

**TO:** MAYOR & COUNCILLORS

**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER

**SUBJECT:** **BURNABY NORTH ROAD BUSINESS IMPROVEMENT AREA (BIA) RENEWAL**

**PURPOSE:** To request Council's approval to proceed with the Burnaby North Road Business Improvement Association (BIA) request to renew the Burnaby North Road Business Improvement Area for the period 2026 – 2031.

## RECOMMENDATION

**THAT** staff be authorized to work with the Burnaby North Road Business Improvement Association towards the renewal of the Burnaby North Road Business Improvement Area, as outlined in the report titled "Burnaby North Road Business Improvement Area (BIA) Renewal", dated February 24, 2026;

**THAT** the City Solicitor be authorized to bring forward Burnaby Business Improvement Area (Burnaby North Road) Bylaw 2026, substantially as set out in Attachment 4 to the report; and

**THAT** a copy of this report be sent to the Executive Director, Burnaby North Road BIA.

## EXECUTIVE SUMMARY

First established in 2009, the Burnaby North Road Business Improvement Area (BNRBIA) comprises 10 parcels, which comprise approximately 120 tax folios, stretching along North Road from Highway #1 to just north of Cameron Street, excluding Lougheed Mall. The term of the current *Burnaby North Road Business Improvement Area Bylaw 2019* runs from April 1, 2020, to March 31, 2026. The Burnaby North Road Business Improvement Association (the "Association") is seeking to renew the BNRBIA for the third time since inception, for a period of **five** years, from April 1, 2026, to March 31, 2031. The formal request from the Association to Mayor and Council is included as Attachment 1. The BNRBIA Strategic Plan 2026-2031 is included as Attachment 2. This also includes a large map of the properties within the proposed BNRBIA.

### 1.0 POLICY SECTION

A BIA, such as that serviced by the Association, is an area designated pursuant to Section 215 of the Community Charter, established for the purpose of planning and implementing a Business Promotion Scheme. Such a scheme is intended to serve one or more of the following purposes:

- a) carrying out studies or make reports respecting one or more areas in the municipality where business or commerce is carried on,
- b) improving, beautifying, or maintaining streets, sidewalks or municipally owned land, buildings, or other structures in one or more business improvement areas,
- c) the removal of graffiti from buildings and other structures in one or more business improvement areas,

- d) conserving heritage property in one or more business improvement areas and encouraging business in one or more business improvement areas.

**2.0 BACKGROUND**

The first stage of the renewal process requires that Council gives initial consideration to the proposed renewal bylaw (see Attachment 4 - Proposed Business Improvement Area (Burnaby North Road) Bylaw 2026). Following initial readings, the next step of the process requires staff to undertake a formal petition process to gauge support for the BIA from all class 5 and 6 property owners within the BIA’s proposed boundaries. Only when, and if the petition is deemed to have received sufficient support or a lack of objections to the BIA, will final adoption of the bylaw be given. The city will then recover the grant funding to be provided to the BIA through a Local Area Service (LAS) tax commencing in May 2026. The mill rates for levying of the LAS tax will be set out under Schedule 4 of the 2026 Burnaby Rates Bylaw.

**3.0 GENERAL INFORMATION**

The proposed Business Improvement Area (Burnaby North Road) Bylaw 2026 defines the boundaries of the BNRBIA, which are proposed to be the same as under the current 2019 BNRBIA Bylaw. It will also specify the total LAS tax that will be charged based on the assessed value of land or improvements, or both, that make up Class 5 (Light Industry) and Class 6 (Business and Other) properties within the boundaries of the BNRBIA. The budget and timeline for the proposed BNRBIA Bylaw are as follows:

**3.1 Proposed Budget and Annual Local Service Tax**

Under Section 215 (2) of the *Community Charter*, the City is empowered to provide grant funding to the Burnaby North Road Business Improvement Association to operate the business promotion scheme set out in the BNRBIA Bylaw. The grant is provided on an annual basis and is proposed to be entirely funded through a local service tax (section 215(3) of the *Community Charter*) on all Class 5 (Light Industry) and Class 6 (Business and Other) properties within the BNRBIA pursuant to Section 216 of the *Community Charter* and in accordance with the BNRBIA Bylaw.

The Association is proposing a 35% uplift for the first year of the upcoming 5-year term, dropping to 4.95% per annum thereafter. The intent behind the budget uplift is to maintain core operating capacity while scaling the priorities identified through member input, particularly district activations and event programming that bring customers into local businesses, along with ongoing branding, marketing, and district improvement work to support business vitality along the corridor.

