
OR # of business tenants	117	0	0%

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 23, 2009, no letters of opposition had been received either from business tenants, or property owners. However, should Council receive, on February 5, 2009, a petition or delegations indicating additional 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.



South Granville B.I.A.





NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing 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 provided by a Business Improvement Area, 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 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 to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

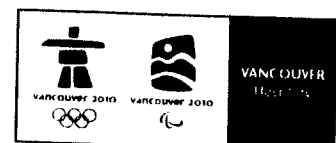
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City 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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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 2009. 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. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 23, 2009.*

The Court of Revision will be held on Thursday, February 5, 2009 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 to consider rejection of the BIA renewal proposal if 1/3 or more of the property owners or business tenants are opposed. 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, 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 renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, 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 producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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.

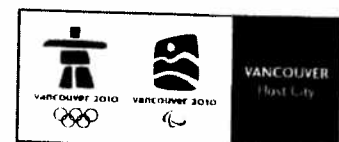
Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City to act on the association's BIA renewal application.

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 November 25, 2008, 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).

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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, and/or contact your BIA association.

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 signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (eg. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 23, 2009*.

The Court of Revision will be held on Thursday, February 5, 2009, 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 to consider rejection of a BIA renewal if 1/3 or more of the property or business owners are opposed. 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
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix E

Victoria Drive BIA Renewal

VICTORIA DRIVE BIA

Application to Re-establish (Renew) BIA

On November 25, 2008, Council considered an application by the Victoria Drive Business Improvement Association to re-establish (renew) the Victoria Drive BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$47.60 to \$9,806.34 (London Drugs) annually, depending upon the assessed value of the property. Nine properties will have a levy under \$100, about 164 properties will have a levy between \$100 and \$1,000, and 32 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2009 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 12, 2008, to 180 property owners, owning 205 legal parcels located within the BIA area. Two letters were returned undeliverable and were forwarded to the property address as updated owners' mailing addresses could not be found.

Letters (Attachment C) were hand delivered to all 320 businesses within the BIA area.

Letters of Opposition

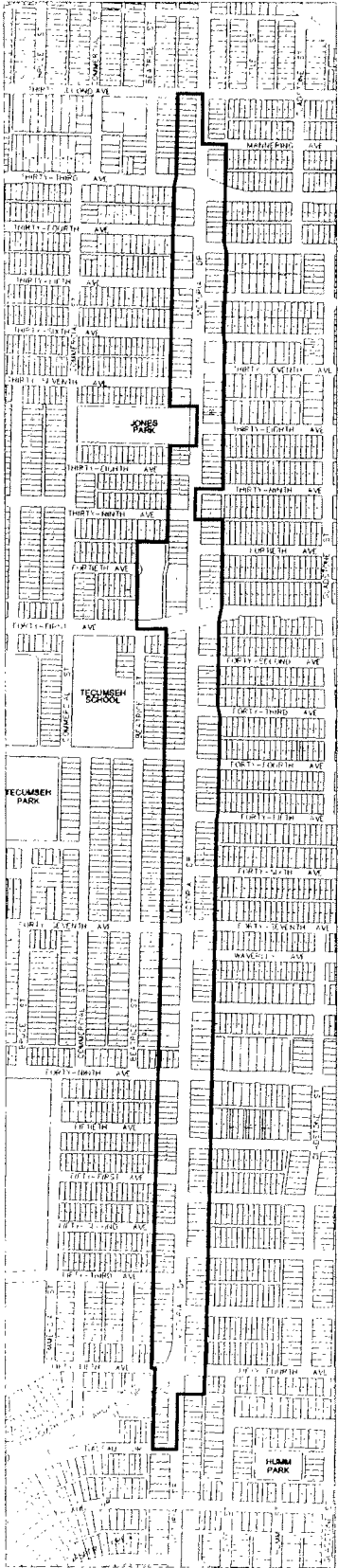
The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 23, 2009. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

	Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)	Letters of opposition as of January 23, 2009	
		#	%
# of property owners*	60	3	1.6%
# of assessed properties*	68	3	1.5%
total assessed value	\$52,196,747	\$1,515,700	1%
OR # of business tenants	107	0	0%

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 23, 2009, the number and assessed value of properties /property owners is insufficient to defeat the proposed BIA renewal. No business tenants responded. However, should Council receive, on February 5, 2009, a petition or delegations indicating additional 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.



Victoria Dr. B.I.A.



COMMUNITY SERVICES GROUP
 Planning
 City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing 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 provided by a Business Improvement Area, 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 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 to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

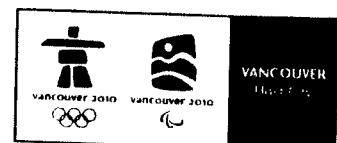
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City 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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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 2009. 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. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk before 5pm on Friday, January 23, 2009.

The Court of Revision will be held on Thursday, February 5, 2009 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 to consider rejection of the BIA renewal proposal if 1/3 or more of the property owners or business tenants are opposed. 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, 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 renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, 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 producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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 March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City to act on the association's BIA renewal application.

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 November 25, 2008, 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).

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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, and/or contact your BIA association.

