



## Attachment #3

Sample notice sent to property owners

October 19, 2023

NEW WESTMINSTER (CITY)  
511 ROYAL AVE NEW WESTMINSTER BC V3L 1H9

Folio No. 08624000  
716 SIXTH AVE NEW WESTMINSTER BC V3M 2B3

RE: UPTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA SERVICE

Please see the enclosed Notice of Council Initiative to Establish the Uptown New Westminister Business Improvement Area Service.

If you support the initiative, you do not have to respond to this letter. If opposed, please submit the enclosed response form to the Corporate Officer, City of New Westminister, 511 Royal Avenue, New Westminister, B.C., V3L 1H9, no later than **4:30 p.m., Monday, November 20, 2023.**

For further information about the proposed service, please see the Report and Bylaw No. 8424, 2023 as at third reading, in the Council Agenda package for the October 16, 2023 Council meeting at [www.newwestcity.ca](http://www.newwestcity.ca).

Peter DeJong  
Corporate Officer  
604-527-4523  
[clerks@newwestcity.ca](mailto:clerks@newwestcity.ca)

Att. Notice and Response Form

**NOTICE OF COUNCIL INITIATIVE TO ESTABLISH THE  
UPTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA SERVICE**

IT IS THE INTENTION OF THE CORPORATION OF THE CITY OF NEW WESTMINSTER TO ESTABLISH A BUSINESS IMPROVEMENT AREA SERVICE IN UPTOWN NEW WESTMINSTER PURSUANT TO PART 7, DIVISION 5 OF THE *COMMUNITY CHARTER*

TAKE NOTICE THAT a business improvement area service is proposed to be established by Council initiative pursuant to Part 7, Division 5 of the *Community Charter*.

The business promotion scheme proposed to be undertaken consists of:

- a. Street Beautification - Initiatives consisting of tangible aesthetic improvements to the streetscape. These may include street banners, Christmas lighting, hanging baskets, and various street improvements such as bike racks, banner brackets and street furniture.
- b. Street Activation - Support for various events/activities in the public realm that feature the Uptown area and attract visitors, such as Uptown Live and Recovery Day, and partnering with community organizations, including the Arts Council, in funding Uptown Unplugged and other events and markets.
- c. Promotion & Marketing - Various programs to market and promote the Uptown area and the retailers and restaurant businesses located Uptown.
- d. Outreach - Partnering with community organizations to help fund programs that are mutually beneficial, such as I's on the Street, providing opportunities for people that are homeless or at risk of being homeless, while enhancing the Uptown area through additional street cleaning.

The business promotion scheme will be designed to benefit the area shown outlined in heavy black on the map identified below as "Bylaw No. 8424, 2023, Schedule A".

The estimated grant cost of the business promotion scheme will be \$150,000 for 2024, \$154,000 for 2025, \$158,000 for 2026, \$162,000 for 2027 and \$166,000 for 2028. The maximum grant for the term of the bylaw will be \$790,000.

Cost recovery will be in the form of a local service parcel tax, calculated on the basis of property frontage of the benefiting property owners. The estimated 2024 tax based on the frontage of the properties in 2023 is \$85.86 per meter. The charges will be imposed for a period of five years from January 1, 2024 to December 31, 2028.

Land or improvements within the business improvement areas will not be subject to this local service area tax unless they are classified, in whole or in part, as Class 5 or 6 as defined in the Assessment Act Regulation, B.C. Reg. 422/81, as that regulation stood on October 24, 2022. One hundred percent (100%) of the cost of the business improvement scheme will be borne by the benefiting property owners.

At the request of the Uptown Business Association, the establishment of the Uptown Business Improvement Area Service was initiated by the New Westminster Council at the regular Council meeting of October 16, 2023. Unless within 30 days after the second publication of this notice a majority of the affected property owners, representing at least half of the assessed value of the parcels that are liable to be specially charged, petition the Council not to proceed with the Business Improvement Area program, the program will be undertaken.

The following rules apply for the purposes of a petition under this section:

- (a) if 2 or more persons are owners of a parcel,
  - (i) they must be considered as one owner only,
  - (ii) they are not entitled to petition unless a majority of them concurs, and
  - (iii) unless a petition is signed by a majority of them, their signatures must be disregarded in determining whether the petition is sufficient;
- (b) a person who would be liable for a local service tax by reason of being the holder or occupier of land held in the manner referred to in Part 7, Division 8 [*Tax Liability of Occupiers*] of the *Community Charter* may sign the petition as if the person were the owner;
- (c) in relation to persons referred to in paragraph (b), in computing the values of the land and improvements, only the assessed value of the person's interest in them is to be used.

Any opposition to the proposed service by affected property owners should be made in writing to the Corporate Officer, City Hall, 511 Royal Avenue, New Westminster, B.C., V3L 1H9 and received no later than **4:30 p.m., Monday, November 20, 2023**. Response forms to petition against the service are available from Legislative Services at City Hall.



**Response to Notice of Initiative to Establish  
the Uptown New Westminster Business Improvement Area (BIA) Service**

**PLEASE SEE REVERSE SIDE FOR DETAILS OF PROPOSED BIA SERVICE**

I/we (affected property owner) **oppose** the Council initiative to establish the Uptown New Westminster Business Improvement Area Service for the following reason(s):

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Property Owner Name/s\*: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Tax Roll No.: \_\_\_\_\_

\* For petition purposes, Section 212(6) of the Community Charter requires that if 2 or more persons are owners of a parcel,

- They must be considered as one owner only
- They are not entitled to petition **unless a majority of them concur**, and
- Unless a petition is signed by a majority of them, their signatures must be disregarded in determining whether the petition is sufficient.

Also, please note that if the affected property is owned by a corporation or limited company, the director/s or principal/s of the corporation/company must sign the response form. The signature of the property manager is not sufficient.

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

If opposed, please submit this form to the Corporate Officer, City of New Westminster, 511 Royal Avenue, New Westminster, B.C., V3L 1H9, no later than **4:30 p.m., Monday, November 20, 2023.**

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- c. Promotion & Marketing - Various programs to market and promote the Uptown area and the retailers and restaurant businesses located Uptown.
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The boundaries of the Uptown New Westminster Business Improvement Area are identified in the notice that has been recently mailed out to all property owners.

The estimated cost of the business promotion scheme will be:

<b>Year</b>	<b>Amount</b>
2024	\$150,000
2025	\$154,000
2026	\$158,000
2027	\$162,000
2028	\$166,000

The parcel tax (under section 216(1)(b)) will be levied on land or improvements within the business improvement area; parcels within the specified area will not be subject to the tax unless classified, in whole or in part, as Class 5 or 6 as defined in the Assessment Act Regulation, B.C. Reg. 422/81, as that regulation stood on October 24, 2022.

The estimated 2024 parcel tax levy based on the frontage of the properties in the 2023 assessment roll is \$85.86 per meter.