

December 9, 2020

Name of Property Owner  
Street Address  
CITY, PROVINCE VXX XXX

RE: PROPOSED  
HASTINGS NORTH EXPANSION #2 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 Hastings North Expansion #2 Business Improvement Area (BIA). This Notification and the enclosed materials include:

1. A map of the proposed expansion-area boundary
2. A letter from the City of Vancouver about BIAs and the BIA approval process
3. A brochure from the Hastings North Business Improvement Association outlining the programs and services they provide to commercial owners and their business tenants, as well the proposed expansion-area 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. If Council approves the proposed BIA expansion, your property would contribute a share of the levy based on its commercial value.

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

Based on your included commercial assessed property value of<sup>1</sup>: \$0,000,000.00

A Court of Revision<sup>2</sup> will be held on Tuesday, February 23, 2021 at 4:00 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear complaints from property owners concerning errors only with

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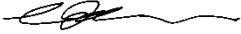
<sup>1</sup> As 2021 assessed property values are not yet available, your property's share of the annual BIA levy in 2021 is an estimate based on the **2020** taxable assessed commercial value of your property proportionate to the 2020 value of all the other commercial properties in the BIA expansion area. When billed in May 2021, your property's share would be calculated using the 2021 BC Assessment values. Over the proposed 4 year BIA term, your share of the BIA budget would be reapportioned annually to reflect any further changes in the assessed value of your property compared with other commercial properties in the BIA expansion.

<sup>2</sup> The purpose of the Court of Revision hearing is to report errors in the Special Assessment information respecting this property. There is no need to attend the Court of Revision unless you wish to report an error. If there is no error, but you wish to address Council about whether the proposed BIA should proceed, please note that a different meeting will be scheduled later for Council to make a decision on the proposal. If you wish to be notified of that meeting, please write to the City Clerk as instructed in the enclosed letter. If you have questions, the attached materials provide phone numbers to contact the Hastings North Business Improvement Association and the City of Vancouver BIA Program.

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.

Yours truly,



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

*453 W. 12th Ave., Vancouver, BC V5Y 1V4  
tel: 604.871.6304  
peter.vaisbord@vancouver.ca*

December 9, 2020

## **Notice of Proposed Hastings North Business Improvement Area (BIA) Expansion**

Dear Property Owner(s):

### Why are you receiving this notification?

The City's records show that you own commercial property within the proposed Hastings North Business Improvement Area (BIA) expansion 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. Since then, the Hastings North BIA (established in 2001) and the many other BIAs located across Vancouver have been contributing to the continued success and sustainability of our City and its business districts.

Provincial legislation sets out the process by which BIAs are established or expanded. For the Hastings North Business Improvement Association (HNBIA) to provide programs and services in your area, an expansion must be approved by City Council. This letter explains your role in the expansion 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 annual BIA levy paid by all commercial property owners in the BIA, based on each owner's share of the total BIA commercial assessed value. That levy is based on a budget approved every year by BIA members at their 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, HNBIA approached the City with an application to expand the area under its management (see enclosed map) through approval of a new BIA sub-area. The City requested HNBIA discuss this proposal with commercial property owners and tenants in the proposed expansion area. As requested, HNBIA reached

out to expansion-area owners and businesses to receive input on their needs and priorities, to solicit comments on the BIA expansion proposal and budget, and to assess support for the proposal. As part of an Annual General Meeting (AGM) the proposed expansion was approved in principle by HN BIA's current membership. If the proposed expansion is approved by City Council, the HN BIA society by-laws will be amended to include expansion-area owners and businesses as eligible members.

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

What happens next?

HN BIA has submitted a BIA expansion application to the City. Before the BIA expansion can be approved, the proposal must be considered by City Council. If approved by Council, the BIA will extend its area-wide benefits through an annual property levy.

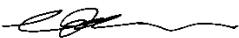
The attached Notice of Special Assessment indicates the amount to be charged to your property in 2021 should the proposed BIA expansion be approved. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

A BIA expansion 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 Expansion Initiative. Further, Council's policy is to also notify business tenants, and to consider rejection of a BIA expansion initiative if one-half or more of businesses (counted separately) object in writing.

If you support the proposed BIA expansion, 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](mailto: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 29, 2021.**

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

Yours truly,



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

453 w. 12<sup>th</sup> Avenue, Vancouver, BC V5Y 1V4  
604-871-6304  
[peter.vaisbord@vancouver.ca](mailto:peter.vaisbord@vancouver.ca)

December 9, 2020

## **Notice of Proposed Hastings North Business Improvement Area (BIA) Expansion**

Dear Business Owner/Manager:

### Why are you receiving this notification?

The Hastings North Business Improvement Association (HNBIA) is proposing creation of an expansion BIA in your area under HNBIA management. HNBIA currently manages the Hastings North Business Improvement Area (BIA). 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 expansion proposal, possible costs, and the procedure for telling the City whether or not you support the proposed expansion. As the letters are being hand delivered, please check the enclosed map to confirm that your business is within the BIA expansion area (grey-shaded areas).

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. Since then, the Hastings North BIA (established in 2001) and the many other BIAs located across Vancouver have been contributing to the continued success and sustainability of our City and its business districts.

Provincial legislation sets out the process by which BIAs are established or expanded. For HNBIA to provide programs and services in your area, an expansion must be approved by City Council. This letter explains your role in the expansion 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. That levy is based on a budget approved every year by BIA members at their 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, HNBIA approached the City with an application to expand the area under its management (see enclosed map) through approval of a new BIA sub-area. The City requested HNBIA discuss this proposal with commercial property owners and tenants in the proposed expansion area. As requested, HNBIA reached out to expansion-area businesses and commercial property owners to receive input on their needs and priorities, to solicit comments on the BIA expansion proposal and budget, and to assess support for the proposal. As part of an Annual General Meeting (AGM), the proposed expansion was approved in principle by HNBIA's current membership. If the proposed expansion is approved by City Council, the HNBIA society by-laws will be amended to include expansion-area owners and businesses as eligible members.

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

### What happens next?

The HNBIA has submitted a BIA expansion application to the City. Before the BIA expansion can be approved, the proposal must be considered by City Council. If approved by Council, the BIA will extend its area-wide benefits through an annual property levy.

The City has mailed a letter to each property owner estimating their share of the proposed 2020 BIA levy should the proposed BIA expansion be approved. The amount of each property owner's BIA levy will be different because the levies are based on the commercial assessment value. Over the program'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.

A BIA expansion 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 Expansion Initiative. Further, Council's policy is to also notify business tenants, and to consider rejection of a BIA expansion initiative if one-half or more of businesses (counted separately) object in writing.

If you support the proposed BIA expansion, 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](mailto: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 29, 2021*.**

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

Yours truly,



Peter Vaisbord, BA, LLB, MA (PIn)  
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