



REPORT

Report Date: February 24, 2021
Contact: Chris Robertson
Contact No.: 604.873.7684
RTS No.: 14225
VanRIMS No.: 08-2000-20
Meeting Date: March 10, 2021
[Submit comments to Council](#)

TO: Standing Committee on Policy and Strategic Priorities

FROM: General Manager of Planning, Urban Design and Sustainability

SUBJECT: Approval of Business Improvement Area Renewals and Expansion 2021

RECOMMENDATION

- A. THAT Council approve the application of the Hastings Crossing Business Association 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 Hastings Crossing BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.
- B. THAT Council approve the application of the Kerrisdale Business Association 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 Kerrisdale BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.
- C. THAT Council approve the application of the Kitsilano 4th Avenue Business Association 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 Kitsilano 4th Avenue BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.
- D. THAT Council approve the application of the Mount Pleasant Commercial Improvement Society 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 Mount Pleasant BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- E. THAT Council approve the application of the West Broadway Business Improvement Association 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 West Broadway BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- F. THAT Council approve the application of the Davie Village Business Improvement Association 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 West End BIA, to establish a new funding ceiling, and to remit monies for the business promotion scheme.

- G. 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 by establishment of a separate expansion-area by-law and funding ceiling, and to remit monies for the business promotion scheme.

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:

- | | |
|----------------------------|---------------------|
| • Hastings Crossing BIA | 5-year renewal term |
| • Kerrisdale BIA | 5-year renewal term |
| • Kitsilano 4th Avenue BIA | 5-year renewal term |
| • Mount Pleasant BIA | 5-year renewal term |
| • West Broadway BIA | 5-year renewal term |
| • West End BIA | 5-year renewal term |

For each of the six 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 include 34 commercial properties in the 3 blocks of East Hastings Street between Cassiar Street and Boundary Road.

The proposed expansion would be implemented through enactment of a separate expansion by-law titled Hastings North Expansion #2 BIA. The HNBIA proposes a four-year term so that this by-law will expire in 2025, at the same time as the existing by-laws for the original BIA and an existing expansion by-law established in 2015. Expiry of all three BIA by-laws at the same time will permit coordinated renewals and, if desired, consolidation into one BIA.

Council must first approve designation of the proposed expansion area before it can approve the expansion-area budget and assess a BIA levy on the expansion properties. This report recommends that Council approve the proposed expansion for a four-year term, and instruct staff to establish by-laws to establish the proposed expansion-area BIA, to establish a four-year funding ceiling, and to remit monies for the business improvement scheme. HNBIA is not requesting any change to the 7-year term or funding ceiling for the main BIA area.

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 December 8, 2020 (*Approval of Council Initiatives - BIA Renewals & Expansion 2021*), Council considered renewal applications for six 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 Acting 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 November 23, 2020, 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 renewal applications¹. 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 renewal applications². 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
Hastings Crossing	December 11, 2020	126	205	December 18, 2020	671
Kerrisdale	December 11, 2020	90	155	December 18, 2020	285
Kitsilano 4th Avenue	December 16, 2020	96	154	December 18, 2020	247
Mount Pleasant	December 11, 2020	296	437	December 18, 2020	690

¹ Similar letters were sent to property owners affected by the proposed Hastings North BIA expansion, substituting 'proposed expansion' in place of 'renewal'.

² Similar letters were sent to business tenants affected by the proposed Hastings North BIA expansion, substituting 'proposed expansion' in place of 'renewal'.

West Broadway	December 16, 2020	98	149	December 18, 2020	290
West End	December 11, 2020	139	203	December 18, 2020	455
Hastings North Expansion #2	December 11, 2020	20	34	December 21, 2018	53

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. In 2019, the City began accepting emailed objections. Almost all objections received in response to the current BIA notifications were sent by email.

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 electronic copies available for Council 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 29, 2021.

The following sections provide separate information specific to the respective BIA renewal and expansion initiatives, including notification data for the applications, and tabulations of objections received as of 5:00pm January 29, 2021.

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.

HASTINGS CROSSING BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 8 2020, Council considered an application by the Hastings Crossing Business Improvement Association (HXBIA) to commence a Council Initiative to re-establish (renew) the Hastings Crossing 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 \$62.53 to \$9,286.25 annually, depending upon the assessed value of the property. One hundred twenty-three properties will have a levy under \$500, 50 properties will have a levy between \$500 and \$2,000, and 32 properties will be charged over \$2,000 annually³.