The total budget for the 5-year term is set at \$1,755,147.81.

Year	Levy	Change to prior year	% change
2026-27	\$317,954.94	\$82,514.94	35.00%
2027-28	\$333,693.71	\$15,738.77	4.95%
2028-29	\$350,211.55	\$16,517.84	4.95%
2029-30	\$367,547.02	\$17,335.47	4.95%
2030-31	\$385,740.60	\$18,193.58	4.95%
<b>Total</b>	<b>\$1,755,147.81</b>		

**3.2 BNRBIA Boundaries**

At this time there has been no request to further expand the boundaries from their existing footprint. A map of the existing BNRBIA is attached to the current BNRBIA Bylaw (see Schedule A in Attachment 3 – *Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2019*).

**3.3 Local Area Services**

As required by the *Community Charter*, the proposed BNRBIA Bylaw will set out a business promotion scheme to be funded by the LAS tax. The Association is seeking a five-year term, for the period from April 1, 2026, to March 31, 2031. Key initiatives as per the strategic plan are as follows:

- Carry out studies or make reports respecting the BNRBIA
- Improve, beautify, or maintain streets, sidewalks or City owned land, buildings, or other structures in the BNRBIA, subject to the approval of the City’s General Manager Engineering
- Remove graffiti from buildings and other structures in the BNRBIA
- Conserve heritage property in the BNRBIA
- Encourage business in the BNRBIA

**BNRBIA Mission by 2031:**

- Marketing & Branding – promote the diversity and uniqueness of North Road businesses, increasing customer reach and positioning the area as a recognized destination.
- Safety & Security – ensure a secure and clean environment where businesses can operate confidently, through strong collaboration with the RCMP, private security, and local stakeholders.
- Member Relations – maintain clear and responsive communication with all members, offering practical support and building a sense of shared purpose.

- Public Realm & Accessibility – advocate for improvements to streetscapes, access, and beautification that directly enhance customer experience at member businesses.
- Business Vitality & Promotions – deliver events, promotions, and access to government programs that help small businesses adapt, grow, and stay competitive.
- BIA Area & Partnerships – the Association will coordinate non-financial joint initiatives (such as shared marketing and promotions) while ensuring Burnaby-collected levy funds are expended solely within Burnaby, in accordance with City policy.

### 3.4 Petition Process

Under the *Community Charter*, the City can use one of two mechanisms to confirm support or objection to a BIA:

- Section 212 - Petition “For” a Local Area Service
- Section 213 - Local Area Service on Council Initiative — Subject to Petition “Against” a Local Area Service

The process followed by all municipalities across BC for BIAs and the one that we previously followed is the Local Area Service on Council Initiative — Petition “Against” process, despite the proposal for a BIA being initiated by the businesses within the BIA. For the “Petition Against” process, City staff work with the Association on the premise that sufficient support exists for the BNRBIA. The City will mail out notices to owners of Class 5 (Light industrial) and Class 6 (Business) properties within the proposed BNRBIA boundary seeking to hear from those who are opposed to renewal of the BNRBIA. The City will also publish the notice in accordance with section 94 of the *Community Charter* and the City’s *Public Notice Bylaw*. Owners will be given 30 days after notice has been given in accordance with section 213 of the *Community Charter* to respond to the petition. Should they object to the BNRBIA they must return a Notice of Opposition within that 30-day period, in writing to Legislative Services. Once the 30-day petition period has passed, Legislative Services will report back to Council on the petition results. Those signing as not in support of the BNRBIA must represent at least 50% of the parcels in the BNRBIA and at least 50% of the assessed value of land and improvements to stop the process.

As per long-standing practice, the City wants to hear from tenants of the properties that will be impacted by the BNRBIA and the Local Area Service Tax. As such, petition notices are sent to all tenants (based on available records) within the boundaries of the BNRBIA. Tenants who are opposed to the BNRBIA may return a Tenant Statement in Opposition to the City. While tenant submissions do not form part of the official count of petitions against, Council may consider their input when making the final decision as to whether to give final adoption to the BNRBIA bylaw. Note that if the City is prevented from undertaking a business improvement area service because sufficient petitions against are received, then the City cannot undertake another Petition “Against” process for the BIA under section 213 of the *Community Charter* within a period of one year after the presentation of the petition unless the business improvement area service is varied from or less expensive than that originally proposed to be undertaken.