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 signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (eg. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 23, 2009*.

The Court of Revision will be held on Thursday, February 5, 2009, 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 to consider rejection of a BIA renewal if 1/3 or more of the property or business owners are opposed. 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
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix F

West End BIA Renewal

WEST END BIA**Application to Re-establish (Renew) BIA**

On November 25, 2008, Council considered an application by the Davie Village Business Improvement Association to re-establish (renew) the West End BIA (Attachment A)*. Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$281.46 to \$44,494.28 (Coast Hotel/Denman Place) annually, depending upon the assessed value of the property. No property will have a levy under \$100, about 61 properties will have a levy between \$100 and \$1,000, and 135 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2009 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

*In 2007, Council approved the expansion and re-naming of the Davie Village BIA as the West End BIA. The Davie Village Business Improvement Association has passed a resolution to change the name of the association to 'West End Business Improvement Association' to correspond with the BIA area, but a formal change of name has not yet been registered.

Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 12, 2008, to 145 property owners, owning 196 legal parcels located within the BIA area. No letters were returned undeliverable.

Letters (Attachment C) were hand delivered to all 650 businesses within the BIA area.

Letters of Opposition

The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 23, 2009. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

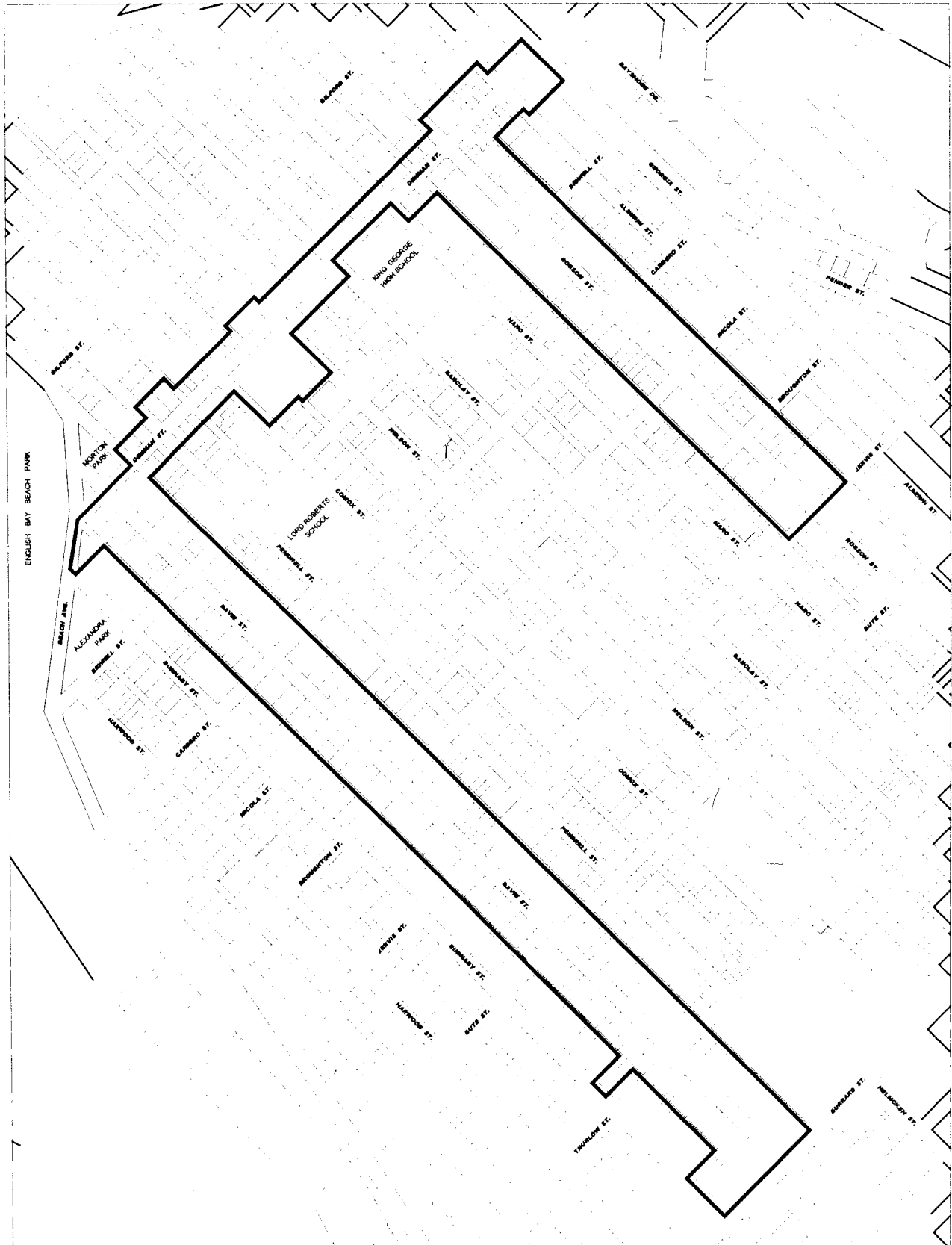
	Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)	Letters of opposition as of January 23, 2009	
		#	%
# of property owners*	48	7	4.8%
# of assessed properties*	65	9	4.6%
total assessed value	\$260,359,127	\$25,732,500	3.3%
OR # of business tenants	217	16	2.5%

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 23, 2009, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal. Twelve of the business-tenant responses were not received independently, but are on a petition submitted by the property owner.

