

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 12, 2019

Item 4, Report No. 7, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 12, 2019.

4. KLEINBURG BUSINESS IMPROVEMENT AREA (KBIA), BY-LAW AMENDMENT, APPOINTMENTS, BUDGET AND LEVY WARD 1

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Chief Financial Officer and City Treasurer and the City Clerk, dated February 5, 2019:

Recommendations

The Chief Financial Officer & City Treasurer, City Clerk and the Director of Financial Services/Deputy Treasurer, in consultation with the Manager of Property Tax & Assessment recommend:

1. That the Kleinburg Business Improvement Area (KBIA) Board of Management's request to amend By-Law 169-84, as amended, to reflect a new minimum and maximum amount, as follows:
 - \$575 minimum/\$5,750 maximum
2. That the appointments to the Kleinburg Business Improvement Association (KBIA) Management Board members for the term as submitted in Attachment 1 by the KBIA Chair, be approved; and
3. That in accordance with the request from the Board of Management, the 2019 KBIA budget in the amount of \$47,500, be approved and these funds be forwarded accordingly.

Item:



Committee of the Whole Report

DATE: Tuesday, February 05, 2019

WARD(S): 1

TITLE: KLEINBURG BUSINESS IMPROVEMENT AREA (KBIA), BY-LAW AMENDMENT, APPOINTMENTS, BUDGET AND LEVY WARD 1

FROM:

Michael Coroneos, Chief Financial Officer and City Treasurer
Todd Coles, City Clerk

ACTION: DECISION

Purpose

The purpose of this report is to amend the KBIA By-law, approve the KBIA Board of Management and budget request of \$47,500

To bring forward for Council's consideration and approval the Kleinburg Business Improvement Area (KBIA) Board of Management's request, that the minimum and maximum amounts that are currently being used for 2018, continue to be utilized going forward until there is another request from the KBIA Board of Management for a change, as follows:

- \$575 minimum/\$5,750 maximum

To also bring forward the appointment of the KBIA Management Board members submitted by the KBIA Chair, to approve the KBIA budget as requested and to authorize staff to remit, levy, and collect the special charge related to the KBIA. The budget will provide funds for promotion and visual enhancement of the area, advertising and special events. The source of funding is not from the City's general levy, but is collected on behalf of the KBIA by the City from each member of KBIA.

Report Highlights

- Council's consideration and approval to amend By-law 169-84, as amended, to reflect a new minimum and maximum amount
- To approve the appointment of KBIA Board of Management members
- To approve 2019 KBIA budget \$47,500
- The source of funding for KBIA budget is not from the City's general levy, but collected by the City on behalf of KBIA from each business member, supporting the strategic priorities established by the Service Excellence Strategy Map, in particular, initiatives that support Citizen Experience and Service Delivery.

Recommendations

The Chief Financial Officer & City Treasurer, City Clerk and the Director of Financial Services/Deputy Treasurer, in consultation with the Manager of Property Tax & Assessment recommend:

1. That the Kleinburg Business Improvement Area (KBIA) Board of Management's request to amend By-Law 169-84, as amended, to reflect a new minimum and maximum amount, as follows:
 - \$575 minimum/\$5,750 maximum
2. That the appointments to the Kleinburg Business Improvement Association (KBIA) Management Board members for the term as submitted in Attachment 1 by the KBIA Chair, be approved; and
3. That in accordance with the request from the Board of Management, the 2019 KBIA budget in the amount of \$47,500, be approved and these funds be forwarded accordingly.

Background

The purpose of this report is to amend City By-law #169-84 to fulfill the request received from the Board of Management of the Kleinburg Business Improvement Area (KBIA) to reflect a new minimum and maximum amount that is levied to each applicable property within the Kleinburg Business Improvement Area (KBIA) boundary. This is in accordance to Section 210(1) of the Act and the minimum/maximum amount will remain in place until there is a request from the KBIA Board of Management to change it. In order for the City to approve the revision, notice requirements as set out in section 210(1) of the Act, required that notices of the proposed by-law be sent to the KBIA

Board of Management and to every person assessed for rateable property in the prescribed business or commercial class within the improvement area. Notices were issued in November 2018.

