



# INFORMATION SHEET

## Downtown Duncan Business Improvement Area Renewal

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### OVERVIEW

The Downtown Duncan Business Improvement Area Society (DDBIA) has requested that the two Business Improvement Areas - Fee Structure One Area (formerly “Fringe”) and Fee Structure Two Area (formerly “Core”) – be renewed for a five year period, January 1, 2018 to December 31, 2022.

The City collects the Business Improvement Area levy 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, beautification, as well as advocating with community stakeholders.

The *Community Charter* provides that the Business Improvement Area renewal will not proceed if, within one month of providing 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 renewal.

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### IF YOU SUPPORT RENEWAL

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

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### IF YOU OPPOSE RENEWAL

If you oppose the proposed Business Improvement Area renewal, 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 Bylaws during the 30-day period from September 28, 2017 until October 30, 2017.
2. Petitions must be legible, signed by the owner(s) of the parcels liable to be charged the levy, and showing the legal description of the property. Petitions are available for download from the City’s website or pick-up from City Hall. They will be received between the hours of 8:30 am to 4:00 pm, Monday through Friday, except holidays, at City Hall, 200 Craig Street, Duncan.

**The deadline for submitting a petition is 4:00 pm on Monday, October 30, 2017.**

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### NEXT STEPS

- September 28, 2017 – Beginning of 30 Day Petition Period @ 8:30 am
- October 30, 2017 – End of 30 Day Petition Period @ 4:00 pm
- November 6, 2017 – Committee of the Whole to Receive Preliminary Results
- November 20, 2017 – Council Meeting to Consider Certified Results and Adoption of Bylaws

## BIA AREAS



## LEVY EXPLANATION

Every five years the DDBIA determines the amount of money required to operate over the next five years. In 2018, the DDBIA plans to collect a total of \$205,000 in levy money. They have proposed that Fee Structure One & Fee Structure Two Areas will each contribute half of this amount for a total of \$102,500 (Area Levy). 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 2018 for a property with a value of \$100,000, the estimated Annual Levy Payable would be:

### Fee Structure One Area – Annual Levy Payable \$290/\$100,000 property value

$$\frac{\$102,500 \text{ (Area Levy)}}{\$35,308,500 \text{ (Area Property Assessment)}} = 0.00290 \text{ (Area Levy Rate)} \times \$100,000 \text{ (Property Value)} = \$290 \text{ (Annual Levy Payable)}$$

### Fee Structure Two Area – Annual Levy Payable \$348/\$100,000 property value

$$\frac{\$102,500 \text{ (Area Levy)}}{\$29,488,100 \text{ (Area Property Assessment)}} = 0.00348 \text{ (Area Levy Rate)} \times \$100,000 \text{ (Property Value)} = \$348 \text{ (Annual Levy Payable)}$$

## WHO TO CONTACT

To find out more about the renewal process, contact Paige MacWilliam, Director of Corporate Services, at 250-746-6126 or [paige@duncan.ca](mailto:paige@duncan.ca).

For further information about the DDBIA, visit [www.downtownduncan.ca](http://www.downtownduncan.ca); phone 250-715-1700; or email [dbia@downtownduncan.ca](mailto:dbia@downtownduncan.ca).