

CITY OF VANCOUVER - BIA PROGRAM

PROCESS FOR BIA RENEWAL

Fall or Winter yr 4

- Strategic Plan for 5yr renewal term (recommended)
- Questionnaire re issues/priorities (recommended)
- Tabulate and analyze survey results >> fold into Strategic Planning
- Approach key stakeholders individually (recommended)
- Identify potential opposition (recommended)

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Spring yr 5

- Main Outreach activities begin (required)
- Report Survey results and analysis to membership (recommended)

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March / April yr 5

- Member Outreach Meeting to discuss survey results / issues / priorities (optional)
- Develop renewal budget (or options) based on survey results and Strategic Plan

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May / June yr 5

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

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July /August yr 5

- revise renewal proposal and budget, if necessary, due to member input
 - mobilize support for renewal
 - address opposition issues if possible
 - prepare final renewal proposal and budget
- distribute AGM notice packages, including renewal proposal and budget

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September yr 5

- continue to mobilize support for proposal
- continue to address opposition
- AGM: present Renewal proposal and yr 1 budget
- Motions: -approve renewal term
- approve funding ceiling
- approve renewal yr 1 budget

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October yr 5

- compile all materials from Outreach and send to City's BIA Program Coordinator

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November/December yr 5

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

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January /February yr 1

- 30 day notice period for objections (late Jan)
- owner and tenant objections tallied: 50% rule
- Council (Court of Revision) - early Feb
- Council - Final Decision on proposed Renewals/Expansions - late Feb

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March yr 1

- Council enacts re-designation (renewal) By-law and new Granting By-law
- Council approves all BIA budgets for coming year
- March 31, yr 1:** old BIA by-law expires (term ends)
- April 1, yr 1:** if approved, new BIA term begins, funding received from City