

Business Improvement Districts Engagement Timeline July 2022

1. Members of the Leadership Governance Subcommittee (LTGS) met with the Executive Directors of each Business Improvement District (BID) on March 7, 2019 to engage with them to hear any concerns they have or to have them identify areas where there could be improvement or debate about proposed changes. Also, the purpose of this meeting was for the Core Committee to seek clarification and understanding of current governance practices.
2. The Executive Director of Broadway BID requested an additional meeting. Members of the Core Committee met with her on March 8, 2019.
3. This first report was tabled in October 2019 and debated by GPC on December 9, 2019 and by Council on December 16, 2019. Council resolved that the LTGS proceed with developing a consolidated BID governance approach (option 1) and that the LTGS report further on next steps and other details as required for implementation of the consolidated approach. A supplemental report to this one was also provided to outline the results of the engagement with the BIDs.

The following occurred between the tabling of the governance structure report in October and its debate in December 2019:

- (a) A copy of the report was emailed to the BIDs on October 16, 2019. In that email, the LTGS invited a meeting if the BIDs wished to discuss the report and encouraged a written response to be received by November 29, 2019.
 - (b) A letter was sent to each BID from the LTGS on November 7, 2019 providing further information on who prepared the report, when the report was to be debated and asking specifically to hear from the BIDs whether or not they agree with the recommendations, are there recommendations that cause concern and if there are changes to the recommendations that the LTGS should consider.
 - (c) The Broadway BID requested a meeting to discuss the report. Members of the LTGS met with the Broadway BID Board on November 18, 2019. The Board provided feedback on the recommendations and asked some questions. The other BIDs did not request a meeting.
 - (d) The BIDs provided a letter on November 18, 2019 providing feedback on the structure report. The LTGS submitted a supplemental information report to the December meeting attaching that letter and providing a summary of the engagement efforts undertaken.
4. The LTGS conducted its research and drafted a proposed new consolidated bylaw. On June 24, 2021, the LTGS provided a memo to the BIDs' Executive Directors outlining the proposed contents of the new consolidated bylaw for their consideration.
 5. Various emails were received from Broadway BID and Riversdale BID. Extensions of time were provided to consider the memo at the requests of the BIDs.

6. An email received from the Downtown BID on July 16, 2021 stating that all of the BIDs' Executive Directors met on July 15, 2021. Discussion ensued and engagement was undertaken to schedule a meeting between all the Executive Directors and the City Solicitor and City Clerk.
7. The City Solicitor and City Clerk met with the BIDs' Executive Directors on August 3, 2021 to review and discuss the memo regarding the proposed contents of a consolidated BID bylaw.
8. The BIDs outlined their concerns in a memo and provided it to the LTGS on August 20, 2021.
9. The LTGS provided further information and answers to questions in the form of a memo to the BIDs on September 22, 2021.
10. Broadway BID responded by email on October 8, 2021 stating that they were in support of non-profits being permitted to sit on BID boards.
11. The City Solicitor and City Clerk met with the Downtown BID Board on October 19, 2021 to discuss the three memos. The Downtown BID was invited to provide further comments.
12. Reminder sent out by email on November 17, 2021 to BIDs for further comments to be received by November 19, 2021. A request was received from Sutherland BID to extend that deadline. Deadline was extended to December 31, 2021.
13. Broadway BID responded further by email on November 17, 2021 reiterating their support for non-profits to be appointed and requesting that property owners' information be provided to them for notice of Annual General Meetings.
14. Sutherland BID provided comments by email on December 9, 2021 that they support the changes proposed.
15. The other BIDs did not provide any comments. A follow up email was sent on January 11, 2022 providing an update on the project, that the report with the proposed bylaw would be tabled at the March 2022 GPC meeting.
16. Email sent to BIDs on March 17, 2022 providing a link to the report being tabled at GPC on March 21, 2022. The BIDs were encouraged to attend the debate and provide written comments to GPC.
17. Riversdale BID emailed on March 18, 2022 requesting a summary or blacklined document showing new changes/deletions/additions to the bylaw. The LTGS responded on March 22, 2022 referring them to the material from summer 2021 which contains all the information.
18. Report tabled at the March 21, 2022 GPC. The original recommendation to GPC was that the report be brought back for debate at the April 19, 2022 meeting. GPC resolved: that the report would be debated at the May 2022 meeting of GPC.

19. GPC debated the report at its May 16, 2022 meeting. In response to this report, the Downtown BID submitted a letter dated May 11, 2022 which sought clarification on various points. This letter is included with this summary as Appendix 2(a). The Sutherland and Broadway BIDs provided letters as well supporting the Downtown BID's points raised in its letter. The Riversdale BID submitted a letter raising other issues. GPC resolved that the Administration prepare a comparative chart of the current and proposed bylaw provisions, that the reference to the City Manager at section 20 of the proposed bylaw be removed, that Council define how a surplus could be addressed as a potential benefit to the area in the event a BID is dissolved, that the Administration report by to the July GPC meeting, that the provision regarding Annual General Meetings be supported for inclusion in the future bylaw, and that the provision allowing non-profits to be eligible for appointment the BID boards be supported for inclusion in the future bylaw.
20. The LTGS prepared a side-by-side comparison of the current bylaw provisions and the provisions contained in the proposed consolidated bylaw that was considered by GPC on May 16, 2022. This chart was provided to the BIDs on June 9, 2022, along with a letter responding to the Downtown BID's letter of May 11, 2022. A copy of this June 9, 2022 letter is attached to this summary as Appendix 2(b).
21. The Downtown BID requesting a meeting to discuss the contents of the June 9, 2022 letter. Members of the LTGS met with the Executive Director of the Downtown BID on June 28, 2022.
22. The LTGS sent a further letter to the BIDs on June 30, 2022 sharing the results of the meeting with the Downtown BID Executive Director. A copy of this letter is attached to this summary as Appendix 2(c).
23. The City Clerk and City Solicitor met with the Riversdale BID on July 5, 2022. The letter attached as Appendix 2(d) was provided at the meeting.
24. Comments were received from the Broadway BID on July 5, 2022 stating their general support for the Bylaw. Some additional questions were included in the comments. The City Solicitor responded to the questions by email July 6, 2022.