



City of Richmond Hill

Mayoral Decision

(Part VI.1 of the *Municipal Act, 2001*)

Decision Number: 23-23

To: Members of Council and the City Clerk

Purpose: **To provide the proposed 2024 Village of Richmond Hill Business Improvement Area Budget**

I, **David West**, Mayor of the City of Richmond Hill, in accordance with Subsection 284.16 of the *Municipal Act, 2001*, do hereby submit for Richmond Hill Council's consideration a proposed 2024 Village of Richmond Hill Business Improvement Area Budget as follows:

1. A 2024 Village of Richmond Hill Business Improvement Area Budget that proposes:
 - a) A 2024 Operating Budget of \$172,072 as summarized in Appendix "A" of staff report SRCFS.23.061 (submitted to Budget Committee of the Whole at its meeting on December 5, 2023, and attached hereto); and
 - b) That \$100,000 be levied upon the rateable properties in the improvement area.

Dated at Richmond Hill, this 8th day of December, 2023.

Original signed in the Office of the Clerk

David West

Mayor



Staff Report for Budget Committee of the Whole Meeting

Date of Meeting: December 5, 2023

Report Number: SRCFS.23.061

Department: Corporate and Financial Services

Division: Financial Services

Subject: **SRCFS.23.061 – 2024 Village of Richmond Hill
Business Improvement Area (BIA) Proposed
Budget**

Purpose:

To provide Council with the 2024 Draft BIA proposed budget and funding.

Recommendation(s):

- a) That SRCFS.23.061 regarding the 2024 draft BIA budget and funding be received.
- b) That the Budget Committee of the Whole recommends that the Mayor submit for Council's review, a 2024 Village of Richmond Hill Business Improvement Area Budget that proposes:
 - i. A 2024 Operating Budget of \$172,072 as summarized in Appendix "A" of staff report SRCFS.23.061; and
 - ii. That \$100,000 be levied upon the rateable properties in the improvement area.

Contact Person:

Andrew Li, Supervisor, Operating Budgets, Ext. 3646

Report Approval:

Submitted by: Sherry Adams, Commissioner of Corporate and Financial Services

Approved by: Darlene Joslin, City Manager

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All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner and City Manager. Details of the reports approval are attached.

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Background:

The responsibility of a BIA Board, in accordance with the Municipal Act, is as follows:

(1) A board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget.

(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 BIA Board conducted their meetings to establish a proposed budget for 2024.

Appendix “A” provides the detailed 2024 BIA Proposed Budget and the following table summarizes this budget.

| | 2024 Proposed Budget | 2023 Approved Budget |
|-------------------------------|-----------------------------|-----------------------------|
| Local & Major Events Expenses | \$5,000 | \$5,000 |
| BIA Meeting Expenses | \$3,800 | \$4,620 |
| Office & General Expenses | \$2,280 | \$2,080 |
| Office Rent & Utilities | \$29,342 | \$27,408 |
| Marketing | \$65,350 | \$68,150 |
| Professional Service Fees | \$7,800 | \$6,200 |
| Employee Salaries | \$58,500 | \$55,000 |
| Uncategorized Expenses | \$0 | \$0 |
| BIA Total Expenses | \$172,072 | \$168,458 |
| BIA Reserve Fund | \$(72,072) | \$(68,458) |
| BIA Tax Levy Request | \$100,000 | \$100,000 |

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Financial/Staffing/Other Implications:

The Village of Richmond Hill Business Improvement Area's 2024 proposed budget is \$172,072, partially funded (\$72,072) by the BIA Reserve Fund. The remaining amount of \$100,000 would be fully funded by a tax levy upon the rateable properties in the area, as part of the final tax billing.

Relationship to Council Strategic Priorities 2020 to 2022:

Presentation of the 2024 BIA proposed budget demonstrates responsible municipal management in which the following objectives are being met:

- Fiscal Responsibility in Richmond Hill to serve as a role model for municipal management, reflecting the efficient and effective use of resources, while providing quality levels of service;
- Stronger Sense of Belonging in Richmond Hill to improve access to local information and services.

