



REPORT

Council

Meeting Date: February 26, 2024

FROM: Finance Department

DATE: February 13, 2024

SUBJECT: 2024 Budgets for Business Improvement Areas

LOCATION: Town-wide

WARD: Town-wide

Page 1

RECOMMENDATION:

1. That the 2024 Recommended Budget for the Downtown Oakville Business Improvement Area, requiring a levy of \$1,230,450, as shown in Appendix A, be approved;
2. That the 2024 Recommended Budget for the Bronte Village Business Improvement Area, requiring a levy of \$380,364, as shown in Appendix B, be approved;
3. That the 2024 Recommended Budget for the Kerr Village Business Improvement Area, requiring a levy of \$444,198, as shown in Appendix C, be approved;
4. That the relevant Board of Management approve any subsequent revision or reallocation of funds, within these budgets. The resolution shall be provided to the Treasurer, or designate of the town, who shall determine the significance of the change and advise if it requires Council approval.
5. That the Boards of Management ensure that the procurement of supplies and services, within the approved budgets, meet the requirements of the town's Purchasing By-law.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The 2024 budgets of the Downtown Oakville, Bronte Village, and Kerr Village business improvement areas (BIAs) have been approved by their respective boards.

- Under the *Municipal Act*, the adopted budgets of the BIAs must be approved by Council.
- The town is required to levy on behalf of the BIAs; the BIA levies will be included in the town's final tax levy by-law for 2024.

BACKGROUND:

Under the *Municipal Act*, Council is required each year to adopt estimates of all sums required during the year for its own purposes and those of its local boards. The 2024 budgets adopted by the boards of the Downtown Oakville, Bronte Village and Kerr Village BIAs are now being submitted for Council's approval.

COMMENT/OPTIONS:

The following attached schedules are based on the 2024 budgets for the Business Improvement Areas:

Appendix A Downtown Oakville Business Improvement Area Budget
Appendix B Bronte Village Business Improvement Area Budget
Appendix C Kerr Village Business Improvement Area Budget

The 2024 budgets have been adopted by the BIA Boards. The Downtown Oakville BIA approved their budget by their Board of Directors on October 11, 2023, Bronte Village BIA approved their budget by their Board of Directors January 23, 2024 and the Kerr Village BIA approved their budget by their Board of Directors January 25, 2024.

The Town of Oakville is responsible for giving final approval of the BIA budgets and, subsequently, the calculation of the BIA tax rates, which will occur in April 2024 when the final tax levy is submitted for Council approval. The BIA tax rates, as is the case for property taxes in general, are determined by both the amount of the levy requirement and the assessment subject to taxation. Under authority of the *Municipal Act*, any operating fund surplus can be transferred to a reserve fund, and a transfer from a reserve can be used to fund a deficit, with Board approval.

The 2023 actuals included in the appendices are for historical comparisons. These actuals are preliminary unaudited figures.

Appendix A – Downtown Oakville Business Improvement Area Budget

The schedule in Appendix A summarizes the Downtown Oakville BIA 2024 budget approved by their Board of Directors meeting October 11, 2023. The 2024 tax levy requirement of \$1,230,450 is a 3.00% levy increase.

Appendix B – Bronte Village Business Improvement Area Budget

The schedule in Appendix B summarizes the Bronte Village BIA 2024 budget approved by their Board of Directors meeting January 23, 2024. The total tax levy requirement of \$380,364 is a 3.00% levy increase.

Appendix C – Kerr Village Business Improvement Area Budget

The schedule in Appendix C summarizes the Kerr Village BIA 2024 budget approved by their Board of Directors meeting January 25, 2024. The total tax levy requirement of \$444,198 is a 3.00% increase.

General Governance

September 15, 2014 the ASC committee received and approved a report on BIA Best Practices. This report provided the BIAs with a standard constitution, a memorandum of understanding, and financial control guidelines. The documents clarified the responsibilities of the BIAs and established governing regulations with respect to membership, elections, vacancies and financial matters. As well it addressed the role of the board, officers and BIA staff.

The constitution also addressed the *Municipal Act* requirement that the BIAs adopt policies with regard to the sale and disposition of land, hiring, and procurement by defaulting to the Town's policies as the guiding documents for the BIAs. All three BIAs have adopted these documents.

CONSIDERATIONS:

(A) PUBLIC

Property tax notices for all taxable commercial properties in the Business Improvement Areas will include the BIA levy. Members of the BIA areas have had opportunity to discuss the budget with their Boards of Management and membership.

(B) FINANCIAL

The BIA Boards of Management provide for the promotion of the areas as business or shopping areas and for improvement, beautification, and maintenance beyond that provided at the expense of the municipality at large.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

NA

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses the corporate strategic goal(s) to:

- Enhance our economic environment
- Be fiscally sustainable

(E) CLIMATE CHANGE/ACTION

NA

APPENDICES:

Appendix A 2024 Downtown Oakville Business Improvement Area Budget

Appendix B 2024 Bronte Village Business Improvement Area Budget

Appendix C 2024 Kerr Village Business Improvement Area Budget

Prepared by:

Mee Ling Honglin
Accounting Analyst
Finance

Jade Surgeoner
Manager of Accounting
Finance

Recommended by:

Jonathan van der Heiden
Deputy Treasurer and Director of Finance

Submitted by:

Nancy Sully,
Commissioner, Corporate Services and Treasurer