

VanRIMS No.: 08-2000-20

MEMORANDUM

January 25, 2010

TO: Mayor and Council

CC: Marg Coulson, City Clerk - Court of Revision
Penny Ballem, City Manager
Sadhu Johnston, Deputy City Manager
Ryan Merkley, Director of Corporate Communications
Brent Toderian, Director of Planning
Ronda Howard, Assistant Director of Planning - City-Wide and Regional Planning

FROM: Peter Vaisbord
Coordinator, BIA Program

SUBJECT: BIA Court of Revision Applications - BIA Renewals

APPLICATION

On December 1 2009, Council considered applications to re-establish (renew) the following Business Improvement Areas (BIAs):

- Chinatown BIA
- Commercial Drive BIA*
- Downtown Vancouver BIA
- Strathcona BIA

*The application for Commercial Drive includes the merger of the Commercial Drive Expansion-Area BIA into the Commercial Drive BIA in order to renew the two sub-areas as one.

Council referred the applications to Court of Revision for consideration as a Council Initiative. The Court of Revision is scheduled for the evening of February 4, 2010.

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.

COURTREV04FEB10.doc

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.”

*for the Commercial Drive application, insert: *“merge the Commercial Drive Expansion-Area BIA with the Commercial Drive BIA, and to”*

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.”

*for the Commercial Drive application, insert: *“merge the Commercial Drive Expansion-Area BIA with the Commercial Drive BIA, and to”*

B. NOT APPROVE AN APPLICATION

Several criteria identified in the past as possible reasons for rejecting a BIA application are outlined on pages 4 and 5. 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.”

*for the Commercial Drive application, insert: *“merge the Commercial Drive Expansion-Area BIA with the Commercial Drive BIA, and to”*

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.”

****for the Commercial Drive application, insert: “merge the Commercial Drive Expansion-Area BIA with the Commercial Drive BIA, and to”***

BACKGROUND

Sections 455 through 463 of the Vancouver Charter make provision for the creation, expansion, merger, 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 creation, renewal, expansion or merger 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 one third of 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 or mergers, expanding or merging) 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 17 2009 (RTS 08299), 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 2010.
- **Will my 2009 or 2010 property tax bill increase by the amount of the proposed charge:** In 2009: an amount has already been charged for 2009 - no more will be charged. In 2010: a BIA levy has already been charged for previous years; therefore the charge will be similar to last year -- unless the proposed charge is greater than that 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 15 2009, 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 2009, 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 objections from business tenants. 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 as ‘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, BIA supporters and opponents, 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 15, 2010, or address Council directly at the Court of Revision.

Following this memo is an appendix for each BIA Renewal Initiative (Appendix A - D) which provides notification data for the application, and a tabulation of letters of opposition received as of January 15, 2010.

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

tel: 604.871.6304
fax: 604.873.7898
peter.vaisbord@vancouver.ca

PV/eh

Attachments

Appendix A

Chinatown BIA

Renewal

CHINATOWN BIA

Application to Re-establish (Renew) BIA

On December 1, 2009, Council considered an application by the Vancouver Chinatown BIA Society (VCBIA) to re-establish (renew) the Chinatown BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$38 to \$12,335 (Old BC Electric Building) annually, depending upon the assessed value of the property. Ten properties will have a levy under \$100, about 100 properties will have a levy between \$100 and \$1,000, and 88 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2010 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2009 assessment.

Notification

Individually addressed letters (Attachment B) were *mailed*, postmarked on or before December 15, 2009, to 134 property owners, owning 196 legal parcels located within the BIA area. Two letters were returned undeliverable. Both letters were re-directed to a new mailing address.

