



Staff Report for Budget Committee of the Whole Meeting

Date of Meeting: January 28, 2020

Report Number: SRCFS.20.007

Department: Corporate and Financial Services

Division: Financial Services

Subject: **SRCFS.20.007 – 2020 BIA Proposed Budget**

Purpose:

To present the 2020 BIA proposed budget and funding.

Recommendation(s):

- a) That the 2020 operating budget of \$129,940 for the Village of Richmond Hill Business Improvement Area as provided within this report be approved; and
- b) That the amount of \$129,940 be levied upon the rateable properties in the improvement areas.

Contact Person:

David Dexter, Director of Financial Services/Treasurer, extension 2484.

Report Approval:

Submitted by: Mary-Anne Dempster, Commissioner of Corporate and Financial Services

Approved by: Neil Garbe, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner and City Manager. Details of the reports approval are attached.

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Background:

At the November 20, 2019, meeting Council approved the appointment of eleven (11) Directors to the BIA Board of Management. The new Board subsequently conducted two meetings to establish a proposed budget for 2020. Appendix “A” provides the detailed 2020 Proposed Budget and the following table summarizes this budget.

	2020 Proposed Budget	2019 Approved Budget
Local & Major Events Expenses	\$5,000	\$1,800
BIA Meeting Expenses	\$3,600	\$1,000
Office & General Expenses	\$3,200	\$3,200
Office Rent & Utilities	\$18,040	\$30,200
Marketing	\$50,000	\$14,200
Graffiti Removal	\$2,000	\$2,000
Professional Service Fees	\$10,000	\$3,500
Employee Salaries	\$31,500	\$60,000
Uncategorized Expenses	\$6,600	\$0
BIA Total Expenses	\$129,940	\$115,900

The responsibility of a BIA Board, in accordance to the Municipal Act, is as follows:

(1) A board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget.

(2) A board of management shall submit the budget to Council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it.

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Financial/Staffing/Other Implications:

The 2020 amount of \$129,940 would be fully funded by a tax levy upon the rateable properties in the area, as part of the final tax billing.

Relationship to the Strategic Plan:

Presentation of the 2020 BIA Proposed Budget reflects the overall use and wise management of resources.

Conclusion:

The 2020 Proposed Budget of \$129,940 for the BIA is being recommended for approval with full funding from the tax levy on the rateable properties in the area.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format, please call the contact person listed in this document.

- Appendix “A”: 2020 BIA Proposed Budget

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Report Approval Details

Document Title:	SRCFS.20.007 BIA Proposed Budget.docx
Attachments:	- SRCFS.20.007 Appendix A.pdf
Final Approval Date:	Jan 22, 2020

This report and all of its attachments were approved and signed as outlined below:

David Dexter - Jan 16, 2020 - 2:11 PM

MaryAnne Dempster - Jan 17, 2020 - 3:11 PM

Neil Garbe - Jan 22, 2020 - 9:43 AM