



## ADMINISTRATIVE REPORT

Report Date: October 30, 2018  
Contact: Chris Robertson  
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Meeting Date: November 13, 2018

TO: Vancouver City Council  
FROM: General Manager of Planning, Urban Design and Sustainability  
SUBJECT: Approval of Council Initiatives - BIA Renewals & Expansion 2019

### **RECOMMENDATION**

#### **Fraser Street BIA Renewal:**

- A1. THAT Council confirm the South Hill (Fraser Street) Business Association as sponsor for the Fraser Street BIA.
- A2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Fraser Street BIA, for a further term (5 years) commencing April 1, 2019;  
  
FURTHER THAT Council forward the application of the South Hill (Fraser Street) Business Association 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 (2019-2024) funding-ceiling of \$780,000 for the Fraser Street BIA, subject to Council approval of the renewal.

#### **Gastown BIA Renewal:**

- B1. THAT Council confirm the Gastown Business Improvement Society as sponsor for the Gastown BIA.
- B2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Gastown BIA, for a further term (5 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the Gastown Business 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 (2019-2024) funding-ceiling of \$3,699,524 for the Gastown BIA, subject to Council approval of the renewal.

**Marpole BIA Renewal:**

- C1. THAT Council confirm the Marpole Business Association as sponsor for the Marpole BIA.
- C2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Marpole BIA, for a further term (10 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the Marpole 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 10-year (2019-2029) funding-ceiling of \$3,000,000 for the Marpole BIA, subject to Council approval of the renewal.

**Point Grey BIA Renewal:**

- D1. THAT Council confirm the Point Grey Village Business Association as sponsor for the Point Grey BIA.
- D2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Point Grey BIA, for a further term (5 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the Point Grey Village Business 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 (2019-2024) funding-ceiling of \$1,250,000 for the Point Grey BIA, subject to Council approval of the renewal.

**South Granville BIA Renewal:**

- E1. THAT Council confirm the South Granville Business Improvement Association as sponsor for the South Granville BIA.

- E2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the South Granville BIA, for a further term (5 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the South Granville 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 (2019-2024) funding-ceiling of \$5,000,000 for the South Granville BIA, subject to Council approval of the renewal.

#### **Victoria Drive BIA Renewal:**

- F1. THAT Council confirm the Victoria Drive Business Improvement Association as sponsor for the Victoria Drive BIA.

- F2. THAT Council approve the commencement of a Council Initiative to re-establish (renew) the Victoria Drive BIA, for a further term (5 years) commencing April 1, 2019;

FURTHER THAT Council forward the application of the Victoria Drive 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 5-year (2019-2024) funding-ceiling of \$960,000 for the Victoria Drive BIA, subject to Council approval of the renewal.

#### **Yaletown BIA Renewal:**

- G1. THAT Council 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 further term (5 years) commencing April 1, 2019;

FURTHER 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 (2019-2024) funding-ceiling of \$5,772,903 for the Yaletown BIA, subject to Council approval of the renewal.

**Hastings North BIA Expansion:**

- H1. THAT Council confirm the Hastings North Business Improvement Association as sponsor for an expanded Hastings North BIA.
- H2. THAT Council approve the commencement of a Council Initiative to expand the Hastings North BIA;
- FURTHER THAT Council forward the application of the Hastings North Business Improvement Association to a hearing of the Court of Revision.
- H3. THAT the City notify the affected property owner/occupier (in shaded area on map attached as Appendix B1), of the proposed BIA expansion and levy.

**REPORT SUMMARY***BIA RENEWALS*

The following BIA terms will expire March 31, 2019:

<b>BIA</b>	<b>Date BIA Established or Renewed</b>	<b>Current Term</b>
Fraser Street BIA	April 1, 2012 (renewed)	7 years
Gastown BIA	April 1, 2014 (renewed)	5 years
Marpole BIA	April 1, 2012 (renewed)	7 years
Point Grey Village BIA	April 1, 2014 (renewed)	5 years
South Granville BIA	April 1, 2014 (renewed)	5 years
Victoria Drive BIA	April 1, 2014 (renewed)	5 years
Yaletown BIA	April 1, 2014 (renewed)	5 years

The seven Business Improvement Areas must now be re-established (renewed) for a further term to continue to operate.

