



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

## MEMORANDUM

February 6, 2006

**TO:** Mayor Sullivan and Councillors

**CC:** Syd Baxter, City Clerk - Court of Revision  
Judy Rogers, City Manager  
Peter Vaisbord, BIA Coordinator

**FROM:** Ann McAfee, Director of CityPlans

**SUBJECT:** Court of Revision Applications

---

### APPLICATIONS

On November 29, 2005, Council considered the following Business Improvement Area (BIA) applications:

#### BIA Renewals and Expansion

Collingwood BIA	- Renewal
Hastings North BIA	- Renewal
Kerrisdale BIA	- Renewal
Kitsilano Fourth Avenue BIA	- Renewal
Robson Street BIA	- Renewal
South Granville BIA	- Expansion

#### Proposed New BIAs

Cambie Village BIA	- Establish New
--------------------	-----------------

Council referred all seven applications to the Court of Revision for consideration as Council Initiatives.

### ACTIONS

After reviewing letters of objection and hearing from delegations Council may choose to:

#### A. APPROVE AN APPLICATION

Section 4 of this memo outlines past practice with respect to approval of a BIA application. Council practice has been to approve the application if less than one-third of property owners or business tenants are in opposition. If Council wishes to approve the application, the following motions are appropriate, depending on whether the application is for a new BIA, BIA renewal or BIA expansion:

***“THAT the application of the [name of association], as described in Appendix \_\_, be approved and that the Director of Legal Services, in consultation with the Director of City Plans, prepare by-laws to establish the \_\_\_\_\_ BIA and funding ceiling, and to remit monies for a business promotion scheme.”***

**OR**

***“THAT the application of the [name of association], as described in Appendix \_\_, be approved and that the Director of Legal Services, in consultation with the Director of City Plans, prepare by-laws to re-establish (renew) the \_\_\_\_\_ BIA and establish a new funding ceiling, and to remit monies for a business promotion scheme.”***

**OR**

***“THAT the application of the [name of association], as described in Appendix \_\_, be approved and that the Director of Legal Services, in consultation with the Director of City Plans, prepare by-laws to expand the \_\_\_\_\_ BIA.”***

Where a BIA application appears to be generally supported, but is strongly opposed within a specific area, Council may determine and approve reduced boundaries. While Council has, at the request of BIA sponsors, re-drawn boundaries to exclude properties on the *edge* of a BIA area, it has not been City practice to exclude properties situated *within* a BIA area.

**B. NOT APPROVE AN APPLICATION**

Several criteria identified in the past as possible reasons for rejecting a BIA application are outlined in section 4 of this memo. Should Council choose to reject an application the following motions are appropriate, depending on whether the application is for a new BIA, BIA renewal or BIA expansion:

***“THAT the application of the [name of association] to establish the \_\_\_\_\_ BIA, as described in Appendix \_\_, not be approved.”***

**OR**

***“THAT the application of the [name of association] to re-establish (renew) the \_\_\_\_\_ BIA, as described in Appendix \_\_, not be approved.”***

**OR**

***“THAT the application of the [name of association] to expand the \_\_\_\_\_ BIA, as described in Appendix \_\_, not be approved.”***

**C. COUNCIL WISHES FURTHER INFORMATION**

Since there are a large number of properties involved, representing considerable variation in assessed values, Council may require additional information to assess the level of opposition. If, after hearing delegations, Council wishes further information the following motions are appropriate,

depending on whether the application is for a new BIA, BIA renewal or BIA expansion:

***“THAT the hearing of the application by the [name of association] to establish the \_\_\_\_\_ BIA, as described in Appendix \_\_, be concluded; and***

***THAT, before Council decides on the application, the Director of City Plans, in consultation with the Director of Finance and Director of Legal Services, assess information received from the applicants and/or opponents of the proposal and report to Council on the proportion of business tenants and/or property owners, by number of properties and assessed value, who do not support the proposal.”***

**OR**

***“THAT the hearing of the application by the [name of association] to re-establish (renew) the \_\_\_\_\_ BIA, as described in Appendix \_\_, be concluded; and***

***THAT, before Council decides on the application, the Director of City Plans, in consultation with the Director of Finance and Director of Legal Services, assess information received from the applicants and/or opponents of the proposal and report to Council on the proportion of business tenants and/or property owners, by number of properties and assessed value, who do not support the proposal.”***

**OR**

***“THAT the hearing of the application by the [name of association] to expand the \_\_\_\_\_ BIA, as described in Appendix \_\_, be concluded; and***

***THAT, before Council decides on the application, the Director of City Plans, in consultation with the Director of Finance and Director of Legal Services, assess information received from the applicants and/or opponents of the proposal and report to Council on the proportion of business tenants and/or property owners, by number of properties and assessed value, who do not support the proposal.”***

## **1. BACKGROUND**

Sections 455 through 463 of the Vancouver Charter make provision for the creation, expansion, renewal and funding of Business Improvement Areas (BIAs). Taxation of properties in an area pays for a variety of programs to promote and enhance the area.

Before a BIA, BIA renewal, or BIA expansion application can be approved, the proposal must be considered at a Court of Revision:

- Prior to the Court of Revision, the City notifies all commercial property owners and business tenants in the affected area\* of the Court of Revision Hearing, the proposed levy, and details on filing objections; and

- At the Court of Revision Council is advised of letters of opposition. Council also hears delegations. Council policy is that if one third of property owners, representing one third of the assessed property value, or business tenants, counted separately, object, the BIA proposal will be defeated.
  - If approved, Council directs that a by-law establishing (or, in the case of renewals, re-establishing or, in the case of expansions, expanding) the BIA boundaries and funding ceiling be prepared.
- \* For BIA expansion applications, only the affected *expansion-area* owners and businesses are notified, as the existing BIA area owners and businesses already contribute to a BIA levy, and have had the opportunity to endorse the expansion at a prior BIA AGM.

Further explanation of the notification and Court of Revision process follows.

## 2. NOTIFICATION PROCESS

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 notification of the project, the designated area, and estimated annual rate. The notification letter must be sent at least one month prior to the hearing. While the Charter does not require notification of tenants, it is City policy to notify business owners of a BIA proposal. Staff have notified property owners and business tenants in the areas affected by the BIA proposals:

- Individually addressed letters were sent, postmarked on or before December 23, 2005, to all property owners affected by the BIA applications.
- The City does not have a reliable current record of all affected business owners in an area. Letters to business owners were hand delivered on or before December 23, 2005 to all businesses affected by the BIA applications.

## 3. LETTERS OF OPPOSITION

Property owners / business tenants who oppose the proposal(s) were invited to either write to the City Clerk, with the letter being received by 5:00pm on January 27, 2006, or address Council directly at the Court of Revision.

Individuals or groups opposed to a BIA proposal sometimes choose to collect signatures on a mass petition. The City's notification instructs recipients to register objections in the form of a letter because the identity and authority of the writer is more readily discernable than a signature on a mass petition. Also, there is no way of determining the degree to which petitioners are influenced by information from petition organizers.

