

## REPORT

### COUNCIL MEETING

MEETING DATE: FEBRUARY 22, 2021

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**FROM:** Finance Department

**DATE:** February 9, 2021

**SUBJECT:** 2021 Budgets for Business Improvement Areas

**LOCATION:**

**WARD:** Multiple Wards:

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### RECOMMENDATION:

1. That the 2021 Recommended Budget for the Downtown Oakville Business Improvement Area, requiring a levy of \$1,148,382, as shown in Appendix A, be approved.
2. That the 2021 Recommended Budget for the Bronte Village Business Improvement Area, requiring a levy of \$351,500, as shown in Appendix B, be approved.
3. That the 2021 Recommended Budget for the Kerr Village Business Improvement Area, requiring a levy of \$412,511, 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 2021 budgets of the Bronte Village and Kerr Village business improvement areas (BIAs) have been approved by their respective boards;

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the Downtown Oakville BIA 2021 budget will be presented at their February 16, 2021 AGM;

- 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 2021.

**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 2021 budgets adopted by the boards of the Downtown Oakville, Bronte Village and Kerr Village BIA's are now being submitted for Council's approval.

**COMMENT/OPTIONS:**

The following attached schedules are based on the 2021 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 2021 budgets have been adopted by the BIA Boards, and membership. The Bronte Village BIA approved their budget at their AGM November 24, 2020 and the Kerr Village BIA approved their budget at their AGM October 22, 2020. The Downtown Oakville BIA budget will be presented at their AGM February 16, 2021 and is anticipated to be approved.

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 2021 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 2020 actuals included in the appendices are for historical comparisons. These actuals reflect the draft audited statements.

As part of the events strategy report presented to ASC on February 18, 2014, Council endorsed the support of major community events run by the various BIAs. This will continue into 2021, and has been included within the 2021 BIA budgets. Bronte Village, Kerr Village and Downtown BIA have budgeted for no town contributions under the grants sections of their budgets.

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### Appendix A – Downtown Oakville Business Improvement Area Budget

The schedule in Appendix A summarizes the Downtown Oakville BIA 2021 budget that will be presented at their annual general meeting February 16, 2021. The 2021 tax levy requirement totals \$1,148,382 is a 2.0% levy increase. Additional commentary will be available after the BIA AGM.

### Appendix B – Bronte Village Business Improvement Area Budget

The schedule in Appendix B summarizes the Bronte Village BIA 2021 budget approved at their annual general meeting November 24, 2020. The total approved budget of \$351,500 is a 2.0% levy increase.

### Appendix C – Kerr Village Business Improvement Area Budget

The schedule in Appendix C summarizes the Kerr Village BIA 2021 budget approved at their annual general meeting October 22, 2020. The total approved budget of \$412,511 is a 36.35% increase. This amount mirrors the 2019 levy amount.

### 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.

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**(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**

Not applicable.

**(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS**

This report addresses the corporate strategic goal to:

- enhance our economic environment
- be fiscally sustainable

**(E) COMMUNITY SUSTAINABILITY**

This report addresses the economic stability of the community.

**APPENDICES:**

Appendix A – 2021 Downtown Oakville Business Improvement Area Budget

Appendix B – 2021 Bronte Village Business Improvement Area Budget

Appendix C – 2021 Kerr Village Business Improvement Area Budget

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