



**DOWNTOWN
COURTENAY**
EXPERIENCE MORE

April 14, 2023
DCBIA
#203 580 Duncan Avenue
Courtenay , BC
V9N 2M7

Adam Langenmaier
Chief Financial Officer, Director of Financial Services
City of Courtenay

Dear Adam,

Please accept this letter as a formal request. The Downtown Courtenay Business Improvement Association would like to request the annual tax levy for 2023. As per Bylaw 2264, we are requesting the annual tax levy of \$60,000 to fund the DCBIA for 2023.

Attached are our prepared 2021 financial statements, our budget for 2023, and we will send along our draft 2022 financial statements as soon as possible.

Please contact me at (250)800-9497 if you have any further questions.

In appreciation,

Tracey Clarke
Executive Director
Downtown Courtenay Business Improvement Association