Several questions emerged during the public process:

- **Who will be charged:** The BIA levy only applies to commercial and light industrial (Class 5 and 6) properties. The levy does not apply to residential properties and therefore does not involve home-based businesses.
- **Can an owner choose to opt out:** If the levy is approved it applies to all eligible owners in the BIA area.

- **Is there a charge to property owners and to business tenants:** There is one levy and it is included as part of the annual taxation bill sent to property owners. It is up to each owner as to whether they pass the charge along to tenants and how the amount charged to tenants is allocated.

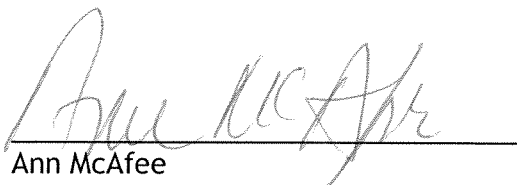
#### 4. BASIS FOR COUNCIL ACTION

Under section 506 of the Vancouver Charter a “sufficient number” of notices of objection to defeat a Local Improvement Council Initiative is deemed to be more than *one-half* of the assessed property owners, representing more than one-half of the value according to the last revised real-property assessment roll, of the parcels liable to be assessed. However, Council guidelines apply a more stringent standard for BIAs.

Council policy with respect to BIA applications has been to identify the “sufficient number” of objections to be either one-third of the assessed owners, representing at least one-third of the assessed value *or* one-third of the business tenants, counted separately. The one-third guideline has been used by Council to reflect the fact that Council initiatives require those who oppose an application to make the case that the levy is not desired. Typically, local improvements involve only a few property owners, and who in many cases, have petitioned to have the work done. This is not the case for a BIA application. For a large area, with many property owners, the task of assembling sufficient opposition is difficult. For this reason, Council policy is to consider rejection if one-third, rather than one-half, of the owners or tenants oppose the application. Recent experience has indicated that, in smaller areas, it is relatively easy to assemble the one-third opposition required to defeat a BIA Council Initiative.

#### 5. TABULATION OF RESULTS

Following this memo are separate appendices for each of the BIA Initiatives (Appendix A - G) which provide notification data for the applications, and a tabulation of letters of opposition received as of January 27, 2006. The City Clerk will have available copies of all objections received prior to the Court of Revision. As late objections or counter-petitions can be received up to the date of the Council meeting, staff will distribute a supplementary memo with updated opposition data. Council will also have an opportunity to hear delegations at the Court of Revision. Representatives from the applicants will be in attendance to respond to questions about the respective BIA proposals.



Ann McAfee

Phone: 604-873-7451

Fax: 604-873-7898

AMcA/pv/lk

Attachments

Q:\Clerical\CityPlan\BIA File\memo - courtofrev 2006.doc

# **Appendix A**

## **Collingwood BIA**

### **Renewal**

## **COLLINGWOOD BIA**

### **Application to Renew (Re-establish) BIA**

On November 29, 2005, Council considered an application by the Collingwood Business Improvement Association to renew the Collingwood BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$83 to \$22,247 (Safeway) annually, depending upon the assessed value of the property. Five properties will have a levy under \$100, about 65 properties will have a levy between \$100 and \$1,000, and 38 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2006 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### **Notification**

Individually addressed letters (Attachment B) were sent, postmarked on or before December 23, 2005, to 107 property owners, owning 152 legal parcels located within the BIA boundaries. Three letters were returned undeliverable because the owners had moved with no forwarding address or the property had recently changed hands. One letter was successfully redirected.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 250 letters were delivered.

### **Letters of Opposition**

As of 5pm, January 27, 2006, letters of objection had been received from 6 property owners (5.6% of total) representing 9 assessed properties (5.9% of total) and an assessed value of \$14,435,532 (16.9% of total). No letters were received from business tenants.

At 4:30 pm on January 27, a property owner delivered a four-page petition with 54 entries, claiming to list owners tenants opposed to BIA renewal. The entries are concentrated in the 3300, 3400 and 3500 blocks of Kingsway. The identity and authority of the petitions is uncertain, as over half of the names are in the form of illegible signatures, and several fail to include an address. Also, the City tallies property owners and tenants separately, but the petition does not distinguish between the two, making it almost impossible to tally the objections with certainty. Should Council wish to consider the petition, staff believe the following is a reasonable estimate of the additional objections: Two property owners, representing 2 assessed properties, an assessed value of \$1,252,666, and 50 business tenants.

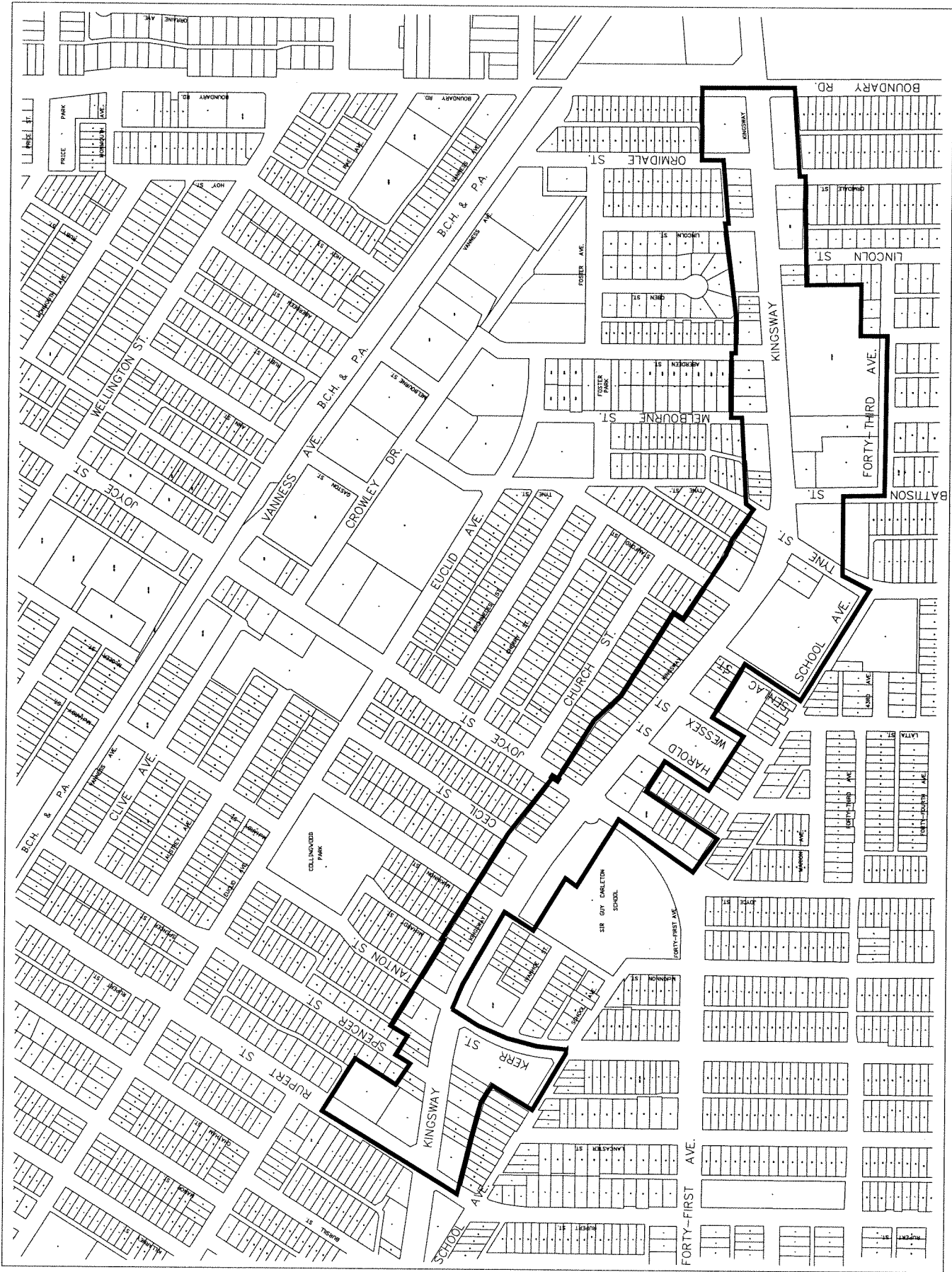
If the petitions are added to the numbers of individual letters of objection, the total objections are: 8 property owners (7.5% of total) representing 11 assessed properties (7.2% of total) and an assessed value of \$15,688,198 (18.4% of total). The 50 business tenant petitions represent 20% of the total businesses.