Letters of Objection

The table below shows the letters of objection, by number and assessed value, received as of 5pm, January 29, 2021. 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 29, 2021	
		#	% of total
# of property owners	64	10	7.94%
# of assessed properties ⁴	103	10	4.88%
Total assessed value	\$480,801,790.01	\$99,105,863	10.31%
OR # of business tenants	169	3	0.45%

Results

As of January 29, 2021, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal. There were two letters submitted in support of renewal.

KERRISDALE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

³ As the BIA levies will be based on the 2021 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 2020 BCA assessment.

⁴ As there are multiple owners, the number of assessed properties in each BIA is always greater than the number of actual owners.

On December 8, 2020, Council considered an application by the Kerrisdale Business Association (KBA) to commence a Council Initiative to re-establish (renew) the Kerrisdale 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 \$112.56 to \$15,371.60 annually, depending upon the assessed value of the property. Thirty properties will have a levy under \$500, 55 properties will have a levy between \$500 and \$2,000, and 70 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 29, 2021. 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 29, 2021	
		#	% of total
# of property owners	46	2	2.2%
# of assessed properties*	79	2	1.3%
Total assessed value	\$326,221,900.01	\$13,391,000.00	2.1%
OR # of business tenants	144	0	0%

Results

As of January 29, 2021, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

KITSILANO 4TH AVENUE BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 8, 2020, Council considered an application by the Kitsilano 4th Avenue Business Association (K4BA) to commence a Council Initiative to re-establish (renew) the Kitsilano 4th Avenue 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 \$239.06 to \$39,166.66 annually, depending upon the assessed value of the property. Four properties will have a levy under \$500, 72 properties will have a levy between \$500 and \$2,000, and 78 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 29, 2021. 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 29, 2021	
		#	% of total
# of property owners	49	2	2.1%
# of assessed properties*	78	2	1.3%
Total assessed value	\$480,801,790.01	\$22,586,300	2.3%
OR # of business tenants	125	1	0.4%

Results

As of January 29, 2021, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

MOUNT PLEASANT BIA RENEWAL APPLICATION: Analysis and Results

Application to Re-establish (Renew) BIA

On December 8, 2020, Council considered an application by the Mount Pleasant Commercial Improvement Society (MPCIS) to commence a Council Initiative to re-establish (renew) the Mount Pleasant 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 \$7.52 to \$50,845.33 annually, depending upon the assessed value of the property. One hundred ninety-nine properties will have a levy under \$500, 143 properties will have a levy between \$500 and \$2,000, and 95 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 29, 2021. 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 29, 2021	
		#	% of total
# of property owners	149	2	0.7%
# of assessed properties*	219	3	0.7%
Total assessed value	\$945,767,421.01	\$10,795,000.00	0.6%
OR # of business tenants	345	0	0%

Results

As of January 29, 2021, neither the number of business tenants, nor the number and assessed value of properties /property owners is sufficient to defeat the proposed BIA renewal.

WEST BROADWAY BIA RENEWAL APPLICATION: Analysis and Results**Application to Re-establish (Renew) BIA**

On December 8, 2020, Council considered an application by the West Broadway Business Improvement Association (WBBIA) to commence a Council Initiative to re-establish (renew) the West Broadway 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 \$148.85 to \$38,645.94 annually, depending upon the assessed value of the property. Fifty-nine properties will have a levy under \$500, 56 properties will have a levy between \$500 and \$2,000, and 34 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 29, 2021. 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 29, 2021	
		#	% of total
# of property owners	50	0	0%
# of assessed properties*	76	0	0%
Total assessed value	\$429,685,511.51	\$0	0%
OR # of business tenants	146	0	0%

Results

As of January 29, 2021, no objections had been received from either property owners or business tenants.

WEST END BIA RENEWAL APPLICATION: Analysis and Results**Application to Re-establish (Renew) BIA**

On December 8, 2020, Council considered an application by the West End Business Improvement Association (WEBIA) to commence a Council Initiative to re-establish (renew) the West End 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 \$258.49 to \$47,170.77 annually, depending upon the assessed value of the property. Sixteen properties will have a levy under \$500, 87 properties will have a levy between \$500 and \$2,000, and 100 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 29, 2021. 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	71	0	0%
# of assessed properties*	103	0	0%
Total assessed value	\$1,010,985,699.01	\$0	0%
OR # of business tenants	229	0	0%

Results

As of January 29, 2021, no objections had been received from either property owners or business tenants.

