



Item.....
Meeting ..... 2018 May 07

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2018 May 02

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

**SUBJECT: HEIGHTS BUSINESS IMPROVEMENT AREA 2018 ADVANCE**

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

### RECOMMENDATION:

1. **THAT** Council approves an advance of \$100,000 to the Heights Merchants Association to facilitate the 2018 Hats Off Day Celebration as outlined in this report.

### REPORT

The City has received correspondence from the Heights Merchants Association dated 2018 April 30, in which the association has provided details of their 2018-2019 budget. Included in the correspondence is a request for an advance on the 2018 levy of \$100,000 for payment in May. The Heights Merchants Association administers a Business Improvement Area (BIA) under Burnaby BIA (Hastings) Bylaw 2014, No. 13296 and amendment Bylaw No.1, 2017, Bylaw No.13733. The BIA bylaw term runs from 2014 April 01 to 2024 March 31. Total bylaw funding is \$2,692,570, with funding in 2018 of \$265,200 to be collected by the City from Light Industrial and Business classified properties situated within the BIA.

One key 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 July through property taxes. The advance requested is therefore intended to bridge this timing gap. Staff have reviewed the budget information and it is recommended that Council approve an advance of \$100,000 to the Heights Merchants Association to assist with the costs associated with the 2018 Hats Off Day Celebration.

A handwritten signature in black ink, appearing to read "Noreen Kassam".

Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:RR:EJ /do

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