



INFORMATION SHEET

Downtown Duncan Business Improvement Area
Business Improvement Area Bylaw No. 3230, 2022

OVERVIEW

The Downtown Duncan Business Improvement Area Society (DDBIA) has requested a bylaw be adopted to establish one business improvement area incorporating the former Fee Structure One, and former Fee Structure Two areas, as well as additional business properties as outlined below, for a five-year period, January 1, 2023, to December 31, 2027.

The City collects the business improvement area service tax as part of annual property taxes, then forwards the money to the DDBIA. The DDBIA uses the funds for various programs and projects that improve and promote the downtown area, including hosting events, marketing, and beautification, as well as advocating with community stakeholders.

The *Community Charter* provides that a Business Improvement Area will not proceed if, within the 30-day notice, more than one-half of the property owners in the area, representing more than one-half of the value according to the last property assessment, give notice in writing that they object to the Business Improvement Area.

IF YOU SUPPORT

If you support the proposed Business Improvement Area Bylaw, you do not need to do anything. The City is conducting a petition-against process for the proposed bylaw, which means that doing nothing tells City Council that you support this initiative.

IF YOU OPPOSE

If you oppose the proposed Business Improvement Area Bylaw, affected property owners may petition against it. Only property owners can petition against the project from proceeding; however, tenants who oppose may write to Council expressing their opinions or concerns. Where a property is owned by more than one person, a majority of the owners must sign the petition for it to be counted in relation to that property. To submit a petition:

1. Any person who is the owner of a parcel liable to be charged the levy may petition against the proposed Business Improvement Area Bylaw during the 30-day period from October 28, 2022, until November 28, 2022.
2. Petitions must be legible, signed by the owner(s) of the parcels liable to be charged the levy, and show the legal description of the property. Petitions are available for download from the City's website or pick-up from City Hall. They may be dropped off at City Hall, 200 Craig Street in the drop box outside, or in person between the hours of 8:30 am to 4:00 pm, Monday through Friday, except holidays, or by email to duncan@duncan.ca

The deadline for submitting a petition is 4:00 pm on Monday, November 28, 2022.

NEXT STEPS

- October 28, 2022 – Beginning of 30-Day Petition Period @ 8:30 am
 - November 28, 2022 – End of 30-Day Petition Period @ 4:00 pm
 - December 12, 2022 – Council meeting to hear certified results.
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DBIA AREA



LEVY EXPLANATION

Every five years the DDBIA determines the amount of money required to operate over the next five years. In 2023, the DDBIA requests the City to collect a total of \$267,750 in levy money, with an increase of +5.3% for years 2024-2027. They have proposed that the former Fee Structure One and Fee Structure Two areas, and the additional business properties form one Business Improvement Area. This amount is then divided by the total assessed value of all taxable properties (determined by BC Assessment Authority) in each area to determine the Area Levy Rate. Once the Area Levy Rate for each area has been calculated, the collected Annual Levy Payable from each individual property is determined based on that property’s assessed value. For example, in 2022 for a property with a value of \$100,000, the estimated Annual Levy Payable would be:

$$\frac{\$267,750 \text{ (Area Levy)}}{\$132,234,200 \text{ (Area Property Assessment)}} = 0.00202 \text{ (Area Levy Rate)} \times \$100,000 \text{ (Property Value)} = \$202 \text{ (Annual Levy Payable)}$$

The monies requested from the DDBIA under this bylaw are as follows:

	2023	2024	2025	2026	2027
The money granted to DDBIA under this bylaw shall not exceed	\$267,750	\$281,940	\$296,882	\$312,616	\$329,184
Per \$100,000 of Assessment	\$202	\$213	\$225	\$236	\$249

WHO TO CONTACT

To find out more about the process, contact Corporate Services, at 250-746-6126 or duncan@duncan.ca. For questions and further information about the DDBIA, visit www.downtownduncan.ca; phone 250-715-1700; or email ddbba@downtownduncan.ca.