

Briefing Note

Business Improvement Area Establishment Request – City Clerk’s Office Procedures

September 20 2019

Description

This briefing note provides an outline of the City Clerk’s Office procedures when verifying requests to form a Business Improvement Area (BIA).

The process to form a BIA is outlined in Alberta Regulation 93/2016, the *Business Improvement Area Regulation* (the Regulation), begins with a request to Council signed by at least twenty-five per cent (25%) of persons who would be taxpayers if an area was established.

The City Clerk’s Office receives and verifies requests to form a BIA submitted to the City in an impartial manner, with the following procedures:

1. The date the request submission is received is noted.
2. The request submission is reviewed to ensure it contains a clear request for a BIA area to be established, proposed purposes and proposed boundaries of the area as required by the Regulation.
3. Using the most recent Assessment Roll data, a list of assessed properties within the proposed BIA boundaries is created.
4. Incomplete, ineligible or duplicate entries are excluded from the request submission.
5. The remaining submissions are reviewed determine if the legislated threshold of at least twenty-five per cent (25%) of assessed properties within the proposed BIA boundaries are represented.
6. If the request complies with the legislated threshold, a notice and map showing proposed BIA boundaries is sent to all assessed properties within the proposed BIA within thirty (30) days of receipt of the request submission. The notice also includes an information statement advising that businesses objecting to request must do so in accordance with the petition process established in the Regulation and that the City Clerk’s Office will not provide advice or the form of petition to be used. A petition in opposition of a proposed BIA must be signed by at least fifty per cent (50%) of persons who would be taxpayers if an area was established within sixty (60) days of the notice of the request.
7. If the request does not comply with the Regulation, the requestor is advised in writing that their request submission does not meet the legislated threshold.

Key contacts

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