



ADMINISTRATIVE REPORT

Report Date: February 12, 2019
Contact: Chris Robertson
Contact No.: 604.873.7684
RTS No.: 13037
VanRIMS No.: 08-2000-20
Meeting Date: February 27, 2019

TO: Standing Committee on Policy and Strategic Priorities
FROM: General Manager of Planning, Urban Design and Sustainability
SUBJECT: Approval of Business Improvement Area (BIA) Renewals and Expansion 2019

RECOMMENDATION

- A. THAT Council approve the application of the South Hill (Fraser Street) Business Association (SHBA) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the Fraser Street BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- B. THAT Council approve the application of the Gastown Business Improvement Society (GBIS) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the Gastown BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- C. THAT Council approve the application of the Marpole Business Association (MBA) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the Marpole BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- D. THAT Council approve the application of the Point Grey Village Business Association (PGVBA) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the Point Grey Village BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- E. THAT Council approve the application of the South Granville Business Improvement Association (SGBIA) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the South Granville BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- F. THAT Council approve the application of the Victoria Drive Business Improvement Association (VDBIA) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the Victoria Drive BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- G. THAT Council approve the application of the Yaletown Business Improvement Association (YBIA) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to re-establish the Yaletown BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- H. THAT Council approve the application of the Hastings North Business Improvement Association (HNBIA) as described in this Report;

FURTHER THAT Council instruct the Director of Legal Services, in consultation with the Director of Planning, to bring forward by-laws to expand the Hastings North BIA.

REPORT SUMMARY

This report provides background information on the BIA creation, renewal and expansion process, the procedure for property-owner and business notifications, an analysis of objections received in response to the notifications, an overview of possible Council actions, and recommendations based on objections received as of the date of the report.

BIA Renewal Council Initiatives

The following seven BIAs must be re-designated (renewed) by Council in order to continue:

- Fraser Street BIA 5-year renewal term
- Gastown BIA 5-year renewal term
- Marpole BIA 10-year renewal term
- Point Grey Village BIA 5-year renewal term
- South Granville BIA 5-year renewal term

- Victoria Drive BIA 5-year renewal term
- Yaletown BIA 5-year renewal term

For each of the seven BIAs, Council must first approve re-designation (renewal) of the business improvement area before it can approve the respective budgets. This report recommends that Council approve the proposed renewals for the terms specified above and instruct staff to prepare by-laws to re-establish each BIA, to establish the respective new funding ceilings, and to remit monies for the business improvement schemes.

Hastings North Expansion BIA Council Initiative

The Hastings North Business Improvement Association (HNBIA) has applied to expand the Hasting North BIA to include a single commercial property at the request of the property owner/business operator. Council must first approve BIA expansion before the expansion property can be assessed a BIA levy. This report recommends that Council approve the proposed expansion and instruct staff to prepare the required by-laws. HNBIA is not requesting any change to the current 7-year term or funding ceiling.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

BIA Renewal and Expansion Council Initiatives

Vancouver Charter

Sections 455 through 463 of the Vancouver Charter make provision for the creation, renewal, expansion 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.

BIAs are a form of Local Improvement. Under Charter section 506(2)(a), approval of a Local Improvement Council Initiative requires a resolution passed by at least two-thirds of all the Council members present. Section 506(2)(b) provides that a “sufficient number” of notices of objection to defeat a 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.

Under most commercial lease agreements, property owners pass the cost of a BIA levy to their business tenants. As the Charter makes no provision for the notification of business tenants, Council has adopted policy to determine the wishes of affected businesses.

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. Commercial tenants also receive a notification, and the Initiative generally will not be approved if one half of the commercial tenants, counted separately from owners, submit objections.

Commencement of Council Initiatives

On November 13, 2018 (*Approval of Council Initiatives - BIA Renewals & Expansion 2019*), Council considered renewal applications for seven BIAs and the proposed Hastings North BIA expansion. Council approved commencement of the respective Council Initiatives, referred the applications to Court of Revision, and instructed staff to notify affected property owners and businesses prior to a decision on the Initiatives.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

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

REPORT

Background/Context

Background

Before a BIA designation, expansion or renewal application can be approved, the proposal must be considered by Council:

- Prior to considering the BIA application, the Council directs staff to notify all commercial property owners and business tenants in the affected area, providing information on the proposed levy, and details on filing objections; and
- After the one-month period for objections, Council is advised of the numbers and commercial assessed value of objections received, and also hears delegations, if any. Per Vancouver Charter s. 506(2)(b) if more than one-half of the property owners, representing one-half of the commercial assessed property value **or**, per Council policy, more than one-half of business tenants, counted separately, object, the BIA proposal will be defeated.
- If approved, Council directs that a by-law be prepared:
 - Establishing or re-establishing (renewing) the BIA or,
 - Establishing an expansion BIA or expanding existing BIA boundaries; and
 - Establishing a funding ceiling.

Further explanation of the notification and approval process follows.

Process for Notification of Property Owners and Business Tenants

Applicant Outreach to Affected Owners and Businesses

As outlined in the BIA council initiative report dated October 30, 2018, 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, BIA Expansion, or BIA renewal, area. If, after completion of outreach, the BIA proposal appears to be generally supported, Council may approve commencing a BIA Council Initiative, forward the application to a Court of Revision, and instruct staff to notify the affected owners and tenants prior to Council deciding whether or not to approve the application.

