

## Administration Letter to the Marda Loop Business Revitalization Zone Board



August 16, 2017

**Re: Requirement that the Marda Loop Business Revitalization Board Provide Notice to all Prospective Tenants in the Properties Within the Proposed BRZ Boundary Expansion**

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Dear Board Members of the Marda Loop Business Revitalization Zone (BRZ),

On 2017 March 28 the Board requested an amendment to the Marda Loop Business Revitalization Zone Bylaw to change the BRZ's boundaries. The proposed bylaw amendment will expand the BRZ's current boundaries to include two additional parcels: 2107 34 Avenue SW and 3450 19 Street SW. These parcels do not currently contain any businesses that would be liable to pay the Business Improvement Area (BIA) tax (formerly known as the BRZ tax) if the boundaries are expanded. One property will be the subject of a development permit and the other is under construction. However, the boundary change will affect any prospective tenants who would be liable to pay the BIA tax.

On 2017 July 25 The City mailed the attached notice, required by section 8 of the Business Improvement Area Regulation, AR 93/2016 ("the Regulation"), to all affected businesses that are located within the current boundaries and are liable to pay the Business Improvement Area tax. The Regulation requires The City to take reasonable steps to ensure that all people, who would be taxpayers under the change in boundaries, are provided with this notice.

Since your proposed boundary expansion affects prospective tenants of these properties we are requesting that you:

1. identify any prospective tenants of the two properties;
2. mail or deliver the attached letter to all prospective tenants who would be BIA taxpayers under the boundary change;
3. advise The City in writing of all steps you took to identify any prospective tenants; and,
4. provide a list of all persons to whom the attached letter was mailed or delivered.

Please address your response, or any questions relating to this letter to:

Lorelei Higgins

Business Improvement Area Liaison, The City of Calgary

T: 403-476-4180 E: [Lorelei.Higgins@calgary.ca](mailto:Lorelei.Higgins@calgary.ca)

Thank you for your co-operation and assistance in this matter.



Sincerely,

A handwritten signature in blue ink, appearing to read "K. Black".

A small, stylized handwritten mark in blue ink, possibly initials.

Katie Black, Director  
Calgary Neighbourhoods  
T 403-268-5155 | F 403-268-3786 | Mail code #116

Attachment: Letter to Business Owners Regarding the Proposed Change to the Boundary of the Marda Loop Business Revitalization Zone (BRZ)

cc: Bob van Wegen, Executive Director, Marda Loop Business Revitalization Zone