HASTINGS NORTH BIA EXPANSION APPLICATION: Analysis and Results

Application to Expand BIA

On December 8, 2020, Council considered an application by the Hastings North Business Improvement Association (HNBIA) to commence a Council Initiative to expand the Hastings North BIA (map, Appendix I). Council referred the application to Court of Revision and directed staff to notify the affected owners and businesses prior to considering the Initiative.

The proposed BIA levy ranges from \$89.68 to \$4,633.17 annually, depending upon the assessed value of the property. Eighteen properties will have a levy under \$500, 11 properties will have a levy between \$500 and \$2,000, and 5 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 29, 2021. 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 29, 2021	
		#	% of total
# of property owners	11	0	0%
# of assessed properties*	18	0	0%
Total assessed value	\$53,450,159.01	\$0	0%
OR # of business tenants**	28	0	0%

Results

As of January 29, 2021, no objections had been received from either property owners or business tenants. One property owner submitted an email supporting the expansion.

Implications/Related Issues/Risk (if applicable)

Financial

There are no financial implications.

CONCLUSION

Six BIAs have applied to renew their respective BIAs, and the HNBIA has applied to expand the Hastings North BIA by way of a separate expansion-area by-law.

In December 2020, Council approved commencement of Council Initiatives and instructed staff to notify affected commercial property owners and business tenants.

BIA Renewals: As of January 29, 2021, very few (or no) objections had been received in response to the respective notifications; therefore, this report recommends approval of all of the BIA renewals.

Proposed Hastings North Expansion: As of January 29, 2021, no objections had been received in response to the notifications in the proposed BIA expansion area. Therefore, this report recommends approval of the proposed Hastings North BIA expansion.

* * * * *

December 9, 2020

Name of Property Owner
Street Address
CITY, PROVINCE VXX XXX

RE: PROPOSED RENEWAL OF
XXXXXX 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 XXXXXX 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 XXXXXX Business 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 of⁵: \$0,000,000.00

A Court of Revision⁶ 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 respect to the names of the assessed owners and the length of the

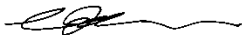
⁵ As 2021 assessed property values are not yet available, your property's share of the annual BIA levy in 2021 is an estimate based on the **2020** taxable assessed commercial value of your property proportionate to the 2020 value of all the other commercial properties in the BIA. When billed in May 2021, your property's share would be calculated using the 2021 BC Assessment values. Over the 5 year BIA renewal 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.

⁶ 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 renewal should proceed, please note that a different meeting will be scheduled later for Council to make a decision on the proposed renewal. 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 XXXXXX Business Association and the City of Vancouver BIA Program.

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 (Pln)
Coordinator, BIA Program
453 w. 12th Avenue, Vancouver, BC V5Y 1V4
604-871-6304
peter.vaisbord@vancouver.ca

December 9, 2020

Notice of Proposed XXXXX 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 2021. 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, the XXXXX Business Association (XBA) 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), the XBA 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 the XBA 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?

The XBA 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 2021 should the BIA renewal be approved. The estimate is based on 2020 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 29, 2021*.**

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 (Pln)
Coordinator, BIA Program

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

December 9, 2020

Notice of Proposed XXXXX Business Improvement Area (BIA) Renewal

Dear Business Owner/Manager:

Why are you receiving this notification?

The XXXXX Business Association (XBA) 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 2021. 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, the XBA 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),

the XBA 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 the XBA 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?

The XBA 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.

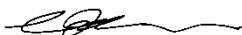
The City has mailed a letter to each property owner estimating their share of the proposed 2021 BIA levy. The amount of each property owner's BIA levy will be different because the levies are based on the commercial assessment value. Over the BIA's lifespan, it is possible that your share of the BIA 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 2021 BIA contribution, consider contacting your landlord or property manager, or contact the XBA.

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.