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. Council may approve a BIA if, within one month of the notification, the requisite number of property-owner objections have not been received. While the Vancouver Charter does not require notification of tenants, it is City policy to notify business owners of a BIA proposal. Property owners and business tenants in the areas affected by the BIA proposals have been notified as follows:

- Individually addressed letters (Appendix A) were mailed to all property owners affected by the BIA applications. All letters were postmarked on or before the date shown in the table below.
- Due to business turnover, and to ensure all affected business owners were notified, unaddressed letters (Appendix B) were hand delivered to all businesses affected by the BIA applications. All deliveries were made on or before the date shown in the table below.

Notification Data

BIA	Property Owners Postmarked on or before	# Owners	# Assessed Properties	Business Tenants Delivery on or before	# Businesses
Fraser St.	November 30, 2018	69	91	December 21, 2018	207
Gastown	November 30, 2018	88	128	December 21, 2018	545
Marpole	December 6, 2018	64	87	December 21, 2018	183
Pt. Grey Village	November 27, 2018	62	78	December 21, 2018	130
South Granville	November 28, 2018	74	114	December 21, 2018	352
Victoria Dr.	November 29, 2018	177	205	December 21, 2018	342
Yaletown	December 4, 2018	253	539	December 21, 2018	718
Hastings North	December 10, 2018	1	1	December 21, 2018	1

Tabulation of Objections - 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

The City's notification instructs recipients to register objections in the form of an original letter because the identity and authority of the writer is more readily discernible 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, supporters, opponents, or the public. However, City Clerk will have available for Council copies of all objections received prior to the meeting date.

Strategic Analysis

Tabulation of Objections - Results

Notification letters sent to affected property owners / business tenants specified that objections to the BIA application may be submitted in the form of a letter to the City Clerk, with the letter being received by 5:00pm on January 25, 2019.

The following sections provide separate information specific to the respective BIA Renewal Initiatives, including notification data for the applications, and tabulations of objections received as of 5:00pm January 25, 2019.

If objections or counter-petitions arrive after the submission deadlines, a supplementary memo with updated opposition data will be distributed should Council wish to consider late objections or other correspondence such as petitions. Council will also have an opportunity to hear delegations, if any.

FRASER STREET BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On November 13, 2018, Council considered an application by the South Hill (Fraser Street) Business Association (SHBA) to commence a Council Initiative to re-establish (renew) the Fraser Street BIA (map, Appendix C). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$123.83 to \$3,803.91 annually, depending upon the assessed value of the property. Fourteen properties will have a levy under \$500, 58 properties will have a levy between \$500 and \$2,000, and 19 properties will be charged over \$2,000 annually¹.

¹ As the BIA levies will be based on the 2019 BC Assessment Authority (BCA) property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's property-owner notifications, which was based on the 2018 BCA assessment.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal based on the notification data provided in this Report.

Objection Categories	Needed to defeat BIA renewal (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	35	2	2.9%
# of assessed properties ²	46	4	4.4%
Total assessed value	\$145,608,300.10	\$3,505,600	1.2%
OR # of business tenants	104	0	0%

Results

As of January 25, 2019, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

GASTOWN BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On November 13, 2018, Council considered an application by the Gastown Business Improvement Society (GBIS) to commence a Council Initiative to re-establish (renew) the Gastown BIA (map, Appendix D). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$54.10 to \$84,676.93 annually, depending upon the assessed value of the property. Thirty-nine properties will have a levy under \$500, 33 properties will have a levy between \$500 and \$2,000, and 56 properties will be charged over \$2,000 annually.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, 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 renewal (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	45	2	2.3%
# of assessed properties*	65	2	1.6%

² As there are multiple owners, the number of assessed properties in each BIA is always greater than the number of actual owners.

Total assessed value	\$391,381,173.51	\$36,947,333	4.7%
OR # of business tenants	273	0	0%

Results

As of January 25, 2019, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

MARPOLE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On November 13, 2018, Council considered an application by the Marpole Business Association (MBA) to commence a Council Initiative to re-establish (renew) the Marpole BIA (map, Appendix E). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$1.54 to \$15,973.08 annually, depending upon the assessed value of the property. Forty-five properties will have a levy under \$500, 16 properties will have a levy between \$500 and \$2,000, and 26 properties will be charged over \$2,000 annually.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal based on the notification data provided in this Report.

Objection Categories	Needed to defeat BIA renewal (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	33	2	3.1%
# of assessed properties*	44	6	6.9%
Total assessed value	\$177,980,337.51	\$15,839,934	4.4%
OR # of business tenants	92	0	0%

Results

As of January 25, 2019, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

POINT GREY VILLAGE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On November 13, 2018, Council considered an application by the Point Grey Village Business Association (PGVBA) to commence a Council Initiative to re-establish (renew) the Marpole BIA (map, Appendix F). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$241.07 to \$77,481.59 annually, depending upon the assessed value of the property. Twenty-three properties will have a levy under \$500, 26 properties will have a levy between \$500 and \$2,000, and 29 properties will be charged over \$2,000 annually.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal based on the notification data provided in this Report.

Objection Categories	Needed to defeat BIA renewal (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	32	0	0%
# of assessed properties*	40	0	0%
Total assessed value	\$202,768,816.51	\$0	0%
OR # of business tenants	66	0	0%

Results

As of January 25, 2019, no objections had been received from either property owners or business tenants.

SOUTH GRANVILLE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On November 13, 2018, Council considered an application by the South Granville Business Improvement Association (SGBIA) to commence a Council Initiative to re-establish (renew) the South Granville BIA (map, Appendix G). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative. The proposed BIA levy ranges from \$338.79 to \$77,803.91 annually, depending upon the assessed value of the property. Five properties will have a levy under \$500, 10 properties will have a levy between \$500 and \$2,000, and 99 properties will be charged over \$2,000 annually.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal based on the notification data provided in this Report.

