



ECONOMIC AND FINANCE STANDING POLICY COMMITTEE REPORT

Title Downtown Lethbridge Business Revitalization
Zone 2024 Budget

Meeting Date March 14, 2024

Submitted By Mayor Hyggen, Chair – Economic & Finance Standing Policy Committee

Recommendation from Economic & Finance Standing Policy Committee:

BE IT RESOLVED THAT Council approve the Downtown Business Revitalization Zone (DBRZ) 2024 Budget of \$266,798.47, as presented in Attachment 2, in accordance with section 11 of the *Alta Reg 93/2016 Business Improvement Area Regulation*.

Vote:

In Favour: 8-0 (Unanimous)

Absent: 1

Absent: 1

Public Speakers at the Meeting: 1

Public Submissions: 1

Submitted By Crystal Scheit, Urban Revitalization Manager on behalf of the
Downtown Lethbridge Business Revitalization Zone

Summary

The Downtown Lethbridge Business Revitalization Zone is requesting approval of their 2024 budget, as presented in Attachment 2.

Recommendation(s)

1. That the Economic and Finance SPC recommends that Council approve the Downtown Business Revitalization Zone (DBRZ) 2024 Budget of \$266,798.47, as presented in Attachment 2, in accordance with section 11 of the *Alta Reg 93/2016 Business Improvement Area Regulation*.

Financial

The Downtown Business Revitalization Zone proposed a 5.0% (\$11,915) increase to their Downtown Business Improvement Area (DBIA) 2024 budget, totaling \$250,215 from \$238,300 in 2023 as approved by their board on February 13, 2024. The City's expenses are included in the budget requisition (Attachment 2), resulting in a total requested budget of \$266,798.47 with no direct financial impact on the City.

Background and Prior Decisions

In accordance with [Bylaw 6338](#) the DBRZ shall, on or before February 16 of each year, hold an annual budget meeting. This budget is to be submitted to City Council for review. Council may:

- Add to the estimates an allowance for non-collection and administration costs involved in raising the requested money.
- In the form and manner, it considers adequate to every person assessed for business purposes in the area, provide notice of the estimates and the date and place of the Council Meeting at which the proposed budget will be considered.
- On approval of all or part of the budget, Council shall direct the payment of the approved amount to the Board.

At the Budget meeting of the Downtown Business Revitalization Zone (DBRZ) held on Tuesday February 13, 2024, the 2024 budget was approved.

[Alta Reg 93/2016 | Business Improvement Area Regulation | CanLI](#)

- Section 11 – a board must submit a proposed budget for each calendar year for council's approval, it must be balanced and include the funds received from the municipality from the BIA tax.
- Section 12 - notice of proposed budget
 - City Clerks provides Assessment & Taxes with the letter and then a mail out, on behalf of the Clerk's office, is sent out to notify the DBIA members of council meeting with the proposed budget.
- S. 21(1) – once a BIA tax bylaw has been approved, Council must approve a tax rate bylaw annually.
 - An approved budget is required in order to set the tax rate bylaw.
- S. 21(3) – the tax rate bylaw must be enough to raise the amount of money the board is to receive from the municipality in respect to the BIA tax set out in the board's approved budget.

Engagement

Engagement with the Downtown Business Revitalization Zone Director and Administration (Assessment & Taxation, Finance, Solicitors Office) to submit the budget requisition on behalf of the DBRZ.

Recommendation and Option(s) Analysis

Approval of the proposed DBIZ 2024 budget will allow the DBIA to maintain the current operating level to the businesses that are members of the DBIA.

Implications

- **Economic** – The levies collected by the DBIA will fund the services the DBIA provides the downtown businesses such as the clean sweep program.
- **Risk** - Delaying the proposed budget approval would delay the annual tax rate bylaw approval, necessitating amendments to Bylaws [6398](#) and [6426](#) for compliance with the *Municipal Government Act* and *Payments Canada Regulations, Rule H1 – Pre-Authorized Debits* due to delays in the tax notice mail-out.

Attachment(s)

1. 2024 ANNUAL BUDGET MEETING MINUTES Feb 13 2024.pdf
2. DBRZ – 2024 Budget City Copy – FINAL.pdf

Link(s)

1. [Bylaw 6338](#)
2. [Bylaw 6398](#)
3. [Bylaw 6426](#)
4. [Alta Reg 93/2016 | Business Improvement Area Regulation | CanLII](#)

Approvals

Department Director: Abby Slovack

City Manager: Lloyd Brierley