

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: 50% rule
- Council (Court of Revision) - early Feb

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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