

Municipality of Lakeshore – Report to Council

Corporate Services

Deputy Chief Administrative Officer- Chief Financial Officer



To: Mayor and Members of Council

From: Justin Rousseau, Deputy Chief Administrative Officer - Chief Financial Officer

Date: March 18, 2025

Subject: 2025 Budget- Belle River Business Improvement Area

Recommendation

Approve the Budget as approved by the Belle River Business Improvement Area Board of Management for the year ending December 31, 2025, as presented at the April 8, 2025 Council meeting.

Strategic Objectives

4b) Becoming an Economic Leader in Essex County - Develop a Business Attraction and Retention Plan

Background

Council may establish a Business Improvement Area (BIA) under section 204 of the *Municipal Act, 2001*. Sections 204 through 215 of the *Municipal Act, 2001* outline the criteria under which a Business Improvement Area (BIA) board of management must operate.

The BIA Board is intended to achieve two main objectives in accordance with the *Municipal Act, 2001* and these are as follows:

(a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and

(b) to promote the area as a business or shopping area.

Under section 205, the BIA Board must prepare a fiscal budget and discuss the proposed budget with the BIA members. Following member consideration, the BIA Board shall submit the proposed budget to Council for approval. Council has the right to approve a BIA's budget in whole or in part under subsection 205(2) of the *Municipal Act, 2001*. That subsection states:

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.

At this time, Council is obliged to consider the BIA budget and decide whether to approve the budget in whole or in part.

Comments

The proposed 2025 Budget for the Belle River Business Improvement Area has been approved by the BIA Board of Management at their meeting of March 5, 2025 (see Minutes of the meeting attached as Appendix A). The 2025 BIA Budget and levy request(attached as Appendix B) has been submitted by the BIA Board of Management for Council's approval.

The 2025 Budget, as approved by the BIA Board of Management, was received from the BIA Coordinator on March 6, 2025.

The requested 2025 tax levy affecting commercial properties within the BIA boundaries is \$98,914. The amount levied for 2024 was \$96,033. There is a \$2,881 change proposed.

Upon approval of the 2025 BIA Budget and the 2025 Municipal Tax Levy By-law, the BIA levy will be charged with final 2025 tax notices.

Administration is working with the BIA to improve this business process and controls as well as working on a future agreement which outlines the roles of both the municipality and those of the Business Improvement Area.

At this time, it is recommended that Council approve the 2025 Budget.

Others Consulted

The Belle River Business Improvement Area (BIA) Coordinator submitted the proposed Budget, attached to this report, on behalf of the BIA Board.

Financial Impacts

The 2025 BIA Levy will be collected through taxation and fully remitted to the BIA in the year, resulting in no net impact on the 2025 Municipal budget.

The balance in the BIA reserve will be approximately \$10,000 at the end of 2024 however these amounts have not been audited at this time.

Attachments

Appendix A: Minutes of the March 5, 2025 Belle River Business Improvement Area Board of Management meeting

Appendix B: 2025 Budget – Belle River Business Improvement Area

Report Approval Details

Document Title:	2025 BIA Budget.docx
Attachments:	- BIA 2025 BUDGET.pdf - Board of Management Meeting Minutes-March 5th 2025-For Approval.docx
Final Approval Date:	Mar 28, 2025

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

Prepared by Justin Rousseau

Approved by the Corporate Leadership Team