

CHECKLIST/ TIMELINE FOR BIA FORMATION

March/April, Year 0

- Prepare and mail/deliver meeting notices for March/April public information meetings
- Database / mailing list of property owners and businesses
- Information material on BIA process, proposal, benefits, etc (meeting notice can be part of text)
- Initial newsletter (optional, but recommended)
- Initial survey (questionnaire) on issues, priorities etc - can be separate or part of above)
- All public documents forwarded to BIA coordinator for review before delivery
- Translation for significant groups of non-English-speaking landlords and merchants
- Personal or telephone contact with landlords and business owners
- Contact newspapers etc to enhance coverage and awareness
- Public information meetings (2 different days/times) - attended by BIA coordinator
- Attendance / sign-in sheets at door
- Process/ analyse survey results and public meeting feedback
- Develop preliminary BIA budget/proposal based on feedback and area needs

May/June, Year 0

- Prepare and mail/deliver meeting notices for May/June public information meetings
- Informational material on detailed BIA proposal, and 'why'
- Second newsletter (part of above?) - survey results, priorities, draft budget, recap April/May, events, other news.
- Individualized computer 'statement' to property owners showing proposed levy
- Second survey (comments on proposal / indicate support/non-support)
- Translations (see above)
- Continue contacting property owners and businesses directly
- Newspaper coverage
- Second round of public information meetings (see above)

July/August, Year 0

- Process/ analyse second survey results and feedback
- Consider further adjustments to proposal and/or budget
- Identify individuals / groups of non-support and address their issues
- Prepare and deliver meeting notices for September public information meetings

September, Year 0

- Prepare and deliver meeting notices for September public information meetings
- Informational material on 'final' revised proposal/ budget

- Third newsletter (part of above?) - 2nd survey results, revisions to proposal, updates etc.
- Second computer statement if budget significantly revised
- Final survey (support/ non-support) if proposal/budget significantly revised
- Translations
- Continue contacting property owners / businesses
- Newspaper coverage
- Final round of public information meetings

September/October, Year 0

- Process/ analyse second survey results and feedback
- Consider further adjustments to proposal and/or budget
- Identify individuals / groups of non-support and address their issues
- Formal letter to Mayor and Council (cc BIA coordinator) requesting Council Initiative
- Outreach package to BIA Coordinator by October 15 (see sample Outreach packages)

October/ November, Year 0

- BIA Coordinator prepares Council Report for Council Committee (late Oct to mid Nov)
- Council Committee meeting - approval of Initiative (late Nov /early Dec)
- Applicant continues to address non-supporting individuals/groups to minimize opposition
- Group identifies person(s) to address Council - at least one representative of the applicant

November/ December, Year 0

- Group prepares 'promo insert' for insertion with formal City notices
- Translation of promo insert
- City mails/delivers formal notices to landlords and merchants (individualized levy statement to landlords)
- Group starts preparing society Constitution and By-laws and makes 'name reservation' for incorporation under Society Act (see sample Constitutions and By-laws and 'yellow sheets'). Draft documents forwarded to BIA Coordinator for review / revision.
- Group with existing incorporation starts revising Constitution and By-laws in consultation with BIA Coordinator (see samples and 'yellow sheets').

January, Year 1

- Opposition letters and telephone calls received in response to City notices
- BIA applicant responds to opposition / considers changes to proposal and/or boundary amendments - this can be a very intense period
- BIA applicant should be prepared to canvass against an organized opposition campaign or petition
- BIA applicant identifies who will speak at Court of Revision hearing (final Council approval)

- BIA applicant forwards society documentation to Registrar
- BIA applicant begins to draft meeting notice and materials for society's General Meeting to be held after Court of Revision (assuming Council approval). Purpose of meeting is to approve the 1st year budget and funding ceiling in time for Council approval in March. If the BIA wishes to have its first disbursement by the start of its fiscal year (April 1), GM materials MUST be ready to go out very soon after the Court of Revision. This includes translation if necessary.

February, Year 1

- Council approves BIA (early Feb)
- In consultation with BIA Coordinator, BIA finalizes General Meeting package for mailout/delivery to all property owners and merchants in BIA. 21 days notice required. As the BIA budget report is submitted to Council in mid-March, there is a 3 week window of opportunity (late Feb to mid-March) in which to hold the GM. GMs held later than mid-March will have their funding delayed. (See sample AGM packages)
- BIA forwards approved Constitution and By-laws to City for preparation of City By-laws by Law Department (by mid Feb).
- BIA begins to delegate responsibilities, create committees, and plan for implementation of activities. Starts looking for a staff person (Coordinator).
- BIA interim Board considers who to recommend as auditor

Feb/March, Year 1

- Society holds first GM as a BIA. Approves year-1 budget (fiscal yr. April 1, Year 1 - March 31, Year 2) and 5-year funding ceiling. Members also appoint an auditor (can wait to Sept). May also elect Directors at this time, although City does not require elections until September AGM. City BIA Coordinator attends as observer.
- BIA forwards final detailed budget to BIA Coordinator for Council budget report
- BIA secures commercial general liability insurance per City requirements (s. 2(k) of Grant Allocation By-law ('yellow sheets') effective midnight April 1.
- BIA sets up separate bank account to deposit BIA levy funds. Levy money must be kept separate from all other Society funds.
- City Council approves Designation and Grant-allocation By-law, and Year-1 budget (late March)

April, Year 1

- BIA receive first Year-1 disbursement on April 1 and begins operation officially. Disbursements are: 50% April 1, and 50% October 1.

Late May / June, Year 1

- First tax billing in which BIA levy collected (separate line item on tax bill).

July, Year 1

- BIA forwards draft Year-2 budget to City for review (early July). In successive years, the BIA also forwards the audited financial statements from the year ended March 31.

July/August, Year 1

- BIA Society finalizes Year-2 proposed budget and prepares package for first AGM, which must be held by the end of September. (Thereafter, all AGMs are held in or by September). Elections must be held at this time, if not already conducted at the inaugural GM in Feb/March.

August/September, Year 1

- BIA forwards AGM package to all property owners and merchants, whether or not they are members of the Society. BIA forwards a copy to the City.
- AGM held. Year-2 budget approved (fiscal yr. April 1, Year 2 - March 31, Year 3). Elections held (if applicable). BIA Coordinator (City) attends as observer.

October

- BIA receives second disbursement of Year-1 budget.