

## CITY OF VANCOUVER - BIA PROGRAM

### PROCESS FOR BIA FORMATION

#### Fall or Winter -Year (-1)

- Establish BIA formation committee
- Identify a working boundary and budget, and obtain owner /levy reports from City
  - Incorporate non-profit society under Society Act (can wait until Fall Year 0)
- (associations already incorporated may amend existing Constitution and By-laws)

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#### Winter/Spring Year 0

- Questionnaire re issues/priorities (recommended)
- Tabulate and analyze survey results

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- Main Outreach activities begin (required)
- Approach key stakeholders individually (recommended)
- Identify potential opposition (recommended)

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#### March / April Year 0

- Report Survey results and analysis to property owners and businesses (recommended)
- Distribute materials introducing possible BIA and BIA process (required)
  - 'Public' Outreach Meeting(s):
    - to discuss survey results / issues / priorities
    - to discuss possible BIA and BIA process

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- Develop renewal budget (or options) based on survey results, priorities and costs

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### May / June Year 0

- go 'public' with draft BIA proposal and budget - send out materials (required)
  - Outreach Meeting to discuss proposal and budget (required)
    - revisit key stakeholders (recommended)
- face-to-face contact with all stakeholders if possible (recommended)

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### July /August Year 0

- revise BIA proposal and budget, if necessary, due to member input
  - mobilize support for BIA proposal
  - address opposition issues if possible
- prepare and distribute final BIA proposal and budget (required)

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### September Year 0

- Final Outreach Meeting to discuss proposal and budget (required)
- survey asking respondents whether or not they support BIA proposal (required)
  - continue to mobilize support for proposal
  - continue to address opposition

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### October Year 0

- compile all materials from Outreach and send to City's BIA Coordinator (required)
  - mail BIA 'application' letter to Mayor and Council, c/o BIA Program (required)
  - incorporate non-profit society if not already done (required)

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### November/December Year 0

- Coordinator prepares Council Report, and attaches Outreach package
  - Council meeting - whether to proceed to formal notification
- City mails formal notifications to property owners /hand-delivers to tenants
  - Applicant provides 'promotional' insert to go with City material

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### January /February Year 1

- 30 day notice period for objections (late Jan)
- owner and tenant objections tallied: 'one-third' rule
- Council (Court of Revision) - early Feb - final decision

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### February /March Year 1

- Extraordinary GM: present BIA proposal and yr 1 budget (required)  
(deliver legal EGM notices to all property owners & businesses - 21 days notice by mail)
- Motions: -approve BIA proposal and initial 5yr term
  - approve funding ceiling
  - approve yr 1 budget
- \*\* this meeting must occur by mid-March \*\****

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- Council enacts Designation By-law and Granting By-law
- Council approves all BIA budgets for coming year

-April 1, Year 1: if approved, BIA begins operation, first cheque received from City