



THE CORPORATION OF THE CITY OF COURTENAY

PROPERTY OWNER RESPONSE FORM

Downtown Courtenay Business Improvement Area Bylaw No. 3105, 2023

By completing this property owner response form, I am indicating that I OPPOSE the adoption of “Downtown Courtenay Business Improvement Area Bylaw No. 3105, 2023”, which authorizes the City to renew the Downtown Courtenay Business Improvement Area (BIA) and increase the tax levy for the BIA.

Property address: _____

Name(s) of property owner(s):

Signature of property owner(s):

Email address:

Phone number:

- Signatures must be handwritten. One form per property.
- The only persons entitled to sign are property owners who would be subject to the tax. Only complete this form if you OPPOSE the bylaw. If you SUPPORT the bylaw, no action is required.
- If a property has multiple owners, a majority of property owners (more than 50%) must sign. Please use a second form if more than 6 property owners need to sign for one property.
- If the property is owned by a company, the person signing must be an authorized signatory and must include their title with the company
- The contact information will only be used if information is incomplete or requires verification

The City of Courtenay Council may proceed with the adoption of “Downtown Courtenay Business Improvement Area Bylaw No. 3105, 2023” unless the City receives valid forms representing at least 53 properties (and at least 50% of the assessed value subject to the tax) by the deadline.

DEADLINE: November 15, 2023 at 4:00 pm. See next page for more submission details.



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Completed signed forms must arrive by the November 15, 2023 deadline. The postmark will not be accepted as the submission date.

Forms may be submitted to Adriana Proton, Corporate Officer:

- In person at Courtenay City Hall, 830 Cliffe Avenue, Courtenay
- By mail: City of Courtenay, 830 Cliffe Avenue, Courtenay B.C., V9N 2J7
- By email: election@courtenay.ca

FOR MORE INFORMATION

Additional information about this property owner consent process can be found at City Hall or on the City of Courtenay website at www.courtenay.ca/DCBIA

PRIVACY NOTICE

Personal information on this form is collected under the authority of section 26 (a) of the Freedom of Information and Protection of Privacy Act and will be used to determine whether the “Downtown Courtenay Business Improvement Area Bylaw No. 3105, 2023” will receive property owner consent. Questions about the collection, use, and disclosure of this information may be directed to Adriana Proton, Corporate Officer, at election@courtenay.ca or by phone, 250-334-4441.