



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1971-20

**From:** City Manager (CAO)

**Date:** April 26, 2023

**Subject:** Downtown Courtenay Business Improvement Association 2023 Budget and Tax Levy Request

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### PURPOSE:

To receive the annual budget and tax levy request from the Downtown Courtenay Business Improvement Association (DCBIA) for 2023.

### EXECUTIVE SUMMARY:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002, empowers Council to approve on an annual basis, funding requested by the DCBIA. The amount approved may not exceed the bylaw maximum of \$60,000 annually.

For 2023 the DCBIA have submitted their budget and tax levy request in the of \$60,000.

### BACKGROUND:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 was established for the purpose of funding a business promotion scheme for the downtown as well as to raise the funds through a tax levy which is specific to the defined area of the DCBIA.

### DISCUSSION:

Bylaw No. 2264 empowers Council to annually approve the DCBIA funding to an amount not to exceeding the sum of \$60,000. Funding provided to the DCBIA pursuant to this bylaw is recovered through the imposition of a special property tax levy which is applied to class 5 – light industrial and class 6 - commercial properties within the downtown Courtenay business improvement area.

For the DCBIA fiscal year 2023, the proposed budget expenditures and requested tax levy total \$60,000.

### POLICY ANALYSIS:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 was established for the purpose of funding a business promotion scheme for the downtown as well as to raise the funds through a tax levy which is specific to the defined area of the DCBIA. Section 7 and 8 of the bylaw require that Council approve the annual budget request, as well as authorize the tax levy required to raise the funds.

### FINANCIAL IMPLICATIONS:

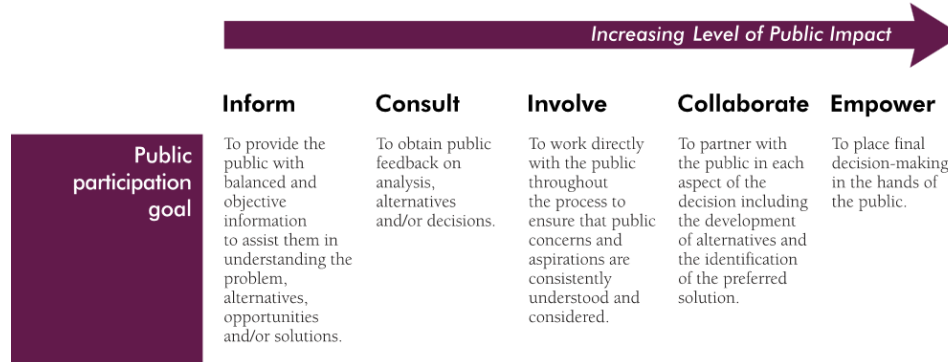
No direct financial implication to the City as this money is considered a collection for other governments and is a flow through of funding.

**ADMINISTRATIVE IMPLICATIONS:**

Staff will calculate the required DCBIA tax rate and include it on the annual property tax bylaw.

**PUBLIC ENGAGEMENT:**

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



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**OPTIONS:**

1. THAT Council approve the Downtown Courtenay Business Improvement Association 2023 Budget and 2023 tax levy request in the amount of \$60,000.
2. THAT Council provide alternative direction to staff.

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Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)