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 51 properties (subject to adjustments);
- since there are many multiple owners, one-third of the actual owners is 36 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$28,402,100; and
- one-third of the business tenants is approximately 80 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 27, 2006, the number of owners/tenants opposing the proposal is significantly below one-third, even counting petitions. However, should Council receive, on February 16, 2006, a petition or delegations indicating significant additional opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.





# Collingwood B.I.A.



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 29 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2006. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be

reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA proposal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05P.doc

Enclosure(s)



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, delivery may extend beyond the BIA boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29, 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

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

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA renewal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05B.doc

Enclosure(s)

IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS

# **Appendix B**

## **Hastings North BIA**

### **Renewal**

## HASTINGS NORTH BIA

### Application to Renew (Re-establish) BIA

On November 29, 2005, Council considered an application by the Hastings North Business Improvement Association to renew the Hastings North BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$38 to \$21,149 (Hallmark Poultry) annually, depending upon the assessed value of the property. Two properties will have a levy under \$100, about 160 properties will have a levy between \$100 and \$1,000, and 76 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2006 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 23, 2005, to 235 property owners, owning 290 legal parcels located within the BIA boundaries. Nine letters were returned undeliverable because the owners had moved with no forwarding address or the property had recently changed hands. Four letters were successfully redirected.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 400 letters were delivered.

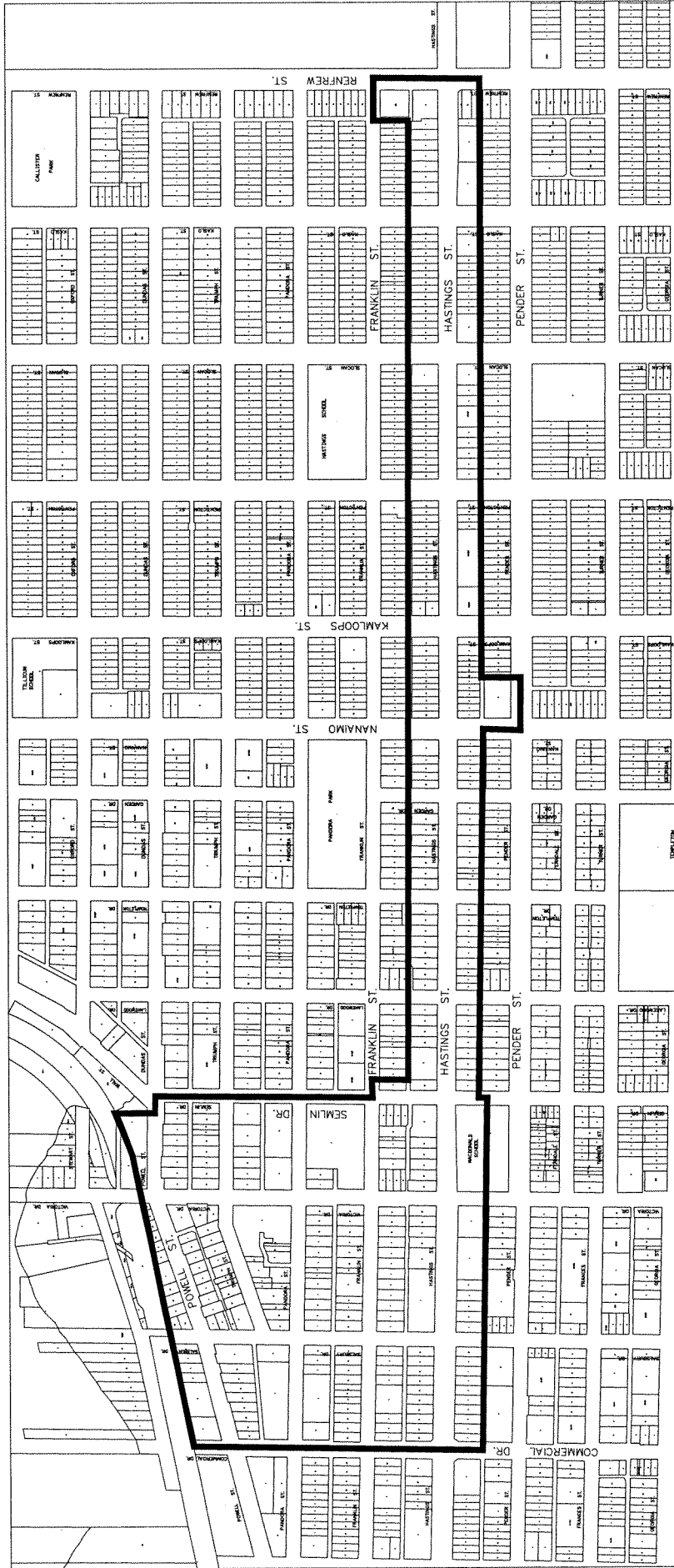
### Letters of Opposition

As of 5pm, January 27, 2006, letters of objection had been received from 6 property owners (2.6% of total) representing 7 assessed properties (2.4% of total) and an assessed value of \$7,739,631 (4.7% of total). One tenant objected (0.3% of total).