Should Council receive, on February 5, 2009, a petition or delegations indicating additional 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.



West End BIA





NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing 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 provided by a Business Improvement Area, 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 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 to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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.

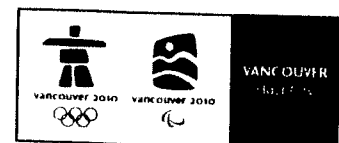
Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, 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 November 25, 2008, 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).

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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 2009. 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. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 23, 2009.*

The Court of Revision will be held on Thursday, February 5, 2009 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 to consider rejection of the BIA renewal proposal if 1/3 or more of the property owners or business tenants are opposed. 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, 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 renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



COMMUNITY SERVICES GROUP
 Planning
 City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, 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 producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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 March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

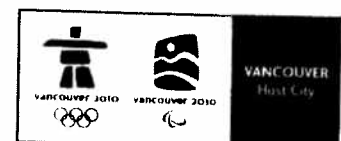
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City to act on the association's BIA renewal application.

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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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, and/or contact your BIA association.

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 signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (eg. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 23, 2009*.

The Court of Revision will be held on Thursday, February 5, 2009, 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 to consider rejection of a BIA renewal if 1/3 or more of the property or business owners are opposed. 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
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix G

Yaletown BIA Renewal

YALETOWN BIA

Application to Re-establish (Renew) BIA

On November 25, 2008, Council considered an application by the Yaletown Business Improvement Association to re-establish (renew) the Yaletown BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$4.80 to \$65,777.67 (Business Objects Bldg.) annually, depending upon the assessed value of the property. Two hundred and twelve properties will have a levy under \$100, about 264 properties will have a levy between \$100 and \$1,000, and 57 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2009 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 12, 2008, to 264 property owners, owning 536 legal parcels located within the BIA area. Nine letters were returned undeliverable. One letter was re-directed to a new mailing address, and the balance were forwarded to the property address as updated owners' mailing addresses could not be found.

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

Letters of Opposition

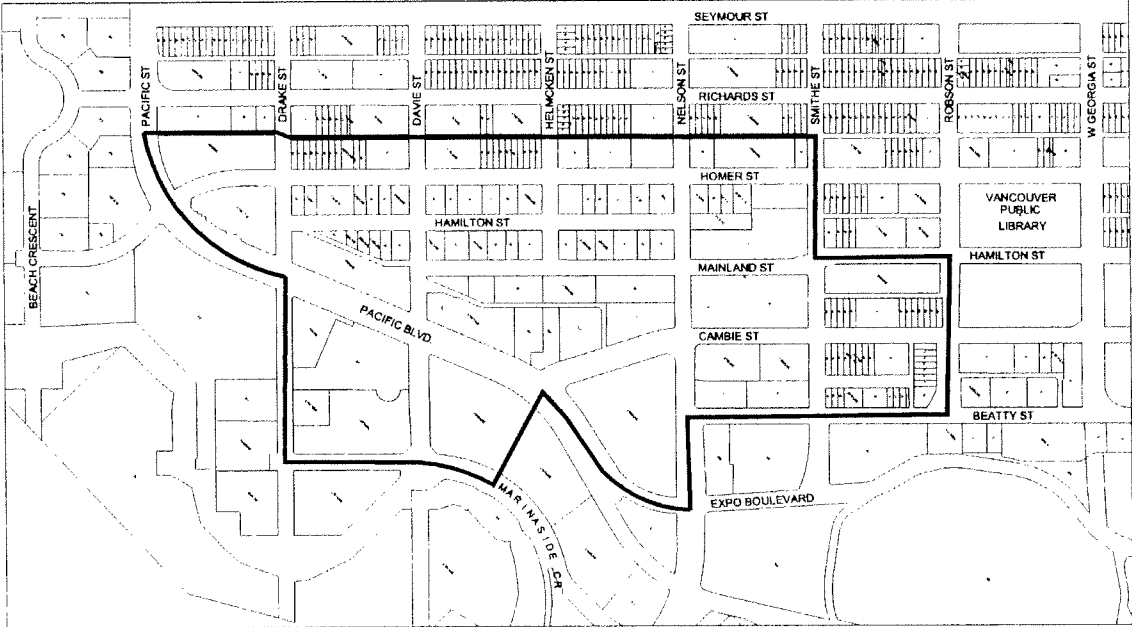
The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 23, 2009. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

	Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%)	Letters of opposition as of January 23, 2009	
		#	%
# of property owners*	88	3	1.1%
# of assessed properties*	179	13	2.4%
total assessed value	\$237,506,182	\$1,984,000	0.3%
OR # of business tenants	167	0	0%

*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 23, 2009, the number and assessed value of properties /property owners is insufficient to defeat the proposed BIA renewal. No business tenants responded. However, should Council receive, on February 5, 2009, a petition or delegations indicating additional 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.



Yaletown B.I.A.