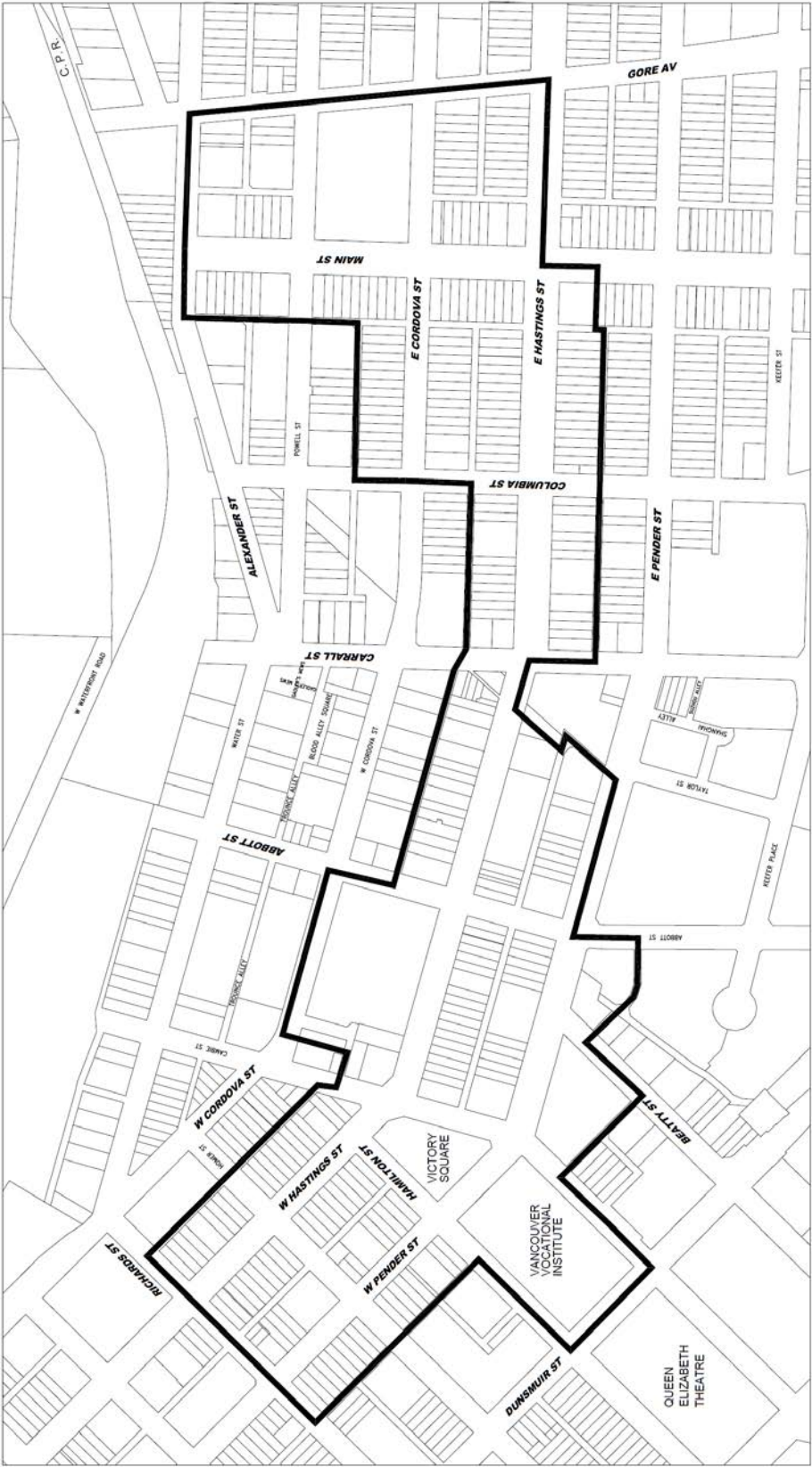
If you support the proposed BIA renewal, you need not respond to this letter. **If you wish to object, please submit your objection in writing to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4, or by e-mail to ccclerk@vancouver.ca. The letter or e-mail should include 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 29, 2021*.**