Letters (Attachment C) were *hand delivered* to all 333 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 15, 2010. 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.

| Objection Categories | Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%) | Letters of opposition as of January 15, 2010 | |
|---------------------------|--|---|-------|
| | | # | % |
| # of property owners* | 45 | 3 | 2.2 % |
| # of assessed properties* | 65 | 6 | 3.1 % |
| total assessed value | \$64,222,817 | \$2,253,533 | 1.2 % |
| OR # of business tenants | 111 | 1 | 0.3 % |

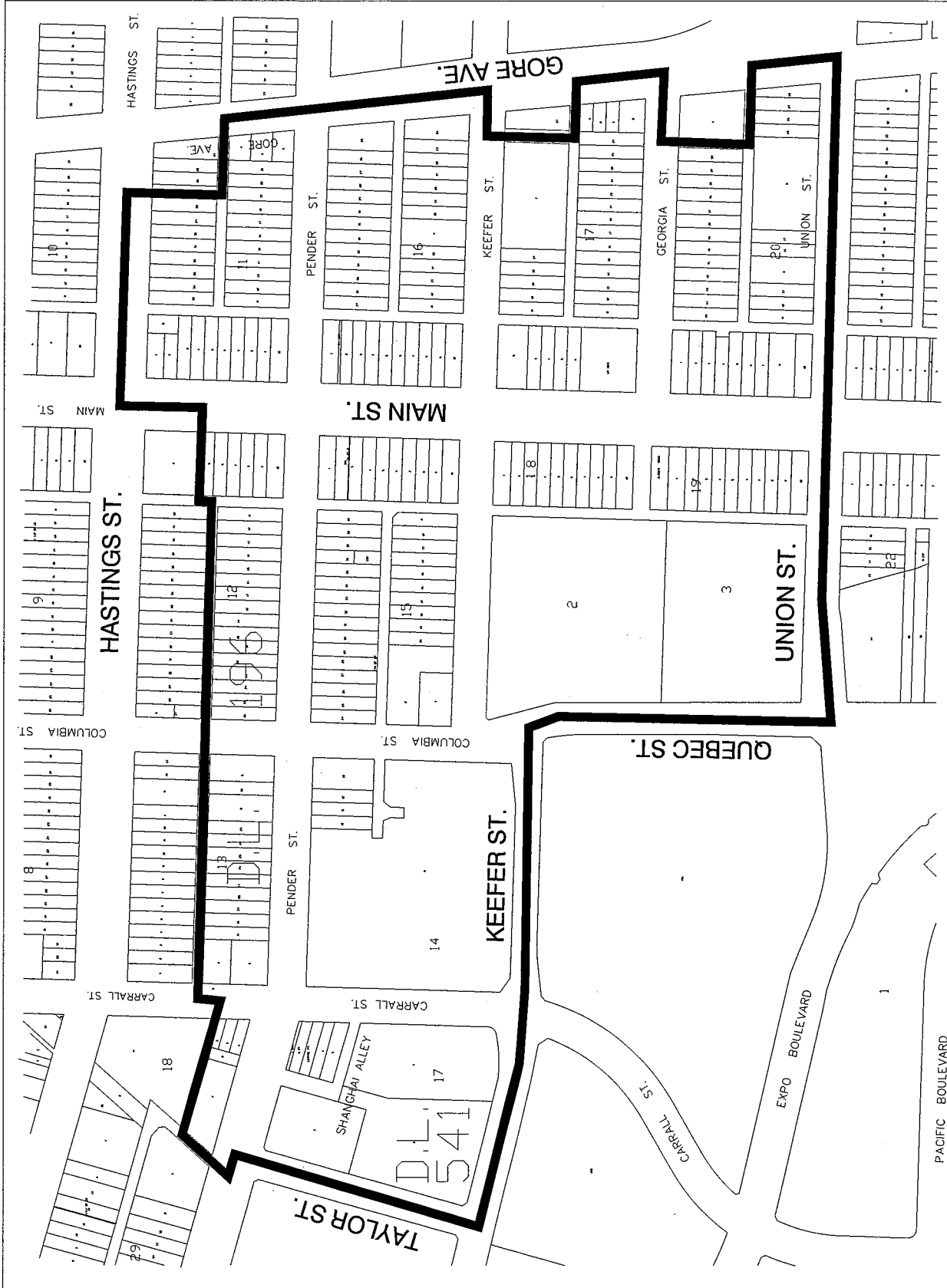
*Note: Since there are many multiple owners, the number of assessed properties is greater than the number of actual owners.

Results

As of January 15, 2010, 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 4, 2010, 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.



