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Information Item No. 1
North West Community Council
November 15, 2016

TO: Chair and Members of North West Community Council

SUBMITTED BY: ORIGINAL SIGNED

Maggie MacDonald, Managing Director, Government Relations
and External Affairs

DATE: November 15, 2016

SUBJECT: **Sackville Business District Boundary Expansion**

INFORMATION REPORT

ORIGIN

Letter, dated July 21, 2016, advising that the Sackville Business Association's (SBA) Board of Directors had voted to expand the Sackville Business Improvement District's boundaries.

August 8, 2016 – **MOVED** by Councillor Johns, seconded by Councillor Outhit that the North West Community Council:

1. Approve, for the purposes of conducting an area rate vote and public meeting pursuant to By-law B-700, the proposed Sackville Business Improvement District area rate, minimum levy, and maximum levy as outlined in the staff report dated August 4, 2016.
2. Approve, for the purposes of conducting an area rate vote and public meeting pursuant to By-law B-700, the proposed Sackville Business Improvement District boundaries as outlined in the staff report dated August 4, 2016.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, S.N.S. 2008. c. 39, including section 70.

By-law B-700, Respecting the Regulation of Business Improvement Districts.

Administrative Order Number 47, the Business Improvement District Administrative Order.

BACKGROUND

By-law B-700, Respecting the Regulation of Business Improvement Districts

By-law B-700 governs the formation, expansion, contraction and dissolution of Business Improvement Districts within HRM.¹ The By-law employs an Administrative Order mechanism to form a new Business Improvement District, amalgamate two or more Business Improvement Districts, or change the boundaries of an existing Business Improvement District.

SBA Board Vote and Notice of Intent to Expand

At its June 16th 2016 Board of Directors' meeting, SBA's Board voted to expand the Sackville Business Improvement District's boundaries. Pursuant to By-law B-700, SBA wrote to notify HRM's Acting Chief Administrative Officer (CAO) and the Municipal Clerk of SBA's intention to proceed with boundary expansion.

Community Council Review of Area Rate, Minimum/Maximum Levy and Boundary

On August 8, 2016, North West Community Council reviewed the proposed area rate, minimum levy, and maximum levy (based on the budget and activity plan provided) and expanded boundary. North West Community Council, for the purposes of conducting an area rate vote and public meeting, approved the proposed expanded boundary, area rate, minimum levy, and maximum levy.

DISCUSSION

Notice of Public Meeting

Pursuant to by-law B-700, HRM staff placed a notice in a local newspaper seven (7) calendar days prior to the date the Sackville BID boundary expansion public meeting was to be held (see Attachment A).²

HRM Staff Led Public Meeting

Pursuant to by-law B-700, HRM Staff hosted a public meeting on Thursday, September 22, 2016, from 6:00 - 7:30 p.m. at the Knights of Columbus Hall, 252 Cobequid Road, Lower Sackville, NS. The Sackville BID boundary expansion public meeting was lightly attended by a mix of commercial property owners and commercial tenants. Michelle Champniss, Executive Director for the Sackville Business Improvement District, and Steve Craig, Councillor for District 15 (Lower Sackville), spoke at the public meeting.

Notice of Area Rate Vote

Pursuant to by-law B-700, HRM staff placed a notice in a local newspaper fourteen (14) calendar days prior to October 24th, 2016, the return date specified on the area rate levy ballot (see Attachment B).³

Expansion Ballot Mail-Out

Pursuant to by-law B-700 staff mailed area rate ballot packages to all commercial tenants and commercial property owners in the proposed expanded Business Improvement District. A total of 128 ballots were sent out.

¹ A copy of By-law B-700 is available online at the following URL
<https://halifax.ca/legislation/bylaws/hrm/documents/By-lawB-700.pdf>

² The Public Meeting Notice was placed in the Bedford Sackville Observer on September 13, 2016.

³ The Area Rate Vote Notice was placed in the Halifax Chronicle Herald on October 8, 2016.

Ballot Count Results (6 in favour | 26 not in favour)

The response to the ballot mail-out was limited with 33 out of the 128 ballots returned, representing an overall response rate of 25.8%. A majority of the ballots returned were marked against establishing an area rate levy within the proposed Sackville BID boundary expansion area. Of the 33 responses received, 6 voters (18.18%) supported the levy and 26 voters (78.78%) did not support the levy. One ballot (3.03%) was spoilt.

Pursuant to By-law B-700, the proposed Sackville BID boundary expansion has been defeated. No further action is required on the part of either North West Community Council or Regional Council. The Sackville BID boundary will remain as currently set out in Administrative Order 47.

FINANCIAL IMPLICATIONS

There are no financial implications.

RISK CONSIDERATION

There are no risk considerations.

COMMUNITY ENGAGEMENT

To satisfy By-law B-700's consultation requirements, the SBA mailed and emailed invitations to commercial property owners and commercial tenants within the expansion area inviting them to attend information meetings held in May of 2016. Two private meetings were held with stakeholders not able to attend the information meetings. An online boundary expansion survey was also sent by the SBA to commercial tenants located in the proposed boundary expansion area. A public meeting and a boundary expansion plebiscite vote were conducted by HRM staff, pursuant to By-law B-700 (see Discussion for details).

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

ATTACHMENTS

Attachment A: Notice of Public Meeting

Attachment B: Notice of Area Rate Vote

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Scott Sheffield, Government Relations & External Affairs, 490-3941

**Attachment A
Notice of Public Meeting**

MUNICIPAL NOTICE

Notice of Public Meeting:

The Board of the Sackville Business Association (SBA) is proposing to expand the boundaries of the Sackville Business Improvement District (SBID) to include commercial properties on Cobequid Road, Glendale Avenue and Park Avenue. Halifax Regional Municipality is hosting a public meeting to discuss the proposed SBID boundary expansion on:

Thursday, September 22, 2016, from 6 - 7:30 p.m. at the Knights of Columbus Hall, 252 Cobequid Road, Lower Sackville, NS.

For more information, please contact Scott Sheffield at 902.430.3654.

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**Attachment B
Notice of Area Rate Vote**

MUNICIPAL NOTICE

Notice of Area Rate Vote:

The Board of the Sackville Business Association (SBA) is proposing to expand the boundaries of the Sackville Business Improvement District (SBID) to include commercial properties on Cobequid Road, Glendale Avenue and Park Avenue. If the boundary is expanded, a business improvement district area rate levy would apply to all commercial properties located within the proposed expansion area.

Ballots to vote on the proposed boundary expansion have been mailed to commercial property owners and to commercial tenants within the proposed boundary expansion area.

Ballots must be returned to the Municipal Clerk on or before October 24, 2016 (before 4 p.m.). If you believe that you are entitled to a ballot, but have not received one, please contact the Office of the Municipal Clerk at 902.490.4210.