Objection Categories	Needed to defeat BIA renewal (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	38	0	0%
# of assessed properties*	58	0	0%

Total assessed value	\$499,477,267.01	\$0	0%
OR # of business tenants	176	0	0%

Results

As of January 25, 2019, no objections had been received from either property owners or business tenants.

VICTORIA DRIVE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On November 13, 2018, Council considered an application by the Victoria Drive Business Improvement Association (VDBIA) to commence a Council Initiative to re-establish (renew) the Victoria Drive BIA (map, Appendix H). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$66.98 to \$11,657.92 annually, depending upon the assessed value of the property. Ninety-one properties will have a levy under \$500, 93 properties will have a levy between \$500 and \$2,000, and 21 properties will be charged over \$2,000 annually.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal based on the notification data provided in this Report.

Objection Categories	Needed to defeat BIA renewal (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	89	2	1.1%
# of assessed properties*	103	2	1.0%
Total assessed value	\$205,662,833.51	\$3,408,000	0.8%
OR # of business tenants	172	0	0%

Results

As of January 25, 2019, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

YALETOWN BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On November 13, 2018, Council considered an application by the Yaletown Business Improvement Association (YBIA) to commence a Council Initiative to re-establish (renew) the Yaletown BIA (map, Appendix I). Council referred the application to Court of Revision and directed staff to notify affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$12.80 to \$113,671.22 annually, depending upon the assessed value of the property. Three hundred and sixty-three properties will have a levy under \$500, 121 properties will have a levy between \$500 and \$2,000, and 55 properties will be charged over \$2,000 annually.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA renewal based on the notification data provided in this Report.

Objection Categories	Needed to defeat BIA renewal (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	127	9	3.6%
# of assessed properties*	270	20	3.7%
Total assessed value	\$838,195,534.51	\$24,066,266	1.4%
OR # of business tenants	360	0	0%

Results

As of January 25, 2019, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

HASTINGS NORTH BIA EXPANSION APPLICATION: Analysis and Results

Application to Expand BIA

On November 13, 2018, Council considered an application by the Hastings North Business Improvement Association (HNBIA) to commence a Council Initiative to expand the Hastings North BIA to add a single property at the request of the property owner (map – shaded area, Appendix J). Council referred the application to Court of Revision and directed staff to notify the affected owner/operator prior to considering the Initiative.

The proposed expansion property will be charged BIA levy of approximately \$1,858.96.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 25, 2019. For information, based on the Vancouver Charter threshold of 50% +1 and Council policy, the centre column shows the numbers and assessed value of objections (subject to adjustments) needed to defeat the proposed BIA expansion based on the notification data provided in this Report.

Objection Categories	Needed to defeat BIA expansion (50%+1 opposed)	Letters of objection as of January 25, 2019	
		#	% of total
# of property owners	1	0	0%
# of assessed properties*	1	0	0%

Total assessed value	\$2,415,500	\$0	0%
OR # of business tenants**	1	0	0%

*There is one assessed property owner, with one assessed property.

**The ownership of the property, and the business operating from the premises, are related.

Results

As of January 25, 2019, neither the property owner nor the business operator has submitted an objection to the proposed BIA expansion that would include this property. This result is expected, as the owner/operator had requested the inclusion.

Implications/Related Issues/Risk

Financial

There are no financial implications.

CONCLUSION

Seven BIAs have applied to renew their respective BIAs, and the Hastings North BIA has applied for a one-property expansion at the request of the property owner/business operator.

In November 2018, Council approved commencement of Council Initiatives and instructed staff to notify affected commercial property owners and business tenants.

BIA Renewals: As of January 25, 2019, very few objections had been received in response to the notifications; therefore, this report recommends approval of all of the BIA renewals.

Proposed Hastings North Expansion: As expected, in response to the notification for the proposed Hastings North BIA Expansion, neither the property owner nor the business operator has submitted an objection to the proposed BIA expansion to include their property. Therefore, this report recommends approval of the proposed BIA expansion.

* * * * *

Planning, Urban Design & Sustainability
City-wide & Regional Planning
BIA Program

November xx, 2018

Name of Property Owner
Street Address
CITY, PROVINCE VXX XXX

RE: PROPOSED RENEWAL OF [NAME OF BIA] BUSINESS IMPROVEMENT AREA (BIA)
SPECIAL ASSESSMENT NOTIFICATION

COORDINATE: 000-000-00-0000

PROPERTY ADDRESS: STREET ADDRESS, VANCOUVER

Dear [Property Owner]

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

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

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

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

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

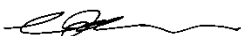
Based on your included commercial assessed property value of: \$0,000,000.00

A Court of Revision will be held on Tuesday, February 26, 2019 at 6:00 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear complaints from property owners concerning errors only with respect to the names of the assessed owners and the length of the frontage or other measurements of the parcel, and any variation applied pursuant to section 508 (g) and (j) of the Vancouver Charter.

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

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

Yours truly,



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

453 w. 12th Avenue, Vancouver, BC V5Y 1V4
604-871-6304
peter.vaisbord@vancouver.ca

November 22, 2018

Notice of Proposed Business Improvement Area (BIA) Renewal

Dear Property Owner(s):

Why are you receiving this notification?

The City's records show that you own commercial property within an existing Business Improvement Area (BIA). The City encourages BIAs as a way for commercial property owners and business tenants to effectively promote business, enhance services, and make their area more attractive for customers. The BIAs allocate funds for the purpose of improving commercial area profile, through various marketing, beautification, revitalization, safety and advocacy initiatives on behalf of their members.

The BIA movement in the City of Vancouver has a very long history starting with the first associations being formed in Gastown and Mt. Pleasant in 1989. I would like to take this opportunity to acknowledge the contribution that your BIA and the many other BIAs located across Vancouver have made to the continued success and sustainability of our City and its business districts.

