



Item
Meeting 2015 May 11

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2015 May 04

FROM: DIRECTOR FINANCE **FILE:** 76000-07
Reference: BIA Heights

SUBJECT: HEIGHTS BUSINESS IMPROVEMENT AREA 2015 ADVANCE

PURPOSE: To obtain Council approval for an advance of funds to the Heights Merchants Association.

RECOMMENDATION:

1. **THAT** Council approve an advance of \$100,000 to the Heights Merchants Association to assist with the costs associated with the 2015 Hats Off Day Celebration as outlined in this report.

REPORT:

The Heights Merchants Association administers a Business Improvement Area (BIA) under Burnaby BIA (Hastings) Bylaw 2014 (No. 13296). The BIA bylaw term runs from 2014 April 01 to 2024 March 31. The bylaw provides funding in 2015 of \$252,378 to be collected by the City from Light Industrial and Business classified properties situated within the BIA.

A component of the Heights Merchants Association BIA program is their participation in the annual June Hats Off Day Celebration. The funds required to support the celebration will not be available until after they are collected in 2015 July in conjunction with property taxes. To bridge this timing gap the Heights Merchants Association has requested an advance in the amount of \$100,000 to be paid to the Association prior to 2015 June 06.

It is recommended that Council approve an advance of \$100,000 to the Heights Merchants Association to assist with the costs associated with the 2015 Hats Off Day Celebration.

A handwritten signature in blue ink, appearing to read "Denise Jorgensen".

Denise Jorgensen
DIRECTOR FINANCE

RR:DL/ab

Attachment: 1# - Heights BIA - Letter to Mayor and Council, 2015 April 30

cc: Director Planning and Building
City Solicitor
Heights Merchant Association – (Isabel Kolic, Executive Director)



April 30, 2015

Mayor Derek Corrigan
and Members of City Council
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Mayor Corrigan and City Councillors of Burnaby,

On behalf of the Heights Merchants Association BIA, first of all, allow me to thank you all for your continued support, in all its forms. We are lucky to have such a supportive and enabling City.

We are also honoured to continue to serve the Burnaby Heights business district and to do the best job possible in contributing to the City of Burnaby's economic growth.

I am pleased to submit our 2015-2016 Budget for Council's approval, in accordance with Bylaw Number 13296. The Levy being requested of our membership in 2015 is \$252,378. This Levy has remained frozen since 2013. You may also note that total expenditures in the 2015-2016 budget exceeds the actual amount of the BIA Levy. This is because we have taken into account confirmed grants coming in 2015-2016.

The Association also respectfully requests that a \$100,000 advance on the 2015-2016 levy be provided in May; the remainder to be transferred to the HMA by the City by the end of July 2015.

We would truly appreciate the City's approval of this advance, as it assists with cash flow between May and July, which is when significant Hats Off Day expenses are incurred on top of our regular expenses. We also double our employee team in May, with student summer staff.

We also certainly look forward to seeing you all at Hats Off Day 2015, on Saturday, June 6. We invite you to take your rightful place in this special parade and street festival, and enjoy everything the day has to offer.

We look forward to continuing to work with Council and staff on improving and promoting the Heights commercial district – for the benefit of its businesses, Heights residents, and as strong contributor to Burnaby's attractions and economy.

Thank you, as always, for your continued support.

Sincerely,



Paul Lowey
President, HMA Board of Directors

c: Denise Jorgenson, Director of Finance, City of Burnaby
c: Denise Letkeman, Manager of Property Tax and Utilities

Encl: HMA 2015-2016 Budget