COMMUNITY SERVICES GROUP
 Planning
 City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing 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 provided by a Business Improvement Area, 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 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 to improve area profile, such as producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

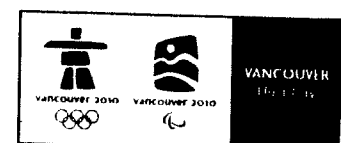
As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City 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 November 25, 2008, 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).

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City of Vancouver, Community Services Group
 Planning, City-wide and Regional Planning
 453 West 12th Avenue
 Vancouver, British Columbia V5Y 1V4 Canada
 tel: 604.871.6126 fax: 604.873.7898
 website: vancouver.ca



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 2009. 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. The letter should include the writer's name and position of authority (eg. owner or property manager), the property owner name (if different) and property information (eg. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 23, 2009.*

The Court of Revision will be held on Thursday, February 5, 2009 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 to consider rejection of the BIA renewal proposal if 1/3 or more of the property owners or business tenants are opposed. 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, 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 renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures



NOTICE OF INTENTION TO RENEW A BIA

December 8, 2008

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its mandate as required at the end of its current term. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, 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 producing advertising and business directories, providing banners and other identifying material, improving business-area appearance, 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.

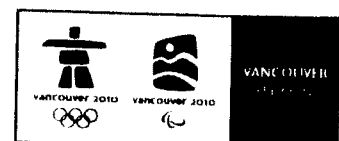
Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires March 31, 2009. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal proposal. As requested, the sponsor group conducted outreach activities to inform businesses and property owners about the proposed renewal and to receive input.

As part of its Annual General Meeting (AGM), or for an Extraordinary General Meeting (EGM), your BIA association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed renewal was approved at the AGM or EGM, and the BIA association requested the City to act on the association's BIA renewal application.

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 November 25, 2008, 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).

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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, and/or contact your BIA association.

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 signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (eg. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 23, 2009*.

The Court of Revision will be held on Thursday, February 5, 2009, 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 to consider rejection of a BIA renewal if 1/3 or more of the property or business owners are opposed. 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
Coordinator, BIA Program
peter.vaisbord@vancouver.ca
Phone: 604.871.6304

Enclosures

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix H

Referral Report



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: November 10, 2008
Contact: Peter Vaisbord
Contact No.: 604.871.6304
RTS No.: 07726
VanRIMS No.: 11-2000-14
Meeting Date: City Clerks Use Only

TO: Vancouver City Council
FROM: Director of Planning
SUBJECT: Approval of Council Initiatives - BIA Renewals

RECOMMENDATION

Gastown BIA Renewal:

A1. THAT Council re-confirm the Gastown Business Improvement Society as sponsor for the Gastown BIA.

A2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Gastown BIA, for a fifth five-year term commencing April 1, 2009; AND THAT Council forward the application of the Gastown Business Improvement Society to a hearing of the Court of Revision.

A3. THAT the City notify property owners and tenants within the area (outlined in Appendix A1) of the proposed BIA renewal and levy.

A4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$2,626,000 for the Gastown BIA, subject to Council approval of the renewal at the Court of Revision.

Mount Pleasant BIA Renewal:

B1. THAT Council re-confirm the Mount Pleasant Commercial Improvement Society as sponsor for the Mount Pleasant BIA.

B2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Mount Pleasant BIA, for a fifth five-year term commencing April 1, 2009; AND THAT Council forward the application of the Mount Pleasant Commercial Improvement Society to a hearing of the Court of Revision.

B3. THAT the City notify property owners and tenants within the area (outlined in Appendix B1) of the proposed BIA renewal and levy.

B4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$1,525,000 for the Mount Pleasant BIA, subject to Council approval of the renewal at the Court of Revision.

Point Grey Village BIA Renewal:

C1. THAT Council re-confirm the Point Grey Village Business Association as sponsor for the Point Grey Village BIA.

C2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Point Grey Village BIA, for a second five-year term commencing April 1, 2009; AND THAT Council forward the application of the Point Grey Village Business Association to a hearing of the Court of Revision.

C3. THAT the City notify property owners and tenants within the area (outlined in Appendix C1) of the proposed BIA renewal and levy.

C4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$450,000 for the Point Grey Village BIA, subject to Council approval of the renewal at the Court of Revision.

South Granville BIA Renewal:

D1. THAT Council approve the South Granville Business Improvement Association as sponsor for the South Granville BIA.

D2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the South Granville BIA, for a third five-year term commencing April 1, 2009; AND THAT Council forward the application of the South Granville Business Improvement Association to a hearing of the Court of Revision.

D3. THAT the City notify property owners and tenants within the area (outlined in Appendix D1) of the proposed BIA renewal and levy.

D4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$2,750,000 for the South Granville BIA, subject to Council approval of the renewal at the Court of Revision.

Victoria Drive BIA Renewal:

E1. THAT Council re-confirm the Victoria Drive Business Improvement Association as sponsor for the Victoria Drive BIA.

E2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Victoria Drive BIA, for a second five year term commencing April 1, 2009; AND THAT Council forward the application of the Victoria Drive Business Improvement Association to a hearing of the Court of Revision.