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 97 properties (subject to adjustments);
- since there are many multiple owners, one-third of the actual owners is 78 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$54,616,360; and
- one-third of the business tenants is approximately 130 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 27, 2006, the number of owners/tenants opposing the proposal is minimal. However, should Council receive, on February 16, 2006, a petition or delegations indicating significant opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



# Hastings North B.I.A.





**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 29 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2006. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be

reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA proposal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05P.doc

Enclosure(s)



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, delivery may extend beyond the BIA boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29, 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

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

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA renewal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05B.doc

Enclosure(s)

IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS

# **Appendix C**

## **Kerrisdale BIA**

### **Renewal**

## **KERRISDALE BIA**

### **Application to Renew (Re-establish) BIA**

On November 29, 2005, Council considered an application by the Kerrisdale Business Association to renew the Kerrisdale BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$260 to \$17,158 ('Kerrisdale Station') annually, depending upon the assessed value of the property. About 30 properties will have a levy under \$1,000, and 75 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2006 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### **Notification**

Individually addressed letters (Attachment B) were sent, postmarked on or before December 23, 2005, to 106 property owners, owning 140 legal parcels located within the BIA boundaries. Three letters were returned undeliverable because the owners had moved with no forwarding address or the property had recently changed hands. All letters were successfully redirected.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 200 letters were delivered.

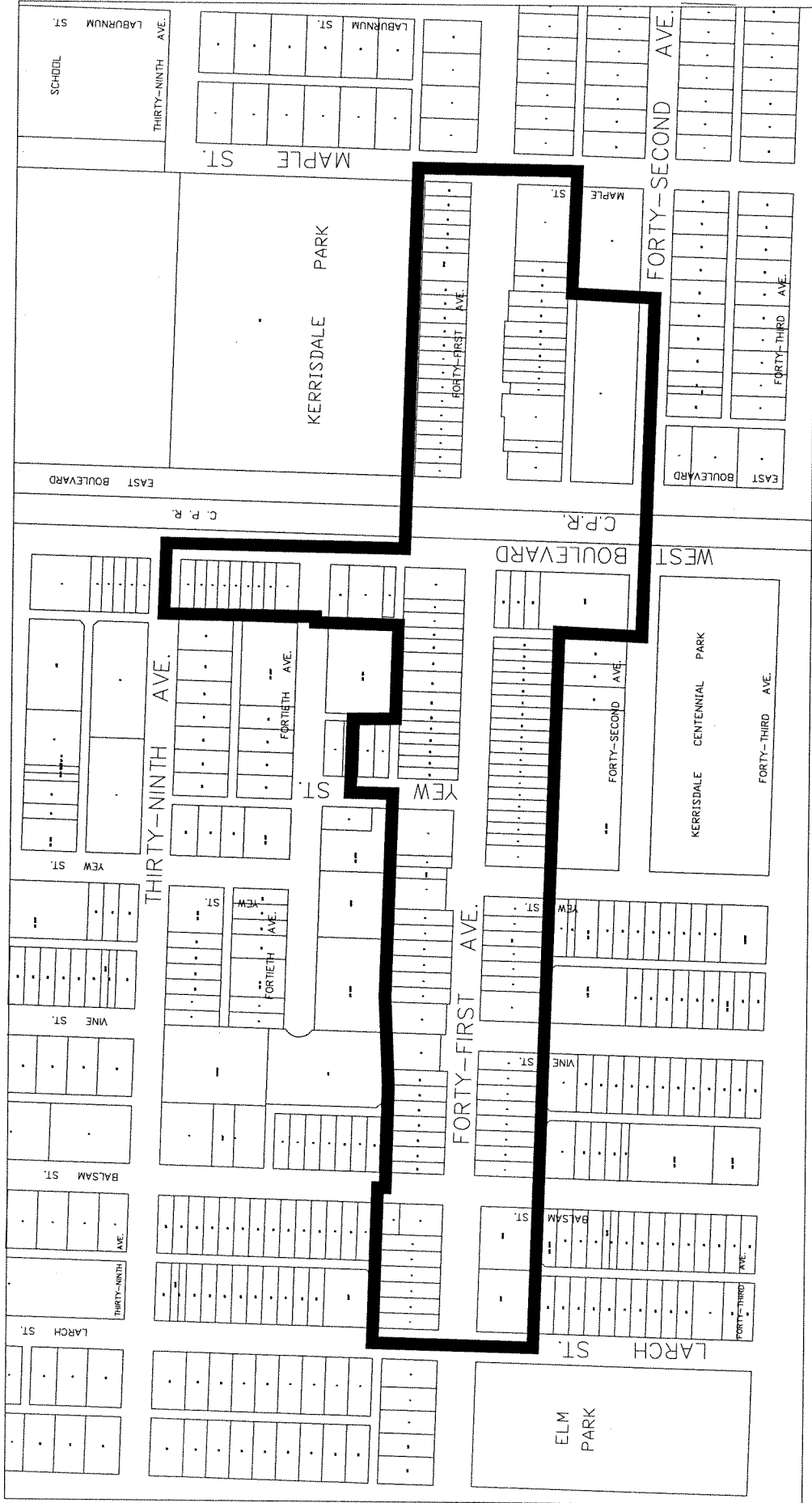
### **Letters of Opposition**

As of 5pm, January 27, 2006, letters of objection had been received from 2 property owners (1.9% of total) representing 2 assessed properties (1.4% of total) and an assessed value of \$5,217,666 (3.2% of total). No tenants objected.

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 47 properties (subject to adjustments);
- since there are many multiple owners, one-third of the actual owners is 35 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$54,249,160; and
- one-third of the business tenants is approximately 65 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 27, 2006, the number of owners/tenants opposing the proposal is minimal. However, should Council receive, on February 16, 2006, a petition or delegations indicating significant opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



# Kerrisdale B.I.A.



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 29 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2006. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be



reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA proposal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05P.doc

Enclosure(s)



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, delivery may extend beyond the BIA boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29, 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

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

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA renewal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05B.doc

Enclosure(s)

IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS

# **Appendix D**

## **Kitsilano Fourth Avenue BIA**

### **Renewal**

## KITSILANO FOURTH AVENUE BIA

### Application to Renew (Re-establish) BIA

On November 29, 2005, Council considered an application by the Kitsilano 4<sup>th</sup> Avenue Business Association to renew the Kitsilano Fourth Avenue BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$48 to \$11,985 (Safeway) annually, depending upon the assessed value of the property. One property will have a levy under \$100, about 80 properties will have a levy between \$100 and \$1,000, and 43 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2006 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 23, 2005, to 126 property owners, owning 158 legal parcels located within the BIA boundaries. No letters were returned undeliverable.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 300 letters were delivered.