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

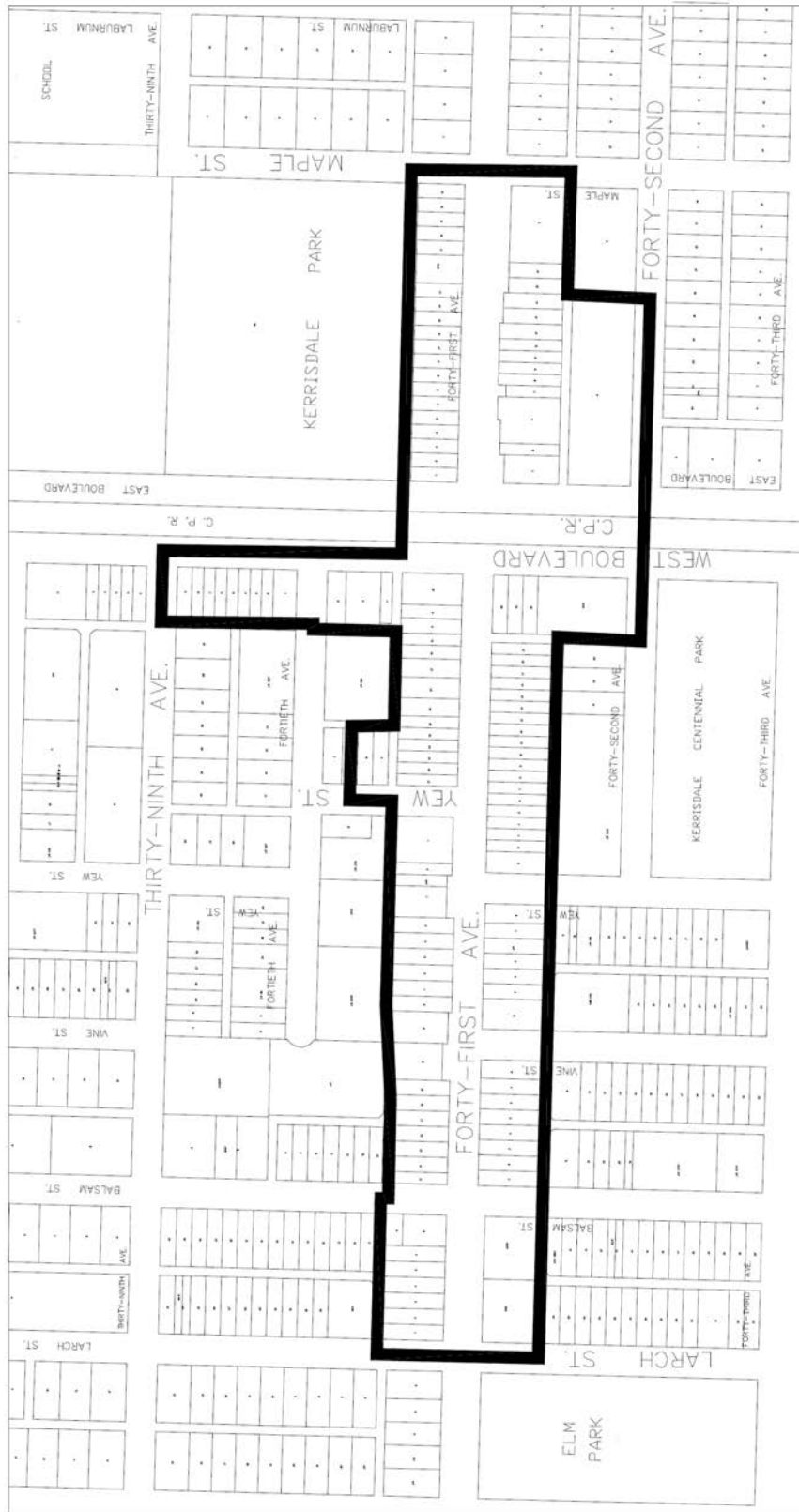
Yours truly,



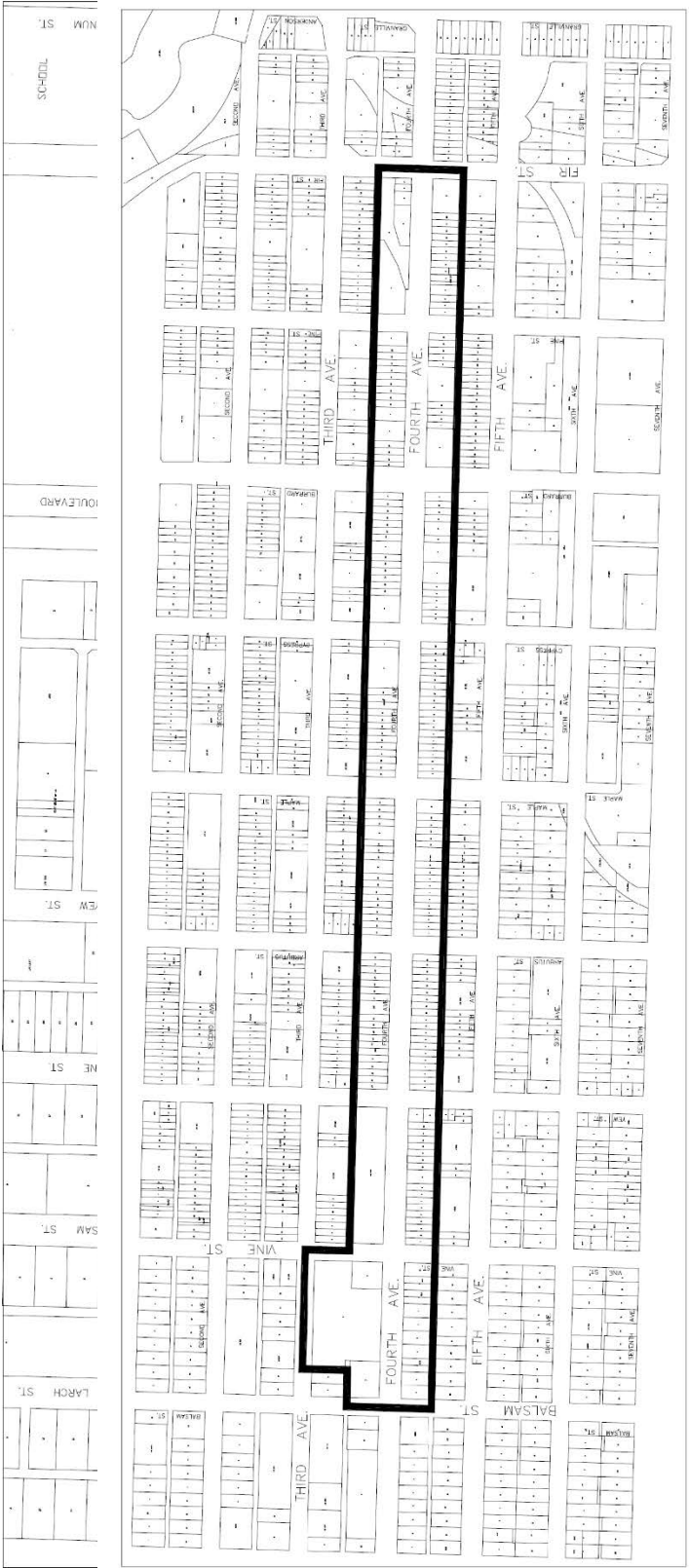
Peter Vaisbord, BA, LLB, MA (Pln)
Coordinator, BIA Program
453 w. 12th Avenue, Vancouver, BC V5Y 1V4
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Hastings Crossing B.I.A.