E3. THAT the City notify property owners and tenants within the area (outlined in Appendix E1) of the proposed BIA renewal and levy.

E4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$750,000 for the Victoria Drive BIA, subject to Council approval of the renewal at the Court of Revision.

West End BIA Renewal:

F1. THAT Council re-confirm the Davie Village Business Improvement Association as sponsor for the West End BIA.

F2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the West End BIA, for a seven year term (third term) commencing April 1, 2009; AND THAT Council forward the application of the Davie Village Business Improvement Association to a hearing of the Court of Revision.

F3. THAT the City notify property owners and tenants within the area (outlined in Appendix F1) of the proposed BIA renewal and levy.

F4. THAT Council approve a 7 year (2009 -2016) funding-ceiling of \$4,900,000 for West End BIA, subject to Council approval of the renewal at the Court of Revision.

Yaletown BIA Renewal:

G1. THAT Council re-confirm the Yaletown Business Improvement Association as sponsor for the Yaletown BIA.

G2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Yaletown BIA, for a third five year term commencing April 1, 2009; AND THAT Council forward the application of the Yaletown Business Improvement Association to a hearing of the Court of Revision.

G3. THAT the City notify property owners and tenants within the area (outlined in Appendix G1) of the proposed BIA renewal and levy.

G4. THAT Council approve a 5 year (2009 -2014) funding-ceiling of \$2,308,707 for the Yaletown BIA, subject to Council approval of the renewal at the Court of Revision.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services recommends APPROVAL of the foregoing.

COUNCIL POLICY

Council policy for the renewal of a BIA was approved on July 30, 1992 as follows:

A BIA is renewed (re-established) by Council Initiative process; property owners and commercial tenants receive notification of the Initiative. The renewal generally will not be approved if one third or more of the owners, representing one third of the assessed property value, or one third of the tenants, counted separately, are in opposition.

Section 462 of the Vancouver Charter was amended on September 23, 1998 to permit BIA renewal terms of up to 20 years. Council has exercised its authority under the amendment by approving ten year renewal terms for the Mount Pleasant and Downtown Vancouver BIAs, and seven year renewal terms for the Marpole and Robson Street BIAs.

PURPOSE

The following BIA terms will expire March 31, 2009:

BIA	Date BIA established or last renewed	Term
Gastown BIA	April 1, 2004 (renewed)	5 years
Mount Pleasant BIA	April 1, 1999 (renewed)	10 years
Point Grey Village BIA	April 1, 2004 (established)	5 years
South Granville BIA	April 1, 2004 (renewed)	5 years
Victoria Drive BIA	April 1, 2004 (established)	5 years
West End BIA	April 1, 2004 (<i>Davie Village</i> BIA renewed)*	5 years
Yaletown BIA	April 1, 2004 (renewed)	5 years

*In 2007, Council approved the expansion and re-naming of the Davie Village BIA as the West End BIA.

These seven BIAs must now be re-established (renewed) for a further term to continue to operate. The purpose of this report is to advance the renewal process by approving Council Initiatives to re-establish each of the BIAs.

BACKGROUND

BIA Renewal Process

The BIA sponsor societies have completed the first step in the BIA renewal process which involves consultation with all of the BIA's property- and business owners regarding BIA renewal and cost ("renewal outreach") culminating in membership approval of renewal resolutions at a BIA Annual General Meeting. Those resolutions include 1) formally requesting the City to consider BIA renewal; 2) stipulating a renewal term and funding-ceiling for Council approval and 3) approving a first-year renewal budget (levy).

The purpose of this report is to commence the second step, through Council approval of the recommendations in this report: to re-confirm the sponsor societies as sponsors of their respective BIAs; to approve a Council Initiative to renew the BIAs (including City notification of property owners and tenants); to forward the renewal applications to Court of Revision for final approval and; subject to the Court of Revision, to approve the proposed funding ceilings for their respective terms.

If Council approves the BIA renewals at the Court of Revision, staff will report back for approval of the renewal year-1 budgets along with all of the other BIAs' 2009 - 2010 budget requests. Although Council does not approve the proposed year-1 budgets at this stage in the BIA renewal process, copies of the proposed budgets are attached to this Report for reference, to indicate the anticipated respective cost of the proposed renewals. This addresses Vancouver Charter section 506(2), which requires the City's formal notifications to include an estimate of each property owner's estimated contribution.

BIA Renewal Outreach

In this section, information is provided on the overall approach to renewal outreach and reporting. The sections that follow provide background and discussion individually for each of the seven BIAs.

As part of the renewal process, BIAs are required to conduct outreach to the commercial property owners and business tenants within their respective BIA renewal areas, culminating

in renewal resolutions at their Annual General Meeting, or at a General Meeting specifically held for the same purpose.

Staff's previous practice was to set minimum requirements for renewal outreach, including the requirement to hold outreach meetings and conduct post-outreach surveys. In addition, Council reports regarding BIA renewals would typically offer staff's evaluation of the adequacy of outreach, and the level of membership support, based on indicators such as meeting attendance and survey response rates.