Provincial legislation requires that BIAs be established with expiry dates. Your BIA's current term will expire early in 2019. Therefore, in order to continue to provide programs and services to its membership, the BIA will need to be 'renewed' for a further term. This letter explains your role in the renewal approval process.

How do BIAs work?

The BIAs are associations managed by a Board of local owners and business tenants elected by their fellow owners and tenants. Funding for BIA programs and activities comes from a special BIA levy paid by all commercial property owners in the BIA, based on each owner's share of the total BIA commercial assessed value. As part of an existing BIA, your property has been paying a BIA levy annually along with the property taxes. That levy is based on a budget approved every year by BIA members at their association's annual general meeting (AGM).

After the City receives the BIA levy from the property owners, it turns all of the money over to each BIA association to fund activities on behalf of both the owners and their business tenants.

As most of the property owners pass the cost of the levy to their business tenants, most of the businesses indirectly contribute their share of the cost to promote and improve the business district. As BIA expenses are spread out among all the businesses, the cost per business is small, but the total funding is large enough to impact potential customer traffic and area appeal.

What's been happening?

Earlier this year, your BIA association reached out to businesses and commercial property owners to receive input on member needs and priorities, to solicit comments on the BIA renewal proposal and budget, and to assess support for the proposal. As part of its Annual General Meeting (AGM) or Extraordinary General Meeting (EGM), your association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed resolution was approved by the association's membership.

Please read the enclosed information from your BIA association which outlines all their programs and activities, the benefits provided, and their proposed renewal plan and budget. The enclosed materials also include contact information in case you have questions about BIA activities or the renewal proposal.

What happens next?

Your association has submitted a BIA renewal application to the City. Before the BIA renewal can be approved, the proposal must be considered by City Council. If approved by Council, the BIA will continue to provide area-wide benefits through an annual property levy.

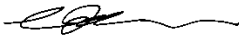
The attached Notice of Special Assessment estimates the amount to be charged to your property in 2019 should the BIA renewal be approved. The estimate is based on 2018 assessed values. Over the program's lifespan, it is possible your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

A BIA renewal Initiative will not proceed if, within one month of mailing the notification, more than one-half of the assessed owners, representing 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 that they object to the BIA Renewal Initiative. Further, Council's policy is to also notify business tenants, and to consider rejection of a BIA renewal initiative if one-half or more of businesses (counted separately) object in writing.

If you support the proposed BIA renewal, you need not respond to this letter. **If you wish to object, please submit your objection in writing to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4, or by e-mail to ccclerk@vancouver.ca.** The letter or e-mail should include the writer's name and position, (e.g. owner or property manager), the property owner's name, and the address, folio number and/or legal description of the property. Written objections should be filed with the City Clerk *before 5pm on Friday January 25, 2019.*

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, BA, LLB, MA (PIn)
Coordinator, BIA Program

453 w. 12th Avenue, Vancouver, BC V5Y 1V4
604-871-6304
peter.vaisbord@vancouver.ca

November 22, 2018

Notice of Proposed Business Improvement Area (BIA) Renewal

Dear Business Owner/Manager:

Why are you receiving this notification?

The Business Improvement Association (BIA) in your area is proposing to renew its BIA mandate as required at the end of its current term. Since most lease agreements allow property owners to pass the cost of a BIA levy to their business tenants, this letter provides information about the renewal proposal, possible costs, and the procedure for telling the City whether or not you support the proposed renewal. As the letters are being hand delivered, please check the enclosed map to confirm that your business is within the BIA area.

The City encourages BIAs as a way for commercial property owners and business tenants to effectively promote business, enhance services, and make their area more attractive for customers. The BIAs allocate funds for the purpose of improving commercial area profile, through various marketing, beautification, revitalization, safety and advocacy initiatives on behalf of their members.

The BIA movement in the City of Vancouver has a very long history starting with the first associations being formed in Gastown and Mt. Pleasant in 1989. I would like to take this opportunity to acknowledge the contribution that your BIA and the many other BIAs located across Vancouver have made to the continued success and sustainability of our City and its business districts.

Provincial legislation requires that BIAs be established with expiry dates. Your BIA's current term will expire early in 2019. Therefore, in order to continue to provide programs and services to its membership, the BIA will need to be 'renewed' for a further term. This letter explains your role in the renewal approval process.

How do BIAs work?

The BIAs are associations managed by a Board of local owners and business tenants elected by their fellow owners and tenants. Funding for BIA programs and activities comes from a special BIA levy paid by all commercial property owners in the BIA, based on each owner's share of the total BIA commercial assessed value. As part of an existing BIA, your landlord has been paying a BIA levy annually along with the property taxes. That levy is based on a budget approved every year by BIA members at their association's annual general meeting (AGM).

After the City receives the BIA levy from the property owners, it turns all of the money over to each BIA association to fund activities on behalf of both the owners and their business tenants. As most of the property owners pass the cost of the levy to their business tenants, most of the businesses indirectly contribute their share of the cost to promote and improve the business district. As BIA expenses are spread out among all the businesses, the cost per business is small, but the total funding is large enough to impact potential customer traffic and area appeal.

What's been happening?

Earlier this year, your BIA association reached out to businesses and commercial property owners to receive input on member needs and priorities, to solicit comments on the BIA renewal proposal and

budget, and to assess support for the proposal. As part of its Annual General Meeting (AGM) or Extraordinary Meeting (EGM), your association notified all property owners and business tenants of a proposed resolution to renew the BIA. The proposed resolution was approved by the association's membership.

