

**TO:** MAYOR & COUNCIL  
**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER  
**SUBJECT:** 2023 ADVANCE PAYMENT – HEIGHTS MERCHANTS BIA  
**PURPOSE:** To obtain Council approval for an advance of funds to the Heights Merchants Business Improvement Area (BIA), to be collected with the 2023 property taxes by the due date of July 5, 2023

## RECOMMENDATION

**THAT** an advance of \$70,000 to the Heights Merchant BIA for 2023 to be provided in May 2023, be approved, as outlined in the May 8, 2023 Council Report titled “2023 Advance Payment – Heights Merchants BIA”; and

**THAT** a copy of this report be provided to the Heights Merchants BIA.

## CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

### 1.0 POLICY SECTION

Pursuant to section 215(2) of the *Community Charter*, a council may grant money to a corporation or other organization that has, as one of its aims, functions or purposes, the planning and implementation of a business promotion scheme. Per section 215(3), the grant must be recovered by means of a local service tax.

Section 211 of the *Community Charter* requires a municipality to adopt a bylaw in order to establish a Local Area Service. Bylaw No. 13296 - *Business Improvement Area (Hastings) Bylaw 2014* was approved with effective date of May 2014 to Dec 31, 2023.

### 2.0 BACKGROUND

On May 4, 2023 staff received the 2023-2024 Budget Summary, the 2022-2023 Income Statement, and a letter requesting the advance payment of \$70,000 from the Heights Merchant BIA. The advance being payable in May, in order to assist with extra expenses during the month of May. This advance payment was processed in previous years as requested, and the remaining amount collected on the property tax was payable in the middle of July each year.

**3.0 GENERAL INFORMATION**

Correspondence from the Heights Merchants BIA provided details of their 2023-2024 budget. Finance staff have reviewed this budget and it is in accordance with the respective bylaws. Included in the correspondence is a request for an advance on the 2023 levy of \$70,000 for payment at the end of May, to assist with the costs of the Hats Off Day happening on June 3, 2023 and hiring of additional co-op staff members beginning in May, until the remaining funding is received through the City’s levy process.

The remaining funds of \$222,801.98 will be remitted in early July in line with the regular due date for property taxes.

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

Not applicable

**5.0 FINANCIAL CONSIDERATIONS**

The Burnaby Business Improvement Area (Hastings) Bylaw 2014 determines the grant of an amount not exceeding \$2,692,569.92 payable to the Association in accordance with the terms of the bylaw, over a 10-year term ending December 31, 2023. The total 2023 amount collected by the City and to be paid to the Association is \$292,801.98.

Respectfully submitted,

Richard Rowley, Director Finance - Revenue Services  
For  
Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

**ATTACHMENTS**

Attachment 1 – HMA Letter to Council

**REPORT CONTRIBUTORS**

This report was prepared by Eva Juca, Manager Revenue and Taxation and reviewed by Richard Rowley, Director Finance - Revenue Services.



April 28, 2023

Mayor Mike Hurley and  
Burnaby City Councillors  
City of Burnaby  
4949 Canada Way  
Burnaby, BC V5G 1M2

Dear Mayor Hurley and City Councillors of Burnaby,

On behalf of the Heights Merchants BIA and its Board of Directors, I'm extending my sincere thanks for all the help and support that the City provides our Association all year long. Mayor Hurley, all of City Council, and the terrific staff at the City, are all instrumental in the Association's success.

This fiscal year that is ending (April 30, 2023) has seen a "return to normal" as Hats Off Day returned in 2022 (without a parade) and most of our other usual programming was reinstated. It was a year of massive readjustment, continuation of promoting our district, supporting our merchants in numerous ways during difficult times, as well as experiencing our own staff turnover in a tight labour market.

With this in mind, the HMA continues to put our heart in our hands and our nose to the grindstone to deliver value for our merchants with marketing, physical improvements and place-making, re-launching in-person events, and problem solving.

As it is our Fiscal Year End on April 30, we are hereby submitting our 2023-2024 Budget Summary for Council's review and approval, in accordance with Bylaw Number 13296 (Amendment Bylaw No. 1, 2017, Bylaw No. 13733).

The 2023 BIA Levy requested of our membership is **\$292,801.98** – an increase of 2% from last year's Levy, less than the current rate of inflation. This amount was determined and approved by membership in 2014.

In addition and as discussed with the Eva Juca, the Association also respectfully requests that a \$70,000 advance on the 2023-2024 levy to be provided in May; the remainder to be transferred to the HMA by the City by the end of July 223. The advance provides us with much-needed Spring cash flow for Hats Off Day and the payroll of additional co-op staff members beginning in May.

As we begin our new fiscal year, with many unknowns, we remain ever grateful for Council and staff's ongoing guidance, collaboration, and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Nelson Chow", is written over a horizontal line.

Nelson Chow  
President, HMA Board of Directors

c: Noreen Kassam, Chief Financial Officer and Deputy Chief Administrative Officer  
c: Richard Rowley, Director of Finance  
c: Eva Juca, Manager of Revenue and Taxation  
Encl: HMA 2023-2024 Budget Summary