



**SUBJECT: 2018 proposed budget and tax levy for the Burlington  
Downtown Business Improvement Area**

**TO: Committee of the Whole**

**FROM: Finance Department**

Report Number: F-10-18

Wards Affected: 2

File Numbers: 415-05-4

Date to Committee: April 3, 2018

Date to Council: April 23, 2018

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**Recommendation:**

Approve the 2018 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in Appendix A of finance department report F-10-18 incorporating a Burlington Downtown BIA members' levy of \$758,400; and

Authorize the director of finance to incorporate the resulting Burlington Downtown BIA tax rates into the 2018 Tax Levy By-Law.

**Purpose:**

An Engaging City

- Good Governance
- Community Building through Arts and Culture via Community Activities

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**Background and Discussion:**

This report presents an overview of the 2018 Burlington Downtown Business Improvement Area (BIA) proposed budget and resultant Members' Levy for approval by Committee and Council in keeping with the requirements of the *Municipal Act, 2001*.

## **Strategy/process**

Appendix A provides details of the 2018 proposed budget as approved by the Burlington Downtown Board of Management at its meeting on January 10, 2018. In accordance with the Municipal Act, the 2018 budget will be presented to its membership at the Annual General Meeting to be held on April 4, 2018.

The proposed members' levy totals \$758,400, an increase of \$16,500 or 2.2% over 2017. Overall, expenses have increased by \$32,000 or 3.9%.

The Board has identified four strategic areas that will see increased programming in 2018 (Customer Attraction-Marketing, Stakeholder Relations, Member Engagement and Capital Works). The customer attraction portfolio decreased primarily due to a reduction in customer events. Stakeholder relations includes renewal of a contract for services, with a multi-year timeframe. As well, additional funding is provided for membership workshops, the 2018 Annual General Meeting and volunteer reception. New expenses for year one of life-cycle funding for new winter holiday displays has been included in the 2018 budget. This expense will be amassed over six years.

Appendix B provides a summary of the applicable assessments in the Burlington Downtown BIA and the 2018 tax rates required to generate the levy.

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## **Financial Matters:**

The proposed members' levy results in a tax rate increase of 1.4%, which equates to \$3.13 increase for each \$100,000 of Current Value Assessment (CVA). The 2018 Burlington Downtown BIA levy will be included as part of the final tax billing.

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## **Public Engagement Matters:**

N/A

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## **Conclusion:**

This report presents the 2018 proposed Burlington Downtown BIA budget and tax levy for approval by Committee and Council. The proposed budget is summarized in Appendix A. The approved Burlington Downtown BIA levy will be incorporated into the 2018 Tax Levy By-Law.

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Respectfully submitted,

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**Appendices:**

- A. Proposed 2018 Budget and Tax Levy
- B. 2018 Levy and Tax Rate Calculations

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.