BIA representatives have expressed dissatisfaction with the previous practice, noting that prescriptive outreach requirements fail to recognize significant differences among BIAs and among BIAs' memberships. They assert that the BIAs, being familiar with their members' attributes, are better positioned than the City to determine and evaluate strategies for successful member engagement. Moreover, the BIAs point out that low member participation or response rates, previously cited by staff to caution Council about potentially low member awareness or support, could equally indicate satisfaction with BIA activities.

BIAs and staff have agreed on revised expectations for renewal outreach. Instead of prescriptive outreach requirements set by City staff, BIAs determine how they fulfill their requirement to conduct outreach. Staff no longer comment on the choice or adequacy of outreach activities, provided that outreach is undertaken. Also, participation or survey response rates are not used to infer the possibility of support or opposition to a BIA renewal proposal. However, BIAs accept a new requirement to include, with their AGM notification (sent to all property- and business owners), a letter from the City about business improvement areas. The letter includes information about how BIAs are funded through a special tax levy, how the BIA and levy are renewed for a further term, and how proceedings at the upcoming BIA AGM set directions about continuance of the BIA levy and its cost to owners.

In addition, Council Report appendices no longer include a full compilation of outreach materials generated by each BIA, although BIAs agree to retain and produce their materials on demand. Instead, each BIA provides a point-form outline of outreach materials and activities. Outreach-outlines from all seven renewing BIAs are attached to this Report as appendices. Discussion in this Report is limited to a factual summary of each BIA's outreach activities, except where staff receive information from the BIAs or third-parties indicating concerns about the outreach, or otherwise indicating potential opposition to the BIA renewal. Such information could include calls, correspondence, or petitions.

The above is the first step of BIA renewal. Subsequently, all BIA businesses and tenants will receive a notification from the City, if approved in the Recommendations in this report, to which they can respond before a final decision on BIA renewal is made by Council at a Court of Revision.

Gastown BIA Renewal

BACKGROUND

Established in 1989, the Gastown BIA was one of Vancouver's first two BIAs. The BIA was renewed in 1994, 1999 and 2004. The Gastown Business Improvement Society (GBIS) wishes to renew the BIA for a fifth 5 year term (April 1, 2000 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises the heritage area north of Hastings between Richards and Columbia. (See map in Appendix A1).

When approved by Council, the proposed funding-ceiling of \$2,626,000 will define the maximum amount that may be levied over the Gastown BIA renewal term, and reflects an increase of 42% over the previous 5 year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA expenditure increases.

The GBIS proposes a Year 1 renewal budget of \$501,500, representing an annual levy rate of \$1.43 per \$1,000.00 of assessed property value. If Council approves the Gastown BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix A2.)

Renewal Outreach Activities

Renewal outreach activities extended from February through most of September 2008, and included:

- A facilitated visioning session with property- and business-owner representation
- Information meetings (one for property-owners, two for businesses) to discuss the renewal proposal and 5-year budget
- A membership survey, twice re-distributed to maximize response
- Inclusion of proposed renewal and five-year budget with AGM notification

The GBIS' renewal request letter and an outline of their outreach process are attached as Appendix A3.

Staff Comments

On September 24, 2008, at a duly constituted AGM, the GBIS membership unanimously approved. BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the GBIS believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the GBIS has notified all commercial property owners and tenants within the proposed renewal area. As required, the GBIS has provided a summary of their outreach process, and has included the City's information letter with their AGM notification. The GBIS reports that all respondents to a member survey indicated support for BIA renewal. Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

Mount Pleasant BIA Renewal

BACKGROUND

Established in 1989, the Mount Pleasant BIA was one of Vancouver's first two BIAs. The BIA was renewed in 1994 and 1999 (ten-year term). The Mount Pleasant Commercial Improvement

Society (MPCIS) wishes to renew the BIA for a further (5-year) term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises Main Street between East 7th and East 16th Avenues, East Broadway between Ontario and Guelph, and Kingsway from Main to East 12th Avenue. (See map in Appendix B1.)

When approved by Council, the proposed funding-ceiling of \$1,525,000 will define the maximum amount that may be levied over the Mount Pleasant BIA 5-year renewal term, and reflects an increase of 74% over the previous 10 year ceiling (adjusted for length of term). As the ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The MPCIS proposes a Year 1 renewal budget of \$240,000, representing an annual levy rate of \$1.10 per \$1,000.00 of assessed property value. If Council approves the Mount Pleasant BIA at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix B2.)

Renewal Outreach Activities

Renewal outreach activities extended from February through mid-October 2008, and included:

- Three member surveys
- Completion of a strategic plan
- Two information meetings and an open house
- Individual member engagement
- Information in the BIA newsletter
- Information and discussion at the MPCIS AGM
- Inclusion of renewal materials in EGM notifications

The MPCIS' renewal request letter and an outline of their outreach process are attached as Appendix A3.

Staff Comments

Rather than including renewal resolutions at its AGM in September, the MPCIS elected to defer renewal approvals to an extraordinary general meeting (EGM) scheduled for October. On October 21, 2008, at a duly constituted EGM, the MPCIS membership unanimously approved BIA renewal, a 5-year funding ceiling, and the 2009-2010 budget.

