



24 October 2016

Dear Property Owner:

**Re: NOTICE OF INTENTION
Intention to Expand the Boundaries of the Westboro Village Business Improvement Area
(BIA)**

In accordance with Section 204 of the Ontario Municipal Act, 2001 hereinafter referred to as “the Act”, the Westboro Village BIA Board of Management has requested the City of Ottawa expand the boundaries of the BIA as outlined in the map attached as Attachment 1.

A BIA allows local business people and property owners to join together and, with the support of the municipality, to oversee, finance, and carry out physical improvements, collective marketing and promote economic development in their district. The BIA is financed through a special levy, which is applied to all commercial and industrial property owners in the area.

The request to expand the boundaries of the BIA under the provisions of the Act was subsequently approved by City Council at its meeting held 12 October 2016. In this regard, attached are Sections 209 and 210 of the Act (Attachment 2). You will note Section 210(2) of the Act outlines obligations of landlords to provide copies within specific timeframes. Specifically, the Act requires that property owners, within 30 days of the registered notice being mailed and no later than **22 November 2016**, give:

- A copy of this notice to each commercial tenant who is required to pay all or part of the taxes on the property; and
- The City clerk of the municipality a list of every commercial tenant and the share of the taxes that each tenant is required to pay.

Further, if you and/or your commercial tenants are not in support of the Westboro Village BIA expansion, you may submit a written objection to the City Clerk at the following:

M. Rick O’Connor
City Clerk and Solicitor
City of Ottawa
110 Laurier Avenue West
Ottawa, ON K1P 1J1
Fax: 613-560-1380
Email: Rick.OConnor@ottawa.ca

Objections must be received no later than **22 December 2016**. For more information on the Westboro Village BIA request or to request your approximate levy amount, please contact Jamie Hurst, Economic Development Officer, 613-580-2424 extension 25278 or Jamie.Hurst@ottawa.ca.

Yours truly,

M. Rick O’Connor
City Clerk and Solicitor
City of Ottawa
110 Laurier Avenue West
Ottawa, ON K1P 1J1