Chinatown B.I.A.



COMMUNITY SERVICES GROUP
Planning
City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 1, 2009

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, 2010. 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), 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, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 1, 2009, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached

statement indicates the amount which would be assessed against your property in 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.

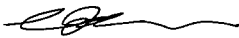
After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. **However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter 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 15, 2010.**

The Court of Revision will be held on Thursday, February 4, 2010 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 1, 2009

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, 2010. 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), 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, 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 December 1, 2009, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

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

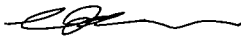
After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (e.g. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 15, 2010*.

The Court of Revision will be held on Thursday, February 4, 2010, 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

Commercial Drive BIA

Renewal

COMMERCIAL DRIVE BIA

Application to Re-establish (Renew) Merged BIA

On December 1, 2009, Council considered an application by the Commercial Drive Business Society (CDBS) to merge the Commercial Drive Expansion Area BIA with the Commercial Drive BIA, and to re-establish (renew) the Commercial Drive BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$25 to \$30,723 (Safeway) annually, depending upon the assessed value of the property. Five properties will have a levy under \$100, about 135 properties will have a levy between \$100 and \$1,000, and 116 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2010 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2009 assessment.

Notification

Individually addressed letters (Attachment B) were *mailed*, postmarked on or before December 15, 2009, to 170 property owners, owning 256 legal parcels located within the BIA area. Three letters were returned undeliverable. Two of the letters were re-directed to a new mailing address, and the third was forwarded to the property address as an updated mailing address for that owner could not be found.

Letters (Attachment C) were *hand delivered* to all 377 businesses within the BIA area.

Letters of Opposition

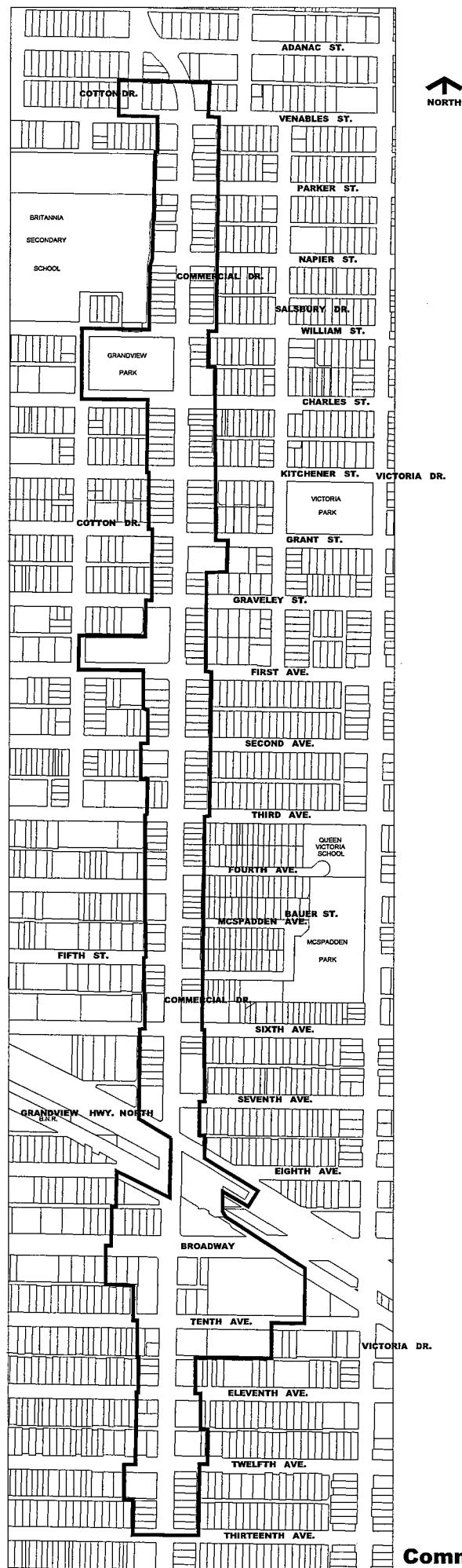
The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 15, 2010. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

| Objection Categories | Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%) | Letters of opposition as of January 15, 2010 | |
|---------------------------|--|---|-----|
| | | # | 0 % |
| # of property owners* | 57 | 0 | 0 % |
| # of assessed properties* | 85 | 0 | 0 % |
| total assessed value | \$89,507,569 | \$0 | 0 % |
| OR # of business tenants | 126 | 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 15, 2010, no letters of opposition had been received either from business tenants, or property owners. However, should Council receive, on February 4, 2010, 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.