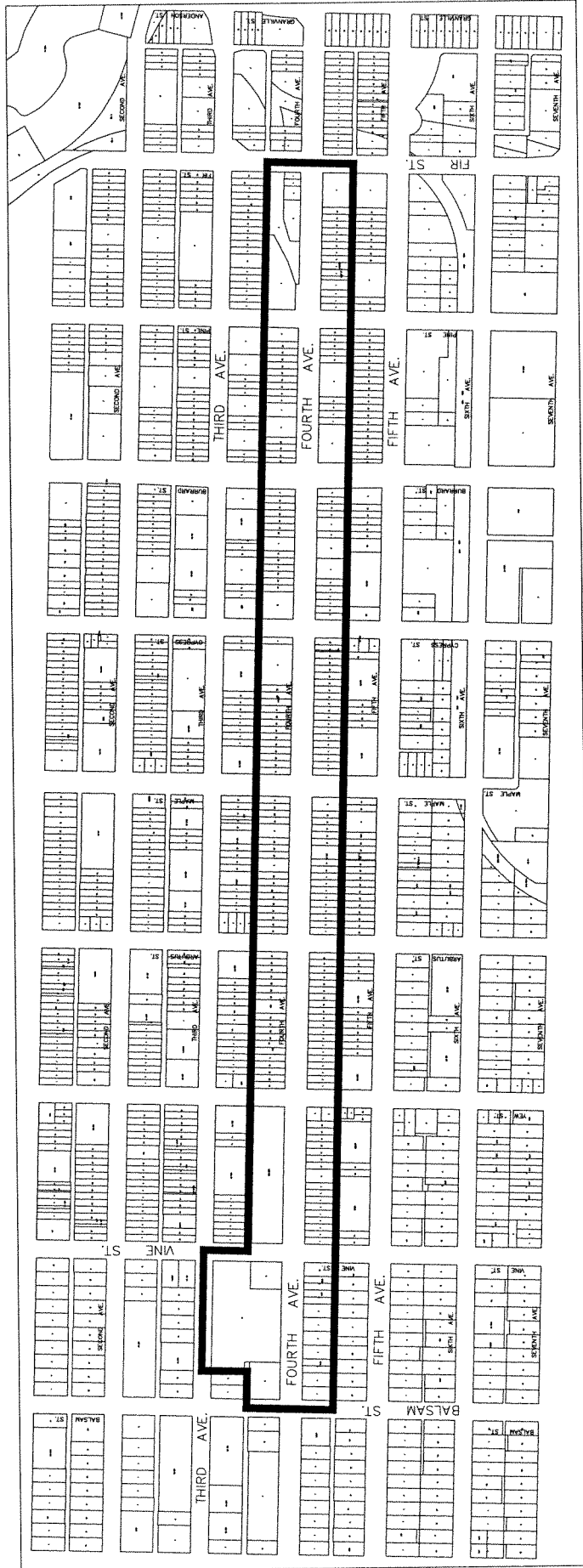
### Letters of Opposition

As of 5pm, January 27, 2006, letters of objection had been received from 2 property owners (1.6% of total) representing 3 assessed properties (1.9% of total) and an assessed value of \$18,970,665 (9.4% of total). No tenants objected.

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 53 properties (subject to adjustments);
- since there are many multiple owners, one-third of the actual owners is 42 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$67,084,284; and
- one-third of the business tenants is approximately 100 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 27, 2006, the number of owners/tenants opposing the proposal is minimal. However, should Council receive, on February 16, 2006, a petition or delegations indicating significant opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



# Kitsilano Fourth Avenue B.I.A.



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 29 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2006. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be

reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA proposal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05P.doc

Enclosure(s)





**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, delivery may extend beyond the BIA boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29, 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

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

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA renewal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
Phone: 604.871-6304

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05B.doc

Enclosure(s)

IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS

# **Appendix E**

## **Robson Street BIA**

### **Renewal**

## ROBSON STREET BIA

### Application to Renew (Re-establish) BIA

On November 29, 2005, Council considered an application by the Robson Street Business Association to renew the Robson Street BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$1,862 to \$56,019 annually, depending upon the assessed value of the property. All properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2006 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 23, 2005, to 38 property owners, owning 55 legal parcels located within the BIA boundaries. Four letters were returned undeliverable because the owners had moved with no forwarding address or the property had recently changed hands.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 180 letters were delivered.

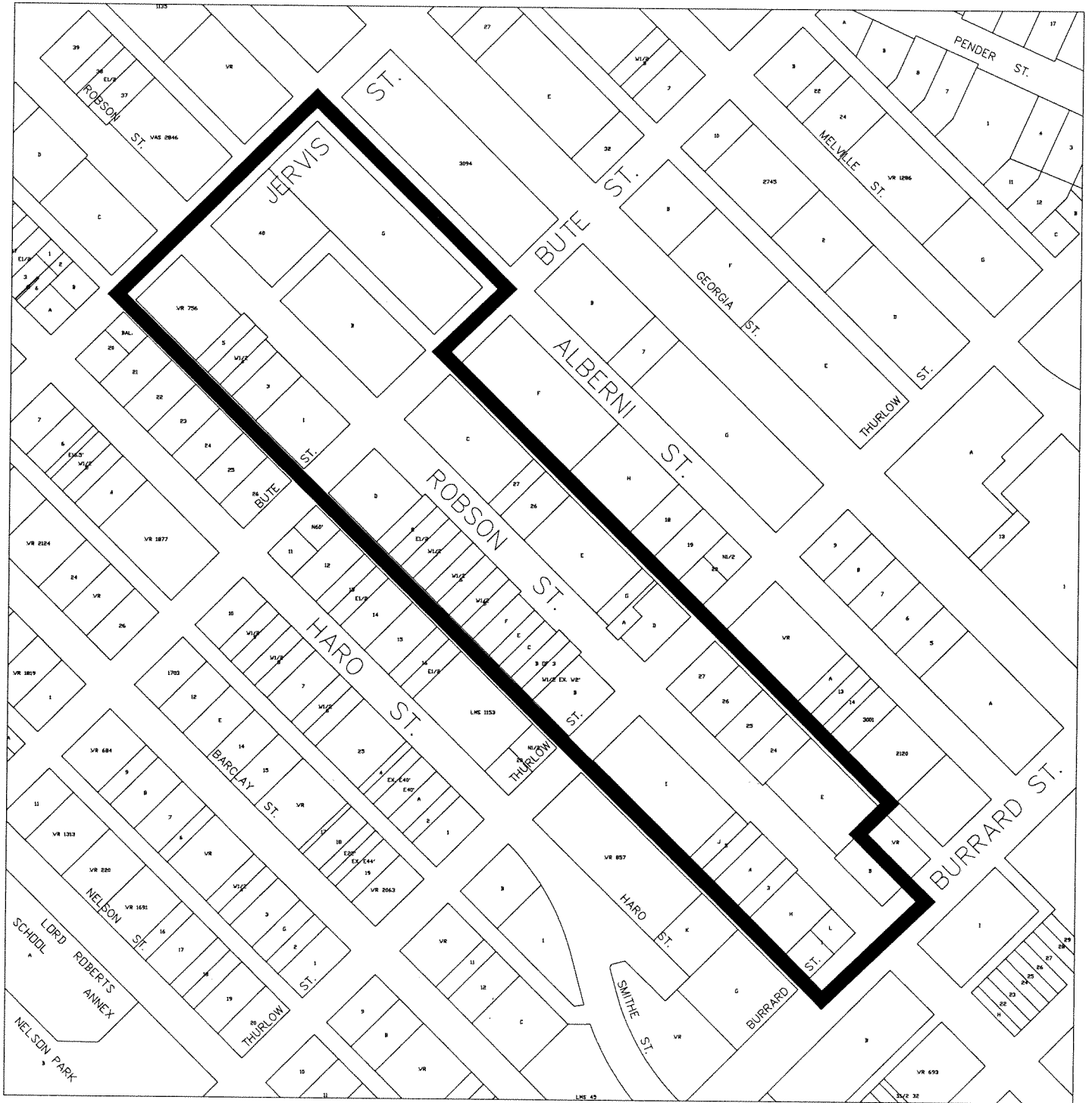
### Letters of Opposition

As of 5pm, January 27, 2006, no letters of objection had been received.