Please read the enclosed information from your BIA association which outlines all their programs and activities, the benefits provided, and their proposed renewal plan and budget. The enclosed materials also include contact information in case you have questions about BIA activities or the renewal proposal.

What happens next?

Your association has submitted a BIA renewal application to the City. Before the BIA renewal can be approved, the proposal must be considered by City Council. If approved by Council, the BIA will continue to provide area-wide benefits through an annual property levy.

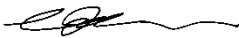
The City has mailed a letter to each property owner estimating their share of the proposed 2019 BIA levy. The amount of each property owner's BIA levy will be different because the levies are based on the commercial assessment value. Over the BIA's lifespan, it is possible that your share of the BIA budget may change because each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority. To estimate your 2019 BIA contribution, consider contacting your landlord or property manager, or contact your BIA association.

A BIA renewal Initiative will not proceed if, within one month of mailing the notification, more than one-half of the assessed owners, representing 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 that they object to the BIA Renewal Initiative. Further, Council's policy is to also notify business tenants, and to consider rejection of a BIA renewal initiative if one-half or more of businesses (counted separately) object in writing.

If you support the proposed BIA renewal, you need not respond to this letter. **If you wish to object, please submit your objection in writing to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4, or by e-mail to ccclerk@vancouver.ca. The letter or e-mail should include the writer's name and position, (e.g. business owner or manager), and the business name and street address. Written objections should be filed with the City Clerk *before 5pm on Friday January 25, 2019.***

If you wish further information about the City's role in the BIA renewal process, please call me at (604) 871-6304.

Yours truly,



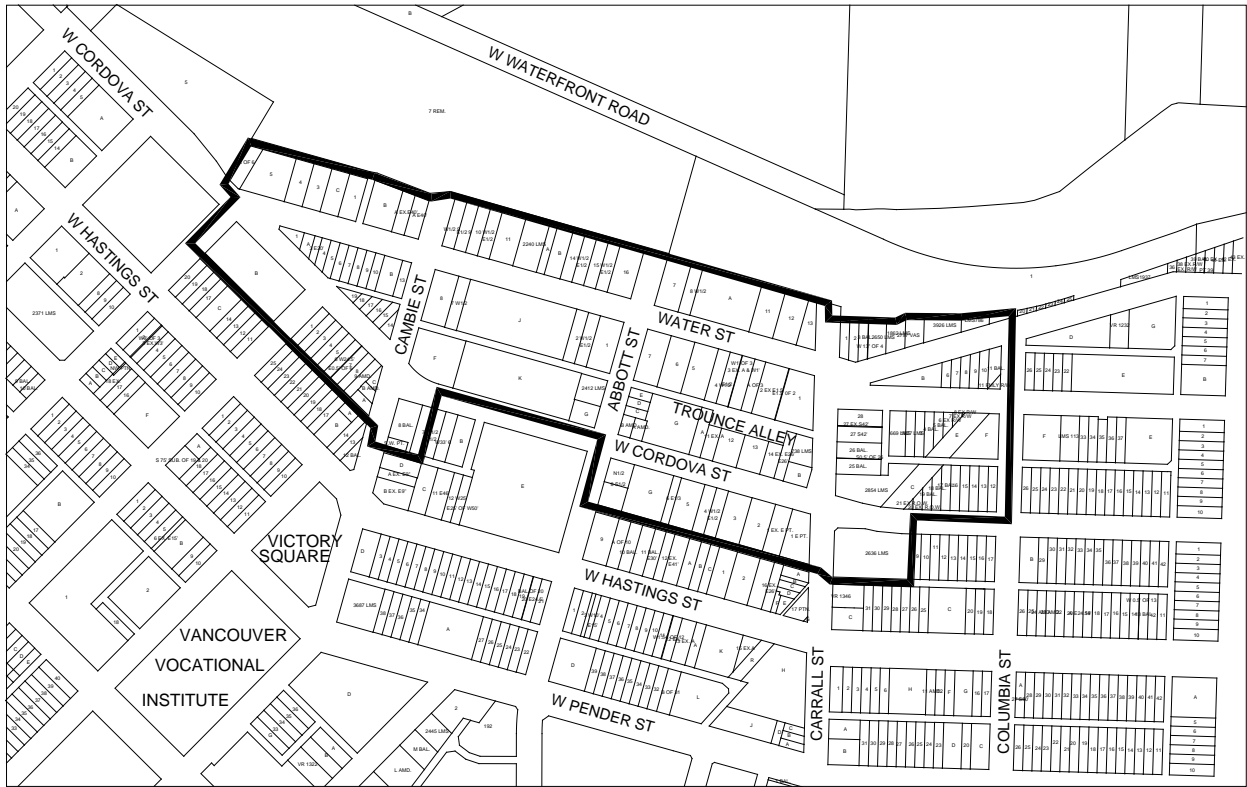
Peter Vaisbord, BA, LLB, MA (PIn)
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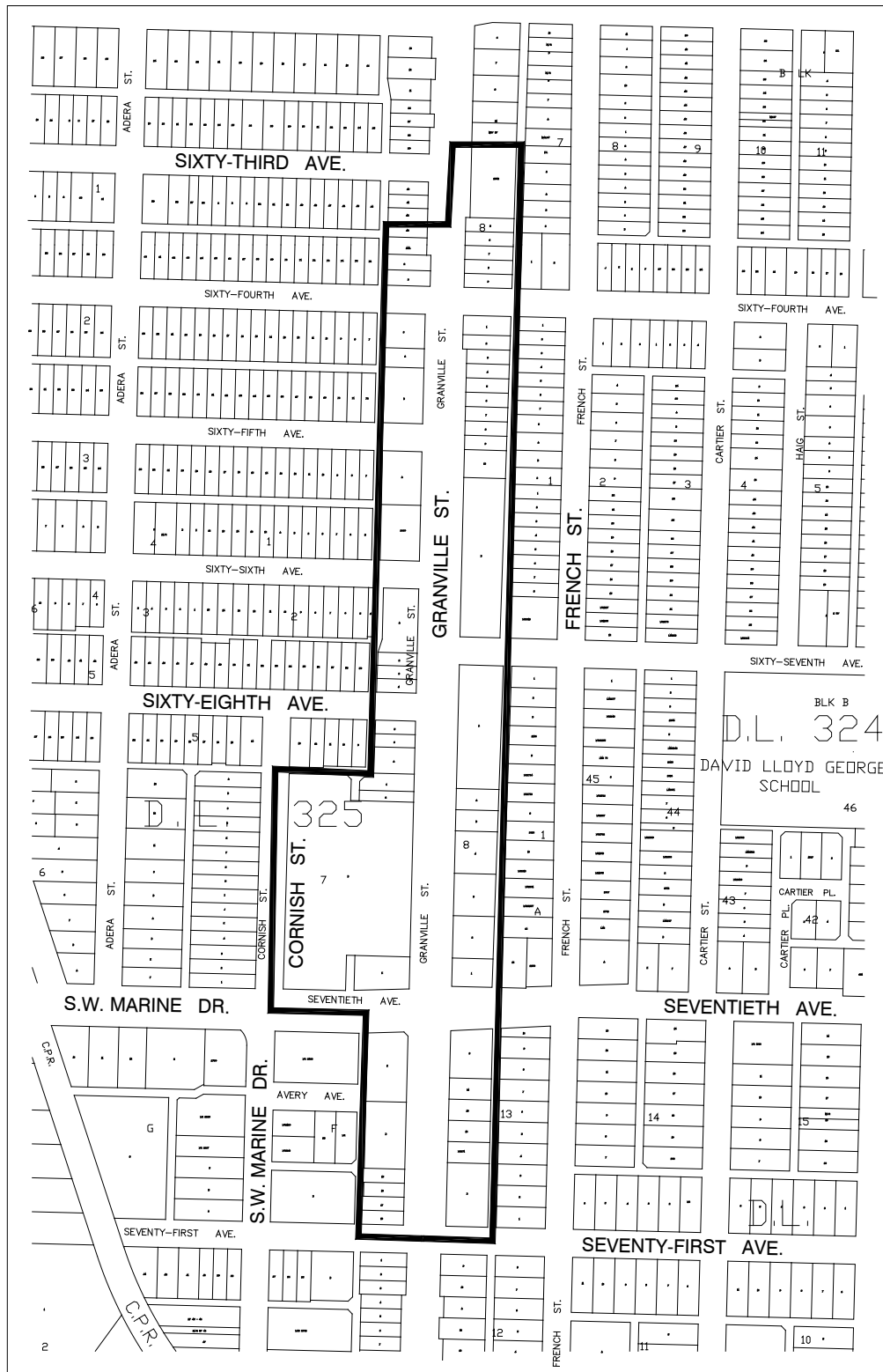
Fraser Street B.I.A.