Conclusion:

The 2024 Proposed Budget of \$172,072 for the BIA is being recommended for approval with \$100,000 funding from the tax levy on the rateable properties in the area.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix A: 2024 BIA Proposed Budget

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Report Approval Details

| | |
|----------------------|--|
| Document Title: | SRCFS.23.061 - 2024 BIA Proposed Budget.docx |
| Attachments: | - SRCFS.23.061 - Appendix A - BIA Proposed Budget Financials.pdf |
| Final Approval Date: | Nov 29, 2023 |

This report and all of its attachments were approved and signed as outlined below:

Gigi Li - Nov 29, 2023 - 4:26 PM

Sherry Adams - Nov 29, 2023 - 4:30 PM

Tracey Steele on behalf of Darlene Joslin - Nov 29, 2023 - 5:29 PM

| Expense | 2024 Budget | 2023 Budget |
|---|---------------------|---------------------|
| Local and Major Event expenses | | |
| 1. Event with local groups | \$ 5,000.00 | \$ 5,000.00 |
| Total | \$ 5,000.00 | \$ 5,000.00 |
| BIA Meeting expenses | | |
| 1. AGM/GM expenses | \$ 1,500.00 | \$ 1,500.00 |
| 2. OBIAA membership | \$ 300.00 | \$ 300.00 |
| 3. OBIAA conference | \$ 1,500.00 | \$ 2,500.00 |
| 4. RHBOT membership | \$ 300.00 | \$ 320.00 |
| 5. Board of Management meeting expenses | \$ 200.00 | \$ - |
| Total | \$ 3,800.00 | \$ 4,620.00 |
| Office and General Expenses | | |
| 1. Office supplies and materials | \$ 800.00 | \$ 800.00 |
| 2. Computer/Microsoft Office License | \$ 300.00 | \$ 200.00 |
| 3. Postage and Delivery | \$ 250.00 | \$ 250.00 |
| 4. Virtual Meeting license | \$ 230.00 | \$ 230.00 |
| 5. Other miscellaneous office expenses | \$ 200.00 | \$ 200.00 |
| 6. Computer Equipment | \$ 500.00 | \$ 400.00 |
| Total | \$ 2,280.00 | \$ 2,080.00 |
| Office Rent and Utilities | | |
| 1. Office Rent | \$ 26,442.00 | \$ 24,408.00 |
| 2. Utilities (Water, gas, hydro) | \$ 1,700.00 | \$ 1,500.00 |
| 3. Phone and internet | \$ 1,200.00 | \$ 1,500.00 |
| Total | \$ 29,342.00 | \$ 27,408.00 |
| Marketing | | |
| 1. Marketing | \$ 28,000.00 | \$ 35,000.00 |
| 2. Social Media, Flyers & Newsletters | \$ 9,500.00 | \$ 6,900.00 |
| 3. BIA Holiday Initiatives | \$ 20,000.00 | \$ 20,000.00 |
| 4. RHCPA Membership | \$ 5,000.00 | \$ 5,000.00 |
| 5. Social Media content contract | \$ 1,000.00 | \$ 650.00 |
| 6. Website related expenses/maintenance/design update | \$ 750.00 | \$ 400.00 |
| 7. Website backup | \$ 1,100.00 | \$ 1,100.00 |
| Total | \$ 65,350.00 | \$ 68,150.00 |

| Expense | 2024 Budget | 2023 Budget |
|---|---------------------|---------------------|
| Professional Service Fee | | |
| 1. Accountant | \$ 3,000.00 | \$ 2,000.00 |
| 2. Account audit by City of R.H | \$ 3,800.00 | \$ 3,600.00 |
| 3. Professional service fee | \$ 500.00 | \$ 100.00 |
| 4. Change of Directors - RH BIA Ontario Corporation Documents for New Board | \$ 500.00 | \$ 500.00 |
| Total | \$ 7,800.00 | \$ 6,200.00 |
| Employee Salaries (gross) | | |
| 1. Full Time Employee | \$ 48,500.00 | \$ 45,000.00 |
| 2. Part Time Office Admin | \$ 10,000.00 | \$ 10,000.00 |
| 3. Marketing Business Administrator | \$ - | \$ - |
| Total | \$ 58,500.00 | \$ 55,000.00 |
| Contingency | | |
| 1. Uncategorized expenses | \$ - | \$ - |
| Total | \$ - | \$ - |
| BIA total expenses | \$ 172,072.00 | \$ 168,458.00 |
| Apply BIA R.F. | \$ (72,072.00) | \$ (68,458.00) |
| BIA TAX Levy request | \$ 100,000.00 | \$ 100,000.00 |
| Please note: | | |