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 18 properties (subject to adjustments);
- since there are many multiple owners, one-third of the actual owners is 13 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$124,818,300; and
- one-third of the business tenants is approximately 60 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 27, 2006, the number of owners/tenants opposing the proposal is zero. However, should Council receive, on February 16, 2006, a petition or delegations indicating significant opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



# Robson Street B.I.A.





**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Property Owner(s):

The City's records indicate that you own property which is within an existing Business Improvement area (BIA). If approved, the renewal will mean a BIA levy will continue to be added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA renewal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and provide enhanced services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to your BIA association to use. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal.

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On December 29 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2006. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be

reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA proposal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA renewal process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05P.doc

Enclosure(s)



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO RENEW A BIA**

December 5, 2005

Dear Business Owner:

I am writing to advise you that the Business Improvement Association for your area is proposing to renew its BIA mandate as required at the end of its current term. The proposed Business Improvement Area (BIA) renewal will mean continuation of a special BIA levy on properties in the area. Since many lease agreements require that (BIA) levies be paid by the tenants, this letter provides information about the renewal proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed renewal. Because this letter is being hand delivered, delivery may extend beyond the BIA boundaries. Before responding, please check the attached map to confirm that your business is within the BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

Earlier this year, your BIA association approached the City with an application to renew its BIA mandate, which expires on March 31, 2006. The City requested the group discuss this proposal with owners and tenants in the BIA area to assess support for the renewal. As requested, the BIA hosted (an) information meeting(s) with businesses and property owners to discuss the renewal proposal

In August or September, your BIA association notified all property owners and business tenants of its AGM and proposed renewal motion. The proposed renewal was approved at the AGM, and the BIA association requested the City to act on the association's BIA renewal application.

However, before the BIA renewal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29, 2005, City Council agreed to consider the BIA renewal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA renewal proposal.

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



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

After you have reviewed the material, if you support the proposed BIA renewal, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the BIA renewal proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA renewal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA renewal be approved by City Council, your BIA association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifRENEWALSdec05B.doc

Enclosure(s)

IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS

# **Appendix F**

## **South Granville BIA**

### **Mid-term Expansion**

## SOUTH GRANVILLE BIA

### Application to Expand BIA

On November 29, 2005, Council considered an application by the South Granville Business Improvement Association to expand the South Granville BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The two expansion property owners' annual BIA levy will be \$1,258 and \$3,565 respectively, depending upon the assessed value of the property.

As the BIA levy will be based on the 2006 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 23, 2005, to 2 property owners, owning 5 legal parcels located within the expansion area boundaries. No letters were returned undeliverable.

Letters (Attachment C) were hand delivered to all 5 businesses within the expansion area.

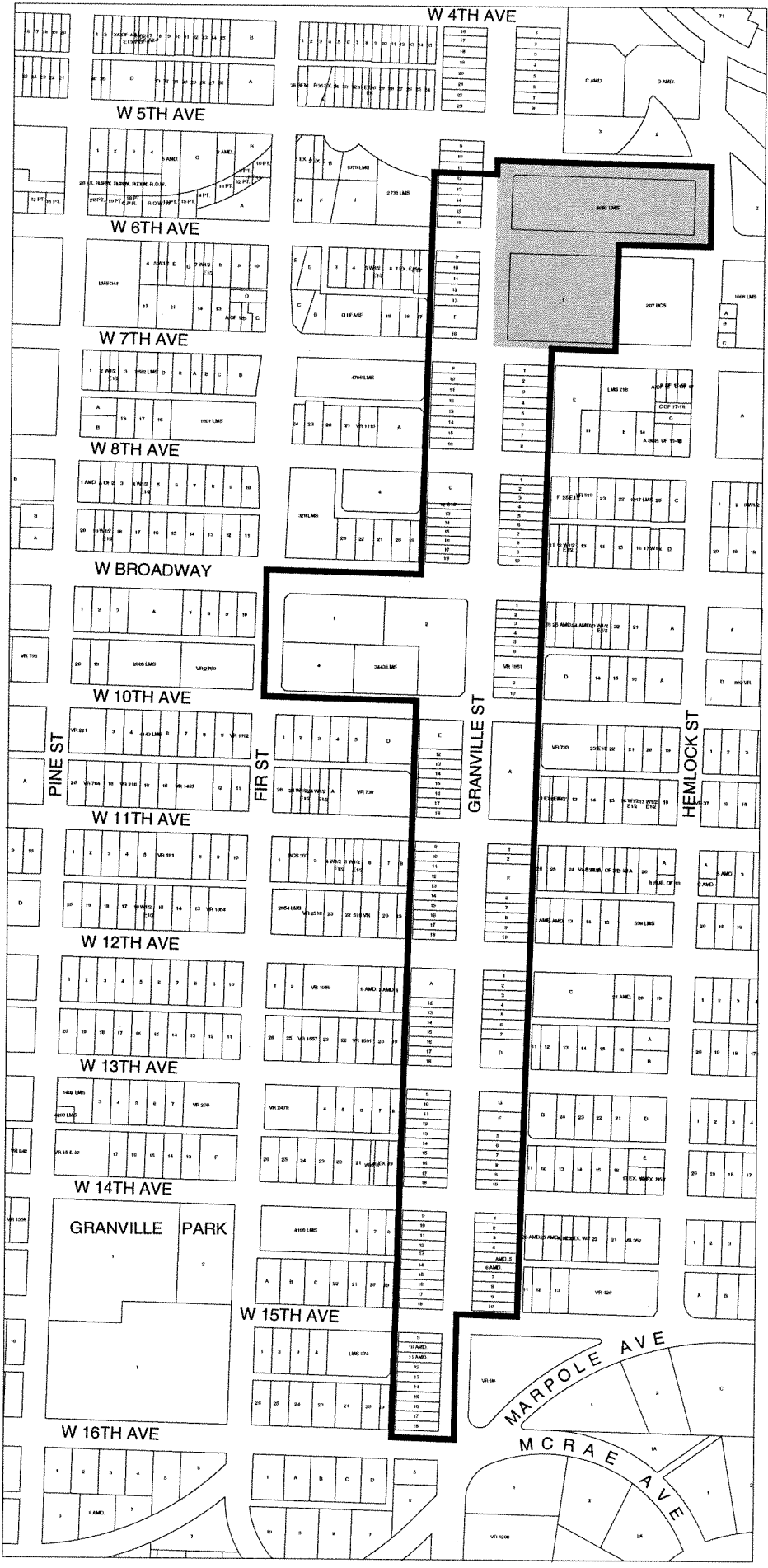
### Letters of Opposition

As of 5pm, January 27, 2006, no letters of objection had been received. However, should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application.

