



City of  
**Burnaby**

Office of the City Clerk

K. O'Connell, City Clerk  
B. Zeinabova, Deputy City Clerk

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 JUNE 26

FROM: CITY CLERK

FILE: 76000-01

SUBJECT: **BURNABY NORTH ROAD BUSINESS IMPROVEMENT AREA  
2018 ADVANCE**  
(ITEM NO. 6(6), MANAGER'S REPORTS, COUNCIL 2018 JUNE 25)

Burnaby City Council, at the Open Council meeting held on 2018 June 25, received the above noted report and adopted the following recommendations contained therein:

1. **THAT** Council approve an advance of \$10,000 to the Burnaby North Road Business Improvement Association in 2018 as outlined in this report.
2. **THAT** a copy of this report be forwarded to Financial Management Committee.

Per Recommendation No. 2, a copy of the report is attached for your information.

Kate O'Connell  
City Clerk

KO:rj

Copy to: Director Finance

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**TO:** CITY MANAGER **DATE:** 2018 June 20

**FROM:** DIRECTOR FINANCE **FILE:** 76000-07

**SUBJECT: BURNABY NORTH ROAD BUSINESS IMPROVEMENT AREA  
2018 ADVANCE**

**PURPOSE:** To obtain Council approval for an advance of funds to the Burnaby North Road Business Improvement Association.

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**RECOMMENDATIONS:**

1. **THAT** Council approve an advance of \$10,000 to the Burnaby North Road Business Improvement Association in 2018 as outlined in this report.
2. **THAT** a copy of this report be forwarded to Financial Management Committee.

**REPORT**

The City received correspondence from the Burnaby North Road Business Improvement Association (BIA) dated 2018 June 13, 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 in the amount of \$10,000 for payment in June, to help offset their programming costs. The Burnaby North Road BIA tries to stretch their funds over their yearend, which is March 31, however they find themselves short for the month of June and half way through July in order to accommodate planned programming. The City's property tax deadline is 2018 July 04. By the time all of the property tax payments are processed, payment to the BIA for their portion will occur in mid-July. The Burnaby North Road BIA administers a Business Improvement Area under Burnaby Business Improvement Area (North Road) Bylaw 2014, No. 13857. The Business Improvement Area bylaw term runs from 2014 April 01 to 2020 March 31. Total bylaw funding for the six year term is \$1,068,675, with funding in 2018 of \$185,950 to be collected by the City from Business classified properties situated within the Business Improvement Area.

The advance requested is therefore intended to bridge a timing gap. Staff have reviewed the budget information and it is recommended that Council approve an advance of \$10,000 to the Burnaby North Road BIA to assist with costs associated with their programming commitments.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:RR:EJ /ml

Copied to: Director Planning and Building  
City Solicitor  
Burnaby North Road BIA – Carolyn Oraziatti