*HASTINGS NORTH BIA EXPANSION*

The Hastings North Business Improvement Association (HNBIA) has applied to expand the Hastings North BIA to include one additional BC Assessment Class 6 (commercial) property at the request of the property owner/business operator.

The purpose of this report is to advance the renewal and expansion process by approving Council Initiatives for the proposed applications.

**COUNCIL AUTHORITY/PREVIOUS DECISIONS**

Vancouver Charter section 506 sets out the threshold for Council approval of a Council Initiative as follows:

*Council may, in its discretion, [approve a BIA Council Initiative] ... if, after notice of the Council's intention to undertake the project has been mailed to the assessed owners of the parcels liable to be specially assessed a sufficient*

*number of notices of objection to the project has not been filed with the City Clerk during the period of one month after the mailing of such notice ... A sufficient number of notices of objection to a project shall be deemed to be filed if at least more than one-half in number of the then assessed owners, representing at least more than one-half of the value according to the last real-property assessment roll, of the parcels liable to be specially assessed have, in writing, given notice to the City Clerk within the time above prescribed that they object to the project.*

Council has adopted policy for approval of BIA Council Initiatives as follows:

- For BIA renewal, approved July 30, 1992
- For BIA establishment and expansion, approved October 14, 1997
- Policy amendments for BIA renewal, establishment and expansion, approved November 28, 2017.

*A BIA is established, renewed, and/or expanded by Council Initiative process; under a Council Initiative, affected property owners receive a notification that sets out a description of the Initiative, the designated area, and the estimated annual charge and rate. The notification includes instructions for filing objections to the Initiative, which are reported to Council after they are received and tabulated. Council also hears delegations as to whether or not the Initiative should proceed. Business tenants in the affected properties also receive a notification, and the Initiative generally will not be approved if one half of the business tenants, counted separately from owners, submit objections.*

Section 462 of the Vancouver Charter was amended on September 23, 1998, to permit BIA terms of up to 20 years, as opposed to the previous 5-year limitation. Council has exercised its authority under the amendment by previously approving seven-year and ten-year renewal terms. As some BIAs have continued to apply for 5-year renewal terms, the range of BIA terms currently varies from 5 to 10 years.

## **CITY MANAGER'S/GENERAL MANAGER'S COMMENTS**

The City Manager and the General Manager of Planning, Urban Design and Sustainability recommend approval of the foregoing.

## **REPORT**

### **Background/Context**

#### *BIA Renewal Process Overview*

The renewal process has two basic steps as described below – the first is the BIA's role and the second is the City's role:

### Step 1

The seven BIA managing societies have completed the first step in the BIA renewal process. This step involves consultation with all affected BIA property and business owners regarding BIA renewal and cost (“BIA outreach”).

The outreach process culminates in membership approval of renewal resolutions at the BIAs’ Annual (or Special) General Meetings. Those resolutions include a) formally requesting the City to consider BIA renewal and b) stipulating a by-law term and funding-ceiling<sup>1</sup> for Council approval and c) approving a first-year renewal budget (Appendix A2 - G2). Each BIA’s renewal outreach is summarized in this report based on an outline provided by the BIAs (Appendix A3 - G3). Detailed documentation is retained by the BIAs and is available at the City’s request.

### Step 2

Renewal Step 2 requires Council approval of the recommendations in this report as follows: a) to confirm the BIA society as sponsor of the BIA; b) to approve a Council Initiative to renew the BIA, which means the City will notify the affected property owners and tenants prior to Council approval or rejection of the Initiative;<sup>2</sup> c) to forward the renewal application to Court of Revision, and; d) subject to final Council approval, to approve the proposed funding-ceiling for the proposed BIA renewal term.

