

## Business Improvement Area (BIA) - Expansion or Contraction Guide

### Reasons for Expansion or Contraction?

The boundaries of a BIA are set out in their original establishment Bylaw. These boundaries were selected based on multiple factors as well as the expressed desires and needs of the area at the time of establishment. As Edmonton grows and evolves, the challenges and opportunities in and around BIA's are impacted. At some point in time, the BIA may believe that either a contraction or expansion is necessary to better serve their members and/or the consumers and community around them.

### The Process

The process for expansion or contraction is set out in the [Province of Alberta's Business Improvement Area Regulation](#), as well as the City of Edmonton's [Business Improvement Area Establishment and Operation Procedure](#) that falls under the [Business Improvement Area Establishment and Operation Policy, C462C](#). While there are certain requirements set out, BIA's will also have the opportunity to customize their approach to communications and engagement based on their understanding and unique needs of their area.

### Steps of the Process

**Step 1: Submitting Request** to the Urban Planning and Economy Department by April 30th, with consent from the BIA Board and/or the Board's agent. This includes justification for the request, an outline of public consultation (to include at least two public consultations, but the more comprehensive the better), demonstration of at least 25% support from businesses who would be members under the change, and confirmation of the Board's consent. If deemed as complete, the Urban Planning and Economy Department will move the application forward.

**Step 2: Preparation of the Amending Bylaw and Report** by the Urban Planning and Economy Department, with the assistance of the applicant(s) and the Legal Services Branch.

**Step 3: Notification to the members of the BIA** sent by the applicant(s) & BIA Board including a summary of the proposed bylaw, a map and description of the proposed change in boundaries, and a description of the opportunity, manner and time period for affected taxpayers to make representations to City Council.

**Step 4: Preparation of the Amending Bylaw and Report** by the Urban Planning and Economy Department, with the assistance of the applicant(s) and the Legal Services Branch.

**Step 5: Written consent of the amending bylaw's change in boundaries** from the BIA Board must be received by the Urban Planning and Economy Department Before City Council may give the bylaw Second Reading. If consent is not given, the City Manager will advise City Council that the bylaw cannot be passed.

**Step 6: If the bylaw is passed** by Council, it will come into force the next January 1st after its passing.

**Step 7: After coming into force**, the BIA Board can now advise their members (new & current) of the change, and the Urban Planning and Economy Department will work to update both internal & external partners & resources.