COMMUNITY SERVICES GROUP
Planning
City-wide and Regional Planning

**NOTICE OF INTENTION TO RENEW THE COMMERCIAL DRIVE BIA UPON MERGER WITH
COMMERCIAL DRIVE EXPANSION AREA BIA**

December 1, 2009

Dear Property Owner(s):

The City's records indicate that you own property which is within either the Commercial Drive BIA (Venables to Grandview Cut) or the Commercial Drive Expansion-Area BIA (Grandview Cut to E. 13th Avenue). If approved, the merger and 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 merger/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, the Commercial Drive Business Society (CDBS) approached the City with an application to renew its mandate for the original Commercial Drive BIA, and for the Commercial Drive Expansion Area BIA, both of which expire on March 31, 2010. The application includes a proposal to merge the two BIA areas into one area (the 'Commercial Drive BIA') for the purpose of renewal. The City requested the CDBS discuss this proposal with owners and tenants in the BIA area to assess support for the merger/renewal proposal. As requested, the CDBS conducted outreach activities to inform businesses and property owners about the proposed merger/renewal and to receive input.

As part of its Annual General Meeting (AGM), the CDBS notified all property owners and business tenants of a proposed resolution to merge/renew the BIA. The proposed merger/renewal was approved at the AGM, and the CDBS requested the City to act on the association's BIA merger/renewal application.

However, before the BIA merger/renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 1, 2009, City Council agreed to consider the BIA merger/renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA merger/renewal proposal.



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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 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 merger/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 (e.g. owner or property manager), the property owner name (if different) and property information (e.g. address, folio number or legal description). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 15, 2010*.

The Court of Revision will be held on Thursday, February 4, 2010 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 merger/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 merger/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 merger/renewal be approved by City Council, the CDBS 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 merger/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 THE COMMERCIAL DRIVE BIA UPON MERGER WITH
COMMERCIAL DRIVE EXPANSION AREA BIA**

December 1, 2009

Dear Business Owner:

I am writing to advise you that the Commercial Drive Business Society (CDBS) is proposing to renew its Business Improvement Area (BIA) 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 BIA merger/renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed merger/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 either the original Commercial Drive BIA area (Venables to Grandview Cut) or the Commercial Drive Expansion Area BIA (Grandview Cut to E. 13th Avenue).

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, CDBS approached the City with an application to renew its BIA mandate for both the original BIA and the expansion area BIA, both of which expire March 31, 2010. The application includes a proposal to merge the two BIA areas into one area (the 'Commercial Drive BIA') for the purpose of renewal. The City requested the CDBS discuss this proposal with owners and tenants in the BIA area to assess support for the merger/renewal proposal. As requested, the CDBS conducted outreach activities to inform businesses and property owners about the proposed merger/renewal and to receive input.

As part of its Annual General Meeting (AGM), the CDBS notified all property owners and business tenants of a proposed resolution to merge/renew the BIA. The proposed merger/renewal was approved at the AGM, and the CDBS requested the City to act on the association's BIA merger/renewal application.

However, before the BIA merger/renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 1, 2009, City Council agreed to consider the BIA merger/renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA merger/renewal proposal.

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

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

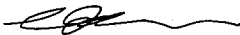
After you have reviewed the material, if you support the proposed BIA merger/renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (e.g. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 15, 2010*.