If, after notification of owners and businesses, Council approves the BIA renewals, the year-1 budgets will be reported along with all of the other BIAs’ 2019 - 2020 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 cost of the proposals. This addresses Vancouver Charter section 506(2), which requires the City’s formal notification to include an estimate of each property owner’s expected contribution.

### *BIA Outreach Process - Background*

In this section, additional information is provided on the overall approach to outreach and reporting outlined as Step 1. The section that follows provides background and strategic analysis for each of the seven renewal areas.

### *BIA Renewals*

As part of the renewal process, BIAs are required to conduct outreach to the commercial property owners and business tenants within their respected areas, culminating in renewal resolutions at their Annual General Meeting, or at a General Meeting specifically held for the purpose.

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<sup>1</sup> Vancouver Charter section 456(2) (b) stipulates that Council, by by-law, must establish the maximum amount of money to be granted to a BIA applicant. A ‘funding-ceiling’ is the cumulative maximum amount, over the current BIA term, which may be granted and then recovered by way of a levy on parcels of real property within a BIA.

<sup>2</sup> The City’s notification is to the owners of BC Assessment Authority Class 5 (light industry) and Class 6 (business/other), and to business tenants occupying Class 5 and Class 6 properties within the BIA area.

BIAs determine generally how they fulfill their requirement to conduct outreach, and have agreed 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 BIA AGM set directions about continuance of the BIA levy and its cost to owners.

BIAs retain all materials generated as part of their renewal outreach and agree to produce their materials for the City on request. In addition, each BIA provides a point-form outline of their outreach materials and activities. Outreach outlines from each BIA society are attached to this Report as Appendix A3 - G3. Council reports related to BIA renewals include a factual summary of each BIA's outreach activities.

The above self-reported outreach is the first step of the BIA renewal process. Subsequently, as part of the Council Initiative (Step 2), all BIA property owners and business 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.

#### *Hastings North BIA Mid-term Expansion (single-property)*

The outreach process for BIA expansion usually follows the general process required for the establishment of new BIAs, which includes the production and distribution of owner/business surveys, invitational meetings and open houses, and the production and distribution of proposed budgets and individual cost estimates.

In the present instance, the proposed BIA expansion would include only one BC Assessment Class 6 (commercial) property adjacent to the existing BIA boundary. The owner/occupier of the property has requested that the BIA apply for an expansion in order that it can be part of the BIA and a full member of the Hastings North Business Improvement Association (HNBIA).

At the HNBIA AGM held September 18, 2018, the members unanimously approved that the HNBIA board request that Council consider expansion of the BIA to include the subject property. The BIA's current 7-year (2018-2025) funding-ceiling of \$2,820,000 will be unchanged.

Subsequently, as part of the Council Initiative, the affected owner/operator will receive a notification from the City, if approved in the Recommendations in this report, to which the owner/operator can respond before a final decision on BIA expansion is made by Council. As the owner/operator has requested the expansion and is aware of the cost, no objection is expected.

If, after notification, Council approves the BIA expansion, the HNBIA budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests. Although Council does not approve the proposed budgets at this stage in the BIA expansion process, a copy of the proposed budget is attached to this report for reference as Appendix H2, to indicate the anticipated cost of the proposal. This addresses Vancouver Charter section 506(2), which requires the City's formal notification to include an estimate of each property owner's expected contribution.

A letter from the owner/occupier confirming its wish to be included in the Hastings North BIA is attached to this Report as Appendix H3.

## **Strategic Analysis**

### **Fraser Street BIA Renewal**

#### *BACKGROUND*

The Fraser Street BIA was established in 2007, and was last renewed in 2012 for a second term (7 years) which expires at the end of March 2019. The South Hill (Fraser Street) Business Association (SHBA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

#### *DISCUSSION*

##### *BIA Renewal Proposal*

The Fraser Street BIA boundary roughly comprises 9 linear blocks of Fraser Street between E. 41<sup>st</sup> and E. 50<sup>th</sup> Avenues (See map in Appendix A1).