As insufficient objections to the proposed change were received following the Notice and Objection period as set out in subsections 210(1) and (3) of the Municipal Act, Council may now pass an amendment to the By-law to reflect the change.

This report also brings forward for Council's consideration the appointment of the KBIA Management Board members submitted by the KBIA Chair, approval of the 2019 KBIA budget and authorization for staff to remit, levy, and collect the special charge related to the KBIA. The budget will provide funds for promotion and visual enhancement of the area, advertising and special events. The source of funding is not from the City's general levy, but is collected on behalf of the KBIA by the City from each member of KBIA.

Previous Reports/Authority

N/A

Analysis and Options

Each year the KBIA submits a budget for Council's approval (as per Attachment 2). The 2019 budget amount of \$47,500 was approved by the Board of Management and accepted by the KBIA membership at the AGM in October 2018. The 2018 budget amount was \$46,000. The amount is levied to all commercial property within the BIA boundary, utilizing the taxable commercial assessment of each property. The levy will still be charged to each commercial owner utilizing the 2019 Final tax billing as in the past.

The minimum and maximum special charge to pay for the 2019 budget amount is \$575 minimum and \$5,750 maximum per By-law 169-84, as amended.

Financial Impact

N/A

Broader Regional Impacts/Considerations

N/A

Conclusion

Council's consideration of the recommendations set out in this report is requested. Council approval of the amendment to the By-law and the proposed budget provides funds to the KBIA and authorizes staff to remit, levy, and collect the funds. The source of funding is not from the City's general levy, but is collected on behalf of the KBIA by the City from each member of KBIA.

For more information, please contact: Dean Ferraro, Director of Financial Services/Deputy Treasurer, Ext. 8272 and Maureen Zabiuk, A.I.M.A., CMRP, Manager Property Tax & Assessment Ext. 8268

Attachments

1. *Attachment 1 – KBIA Board of Management and Executive*
2. *Attachment 2 – KBIA Proposed 2019 Budget*

Prepared by

Maureen Zabiuk, A.I.M.A., CMRP
Manager, Property Tax & Assessment
Ext. 8268

Kleinburg BIA Mission Statement

To lead and advocate for the KBIA members and act as the catalyst for building strong and unified community partnerships and collaborations; to promote the businesses in the Village of Kleinburg and leverage all of our cultural, artistic, historical and natural assets; to create an energetic, vibrant and unique commercial district that is dynamic from dawn 'til dusk.

Kleinburg BIA Annual General Meeting

October 10, 2018

Welcome and Introductions: L. Zembal introduced the members of the Board; noted that this is an election year and that they have all committed their time for the last four years. Also thanked A. Poletta, K. Angus and R. Costa for their ongoing work throughout the year. Reminded everyone that the Board meetings are open and anyone is invited to attend.

Year in Review: L. Zembal read a list of 2018 accomplishments, the full list is attached.

Marketing Update: P. Hayes gave the relevant data concerning the website and social media, please see the attached document for more detailed data.

She also noted that a sub committee for Marketing is being formed and asked everyone if they would consider joining.

Christmas Event Update: C. Recine stated that a Christmas in Kleinburg committee has been formed. The date this year will be November 30th commencing at 6:30 p.m. Noted that a flyer has been created and it is being sent to all the businesses and property owners indicating that there will be a competition for the best storefront and exterior, the winner to be announced by Ian Dejardin the night of the Tree Lighting. Also stated that the Kline House is to be professionally decorated this year. Please see attached flyer.

Budget Presentation: S. Singh presented the Board approved 2018 budget, please see the attached document. The minimum/maximum levy was set at the 2018 levels. They will remain at these levels on a go-forward basis and will remain until such time as this issue is addressed again. Through this AGM, the KBIA is requesting that the City amend their bylaw to reflect this change.