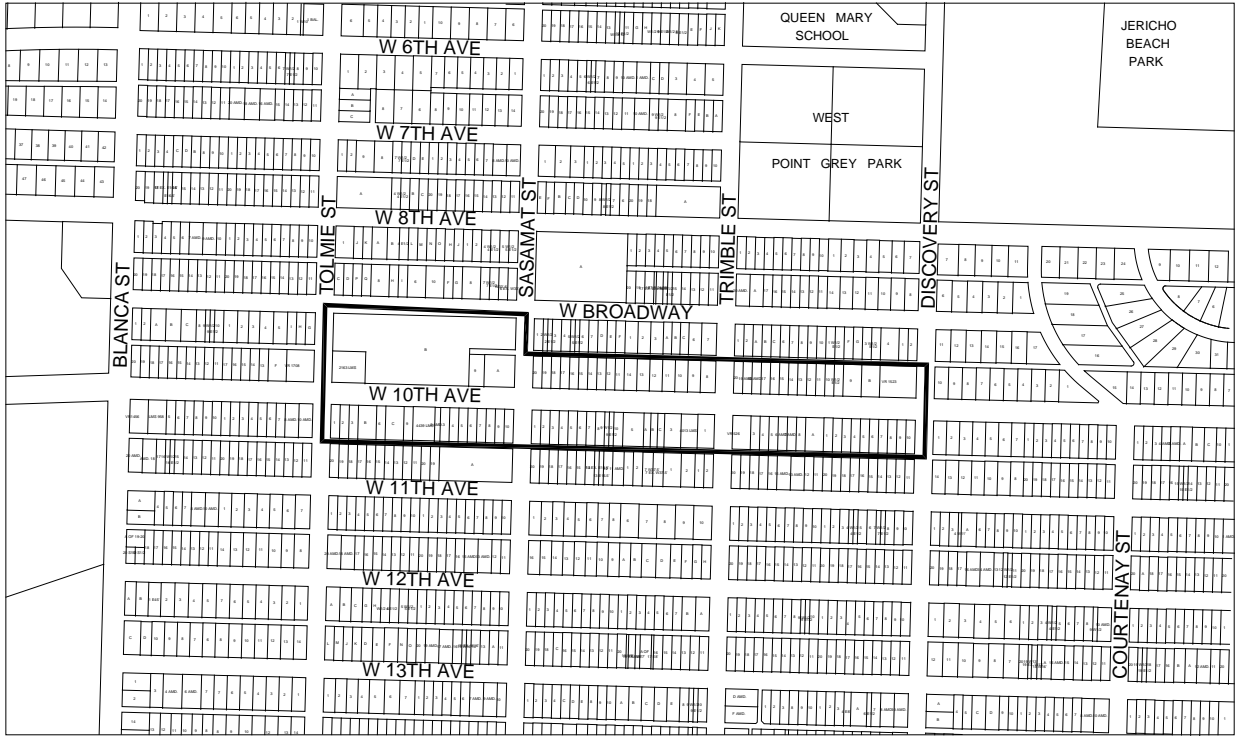
Gastown B.I.A.