When approved by Council, the proposed funding-ceiling of \$780,000 will define the maximum amount that may be levied over the Fraser Street BIA 5-year renewal term, and reflects an increase of 17% from the previous 7-year ceiling, adjusted for length of term. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The SHBA proposes a Year 1 renewal budget of \$147,500, representing an annual levy rate of \$0.43 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Fraser Street BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 – 2020 budget requests (See budget in Appendix A2).

##### *Renewal Outreach Activities*

Renewal outreach activities extended from April to September 2018. Renewal outreach activities included:

- Distribution of Renewal-related materials including
  - member survey
  - explanatory materials about BIAs and BIA renewal
  - several documents highlighting BIA projects, programs, and benefits
- Direct one-on-one outreach to the membership
- The SHBA AGM held on September 20, 2018. The 5-year renewal and budget plan were discussed during the AGM.

The SHBA renewal request letter and an outline of its outreach process are attached as Appendix A3.



### *Comments*

The SHBA confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the SHBA has provided a summary of its outreach process, and has included the City's information letter with supplementary AGM materials.

On September 20, 2018, at a duly constituted AGM, the SHBA membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The SHBA reports that it has received no opposition in response to its member outreach.

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

### **Gastown BIA Renewal**

#### *BACKGROUND*

The Gastown BIA was one of Vancouver's first BIAs established in 1989, along with the Mount Pleasant BIA. The BIA was last renewed in 2014 for a sixth term (5 years) which expires at the end of March 2019. The Gastown Business Improvement Society (GBIS) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

#### *DISCUSSION*

##### *BIA Renewal Proposal*

The Gastown BIA boundary comprises roughly the blocks bounded by Richards Street on the west, the CPR yards on the north, Columbia Street on the east, and Cordova Street on the south (See map in Appendix B1).

When approved by Council, the proposed funding-ceiling of \$3,699,524 will define the maximum amount that may be levied over the Gastown BIA 5-year renewal term, and reflects an increase of 20.2% over the previous 5-year ceiling. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The GBIS proposes a Year 1 renewal budget of \$699,640, representing an annual levy rate of \$0.78 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Gastown BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix B2).

##### *Renewal Outreach Activities*

Renewal outreach activities extended from December 2017 to September 2018. Member outreach included:

- Strategic Plan for renewal
- Distribution of member survey
- Door-to-door outreach at time of survey and draft budget
- In-person meetings with members
- Review of proposed budget with major stakeholders; general member open house
- Member notification for the Annual General Meeting (AGM); the meeting notification package included content about BIA renewal, including the renewal Strategic Plan, budget and funding-ceiling.

The GBIS's renewal request letter and an outline of its outreach process are attached as Appendix B3.

#### *Comments*

The GBIS confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the GBIS has provided a summary of its outreach process, and has included the City's information letter with its AGM notification.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The GBIS reports that it has received no opposition in response to its member outreach.

On September 26, 2018, at a duly constituted AGM, the GBIS membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

### **Marpole BIA Renewal**

#### *BACKGROUND*

The Marpole BIA was established in 2000, and was last renewed in 2012 for a second term (7 years) which expires at the end of March 2019. The Marpole Business Association (MBA) wishes to renew the BIA for a further term (10 years) (April 1, 2019 - March 31, 2029).

#### *DISCUSSION*

##### *BIA Renewal Proposal*

The Marpole BIA boundary roughly comprises six linear blocks of Granville Street between W. 63<sup>rd</sup> and W. 71<sup>st</sup> Avenues (See map in Appendix C1).

When approved by Council, the proposed funding-ceiling of \$3,000,000 will define the maximum amount that may be levied over the Marpole BIA 10-year renewal term, and reflects an increase of 57.1% over the previous 7-year ceiling, adjusted for length of term. The increase, in part, reflects the uncertainty of budgeting for a 10-year term, as

well as the MBA's desire to be prepared for challenges and opportunities arising from the Marpole Community Plan and expected growth and development. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases. If BIA renewal is approved, the Marpole BIA would be one of two BIAs that would have a 10-year renewal term, the other being the Downtown Vancouver BIA.

