

**THE CORPORATION OF THE TOWN OF GEORGINA**

**REPORT NO. SI-2025-0004**

**FOR THE CONSIDERATION OF  
COUNCIL**

April 16, 2025

**SUBJECT: APPOINTMENTS TO THE BOARD OF MANAGEMENT AND APPROVAL  
OF THE 2025 ANNUAL BUDGET FOR THE SUTTON BUSINESS IMPROVEMENT  
AREA (SBIA)**

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**1. RECOMMENDATION:**

1. That Council receive Report No. SI-2025-0004 prepared by the Economic Development and Tourism Division, Strategic Initiatives Department dated April 16, 2025, respecting the appointments to the Board of Management and approval of the 2025 budget for the Sutton Business Improvement Area (SBIA).
2. That the following individuals be appointed to the vacancies on the Board of Management for the Sutton Business Improvement Area (SBIA) for the remainder of the 2022-2026 Term of Council and that Council pass a bylaw to give effect to these appointments:

Elaine Coates  
Brandy Savage  
Nick Lekatis  
Dishon Shan  
Samantha Bodger

3. That Council approve the 2025 annual budget for the Sutton Business Improvement Area (SBIA) as set out in Attachment 1.
4. That the bylaw to charge and provide for the collection of a supplemental tax levy for the Sutton Business Improvement Area (SBIA) be adopted by Council.

**2. PURPOSE:**

The purpose of this report is to request Council's approval of appointments to the Board of Management for the SBIA for the remainder of the 2022-2026 term of Council. And, to request Council's approval of the 2025 budget and the levying of a charge on members of the SBIA to support this budget.

### **3. BACKGROUND:**

In accordance with Section 204 (3) of the Ontario Municipal Act, individuals elected to a Board of Management for a Business Improvement Area must be formally appointed by Town bylaw.

The appointments as proposed are in accordance with the Town's approved bylaw that mandates the composition of this Board. The term of office for the Board is consistent with that of Municipal Council.

In accordance with Section 204 (3):

*A board of management shall be composed of.*

- (a) One or more directors appointed directly by the municipality; and*
- (b) The remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality. 2001,c.25,s. 204(3)*

*As noted above, the municipality may appoint non-members to the Board of Management. In addition, members may appoint non-members to represent their interests and these non-members may also be appointed to the Board of Management.*

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 bylaw to establish a minimum levy of \$200.00 and a maximum levy of \$750.00 for the SBIA has been approved by the membership and Council.

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

The SBIA Annual General Meeting (AGM) took place on Thursday, March 27, 2025, at the High Street Bistro. At the meeting, the following individuals were nominated and voted by the membership to sit as members of the Board of Management:

Elaine Coates  
Brandy Savage  
Nick Lekatis  
Dishon Shan  
Samantha Bodger

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 2025 budget reflects a total levy of \$15,000.

The SBIA budget (Attachment 1) was approved by the membership at their AGM on Thursday, March 27, 2025.

#### **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. Given that the total budget amount approved by the membership for the BIA remains the same as in 2024, the levy applied to each property in 2025 will remain approximately the same.

#### **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 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 our local economy**

**6. FINANCIAL AND BUDGETARY IMPACT:**

There is no direct impact on the Town's annual budget given that the BIA budget is 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 the commercial property owners and their tenants in the defined SBIA informing them of the date of the Annual General Meeting wherein the budgets were approved and Board of Management elected was provided by mail. Existing Board members were also made aware of the Annual General Meeting.

**8. CONCLUSION:**

This report seeks Council's appointments of individuals to the Board of Management for the SBIA for the remainder of the 2022-2026 term of Council. The report also recommends that Council approve the 2025 proposed budget for the SBIA and the collection of the special tax levy.

Prepared By:	Julie Cain Economic Development Officer
Reviewed By:	Karyn Stone Manager of Economic Development
Recommended By:	Shawn Nastke Director of Strategic Initiatives
Approved By:	Ryan Cronsberry Chief Administrative Officer

***Attachments:***

*Attachment 1: Sutton BIA 2025 Budget*