

Starting a BIA in Ottawa

The decision to start a BIA is made by the local business people and property owners in a defined business area, not the City.

1. Early or “Idea” Stage
2. Determination of Business Community Interest
3. Formation Stage

Early or “Idea” Stage

- One or several business leaders in the business community expresses collective interest in forming a BIA
- These initial leaders recruit a few more interested business people to broaden the discussion and to develop the strategy to proceed
- Once a small group has been assembled, it begins to operate as a Steering Committee who then elect a Chair and Vice Chair

Determination of Business Community Interest

- Steering Committee develops BIA formation scenario
 - Boundaries
 - Set of goals
 - Draft budget
 - Proposed activities
- Hold one or more formal public meetings to determine interest
- Conduct a formal study to contact all property owners and all businesses and poll them to determine support

Formation Stage

- Working with Economic Development staff, prepare a report for Committee and Council
- Following acceptance by City Council, the City Clerk will then mail an official “Notice of Intention to Designate” a new BIA to all commercial and industrial property owners within the proposed boundary
- Ottawa Council enact a By-Law forming the BIA and a 2nd By-Law designating the Board of Management