




CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Economic Development Division

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 15, 2025
SUBJECT/REPORT NO:	Westdale Village Business Improvement Area 2025 Budget and Schedule of Payments (PED25004) (Ward 1)
WARD(S) AFFECTED:	Ward 1
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632
SUBMITTED BY:	Norm Schleeahn Director, Economic Development Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

- (a) That the 2025 proposed budget of the Westdale Village Business Improvement Area, attached as Appendix "A" to Report PED25004, in the amount of \$219,612.53 be approved;
- (b) That the levy portion of the 2025 proposed budget of the Westdale Village Business Improvement Area in the amount of \$138,156 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, the *Municipal Act, 2001* (the "Act"), to authorize the levy on the qualifying properties within the Westdale Village Business Improvement Area, as referenced in Recommendation (b) of Report PED25004;
- (d) That the following schedule of payments to the Westdale Village Business Improvement Area, representing the levy amount for 2025 be approved:
 - (i) February \$69,078;
 - (ii) June \$69,078;

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- (e) That the disbursement of the Westdale Village Business Improvement Area remain on hold until which time annual audits for 2022 and 2023 are completed, as per the mandatory requirement of the *Ontario Municipal Act*.

Note: Assessment appeals may be deducted from the levy payments.

EXECUTIVE SUMMARY

This Report addresses the approval of the 2025 proposed budget and schedule of payments for the Westdale Village Business Improvement Area.

Alternatives for Consideration – Not Applicable.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The \$138,156 levy portion of the 2025 proposed budget of the Westdale Village Business Improvement Area is raised and collected by the City pursuant to a special levy on the qualifying properties (commercial and industrial properties) within the Business Improvement Area boundaries. There is no cost to the City of Hamilton for the levy portion of the 2025 Proposed Budget of the Westdale Village Business Improvement Area.

Provision of additional funding to the BIA from the City of Hamilton (excluding the levy portion) such as through CIP or other grant programs (the “Grant Programs”) is subject to City approval of the individual Grant Programs through the City’s budget process and is contingent on approval pursuant to the terms and conditions of the individual Grant Programs.

Staffing: There are no staffing implications.

Legal: Section 205(1) of the *Act* requires the board of management of each Business Improvement Area to annually prepare a proposed budget, and Section 205(2) of the *Act* requires the board of management to submit the proposed budget to council and provides that the municipality may approve it in whole or in part but may not add expenditures to it. Pursuant to section 205(3) of the *Act*, the board of management is prohibited from spending money unless it has been included within a budget approved by the municipality or in a reserve fund.

HISTORICAL BACKGROUND

At its Annual General Meeting on Wednesday November 13, 2024, the Westdale Village Business Improvement Area Board of Management presented its proposed budget for 2025 to the membership.

The process followed to adopt the Westdale Village Business Improvement Area's Budget for 2025 was in accordance with the *Ontario Municipal Act*, 2001, as amended, and the Business Improvement Area Procedure By-Law.

At the Annual General Meeting, City staff reiterated the mandatory requirement for the annual audit of the preceding year to be completed before the end of the calendar year. Currently both 2022 and 2023 audits remain incomplete. Economic Development is currently withholding disbursement of the Westdale Village Business Improvement Area levy until which time the outstanding audits are brought into compliance.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Not Applicable.

RELEVANT CONSULTATION

Not Applicable.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Not Applicable.

ALTERNATIVES FOR CONSIDERATION

Not Applicable.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED25004 – Westdale Village Business Improvement Area
Budget 2025