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed expansion-area properties is 1.65 properties (i.e. 2 properties required to surpass one-third);
- since both owners have two or more properties, one-third of the actual expansion-area owners is 0.66 owners (i.e. only one owner required to surpass one-third);
- one-third of the assessed expansion-area property value is in the order of \$819,200; and
- one-third of the expansion-area business tenants is 1.65 tenants (i.e. 2 tenants required to surpass one-third).

As of January 27, 2006, the number of owners/tenants opposing the proposal is zero. However, objections may still be made at the Court of Revision on February 16, 2006. An objection from either of the two property owners would bring property-owner objections over one third - although this is unlikely as both owners have previously sent letters of support to the South Granville BIA office. Objections from two of the five business tenants would bring tenant objections over one third. As three of the five tenants have previously sent letters of support, this outcome is possible but not expected. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



South Granville B.I.A. Proposed Expansion

Proposed Expansion Area





**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO EXPAND SOUTH GRANVILLE BIA**

December 5, 2005

Dear Property Owner(s):

The City's records indicate that you own property which is within the proposed expansion area of the South Granville BIA. If approved, the proposal will mean a BIA levy is added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA expansion.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the funds for a variety of activities, providing banners and other identifying and promotional material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2005, the sponsor group (South Granville Business Improvement Association) approached the City with a proposal to expand its BIA boundary northward to include your area. The City requested the group discuss their proposal with owners and tenants in the proposed expansion area to assess support for the proposal.

As requested, the sponsor group contacted individual businesses and property owners to discuss the idea of inclusion in the BIA and to arrange one-on-one meetings. The majority of affected property owners and businesses supported the proposed expansion.

However, before the BIA expansion can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29 2005, City Council agreed to consider the expansion proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the expansion.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2006. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be

reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA expansion, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the expansion proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA expansion if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the expansion be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA expansion process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord, Coordinator  
B.I.A. Program  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifEXPANSIONSGBIAdec05P.doc

Enclosure(s)



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO EXPAND SOUTH GRANVILLE BIA**

December 5, 2005

Dear Business Owner:

I am writing to advise you that the South Granville Business Improvement Association (the sponsor group identified in the attached material) is proposing to expand the existing Business Improvement Area (BIA) boundary northward to include your area. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the proposed BIA expansion. Because this letter is being hand delivered, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the proposed BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2005, the sponsor group approached the City with a proposal to expand the existing BIA. The City requested the group discuss this proposal with owners and tenants in the proposed expansion area to assess support for the proposal.

As requested, the sponsor group contacted individual businesses and property owners to discuss the idea of inclusion in the BIA and to arrange one-on-one meetings. The majority of affected property owners and businesses supported the proposed expansion.

However, before the BIA expansion proposal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29 2005, City Council agreed to consider the expansion proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA expansion.

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

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

After you have reviewed the material, if you support the proposed BIA expansion, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the expansion proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA expansion proposal if 1/3 or more of the property or business owners are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA expansion be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA expansion process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifEXPANSIONSGBIAdec05B.doc

Enclosure(s)

IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS



# **Appendix G**

## **Cambie Village BIA**

### **Proposed**

## CAMBIE VILLAGE BIA

### Application to Establish New BIA

On November 29, 2005, Council considered an application by the Cambie Business Association to establish the proposed Cambie Village BIA (Attachment A). Council referred the application to the Court of Revision for consideration as a Council Initiative.

The proposed BIA levy ranges from \$67 to \$19,537 (City Square Mall) annually, depending upon the assessed value of the property. Five properties will have a levy under \$100, about 55 properties will have a levy between \$100 and \$1,000, and 21 properties will be charged over \$1,000 annually.

As the BIA levy will be based on the 2006 property assessment, the actual BIA levies may differ slightly from the estimates provided in the City's notification.

### Notification

Individually addressed letters (Attachment B) were sent, postmarked on or before December 23, 2005, to 79 property owners, owning 91 legal parcels located within the BIA boundaries. One letter was returned undeliverable.

Letters (Attachment C) were hand delivered to all businesses within the BIA. Over 400 letters were delivered.

### Letters of Opposition

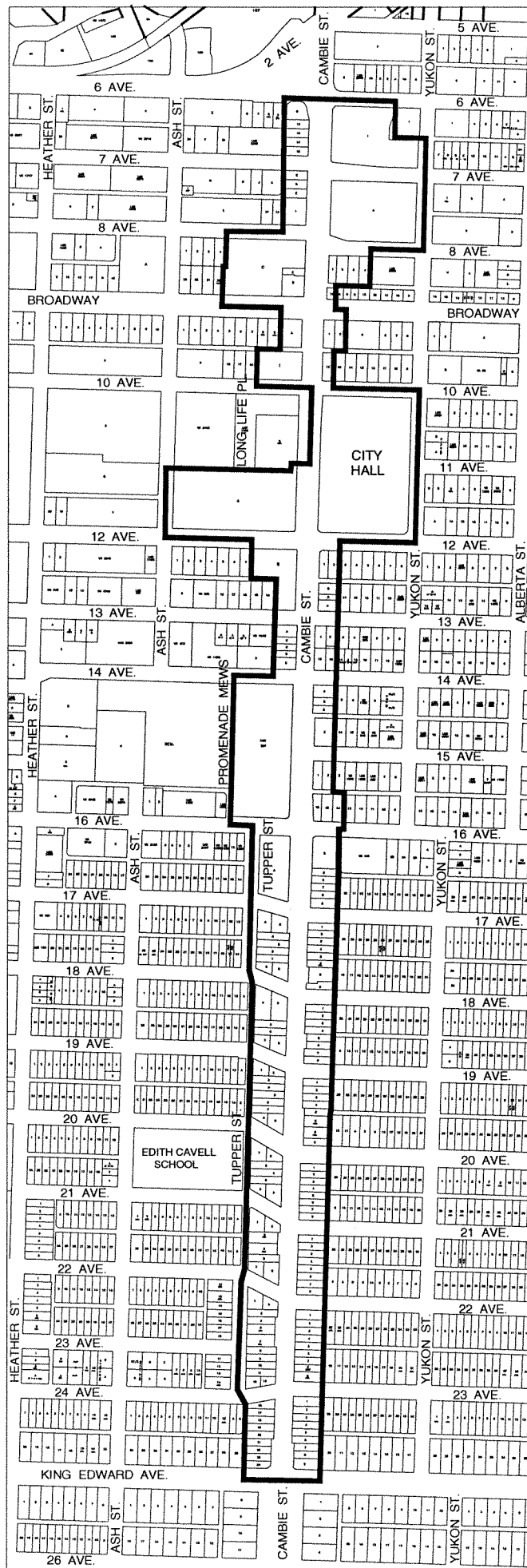
As of 5pm, January 27, 2006, letters of objection had been received from 3 property owners (3.8% of total) representing 3 assessed properties (3.3% of total) and an assessed value of \$1,814,066 (1.1% of total). Two tenants objected (0.5% of total).

