

Appendix B – Change of Name Request

[Insert BIA Logo]

[BIA Name]

[BIA Address]

[Insert Date]

City of Calgary Business Improvement Area Staff [insert City staff name(s)]

The City of Calgary

P.O. Box 2100, Station M

Calgary, AB T2P 2M5

Re: Request to Change the Name of [insert current BIA Name]

Dear Mr./Ms. [insert City staff name(s)],

On behalf of the [current BIA Name] Board, I am writing to request an amendment to the bylaw establishing our BIA in order to change the name of the [insert current BIA name].

On [insert date], the Board passed the following resolution:

That our current name, [current BIA name] be amended in our bylaws to read [new BIA name].

On behalf of the Board, I therefore request that the [insert current BIA name] Bylaw No. [insert current City Bylaw Number] be amended to reflect this change.

Please find attached a copy of our meeting minutes, which shows the resolution to change our current name from [current BIA name] to [new BIA name]. Also you will find attached the written rationale behind the decision to change the BIA's name.

Sincerely,

[Name of Sender]

[BIA Role (Chair/President) and BIA Name]