

**CRITICAL TIMELINE:
RENEWAL OF THE CHEMAINUS BUSINESS IMPROVEMENT AREA**



Drafted By: Tricia Mayea, Deputy Corporate Officer Department: Legislative Services

Subject: Chemainus Business Improvement Area Bylaw No. 3931, 2023 Date: August 25, 2023

CRITICAL DATE	ACTION/TASK
September 12, 2023	CBIA Board meeting to discuss bylaw renewal.
September 13, 2023	CBIA, ED [Krystal Adams] will contact Leg Services by phone to advise the outcome of the September 12, 2023, Board meeting.
Prior to end of September 2023	CBIA Submits request for renewal to North Cowichan [cc: Legislative Services].
November 2, 2023	Renewal letter from the CBIA received on November 2, 2023.
December 6, 2023 COUNCIL MEETING	Report to Council - Council to determine which process to use to measure property owner support and authorize staff to initiate the counter petition process
December 12, 2023	Leg Services provides CBIA, ED a copy of the notice to be mailed to CBIA property owners for their review. [per Section 213(2) <i>Community Charter</i>]
December 20, 2023 COUNCIL MEETING	Report to Council – Council considers first three readings of Chemainus Business Improvement Area Bylaw No. 3931, 2023 . [per Section 211 <i>Community Charter</i>]
January 2024	CBIA to publish their Annual Report and canvass their members for support.
January 2, 2024	Leg Services mails notices to CBIA property owners. [per Section 213(1) <i>Community Charter</i>]
January 2, 2024	Notice is posted to the website and noticeboard. [per Section 213(1) <i>Community Charter</i>]
January 3, 2024	First Notice is posted to North Cowichan’s social media sites. [per Section 213(1) <i>Community Charter</i>]
January 8, 2024	Leg Services submits newspaper ad to the local newspapers
January 11, 2024	Second Notice appears in the local newspapers [Including Chemainus Courier]. [per Section 213(1) <i>Community Charter</i>]
February 12, 2024	DEADLINE for receipt of counter petitions. [per Section 213(2)(c) <i>Community Charter</i>]
February 13 - 14, 2023	Corporate Officer: <ul style="list-style-type: none"> certifies the petition results. [per Section 212(4) <i>Community Charter</i>] finalizes the staff report and submits for inclusion on the February 21, 2024 Regular Council agenda.
February 21, 2023 COUNCIL MEETING	Report to Council - Council considers adoption of Chemainus Business Improvement Area Bylaw No. 3931, 2023 .