

Proposed Baby Point Gates Business Improvement Area (BIA) Approval Schedule

Action Item	Responsible	Estimated Timelines
1. Communicate intent to establish BIA to business operators and property owners	BIA Steering Committee	
3. Public Meeting I Educate, seek agreement to BIA mandate and proceed to next step	-City BIA Office & -Steering Committee	20 October 2008
4. Public Meeting II To address Meeting I issues, seek agreement to BIA mandate and proceed to next step	-City BIA Office -Steering Committee	8 December 2008
5. Public Meeting III To address Meeting III issues, seek agreement to BIA mandate and proceed to next step	-City BIA Office -Steering Committee	31 April 2009
6. Formal Letter of Intent to Establish a BIA to Director, Business Services, Economic Development, Culture and Tourism	Steering Committee	1 April 2009
7. Report requesting a poll to establish BIA to: -Economic Development Committee -City Council	City BIA Office	- 22 April 2009 - 29 April 2009
8. Formal Poll a. Issue poll b. Deadline to respond to poll – 60 days c. Report poll results to Economic Development Committee d. Report poll results to City Council Deferred for repolling	a. City Clerk b. Poll recipients c. City BIA Office d. City BIA Office	a. 14 May 2009 b. 13 July 2009 c. 22 September 2009 d. 30 September 2009
9. Public Meeting VI Seek agreement to amend boundary accordingly	-City Councillor's Office -City BIA Office & -Steering Committee	- 19 October 2009
10. Public Meeting V To address all issues and seek agreement to BIA mandate and proceed to next step	-City BIA Office -Steering Committee	- 19 November 2009
11. Report requesting a poll to establish BIA to: -Economic Development Committee -City Council	City BIA Office	- 15 January 2010 - 26 January 2009

Action Item	Responsible	Estimated Timelines
<p>8. Formal Poll</p> <p>a. Issue poll</p> <p>e. Deadline to respond to poll – 60 days</p> <p>f. Report poll results to Economic Development Committee</p> <p>g. Report poll results to City Council BIA Established</p>	<p>a. City Clerk</p> <p>d. Poll Recipients</p> <p>e. City BIA Office</p> <p>d. City BIA Office</p>	<p>a. 11 February 2010</p> <p>b. 12 April 2010</p> <p>c. 1 June 2010</p> <p>d. 8 June 2010</p>
<p>9. Inaugural General Meeting</p> <p>-Nominate Board of Management Members</p> <p>-Approve Budget</p>	<p>BIA General Membership</p>	<p>TBD 2010</p>
<p>10. Approve</p> <p>- Board of Management</p> <p>- Budget</p>	<p>-EYCC Community Council</p> <p>-Economic Development Ctee.</p> <p>-City Council</p>	<p>- TBD 2011</p> <p>- TBD 2011</p> <p>- TBD 2011</p>
<p>11. Remittance 50% of BIA budget to Board</p>	<p>City Finance</p>	<p>TBD 2011</p>

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