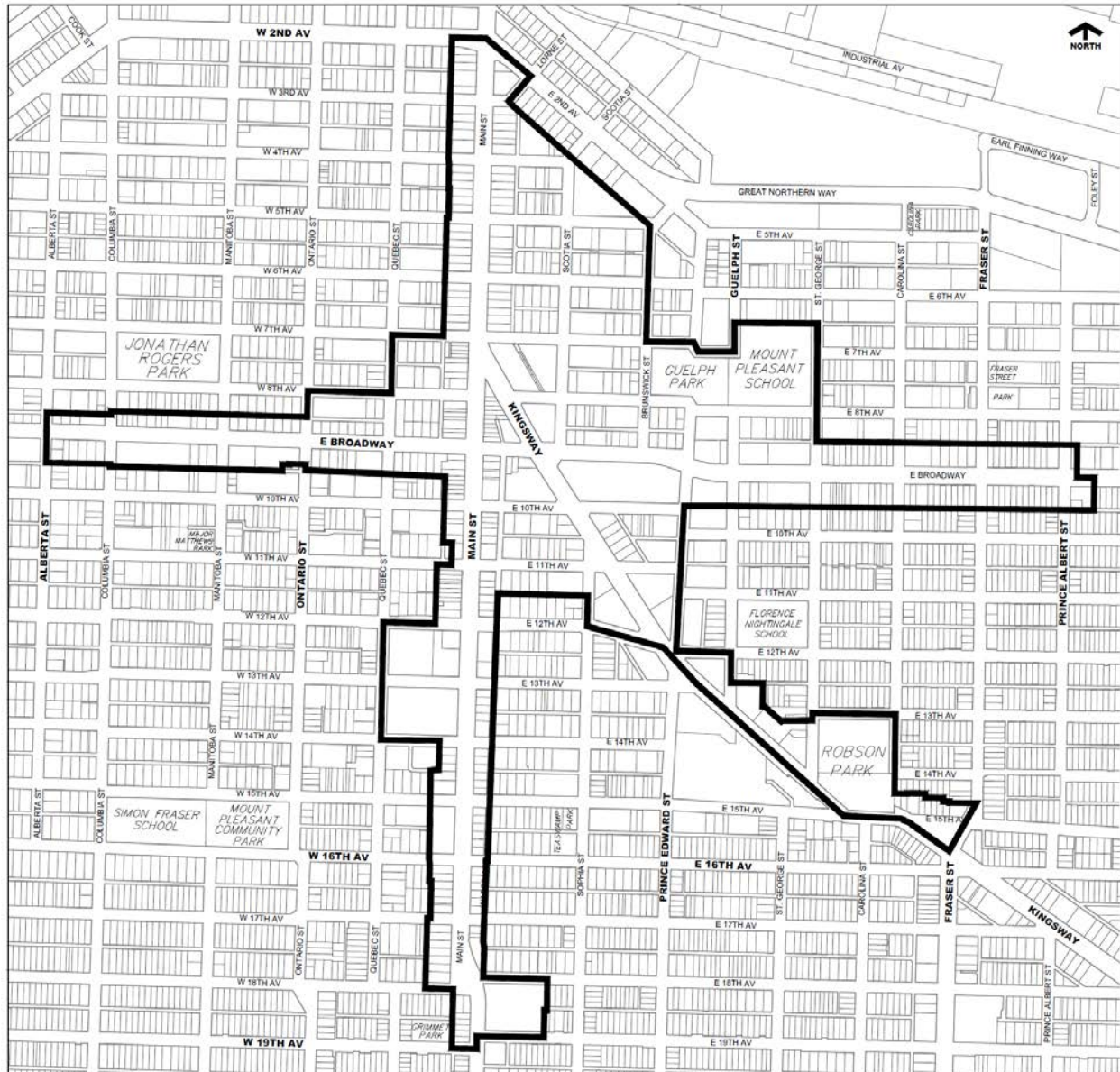


Kerrisdale B.I.A.



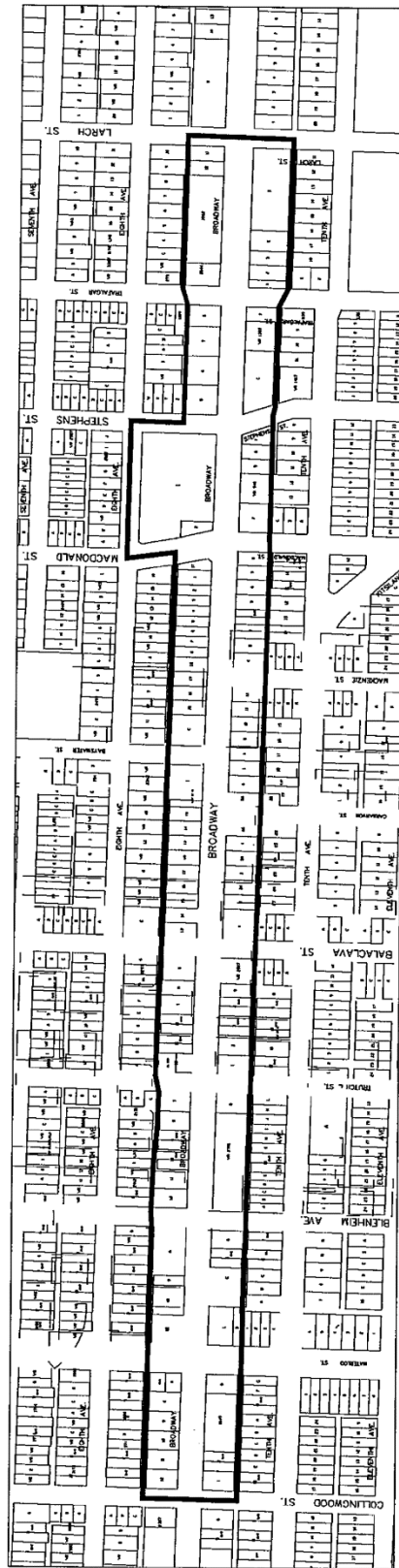
Kitsilano Fourth Avenue B.I.A.

