



October 9, 2024

Dear Property Owner:

Re: NOTICE OF INTENTION

Intention to Expand the Boundaries of the Downtown Renfrew Business Improvement Area (BIA)

In accordance with Section 204 of the Ontario Municipal Act, 2001, referred to here as "the Act," the Board of Management of the Downtown Renfrew Business Improvement Area (BIA) has requested that the Town of Renfrew expand the BIA boundaries, as shown on the map in Attachment 1.

The Downtown Renfrew BIA enables local business owners and property holders to join together and, with the support of the municipality, oversee, finance, and carry out physical improvements, collective marketing efforts, and promote economic development in their district. The BIA is funded through a special levy applied to all commercial and industrial property owners in the designated area.

Renfrew Town Council approved the request to expand the BIA boundaries, in accordance with the Act, on November 28, 2023. Attached are Sections 209 and 210 of the Act (Attachment 2), which outline the relevant regulations. Section 210(2) specifies the responsibilities of landlords to provide copies of the notice within certain timeframes. Specifically, the Act requires that property owners, within 30 days of the registered notice being mailed and no later than **November 9, 2024**, 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 Town 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 Downtown Renfrew BIA expansion, you may submit a written objection to the Town Clerk at the following:

Carolynn Errett

Town Clerk

Town of Renfrew

127 Raglan Street South

Renfrew, ON K7V 1P8

Email: cerrett@renfrew.ca



Renfrew

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Objections must be received no later than **December 8, 2024** (60 days from the date of this letter). For more information on the Downtown Renfrew BIA expansion request or to request your approximate levy amount, Carolynn Errett, Town Clerk, 613-432-4848 or cerrett@renfrew.ca

Yours truly,

Carolynn Errett

Town Clerk

Town of Renfrew

127 Raglan Street South

Renfrew, ON K7V 1P8

Phone: 613-432-4848

Email: cerrett@renfrew.ca

Attachment 1 Proposed BIA expansion map



**Downtown
Commercial
Zoned Properties
proposed to be
included in BIA
Boundary**

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 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).