The MBA proposes a Year 1 renewal budget of \$187,925, representing an annual levy rate of \$0.51 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Marpole BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix C2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended from April to October 2018, and included:

- A membership survey on renewal, delivered as hard copy and online
- Preparation of a renewal strategic plan
- Renewal open house
- Direct member outreach
- August 2018 AGM notification package, which included the proposed year-1 renewal budget
- The MBA AGM held on September 27, 2018. The renewal proposal/budget was presented and discussed during the AGM.

The MBA's renewal request letter and an outline of its outreach process are attached as Appendix C3.

#### *Comments*

The MBA confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the MBA has provided a summary of its outreach process.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The MBA reports that it has received no opposition in response to its member outreach.

On September 27, 2018, at a duly constituted AGM, the MBA membership unanimously approved BIA renewal, a new 10-year funding-ceiling, and the 2019-2020 budget.

Based on the AGM results and member input received to date, the MBA believes that the BIA 10-year renewal, the proposed 10-year funding-ceiling, and the Year-1 budget are generally supported.

## **Point Grey Village BIA Renewal**

### *BACKGROUND*

The Point Grey Village BIA was one of two BIAs established in 2004, along with the Victoria Drive BIA. The BIA was last renewed in 2014 for a third term (5 years) which expires at the end of March 2019. The Point Grey Village Business Association (PGVBA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

### *DISCUSSION*

#### *BIA Renewal Proposal*

The Point Grey Village BIA boundary comprises three linear blocks of W. 10th Avenue between Tolmie and Discovery Streets (See map in Appendix D1).

When approved by Council, the proposed funding-ceiling of \$1,250,000 will define the maximum amount that may be levied over the Point Grey Village BIA 5-year renewal term, and reflects the same ceiling as the previous 5-year ceiling. As the ceiling functions as a cumulative 'cap' rather than as a budget, a ceiling-increase does not necessarily reflect BIA annual expenditure increases.

The PGVBA proposes a Year 1 renewal budget of \$225,000, representing an annual levy rate of \$0.55 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Point Grey Village BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix D2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended from April to September 2018, and included:

- Member satisfaction survey
- Member open house on renewal
- Direct member contact in person and by email to attend renewal AGM
- Member notification for the 2018 Annual General Meeting (AGM) including a pamphlet covering BIA renewal, survey results, BIA programs, and information about the proposed budget and cost.
- AGM held on September 19, 2018. The renewal proposal /budget were discussed during the AGM.

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

#### *Comments*

The PGVBA confirms it has notified all commercial property owners and their business tenants within the proposed renewal area. As required, the PGVBA has provided a summary of its outreach process, and has included the City's information letter with its AGM notification.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The PGVBA reports that it has received no opposition in response to its member outreach.

On September 19, 2018, at a duly constituted AGM, the PGVBA membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

## **South Granville BIA Renewal**

### *BACKGROUND*

The South Granville BIA was one of three BIAs established in 1999, along with the West End and Yaletown BIAs. The BIA was last renewed in 2014 for a fourth 5-year term which expires at the end of March 2019. The South Granville Business Improvement Association (SGBIA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

### *DISCUSSION*

#### *BIA Renewal Proposal*

The South Granville BIA boundary roughly comprises eleven linear blocks of Granville Street between W 5<sup>th</sup> and W 16<sup>th</sup> Avenues (See map in Appendix E1).

When approved by Council, the proposed funding-ceiling of \$5,000,000 will define the maximum amount that may be levied over the South Granville BIA 5-year renewal term, and reflects an increase of 30% over the previous 5-year ceiling. As the ceiling functions as a cumulative '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 \$700,000, representing an annual levy rate of \$0.52 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the South Granville BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix E2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended from February to September 2018, and included:

- Member survey (hard copy and on-line)
- Renewal strategic plan
- Informal meetings with SGBIA directors and merchants

- Member notification for the Annual General Meeting (AGM); the meeting notification package included content about BIAs and BIA renewal, the strategic plan, and the proposed budget and funding-ceiling.