Based on the EGM results and member input received to date, the MPCIS believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the MPCIS has notified all commercial property owners and tenants within the proposed renewal area. As required, the MPCIS has provided a summary of their outreach process, and has included the City's information letter with their EGM notification. The MPCIS reports that only 3.8% of the July/August member survey responses indicated opposition to BIA renewal.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

Point Grey Village BIA Renewal

BACKGROUND

The Point Grey BIA was one of two new BIAs established in 2004, along with the Victoria Drive BIA. The Point Grey Village Business Association (PGVBA) wishes to renew the BIA for a further 5-year term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary comprises three blocks of West 10th Avenue between Tolmie and Discovery. (See map in Appendix C1).

When approved by Council, the proposed funding-ceiling of \$450,000 will define the maximum amount that may be levied over the Point Grey Village BIA renewal term, and is the same amount as the previous 5 year ceiling.

The PGVBA proposes a Year 1 renewal budget of \$80,000, representing an annual levy rate of \$0.66 per \$1,000.00 of assessed property value. If Council approves the Point Grey Village BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix C2).

Renewal Outreach Activities

Renewal outreach activities extended from October 2007 through May 2008, and included:

- Features and announcements in the BIA member newsletter
- A member survey
- An open house with member poll (budget options)
- Group e-mails and hand-delivered notices
- Inclusion of proposed renewal, budget and funding ceiling with AGM notification

The PGVBA'S renewal request letter and an outline of their outreach process are attached as Appendix C3.

Staff Comments

On June 26, 2008, at a duly constituted AGM, the PGVBA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the PGVBA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the PGVBA has notified all commercial property owners and tenants within the proposed renewal area. As required, the PGVBA has provided a summary of their outreach process, and has included the City's information letter with their AGM notification.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

South Granville BIA Renewal

BACKGROUND

The South Granville BIA was one of three BIAs established in 1999, along with the Yaletown and Davie Village (West End) BIAs. The BIA was renewed in 2004, and a minor expansion was approved in 2006. The South Granville Business Improvement Association (SGBIA) wishes to renew the BIA for a third 5 year term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary comprises South Granville between the Granville bridgehead and West 16th Avenue. (See map in Appendix D1).

When approved by Council, the proposed funding-ceiling of \$2,750,000 will define the maximum amount that may be levied over the South Granville BIA renewal term, and reflects an increase of 25% over the previous 5 year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The SGBIA proposes a Year 1 renewal budget of \$593,000, representing an annual levy rate of \$1.41 per \$1,000.00 of assessed property value. If Council approves the South Granville BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix D2).

Renewal Outreach Activities

Renewal outreach activities extended from July through September 2008, and included:

- Member information meetings in BIA office by appointment
- Features and information in SGBIA member newsletter
- A member survey
- Inclusion of renewal strategic plan, 5-year budget /funding ceiling, and general renewal information in AGM notifications

The SGBIA's renewal request letter and an outline of their outreach process are attached as Appendix D3.

Staff Comments

On September 25, 2008, at a duly constituted AGM, the SGBIA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the SGBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the SGBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the SGBIA has provided a summary of their

outreach process, and has included the City's information letter with their AGM notification. The SGBIA reports that only 3.8% of respondents to a member survey were not in favour of BIA renewal.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

Victoria Drive BIA Renewal

BACKGROUND

The Victoria Drive BIA was one of two new BIAs established in 1994, along with the Point Grey Village BIA. The Victoria Drive Business Improvement Association (VDBIA) wishes to renew the BIA for a further five-year term (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary comprises Victoria Drive between East 32nd Avenue and Nassau (roughly W. 56th Avenue) including three discontinuous commercial areas separated by residential blocks. (See map in Appendix E1).

When approved by Council, the proposed funding-ceiling of \$750,000 will define the maximum amount that may be levied over the Victoria Drive BIA renewal term, and reflects an increase of 20% over the previous 5-year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The VDBIA proposes a Year 1 renewal budget of \$130,000, representing an annual levy rate of \$0.97 per \$1,000.00 of assessed property value. If Council approves the Victoria Drive BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix E2).

Renewal Outreach Activities

Renewal outreach activities extended from May through September 2008, and included:

- A member survey with renewal information included
- An information meeting
- Individual member engagement
- Inclusion of information about the proposed renewal and five-year budget, in AGM notifications

The VDBIA's renewal request letter and an outline of their outreach process are attached as Appendix E3.

Staff Comments

On September 17, 2008, at a duly constituted AGM, the VDBIA membership approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the VDBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the VDBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the VDBIA has provided a summary of their outreach process, and has included the City's information letter with their AGM notification. The VDBIA reports that there has been no verbal or written opposition to the proposed BIA renewal.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

West End BIA Renewal

BACKGROUND

The former 'Davie Village' BIA was one of three BIAs established in 1999, along with the South Granville and Yaletown BIAs. The BIA was renewed in 2004, and in 2007 Council approved a major expansion and change of name to 'West End' BIA. The Davie Village Business Improvement Association (DViBIA) wishes to renew the BIA for a third term, for a period of seven years (April 1, 2009 - March 31, 2016).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises Davie Street between Burrard to Denman, Denman Street from Pacific to Georgia, and Robson Street between Denman and Jervis. (See map in Appendix F1).

