

**THE CORPORATION OF THE TOWN OF GEORGINA**

**REPORT NO. SI-2024-0006**

**FOR THE CONSIDERATION OF  
COUNCIL**

April 10, 2024

**SUBJECT: APPROVAL OF THE 2024 BUDGET AND THE MAXIMUM LEVY FOR  
INDIVIDUAL PROPERTIES WITHIN THE SUTTON BUSINESS IMPROVEMENT AREA.**

**1. RECOMMENDATION:**

1. That Council receive Report No. SI-2024-0006 prepared by the Economic Development and Tourism Division, Strategic Initiatives Department dated April 10, 2024, respecting the 2024 budget and the maximum levy for individual properties within the Sutton Business Improvement Area (BIA).
2. That the by-law to increase the maximum levy from \$500 to \$750 for individual properties within the Sutton Business Improvement Area be adopted by Council.
3. That the by-law to levy a charge and provide for the collection of a supplemental tax levy for properties within the Sutton Business Improvement Area be adopted by Council.

**2. PURPOSE:**

The purpose of this report is to request Council's approval of the 2024 proposed budget for the Sutton BIA and to approve the increase in the maximum individual property levy charge from \$500 to \$750.

**3. BACKGROUND:**

Each year the BIA Board of Management prepares a proposed annual budget, reflecting the priorities and needs of the BIA as determined by the Board and membership. The Board holds one or more meetings of its members for discussion of their proposed budgets.

Upon receiving budget approval from their membership, the BIA Board, in accordance with Section 205 (2) of the Ontario Municipal Act, must submit their budgets to Municipal Council for final approval.

In accordance with Section 205 (2):

*A board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it.*

The tax levy to support the budget is calculated as a percentage of the commercial value assessment for each individual property based on the values received from the Municipal Property Assessment Corporation. However, in order to create an equitable contribution amount, a by-law to establish a minimum levy of \$200.00 and maximum levy of \$500.00 for the Sutton BIA has been approved by the membership and Council. The minimum and maximum levies have not changed since implementation.

In accordance with Section 208 (3):

*The municipality may establish a minimum or maximum charge, or both, expressed for one or more separately assessed properties or categories of separately assessed properties in a prescribed class.*

#### **4. ANALYSIS:**

The Sutton BIA Annual General Meeting (AGM) took place on March 7, 2024, at the Georgina Centre of Arts and Culture. At this meeting, it was determined that all current members of the Board of Management will continue and no new appointments to the board were needed.

Each year the BIA Board of Management prepares a proposed annual budget for approval by the membership and identifies projects which they believe can reasonably be accomplished during the balance of the year. The 2024 budget reflects an increase of \$5,000, from the previous proposed budgets for a total of \$15,000 for 2024.

The Sutton BIA budget (Attachment 1) was approved by the membership at their AGM on Thursday, March 7, 2024.

#### **Calculating the Levy**

The tax levy required to support the BIA budget is calculated based on a percentage of the commercial value assessment for each individual property as well as the minimum and maximum charge. With the increase set forth in the 2024 proposed budget, staff looked at the effects this increase would have on the assessed properties. In order to maintain an equitable contribution amount, it was suggested that the maximum levy be increased to \$750 while the minimum remains at \$200. This increase in the maximum levy was considered and approved by the BIA Board.

#### **Levy Collection**

The implementation and the collection of the levy has been discussed with the Manager of Taxation and Revenue and will be collected through the tax billing process. Commercially assessed property owners within the boundaries of the BIA boundary will receive a supplemental tax bill and the BIA levy will be identified on the bill as a special charge.

**5. RELATIONSHIP TO STRATEGIC PLAN:**

**Ensuring balanced growth**

**Diversifying local economy**

**Creating a vibrant, healthy, and safe community for all**

**6. FINANCIAL AND BUDGETARY IMPACT:**

There is no direct impact on the Town's annual budget given that the BIA budgets are supported by a levy imposed on the general membership of the BIA.

**7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:**

There is no requirement for public notification of this report. However, notification to all commercial property owners and their tenants within the Sutton BIA, informing them of the date of the AGM wherein the budget was approved, was provided by mail. The BIA also sent out email correspondence to advise of the AGM.

**8. CONCLUSION:**

This report seeks Council's approval of the 2024 proposed Sutton BIA budget and the increase in the individual maximum property levy charge from \$500 to \$750.

**APPROVALS**

Prepared By: Julie Cain  
Partnership and Downtown Coordinator

Reviewed By: Karyn Stone  
Manager of Economic Development and Tourism

Recommended By: Shawn Nastke  
Director of Strategic Initiatives

Approved By: Ryan Cronsberry  
Chief Administrative Officer

***Attachments:***

***Attachment 1 – Sutton BIA 2024 Proposed Budget***