Guest Speaker: C. Farias of Unicorn Rebellion did a 20 minute presentation on the benefits of social media for your business. There were a few questions taken from the audience. Chris will be providing a

more thorough social media hands-on training session on November 1 at the Kleinburg Library. The link to registration will be sent in a future email.

BIA Board Election: P. Hayes explained the election of officers process and called for any nominations from the floor. Noted that there are in theory seven positions available. At present those serving, or have submitted nomination papers in order to serve, are as follows: L. Zembal, E. Laichter, A. Guido, A. Poletta, C. Recine, and S. Singh. F. Greco indicated that he would also like to be considered for a Board position.

Asked if there were any questions or objections: none were raised hence the Board as noted above is adopted. P. Hayes stated that the current Board stands until such time as the paperwork is submitted to Council, Committee of a Whole, and upon their approval the new Board will then be in place.

What's Coming Up: L. Zembal noted that the following initiatives are underway:

Parking – the City is presently amassing data and early in the new year will be reaching out to the BIA, KARA and residents for more input.

Bollards – some are being removed or relocated in order to facilitate more parking spaces. This initiative has been undertaken after ensuring that safety issues have been addressed.

Social Media Training – this is to take place November 1st at the Pierre Berton Centre in the evening, being put on by C. Farias.

Vaughan Small Business Week – October 16-18, an initiative by the City of Vaughan in order for small businesses to receive practical advice regarding their businesses. (A flyer was at the door.)

Vaughan Business to Business Expo – being hosted by the City of Vaughan February 6, 2019. An initiative to connect, build and generate businesses.

Questions:

The issue of safety regarding the removal of bollards was questioned: Marilyn lafrate assured everyone that all safety issues were addressed and an extensive review performed before any decisions were made.

2019 budget funding issues regarding Kleinburg

Not sure here what was being noted – had to do with BIA, KARA and residents.

Meeting adjourned at 7:45 p.m.

**WE WOULD LOVE TO HELP
YOU PROMOTE YOUR BUSINESS!**



Please send us your promos, sales, specials, your posts and your photos for social media. We will add them to our feed!

NEED IDEAS? We love photos of new stock, sale announcements, store specials, images of your store, a story about a great client interaction, testimonials, staff member of the month, etc. Send all items to info@mielemedia.com



October 17, 2018

Mr. Todd Coles, City of Vaughan Clerk
City of Vaughan
2141 Major Mackenzie Drive
Vaughan, ON
L6A 1T1

Dear Mr. Coles:

Re: Kleinburg BIA 2019 Budget

Please be advised that the Kleinburg BIA approved its budget for 2019 at its October 2, 2018, monthly Board meeting. The approved Kleinburg BIA budget for 2019 is attached.

The BIA approved the following resolution: The Recommendation for the BIA budget for 2019, as presented at its Annual General Meeting on October 9, 2018, be approved. The BIA approves its 2019 budget of \$47,500. Further the approved BIA budget for 2019 be forwarded to the City of Vaughan Council for approval.

The 2019 budget was subsequently presented at the Annual General Meeting on October 9, 2018.

Regards

Louise Zembal, KBIA Chair
louisezembal@rogers.com
Tel.: 905 893 1059

Attach.

Kleinburg BIA
BIA Budget 2019

Revenue

BIA Levy	\$	47,500.00
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Total Revenue	\$	47,500.00
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Expenses

Insurance	\$	1,550.00
Office Supplies	\$	500.00
Bank Fees	\$	300.00
Marketing/AdvertisingWebsite	\$	6,400.00
OBIAA membership	\$	150.00
OBIAA Conference	\$	1,500.00
Consulting Fees/BIA Staff/ED	\$	22,500.00
Contingency	\$	1,000.00
Summer Student/Ambassador	\$	2,000.00
Events	\$	10,000.00
Bookkeeping	\$	600.00
BIA Office	\$	1,000.00

Total Expenses	\$	47,500.00
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