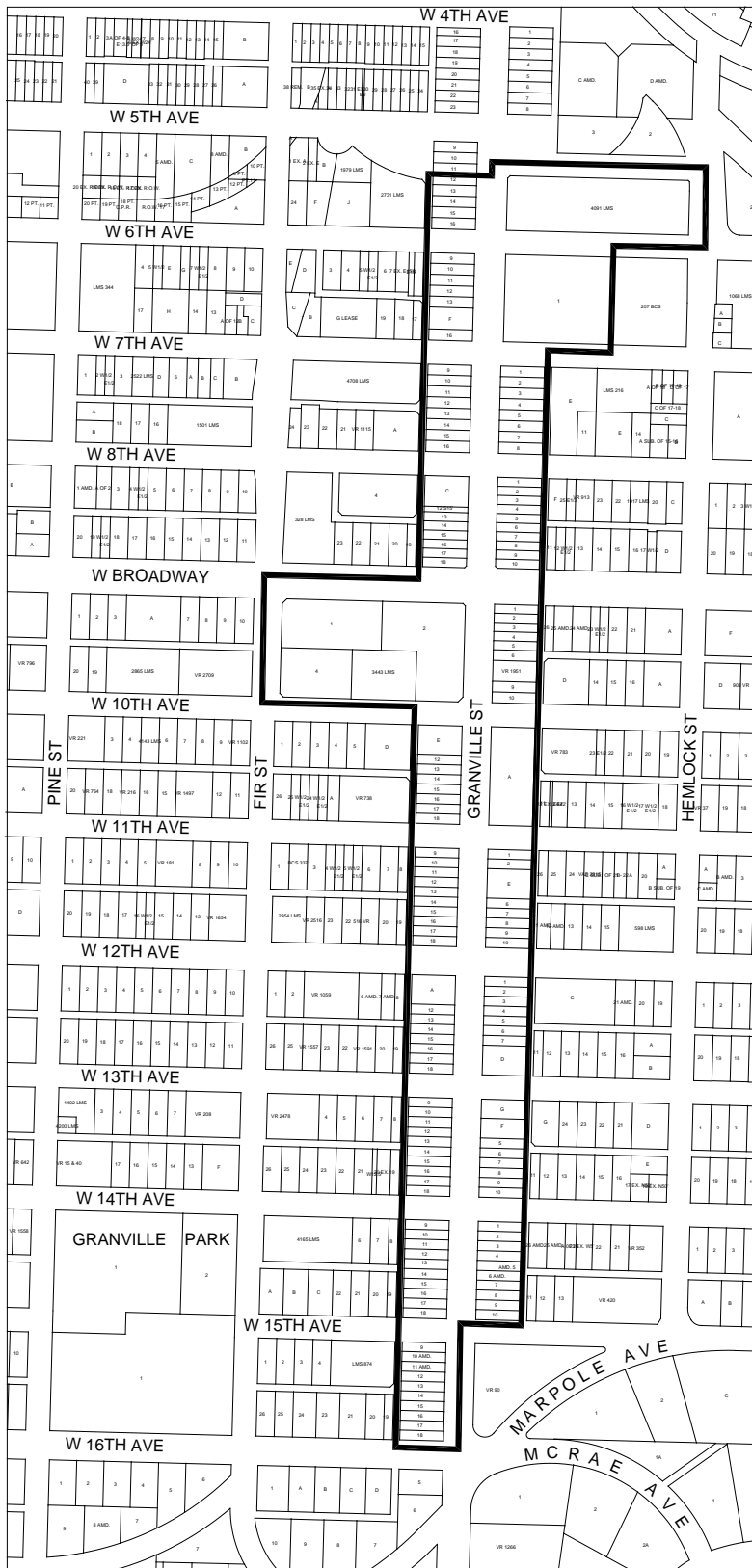
Marpole B.I.A.





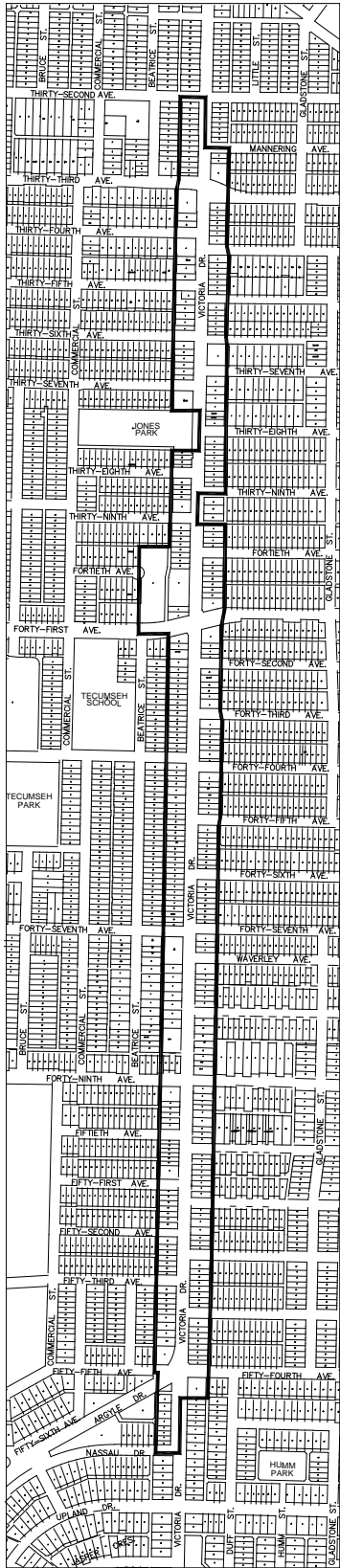
Point Grey Village B.I.A.



