

### Document 3

DATE

Dear Property Owner:

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

In accordance with Section 204 of the *Ontario Municipal Act, 2001* hereinafter referred to as "the Act", the Bank Street 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 is a tool to develop and undertake promotional programs and/or streetscape beautification for the business area. These programs are financed through a special levy, which is applied to all commercial and industrial property owners in the area who usually pass the cost on to business tenants. For more information on the Bank Street BIA request, please contact Christine Leadman, Executive Director, 613-232-6255, or [cleadman@bankstreet.ca](mailto:cleadman@bankstreet.ca).

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 **DATE**. In this regard, attached are Sections 209 and 210 of the Act (Attachment 2).

You will note Section 210 (2), outlines obligations of landlords to provide copies within specific timeframes. This notice is being sent by registered mail on **DATE**. Therefore please note that the dates referred to in the Act will be: Section 210 (2) (a) **DATE**, and Section 210 (3) (a) **DATE**.

Yours truly,

*original signed by*

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

## Attachment 1

### Proposed Bank Street BIA Boundary Expansion



Bank Street  
Promenade BIA

**ZAC de la Promenade  
de la rue Bank**



Bank Street Promenade BIA /  
ZAC de la Promenade de la rue Bank

Proposed Expansion /  
Agrandissement proposé

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Scale / Réchelle: 1:11.000 approx.

Prepared by: Planning and Growth Management,  
Geomatics, Mapping and Graphics Unit

Requiert pour Services de l'urbanisme et de la gestion de la croissance  
Unité des Urbanisateurs, cartographes et géographes

## **Attachment 2**

Ontario Municipal Act, 2001

### **Changes to boundary**

**209.** The municipality may alter the boundaries of an improvement area and the board of management for that improvement area is continued as the board of management for the altered area. 2001, c. 25, s. 209.

### **Notice**

**210.** (1) Before passing a by-law under subsection 204 (1), clause 208 (2) (b), subsection 208 (3) or section 209, notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located,

- (a) Where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and
- (b) Where a new improvement area would be created by the proposed by-law, in the proposed improvement area. 2001, c. 25, s. 210 (1).

### **When notice received**

(2) A person who receives a notice under subsection (1) shall, within 30 days after the notice is mailed,

- (a) Give a copy of the notice to each tenant of the property to which the notice relates who is required to pay all or part of the taxes on the property; and
- (b) Give the clerk of the municipality a list of every tenant described in clause (a) and the share of the taxes that each tenant is required to pay and the share that the person is required to pay. 2001, c. 25, s. 210 (2).

### **Objections**

(3) A municipality shall not pass a by-law referred to in subsection (1) if,

- (a) Written objections are received by the clerk of the municipality within 60 days after the last day of mailing of the notices;
- (b) The objections have been signed by at least one-third of the total number of persons entitled to notice under subsection (1) and under clause (2) (a); and
- (c) The objectors are responsible for,
  - (i) In the case of a proposed addition to an existing improvement area,
    - (A) At least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area, or
    - (B) At least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the geographic area the proposed by-law would add to the existing improvement area, or

- (ii) in all other cases, at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 2001, c. 25, s. 210 (3).

**Withdrawal of objections**

(4) If sufficient objections are withdrawn in writing within the 60-day period referred to in clause (3) (a) so that the conditions set out in clause (3) (b) or (c) no longer apply, the municipality may pass the by-law. 2001, c. 25, s. 210 (4).

**Determination by clerk**

(5) The clerk shall determine whether the conditions set out in subsection (3) have been met and, if they are, shall issue a certificate affirming that fact. 2001, c. 25, s. 210 (5).

**Determination final**

(6) The determination by the clerk is final. 2001, c. 25, s. 210 (6).