The Court of Revision will be held on Thursday, February 4, 2010, 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 merger/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 merger/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 merger/renewal be approved by City Council, the CDBS 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 merger/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

IMPORTANT NOTICE FROM
THE CITY OF VANCOUVER
TO BUSINESS OWNERS

Appendix C

Downtown Vancouver BIA

Renewal

DOWNTOWN VANCOUVER BIA

Application to Re-establish (Renew) BIA

On December 1, 2009, Council considered an application by the Downtown Vancouver Business Improvement Association (DVBIA) to re-establish (renew) the Downtown Vancouver BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$0.01 to \$95,837 (COV Pacific Centre) annually, depending upon the assessed value of the property. 2,276 properties will have a levy under \$100, about 425 properties will have a levy between \$100 and \$1,000, and 244 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2010 property assessment, actual BIA levies may differ slightly from the estimates provided in the City's notification, which used the 2009 values.

Notification

Individually addressed letters (Attachment B) were *mailed*, postmarked on or before December 15, 2009, to 857 property owners, owning 2,944 legal parcels located within the BIA area. 13 letters were returned undeliverable. One of the letters 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 4,500 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 15, 2010. 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.

| Objection Categories | Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%) | Letters of opposition as of January 15, 2010 | |
|---------------------------|--|---|-------|
| | | # | % |
| # of property owners* | 286 | 4 | 0.5 % |
| # of assessed properties* | 981 | 6 | 0.2 % |
| total assessed value | \$3,425,836,451 | \$10,692,266 | 0.1 % |
| OR # of business tenants | 1500 | 7 | 0.2% |

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

Results

As of January 15, 2010, 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 4, 2010, 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.



Downtown Vancouver BIA





COMMUNITY SERVICES GROUP
Planning
City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 1, 2009

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, 2010. 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), 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, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 1, 2009, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached

statement indicates the amount which would be assessed against your property in 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.

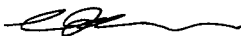
After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter 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 15, 2010.

The Court of Revision will be held on Thursday, February 4, 2010 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 1, 2009

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, 2010. 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), 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, 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 December 1, 2009, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

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

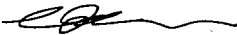
After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (e.g. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 15, 2010*.

The Court of Revision will be held on Thursday, February 4, 2010, 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

Strathcona BIA

Renewal

STRATHCONA BIA

Application to Re-establish (Renew) BIA

On December 1, 2009, Council considered an application by the Strathcona Business Improvement Association (SBIA) to re-establish (renew) the Strathcona BIA (Attachment A). Council referred the application to Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$31 to \$12,735 (entire 1200-block Venables) annually, depending upon the assessed value of the property. Three properties will have a levy under \$100, about 255 properties will have a levy between \$100 and \$1,000, and 181 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2010 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification, which was based on the 2009 assessment.

Notification

Individually addressed letters (Attachment B) were *mailed*, postmarked on or before December 15, 2009, to 314 property owners, owning 439 legal parcels located within the BIA area. Seven letters were returned undeliverable. Three of the 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 456 businesses within the BIA area.

