

Urban Planning and Economy

**Business Improvement Area
Policy C462C (UPE02533)**

**BIA Bylaw Amendments
(UPE02946, UPE03064-UPE03075)**

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Executive Committee - September 10, 2025

History

Policy: Directs City Administration

- Policy C462 was adopted by City Council in 1992
- The most recent version, C462B, was ratified by City Council in 2007

Bylaw: Sets out Business Improvement Area (BIA) requirements

- 13 separate bylaws were created as BIAs were established over time
- Current bylaws have inconsistencies

Key Updates

Policy:

- Language updates to align with Provincial Regulations
- More detailed annual reporting requirements, while still allowing each BIA to provide some customization
- Separation of Policy and Administrative Procedures
- Roles and responsibilities for City Administration are clarified

Bylaws:

- Address mid-term replacement of board members
- Adds requirements for governing documents for the board
- Allow for electronic communications (members opt-in)
- Alignment with reporting requirements in the policy

Outcomes

Updating the Policy, Administrative Procedures and Bylaws:

- Provides clarity and consistency in BIA reporting, operating and compliance with Provincial Regulations
- Uses current language in Provincial Regulations
- Improves clarity for how City Administration supports and engages with BIAs
- Allows Administration to amend Administrative Procedures through City Manager approval (delegated authority)
- Ensures Council maintains oversight as required and allowed under the Provincial Regulations

Additional Consideration

Alberta Municipal Affairs has commenced engagement as part of a full policy review of the Provincial Business Improvement Area Regulation AR 93/2016.

The timeline for the proposed changes is expected to be in the fall of 2025, for ratification in 2026 and likely to take effect for January of 2027.

Next Steps

- Executive Committee may recommend that City Council approve the proposed Policy C462C.
- Executive Committee may recommend to City Council that the 13 BIA Bylaws receive the appropriate readings.

Questions and Thank You