



## **DRAFT Notice of Intention to Expand the Downtown Cambridge Business Improvement Area (BIA)**

In March 2023, the Downtown Cambridge Business Improvement Area (BIA) expressed interest in expanding the boundary of the BIA in the downtown area of Cambridge.

On \_\_\_\_\_ City Council endorsed the intention to enact a by-law to expand the established boundaries of the Downtown Cambridge BIA as shown on the following map:

**INSERT COLOURED MAP**

### **Notice Requirements:**

The Municipal Act, 2001, requires that notice of the intention to enact the by-law be served to all business property owners within the existing BIA boundary and the proposed expanded area that pay commercial property taxes.

Before a by-law can be passed by Council, business property owners and their tenants are required to receive notice of the request from the BIA to expand, and the intention for Council to pass a By-law.

If a by-law was approved, the proposed expanded area as outlined on the attached map would be considered as part of the new established boundary for the Downtown Cambridge BIA and business property owners and/or their tenants would be obligated to pay a special BIA levy.

### **Duties of Business Property Owner (In accordance with the Municipal Act, 2001)**

1. Each business property who receives this notice is required to undertake the following **within 30 days** after the mailing date (by deadline October 20, 2024):

(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) above and the share of the taxes that each tenant is required to pay (by October 20, 2024)

2. If a business property owner, or their tenants support the proposed BIA expansion, they are not required to take any further action and may look to the City's Council Calendar for future agenda's when the next step in this process comes forward to Council. <https://calendar.cambridge.ca/Council>

3. If a business property owner or their tenants oppose the proposed BIA expansion, objections must be filed with the Clerk of the City of Cambridge, Attention Danielle Manton, 50 Dickson Street, Cambridge, ON N1R5W8 or [Clerks@cambridge.ca](mailto:Clerks@cambridge.ca) no later than November 19, 2024.

A municipality shall not pass a Business Improvement Area Expansion By-law if:

(a) written objections are received by the Clerk of the City of Cambridge within 60 days after the mailing date of the notices (deadline November 19, 2024); and

(b) the objections have been signed by at least one-third of the total number of persons entitled to notice; and

(c) the objectors are responsible for at least one-third of the taxes levied for purposes of the general local municipality levy on rateable business property in all prescribed business property classes in the improvement area.

A summary report of the findings of the notice requirements will be provided to Council by the end of 2024. Council is unable to pass a by-law approving the requested expansion until the summary report is provided.

### **Key Dates:**

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**Notice issue date:** September 21, 2024

**Business Property Owner required to provide notice to tenants by:**  
October 20, 2024

**List of tenants delivered to the Clerk by:** October 20, 2024

**Written Objections to the Clerk by:** November 19, 2024

If there are any questions please contact the Clerk at  
[Clerks@cambridge.ca](mailto:Clerks@cambridge.ca)

*If a business property owner or their tenant are in favour of an expansion,  
no action is required.*