At the time of this Memorandum, two additional letters of objection had arrived after the deadline for written notifications. The letters are from property owners and represent an assessed value of \$1,013,799. Should Council wish to consider the additional objections, letters of objection have been received from a total of 5 property owners (6.3% of total) representing 5 assessed properties (5.5% of total) and an assessed value of \$2,827,865 (1.7% of total).

For information, should Council wish to apply the one-third guideline, then:

- one-third of the number of assessed properties is 30 properties (subject to adjustments);
- since there are many multiple owners, one-third of the actual owners is 26 owners (subject to adjustments);
- one-third of the assessed property value is in the order of \$56,517,760; and
- one-third of the business tenants is approximately 130 tenants.

Should the final number of owners or tenants indicating opposition approach the one-third guideline, Council may wish to consider denying the renewal application. As of January 27, 2006, the number of owners/tenants opposing the proposal is minimal. However, should Council receive, on February 16, 2006, a petition or delegations indicating significant opposition, then it will likely take some time to calculate whether the objections reflect one-third of the assessed property value. If this is the case, Council may wish to conclude the Court of Revision and have staff calculate the level of opposition. Recommendation C offers a way for staff to provide additional advice prior to Council deciding on the renewal application.



Proposed Cambie Street B.I.A.





**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO ESTABLISH CAMBIE VILLAGE BIA**

December 5, 2005

Dear Property Owner(s):

The City's records indicate that you own property which is within the proposed Cambie Village BIA. If approved, the proposal will mean a BIA levy is added to your property tax. This letter contains information about the services a Business Improvement Area provides, the cost of the BIA levy, and your opportunity to tell the City whether you do or do not support the BIA proposal.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the funds for a variety of activities, providing banners and other identifying and promotional material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2005, a sponsor group (Cambie Business Association) approached the City with a proposal to establish a BIA in your area. The City requested the group discuss their proposal with owners and tenants in the proposed BIA area to assess support for the proposal.

As requested, the sponsor group hosted information meetings with businesses and property owners to discuss the idea of a BIA. The majority of those in attendance at the meetings encouraged the group to proceed with the BIA proposal.

However, before the BIA proposal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29 2005, City Council agreed to consider the BIA proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA proposal.

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

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the BIA area. The amount for each owner varies because of different assessed values. The attached statement indicates the amount which would be assessed against your property in 2006. Over the program's lifespan, it is possible that your share of the BIA budget may change. Each property owner's share will be reapportioned annually according to the assessed values determined by the BC Assessment Authority.

After you have reviewed the material, if you support the proposed BIA, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday, January 27, 2006.*

The Court of Revision will be held on Thursday, February 16, 2006 at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time Council will hear from property owners and business tenants concerning the BIA proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA proposal if 1/3 or more of the property owners or business tenants are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord, Coordinator  
B.I.A. Program  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifPROPOSEDBIAdec05P.doc

Enclosure(s)



**CITY OF VANCOUVER**  
COMMUNITY SERVICES GROUP  
City Plans

**NOTICE OF INTENTION TO ESTABLISH CAMBIE VILLAGE BIA**

December 5, 2005

Dear Business Owner:

I am writing to advise you that the Cambie Business Association (the sponsor group identified in the attached material) is proposing to establish a Business Improvement Area (BIA) in your area. Since many lease agreements require that BIA levies be paid by the tenants, this letter provides information about the proposal, possible costs, and your opportunity to tell the City whether you do or do not support the BIA proposal. Because this letter is being hand delivered, delivery may extend beyond the proposed boundaries. Before responding, please check the attached map to confirm that your business is within the proposed BIA area.

The City encourages Business Improvement Areas as a way for property owners and business tenants to promote business and enhance services in their area. The City collects the BIA levy as part of the property taxes and turns all of the money over to the BIA to use. The BIAs use the money for a variety of activities, such as providing banners and other identifying material, and enhancing safety. The BIA money is administered by a Board of Directors. The Board is comprised of commercial property owners and business tenants who are elected by all owners and tenants in the area.

In 2005, the sponsor group approached the City with a proposal to establish a BIA. The City requested the group discuss this proposal with owners and tenants in the proposed BIA area to assess support for the proposal.

As requested, the sponsor group hosted information meetings with businesses and property owners to discuss the idea of a BIA. The majority of those in attendance at the meeting encouraged the group to proceed with the proposal.

However, before the BIA proposal can be approved and the levy applied, the proposal must be considered by City Council at a Court of Revision. On November 29 2005, City Council agreed to consider the BIA proposal. Council instructed City staff to write all the property owners and business tenants to verify the level of support for the BIA proposal.

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

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

After you have reviewed the material, if you support the proposed BIA, you do not need to respond to this letter. However, if you wish to object, please submit your objection in the form of a letter to the City Clerk, Vancouver City Hall, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Written objections against the proposal should be filed with the City Clerk *before 5pm on Friday January 27, 2006*.

The Court of Revision will be held on Thursday, February 16, 2006, at 7:30 p.m. in Council Chambers, 3rd floor, City Hall. At that time, Council will hear from property owners and business tenants concerning the proposal. Council will also review letters of support and objections. If you wish to speak, please call the City Clerk's office at (604) 873-7276 to register in advance. To register the day of the hearing, registration for the speakers list will start at 7:00 p.m. outside the Council Chambers.

Council's policy is to consider rejection of the BIA proposal if 1/3 or more of the property or business owners are opposed. A copy of the City-wide tax roll, which includes the names of property owners, is filed in the office of the Collector of Taxes, ground floor of City Hall, and is available for inspection during office hours.

Should the BIA be approved by City Council, the sponsor association will still need to obtain approval of the program and budget from its membership on an annual basis (at its annual general meetings) before Council releases funds. If you wish further information about the City's role in the BIA process, please call me at (604) 871-6304.

Yours truly,

Peter Vaisbord  
B.I.A. Coordinator  
*peter.vaisbord@vancouver.ca*  
*Phone: 604.871-6304*

PV/eh

Q:\Clerical\CityPlan\BIA File\Notification 2005\NotifPROPOSEDBIAdec05B.doc

Enclosure(s)

IMPORTANT NOTICE FROM  
THE CITY OF VANCOUVER  
TO BUSINESS OWNERS