**3.5 Conditions and Limitation**

Under Section 215(5) of the *Community Charter*, the bylaw establishing a business improvement area service may set out conditions and limitations on the receipt and expenditure of the grant funding under the bylaw. The following conditions and limitations are proposed to be included in the BNRBIA Bylaw:

- monies granted must only be expended by the Association and only for the business promotion scheme activities set out in the BNRBIA Bylaw and in accordance with the BNRBIA Bylaw
- the Association must submit a detailed annual budget by no later than May 1<sup>st</sup> of each year in order to demonstrate their intention to use funding provided through the city’s annual grant in line with their 2026-2031 Strategic Plan and approved annual grant amount as specified in the bylaw.
- the City will pay the annual grant amount to the Association by July 15<sup>th</sup> each year
- the Association must submit a revenue and expenses statement to the Deputy Chief Administrative Officer and Chief Financial Officer on or before June 30<sup>th</sup> each year
- the Association must provide the City with access to its accounts and records for the purpose of verifying compliance with the BNRBIA Bylaw
- the Association must carry insurance coverage as set out in the BNRBIA Bylaw

The proposed BNRBIA Bylaw is included as Attachment 4 to this report and appears elsewhere on this Council agenda for consideration of First, Second and Third Readings.

**3.6 Timeline**

<b>February 24, 2026:</b>	<b>Report and First, Second and Third Readings of the BNRBIA Bylaw</b>
<b>February 25, 2026:</b>	Legislative Services will mail Notices to property owners of affected parcels within the proposed boundaries of the BNRBIA. Owners will have 30 days to submit a petition against the proposed BIA.
<b>February 26 and March 5, 2026:</b>	Legislative Services will publish notice of the proposed BNRBIA in accordance with section 94 of the <i>Community Charter</i> and the <i>Burnaby Public Notice Bylaw</i>
<b>March 30, 2026:</b>	Deadline for receipt of Notice of Opposition
<b>April 14, 2026:</b>	Council report from the Corporate Officer on the petition results.
<b>April 14, 2026:</b>	Final adoption of the bylaw if insufficient petitions against the BNRBIA were received.
<b>End of May 2026:</b>	City of Burnaby levies property taxes
<b>July 3, 2026:</b>	Property Tax due date
<b>July 15, 2026:</b>	Payment to the Association

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

In preparation for the petition process, the Association has conducted a variety of community engagement sessions. From July 15 to September 30, 2025, the Association conducted a bilingual member input survey for businesses within the BNRBIA boundary, including both owners and tenants. Outreach reached approximately 150 businesses, receiving 32 completed survey responses. Given the relatively low response rate (21%), direct follow-up attempts to reach out to businesses were undertaken during the outreach window. An open information drop-in session was held on September 27, 2025, at the Burnaby North Road BIA office for members who preferred to ask questions and provide input in person.

Member input gathered during this outreach directly shaped the 2026 to 2031 Strategic Plan. Following the close of the outreach window, the finalized Plan including the survey results summary and the proposed budget and levy was circulated to members for review prior to being submitted to the City on October 15, 2025 as part of the Association’s renewal submission.

City staff will undertake the statutory notification of property owners through the Petition Against process. This will be accompanied by public notice in accordance with section 90 of the *Community Charter* and the *Burnaby Public Notice Bylaw*. In addition, notices with Tenant Statement in Opposition forms will be sent to all tenants (based on available records) within the boundaries of the BNRBIA.

**5.0 FINANCIAL CONSIDERATIONS**

Collection of the Local Area Service Tax and remittance of grant funding for the proposed BNRBIA involves the flow through of funds. Apart from miscellaneous administrative costs in setting up the BNRBIA and annual collection and remittance of payments, there is no real impact upon the City’s operating budget. Flow through budget line items will be set up to accommodate collection and remittance.

Respectfully submitted,  
Richard Rowley, Director Finance – Revenue Services  
For  
Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

**ATTACHMENTS**

- Attachment 1 – BNRBIA Letter to Mayor and Council
- Attachment 2 – BNRBIA Five Year Strategic Plan
- Attachment 3 – Burnaby Business Improvement Area  
(Burnaby North Road) Bylaw 2019
- Attachment 4 – Proposed Burnaby Business Improvement Area  
(Burnaby North Road) Bylaw 2026

**REPORT CONTRIBUTORS**

This report was prepared by Richard Rowley, Director Finance and reviewed by Jennifer Wong, Assistant City Solicitor