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

#### *Comments*

The SGBIA confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the SGBIA has provided a summary of its outreach process, and has included the City's information letter with its SGBIA notification.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The SGBIA reports that it has received no opposition in response to its member outreach.

On September 25, 2018, at a duly constituted AGM, the SGBIA membership unanimously approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

### **Victoria Drive BIA Renewal**

#### *BACKGROUND*

The Victoria Drive BIA was one of two BIAs established in 2004, along with the Point Grey Village BIA. The BIA was last renewed in 2014 for a third term (5 years) which expires at the end of March 2019. The VDBIA (VDBIA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

#### *DISCUSSION*

##### *BIA Renewal Proposal*

The Victoria Drive BIA boundary roughly comprises 23 linear blocks of Victoria Drive between E 32<sup>nd</sup> Avenue and Nassau Drive (one block south of E 54<sup>th</sup> Avenue), in three commercial nodes from E 32<sup>nd</sup> to E 44<sup>th</sup> Avenues, E 47<sup>th</sup> to E 50<sup>th</sup> Avenues, and E 53<sup>rd</sup> Avenue to Nassau Drive (See map in Appendix F1).

When approved by Council, the proposed funding-ceiling of \$960,000 will define the maximum amount that may be levied over the Victoria Drive BIA 5-year renewal term, and reflects an increase of 5.2% over the previous 5-year ceiling. As the ceiling functions as a cumulative '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 \$192,000, representing an annual levy rate of \$0.47 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Victoria Drive BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix F2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended August to October 2018, and included:

- A renewal survey distributed to the membership in notification package for the 2018 Annual General Meeting (AGM);
- Presentation and discussion of renewal and renewal process at AGM with interpretation in Cantonese;
- Renewal brochure distributed in notification package for Extraordinary General Meeting (EGM)
- Discussion of member survey results and general renewal discussion at EGM with interpretation in Cantonese.

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

#### *Comments*

The VDBIA confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the VDBIA has provided a summary of its outreach process, and has included the City's information letter with its EGM notification.

The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The VDBIA reports that it has received no opposition in response to its member outreach.

On September 26, 2018, at a duly constituted AGM, the VDBIA membership unanimously approved the proposed 2019-2020 budget. On October 24, 2018, at a duly constituted extraordinary meeting, the membership unanimously approved BIA renewal and a new 5-year funding-ceiling.

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

### **Yaletown BIA Renewal**

#### *BACKGROUND*

The Yaletown BIA was one of three BIAs established in 1999, along with the West End and South Granville BIAs. The BIA was last renewed in 2014 for a fourth term (5 years) which expires at the end of March 2019. The Yaletown Business Improvement

Association (YBIA) wishes to renew the BIA for a further term (5 years) (April 1, 2019 - March 31, 2024).

### *DISCUSSION*

#### *BIA Renewal Proposal*

The Yaletown BIA boundary roughly comprises the blocks between Homer Street on the west, Robson Street on the north, Beatty Street/Pacific Boulevard on the east, and Pacific Street on the south (See map in Appendix G1).

When approved by Council, the proposed funding-ceiling of \$5,772,903 will define the maximum amount that may be levied over the Yaletown BIA 5-year renewal term, and reflects an increase of 27.2% over the previous 5-year ceiling. As the ceiling functions as a cumulative '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 \$1,044,750, representing an annual levy rate of \$0.59 per \$1,000.00 of assessed property value. If, after owner and business notifications, Council approves the Yaletown BIA renewal, the BIA's renewal year-1 budget will be reported along with all of the other BIAs' 2019 - 2020 budget requests (See budget in Appendix G2).

#### *Renewal Outreach Activities*

Renewal outreach activities extended from March to September 2018, and included:

- Member networking meetings
- Distribution of renewal survey through YBIA member newsletter
- Emailed reminders - survey and AGM (82 survey responses; 15% response rate)
- Member notification for the 2018 Annual General Meeting (AGM):
  - distribution by mailed AGM package, postcard AGM invitation by unaddressed mail, by YBIA newsletter and by e-mail.
  - the meeting notification package included content about BIA renewal, including the 5-year strategic plan, renewal background information and cost estimates, and the proposed budget and funding-ceiling.
- The YBIA AGM held on June 28, 2018. The renewal strategic plan /budget was discussed during the AGM.