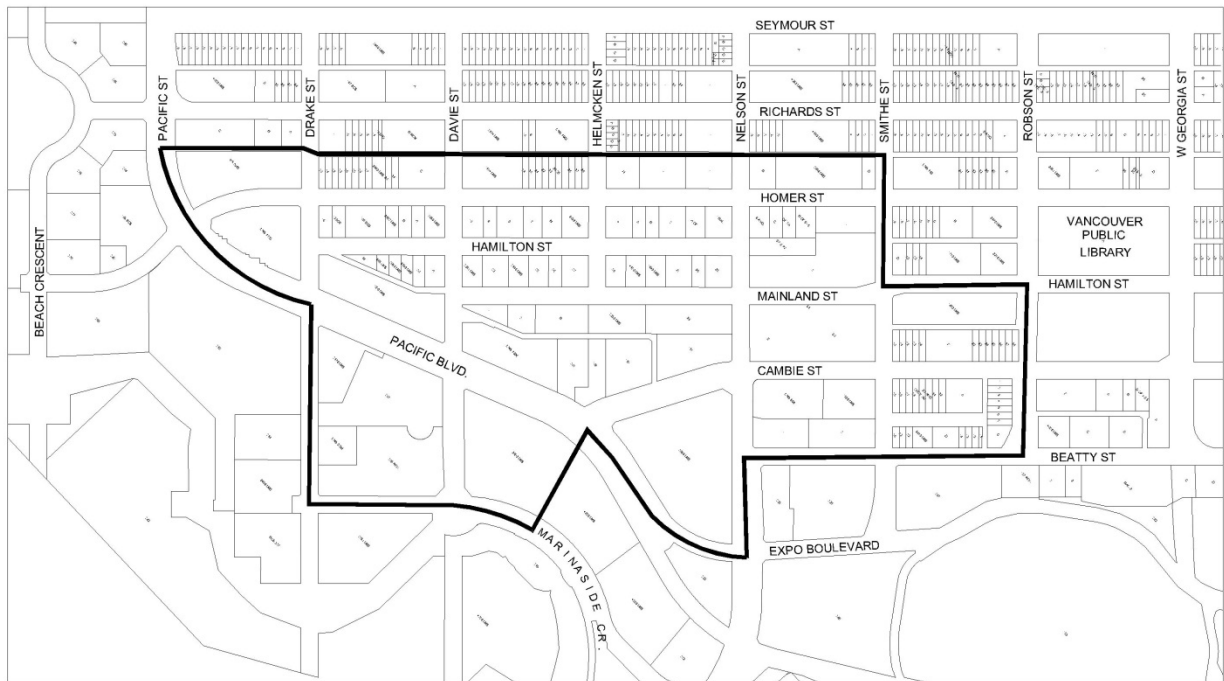


South Granville B.I.A.



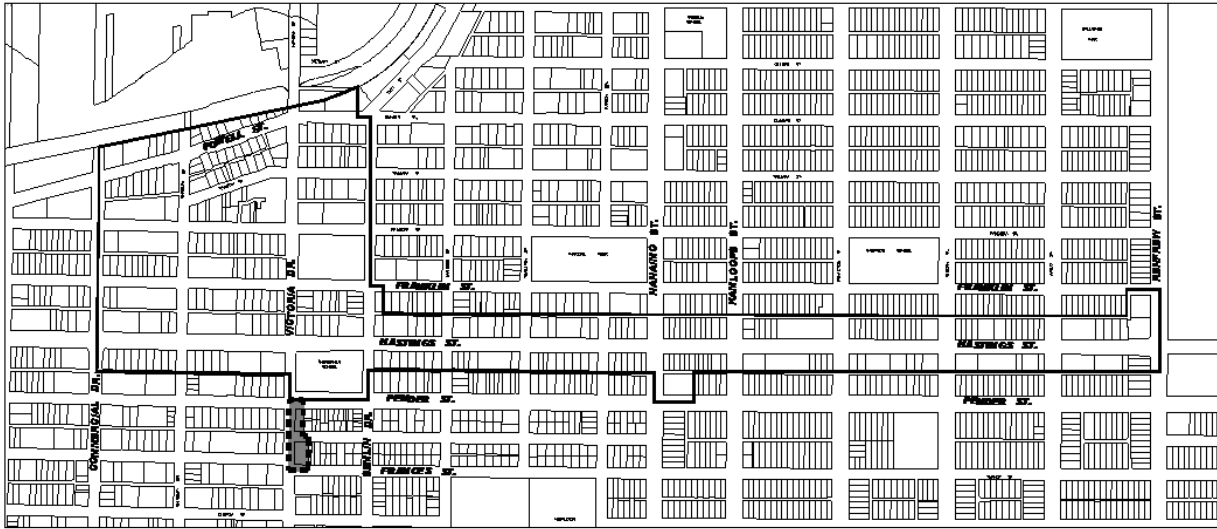


Victoria Dr. B.I.A.



Yaletown B.I.A.





Proposed Hastings North B.I.A. Expansion

