

COUNCIL REPORT

M&C No.	2020-265
Report Date	October 19, 2020
Meeting Date	October 26, 2020
Service Area	Corporate Services

His Worship Mayor Don Darling and Members of Common Council

SUBJECT: Business Improvement Area 2021 Budget

OPEN OR CLOSED SESSION

This matter is to be discussed in open session of Common Council.

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	City Manager
<i>Jonathan Taylor</i>		<i>John Collin</i>

RECOMMENDATION

RESOLVED that Common Council signal its intention to approve the 2021 Uptown Saint John Inc. budget for the Business Improvement Area; and further, that the clerk be directed to prepare a newspaper advertisement identifying the Council meeting of November 23, 2020 as the date Council will consider approving the budget.

REPORT

The City of Saint John has a Business Improvement Area (“BIA”) in the uptown region which imposes a 16 cent levy for each one hundred dollars of assessed value on non-residential property located within the boundaries of the BIA. The BIA By-Law describes the specific boundaries of the BIA and the rate of the levy.

Uptown Saint John Inc. is responsible for administering the funds collected from the BIA levy, which it uses towards promotion, beautification initiatives in the area and other development activities aimed at stimulating local business within the BIA.

Per the *Business Improvement Act*, the following actions must take place prior to establishing a BIA levy for 2021:

- Uptown Saint John Inc. submits its annual budget to Board of Directors
- Board of Directors hold annual budget meeting and approve budget
- Uptown Saint John submits budget to Common Council for approval
- Council signals its intent to approve budget
- Council directs clerk to advertise budget and levy rate in newspaper
- Council approves Budget

- Council gives three readings for BIA By-Law amendment to establish levy rate for 2021
- Minister of Local Government approves the By-Law amendment and transfers the funds to be collected from the levy to Uptown Saint John Inc.

Uptown Saint John's proposed 2021 budget is \$512,730.56, which was approved by its Board of Directors at their Annual Budget Meeting held on October 15th, 2020. The levy rate required to implement the budget is 16 cents for each one hundred dollars of assessed value on non-residential property within the BIA.

The *Business Improvement Act* requires the City to give notice in the newspaper of the following (published at least once weekly for two weeks):

- Its intention to approve the budget
- The extent of the levy needed to implement the budget
- The period during which objections may be made

Objections to the budget may be submitted to the clerk's office by non-residential users within the BIA not later than fifteen days after the last publication notice. If written objections are received by one-third or more of all non-residential users, or by non-residential users who would together be liable to pay one-third or more of the amount raised by the BIA levy, Council is not authorized to approve the budget.

It is recommended that Council direct the clerk to prepare a newspaper advertisement identifying the Council meeting of November 23, 2020 as the date Council will consider approving the BIA budget. Should Council approve the budget, it may also give 1st and 2nd reading to the BIA By-Law amendment for the year 2021 on November 23rd. Third reading would be scheduled on December 7, 2020.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

The City's Finance Department and Uptown SJ Inc. were consulted

ATTACHMENTS

- Letter to Council from Uptown SJ Inc. with 2021 Business Improvement Area Association Budget
- Business Improvement Area By-law