



October 21, 2022

DEAR PROPERTY OWNER:

Re: Notice of Intention to renew and expand the Downtown Duncan Business Improvement Area Bylaw for a Five-Year Period from January 1, 2023, to December 31, 2027

The City of Duncan records indicates that you own a property within the Business Improvement Area Bylaw. The current Downtown Duncan Business Improvement (DDBIA) establishment bylaws are expiring on December 1, 2022, and the DDBIA is proposing to renew and expand the Business Improvement Area (BIA). The DDBIA has proposed a single levy rate for all the properties included in the "Downtown Business Improvement Area", which will cover the current Fee Structure One BIA, Fee Structure Two BIA as well as additional properties.

The City collects the BIA levy as part of annual property taxes, then forwards the money to the DDBIA. The DDBIA uses the funds for various programs and projects that improve and promote the downtown area, including hosting events, marketing, undertaking beautification initiatives, as well as advocating with community stakeholders. The DDBIA money is administered by a Board of Directors, which is comprised of property and business owners who are elected by their fellow DDBIA members.

The BIA levy is calculated based on each owner's share of the total assessed value of properties in the area. The amount for each owner varies because of the difference in assessed values. Over the next five years, it is possible that your share of the DDBIA budget may change. Each property owner's share is reapportioned annually according to the assessed value determined by the BC Assessment Authority.

Based on the 2022 taxable assessed value of the proposed area, the estimated annual levy rate per \$100,000 of assessed value for the next five years would be:

	2023	2024	2025	2026	2027
The money granted to DDBIA under this bylaw shall not exceed	\$267,750	\$281,940	\$296,882	\$312,616	\$329,184
Per \$100,000 of Assessment	\$202	\$213	\$225	\$236	\$249

The *Community Charter* provides that the BIA will not proceed if more than one-half of the property owners in the area, representing more than one-half of the value according to the last property assessment, give notice in writing that they object to the BIA bylaw during the 30-day period from October 28, 2022, until November 28, 2022.

If you support the proposed DDBIA establishment bylaw, you do not need to respond to this letter. If you wish to object, please see the attached Information Sheet to find out how to submit a written objection.

Sincerely,

Paige MacWilliam,
Director of Corporate Services