Letters of Opposition

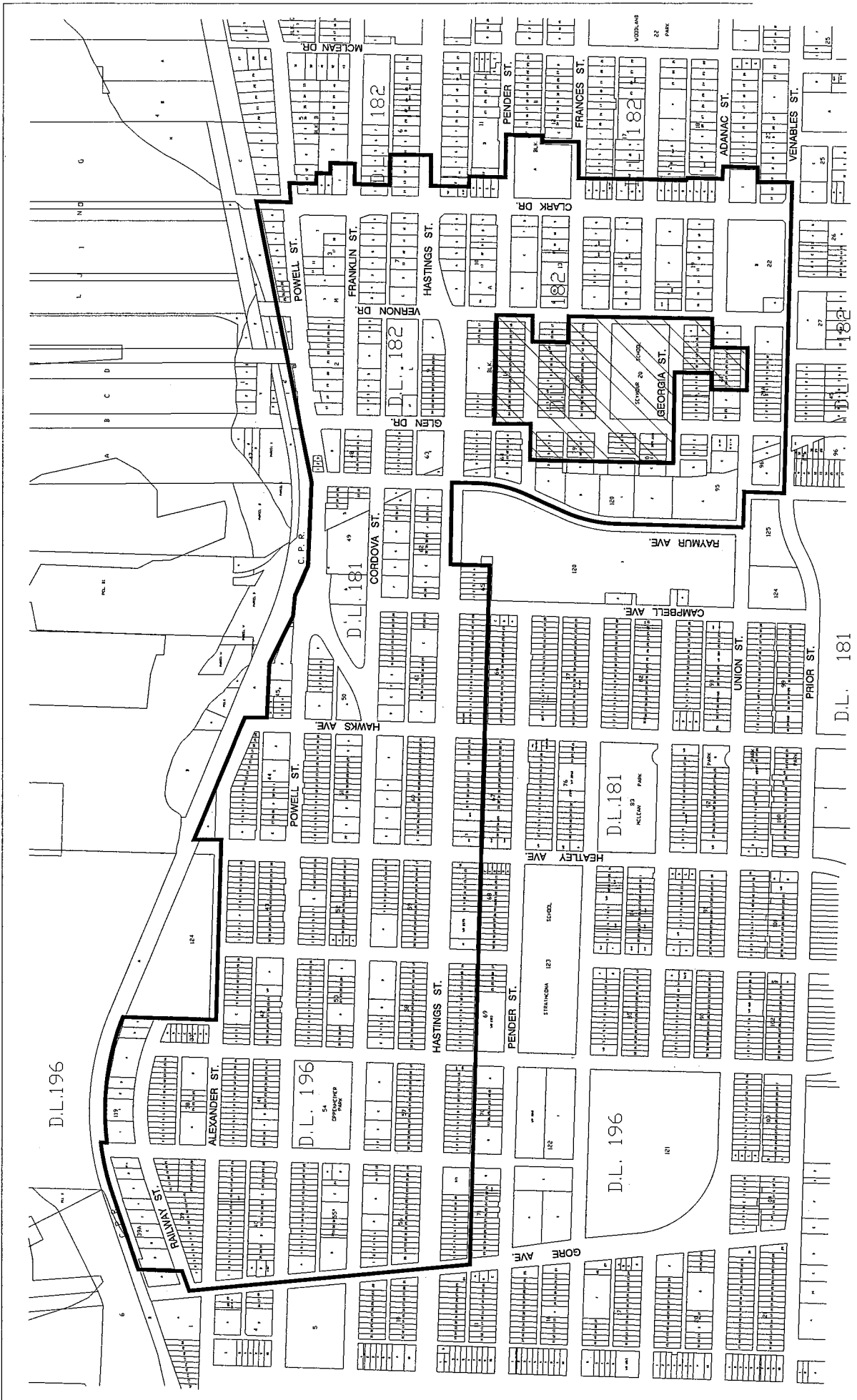
The table below shows the shows the letters of objection, by number and assessed value, received as of 5pm, January 15, 2010. For information, should Council wish to apply the one-third guideline, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal.

| Objection Categories | Needed to defeat BIA under Council 1/3 policy (1/3 = 33.33%) | Letters of opposition as of January 15, 2010 | |
|---------------------------|--|---|-------|
| | | # | % |
| # of property owners* | 105 | 10 | 3.2 % |
| # of assessed properties* | 146 | 14 | 3.2 % |
| total assessed value | \$116,804,501 | \$7,650,399 | 2.2 % |
| OR # of business tenants | 152 | 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 15, 2010, 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 4, 2010, 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.



Strathcona B.I.A.



COMMUNITY SERVICES GROUP
Planning
City-wide and Regional Planning

NOTICE OF INTENTION TO RENEW A BIA

December 1, 2009

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, 2010. 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), 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, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 1, 2009, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached

statement indicates the amount which would be assessed against your property in 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.

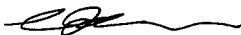
After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter 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 15, 2010.*

The Court of Revision will be held on Thursday, February 4, 2010 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 1, 2009

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, 2010. 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), 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, 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 December 1, 2009, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

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

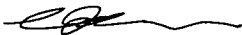
After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a signed letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. The letter should include the writer's name, the business name and street address, and the writer's position of authority (e.g. business owner or manager). Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 15, 2010*.

The Court of Revision will be held on Thursday, February 4, 2010, 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