Kerrisdale B.I.A.



Mt. Pleasant BIA

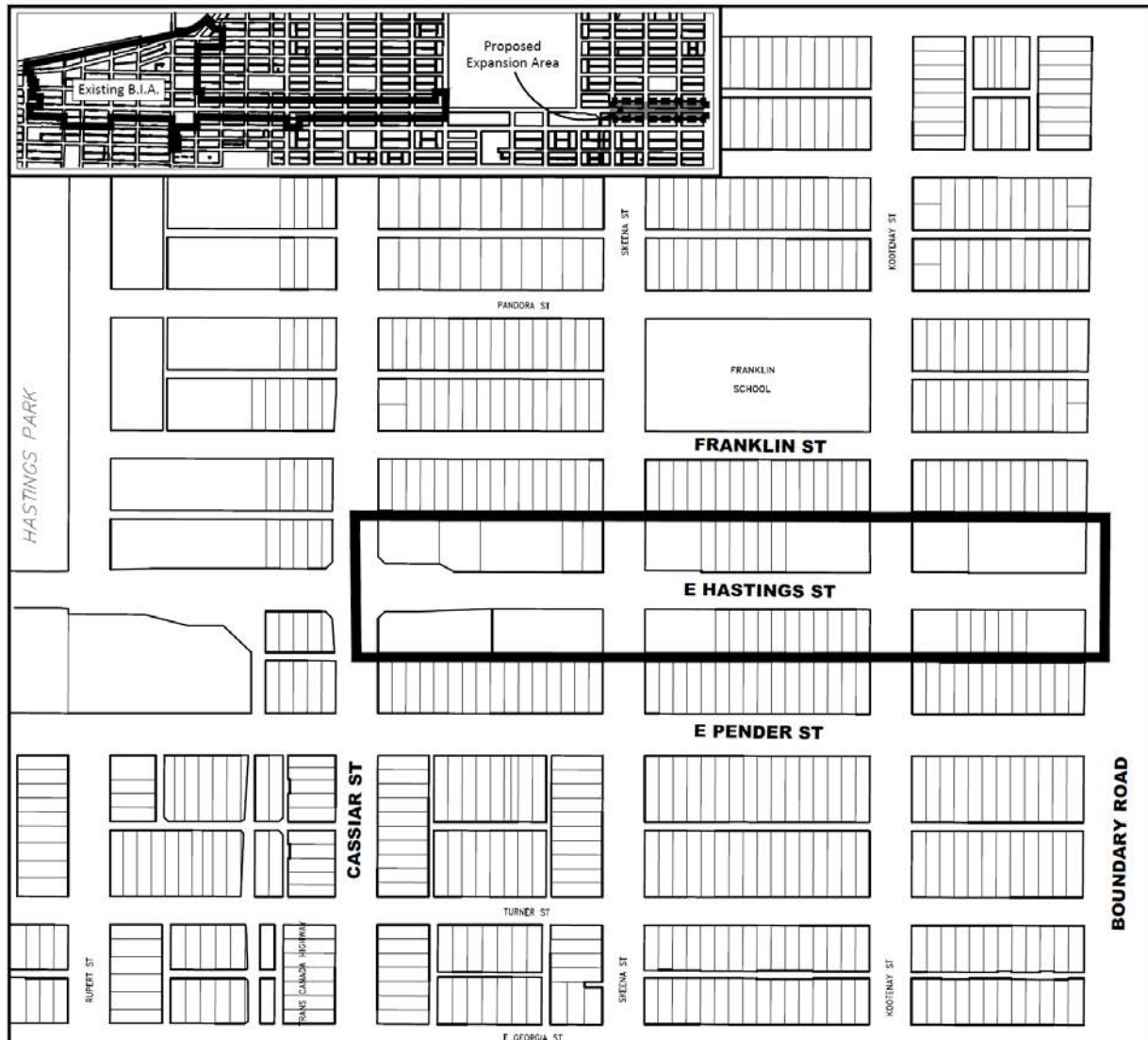
West Broadway BIA





West End BIA





Hastings North B.I.A. Proposed Expansion Area #2