When approved by Council, the proposed funding-ceiling of \$4,900,000 will define the maximum amount that may be levied over the West End BIA 7-year renewal term, and reflects an increase of 118% over the previous 5 year ceiling (adjusted for term length). As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases. The West End BIA's increased funding ceiling reflects the BIA's 2007 expansion from the original three-block 'Davie Village' area to its present 17 commercial blocks. While the larger area incurs greater operating expenses, the costs are shared among a far greater number of property owners and their business tenants. The outcome is a 28% *reduction* in the annual levy rate as compared with the 2006-07 pre-expansion year when the rate was \$1.34 per \$1,000 of assessed property value.

The DViBIA proposes a Year 1 renewal budget of \$600,000, representing an annual levy rate of \$0.97 per \$1,000.00 of assessed property value. If Council approves the West End BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix F2).

Renewal Outreach Activities

Renewal outreach activities extended from February through September 2008, and included:

- Distribution of renewal information and timelines
- Member bulletins and BIA newsletter features
- A member-satisfaction survey
- Two open houses

- Individual member engagement
- Inclusion of renewal information and budget/term options in EGM notifications

The DViBIA's renewal request letter and an outline of their outreach process are attached as Appendix F3.

Staff Comments

Rather than including renewal resolutions at its AGM in June, the DViBIA elected to defer renewal approvals to an extraordinary general meeting (EGM) scheduled for September. This provided time to distribute and tabulate the member-satisfaction survey, schedule the second of two open houses, meet one-on-one with individual members, and to provide additional information through the member newsletter and bulletin.

On September 30, 2008, at a duly constituted EGM, the DViBIA membership approved BIA renewal, a 7-year funding ceiling, and the 2009-2010 budget.

Based on the EGM results and member input received to date, the DViBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

Staff are satisfied that the DViBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the DViBIA has provided a summary of their outreach process, and has included the City's information letter with their EGM notification.

Staff have received correspondence from one individual, a property owner, wishing to be excluded from the renewal proposal. The individual was informed that City policy does not permit exclusions, and was encouraged to meet with DViBIA representatives to discuss concerns regarding the BIA.

Yaletown BIA Renewal

BACKGROUND

The Yaletown BIA was one of three BIAs established in 1999, along with the Davie Village (West End) and South Granville BIAs. The BIA was renewed in 2004. The Yaletown Business Improvement Association (YBIA) wishes to renew the BIA for a further 5-year term, (April 1, 2009 - March 31, 2014).

DISCUSSION

BIA Renewal Proposal

The BIA boundary roughly comprises the area bounded by Pacific Boulevard, Robson Street, and the lane between Richards and Homer. (See map in Appendix G1).

When approved by Council, the proposed funding-ceiling of \$2,308,707 will define the maximum amount that may be levied over the Yaletown BIA renewal term, and reflects an increase of 55% over the previous 5 year ceiling. As a ceiling functions as a 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The YBIA proposes a Year 1 renewal budget of \$531,002.61, representing an annual levy rate of \$0.80 per \$1,000.00 of assessed property value. If Council approves the Yaletown BIA renewal at the Court of Revision, staff will report back for approval of the Year 1 budget along with all of the other BIAs' 2009 - 2010 budget requests. (See budget in Appendix G2).

Renewal Outreach Activities

Renewal outreach activities extended from June through September 2008, and included:

- A membership survey
- Seminars and roundtables on various topics, highlighting member issues and priorities
- A number of meetings with individual members
- Inclusion of information about the BIA renewal process, the proposed renewal budget, and a copy of the renewal strategic plan, in the AGM notifications.

The YBIA's renewal request letter and an outline of their outreach process are attached as Appendix G3.

Staff Comments

On September 24, 2008, at a duly constituted AGM, the YBIA membership unanimously approved BIA renewal, a new 5-year funding ceiling, and the 2009-2010 budget.

Based on the AGM results and member input received to date, the YBIA believes that the BIA renewal, the proposed 5-year funding ceiling, and the Year-1 budget are generally supported.

The YBIA reports a 25% response rate on its survey e-mailed to 325 members. YBIA tabulations indicate that 86% of respondents support a renewal budget increase to address anticipated security and litter-removal needs related to Canada Line, and 81% support YBIA renewal

Staff are satisfied that the YBIA has notified all commercial property owners and tenants within the proposed renewal area. As required, the YBIA has provided a summary of their outreach process, and has included the City's information letter with their AGM notification.

Staff have received no telephone calls or correspondence from individuals expressing opposition or concern regarding the renewal proposal.

FINANCIAL IMPLICATIONS

There are no financial implications.

CONCLUSION

Seven BIAs are coming to the end of their current terms and have asked that their renewal applications be forwarded by way of Council Initiative to a Court of Revision. The results of the various BIA outreach activities indicate little or no opposition at this stage in the process. Staff recommend that all applications be forwarded to Court of Revision. If Council approves the BIA renewals at the Court of Revision, staff will report back for approval of the Year 1 budgets along with all of the other BIAs' 2009 - 2010 budget requests.

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