

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2018 February 07

**FROM:** DIRECTOR FINANCE

**FILE:** 76000-07

**SUBJECT:** AMENDMENT TO THE BURNABY BUSINESS IMPROVEMENT AREA  
(BURNABY NORTH ROAD) BYLAW, 2013.

**PURPOSE:** To request Council's approval for amendments to the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013, as outlined in this report.

**REPORT****1.0 BACKGROUND**

The North Road Burnaby Business Improvement Area was created on 2009 April 06, and ran for an initial five year period. In 2013 staff worked with the Burnaby North Road Business Association on a six year renewal, for the period of 2014 April 01 through to 2020 March 31.

Authority to undertake renewal proceedings for the six year renewal was provided by the Finance and Civic Development Committee on 2013 October 24, and approved by Council on 2013 November 04. Following approval of the renewal, the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013 was brought forward to Council and given final adoption on 2014 January 27.

The bylaw designates the business improvement area, approves the grant to the Association of \$1,068,675 for the renewal period, and gives authority for the City to recover all monies granted to the Association in any given year from the owners of land or improvements, or both, that fall or would fall within Class 5 or 6 properties in the business improvement area. Monies are collected through taxation in May each year and distributed annually to the Burnaby North Road Business Association after July 15th.

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## **2.0 FINDINGS**

On reviewing the bylaw in preparation for renewal proceedings, it has been identified that the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013 expires on 2019 January 1, before the expiration of the six renewal approved in 2013. Recovery of grant funding through taxation must take place in May 2019 to fund the final sixth year of the program, which runs from 2019 April 01 to 2020 March 31. As such, the bylaw should actually expire in 2020 and renewal of the program is not required at this time.

In order to rectify the error in the bylaw, amendments to the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013 are required. The reference to December 2018 in section 4 needs to be changed to 2020 March 31 and the bylaw expiration date of 2019 January 01 should be changed to 2020 April 01.

## **3.0 RECOMMENDATION**

It is recommended that Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013, as outlined in this report.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:RR /mlm

Copied to: City Manager  
City Solicitor