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

#### *Comments*

The YBIA confirms it has notified all affected property owners and their business tenants within the proposed renewal area. As required, the YBIA has provided a summary of its outreach process, and has included the City's information letter with its AGM notification.



The City has not been contacted by owners or businesses expressing opposition to the proposed BIA renewal. The YBIA reports that it has received no opposition in response to its member outreach.

On June 28, 2018, at a duly constituted AGM, the YBIA membership approved BIA renewal, a new 5-year funding-ceiling, and the 2019-2020 budget.

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

### **Hastings North BIA Mid-term Expansion (single-property)**

#### *BACKGROUND*

The Hastings North BIA<sup>3</sup> was established in 2001, and was last renewed in 2018 for a fourth term (7 years) which expires at the end of March 2025. The Hastings North Business Improvement Association (HNBIA) wishes to expand the BIA in order to include one additional property at the request of the owner/occupier of the property.

#### *DISCUSSION*

##### *BIA Expansion Proposal*

The proposed BIA expansion would include one BC Assessment Class 6 (commercial) property subject to a BIA levy, adjacent to the existing BIA boundary.<sup>4</sup> The owner/occupier of the property has requested that the BIA apply for an expansion in order that it can be part of the BIA and a full member of the Hastings North Business Improvement Association (HNBIA). (See map in Appendix H1).

The BIA's current 7-year (2018-2025) funding-ceiling of \$2,820,000 will be unchanged.

The HNBIA proposes a 2019-20 budget of \$354,190, representing an annual levy rate of \$0.39 per \$1,000.00 of assessed property value. If, after the owner/occupier notification, Council approves the Hastings North BIA expansion, the expanded BIA's budget will be reported along with all of the other BIAs' 2018 - 2019 budget requests (See budget in Appendix H2).

##### *Expansion Outreach Activities*

Because the proposed BIA expansion would include only one commercial property-owner/occupier, and the owner/occupier has requested the proposed expansion, the usual expansion outreach is not necessary.

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<sup>3</sup> The expansion is to the original BIA area, not the 'expansion-area BIA' which was established later under a separate by-law.

<sup>4</sup> The subject expansion property is located at 562 Victoria Drive. A second (residential) property, located between the existing BIA and the subject property, will be within the drawn expansion boundary. As residential class, the second property will not be charged a BIA levy unless a future change in property use results in a revised property tax classification.

HNBIA confirms it has discussed the proposed expansion with the owner/occupier, explained the BIA funding process, and provided the owner/occupier with their estimated share of the 2019-2020 BIA levy.

HNBIA's expansion request letter and a confirmation letter from the owner/occupier, are attached as Appendix H3.

#### Comments

On September 18, 2018, at a duly constituted AGM, the HNBIA membership unanimously approved BIA expansion and the 2019-2020 budget.

HNBIA believes that the subject owner/occupier understands the costs and benefits of inclusion in the BIA and that there is no risk that they would oppose final approval of the expansion.

#### **Financial**

There are no financial implications.

#### **CONCLUSION**

The by-laws for seven Business Improvement Areas are set to expire at the end of March 2019. The respective BIA societies have asked that their applications be forwarded by way of Council Initiative to a Court of Revision. The results of the BIA outreach activities indicate little or no opposition at this stage in the process. It is recommended that all seven renewal applications be forwarded to Court of Revision.

The Hastings North Business Improvement Association (HNBIA) proposes to expand its BIA to include one additional BC Assessment Class 6 (commercial) property at the request of the property owner/business operator, and has asked that its application be forwarded by way of Council Initiative to a Court of Revision. It is recommended that the HNBIA's expansion application be forwarded to Court of Revision.

If Council approves the BIA applications, the year-1 budgets will be reported along with all of the other BIAs' 2019 - 2020 budget requests.

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