



## STAFF REPORT ACTION REQUIRED

### Supplementary Report to Business Improvement Areas 2013 Operating Budgets Report No. 2

|                          |                                                 |
|--------------------------|-------------------------------------------------|
| <b>Date:</b>             | January 24, 2013                                |
| <b>To:</b>               | Economic Development Committee                  |
| <b>From:</b>             | Deputy City Manager and Chief Financial Officer |
| <b>Wards:</b>            | 11, 13, 14, 15, 17, 19, 21                      |
| <b>Reference Number:</b> | P:\2013\Internal Services\Fp\Ed13006Fp          |

#### SUMMARY

---

This supplementary report brings forward 5 (Baby Point Gates; Hillcrest Village; Liberty Village; Mount Dennis; Oakwood Village) Business Improvement Area (BIA) 2013 operating budgets, to be considered with the 59 BIA operating budgets in report No. 2, for approval by Council as required by the *City of Toronto Act, 2006*. Council approval is required to permit the City to collect funds through the tax levy on behalf of the BIAs.

#### RECOMMENDATIONS

---

The Deputy City Manager and Chief Financial Officer recommends that:

1. The Economic Development Committee adopt and certify to City Council the 2013 recommended expenditures and levy requirements of the following Business Improvement Areas:

| Business Improvement Area | 2013<br>Expenditure<br>Estimates<br>(\$) | 2013 Levy<br>Funds<br>Required<br>(\$) |
|---------------------------|------------------------------------------|----------------------------------------|
| Baby Point Gates          | 98,012                                   | 40,000                                 |
| Hillcrest Village BIA     | 102,630                                  | 88,044                                 |
| Liberty Village BIA       | 296,523                                  | 263,245                                |
| Mount Dennis BIA          | 13,828                                   | 11,281                                 |
| Oakwood Village BIA       | 15,592                                   | 0                                      |

## Financial Impact

No City funding is required since financing of Business Improvement Area operating budgets is raised by a special levy on members which totals \$402,570 in this supplementary report.

## DECISION HISTORY

BIA Operating Budget Process:

The City of Toronto Municipal Code Chapter 19 and the *City of Toronto Act, 2006* require that BIA operating budgets be approved by Council. General membership and Board of Management meetings at which the BIA 2013 budgets were approved are set out below:

| Business Improvement Area | Approved by Board of Management | Approved by Membership |
|---------------------------|---------------------------------|------------------------|
| Baby Point Gates          | November 14, 2012               | January 22, 2013       |
| Hillcrest Village BIA     | December 18, 2012               | January 23, 2013       |
| Liberty Village BIA       | December 13, 2012               | January 21, 2013       |
| Mount Dennis BIA          | October 18, 2012                | January 23, 2013       |
| Oakwood Village BIA       | December 3, 2012                | January 17, 2013       |

Appendix A includes a summary of the BIA budgets discussed in this report, including a calculation of their net levy requirements. Appendix B sets out the status of 2013 BIA operating budget submissions in this report and reports to come.

## COMMENTS

The ***Baby Point Gates BIA*** 2013 Operating Budget was approved at meetings of the BIA's Board of Management on November 14, 2012 and its general membership on January 22, 2013. The BIA has budgeted \$52,000 for capital expenditures, entirely for projects that are cost-shared with the City. The BIA has also increased maintenance expenditure allocations to \$10,500 to purchase more flowers, and increased promotion and advertising expenditure to \$20,500 to add a summer and a fall festival. The BIA has also budgeted \$11,376 for general administration. Funding for these expenditures will come from a BIA levy of \$40,000 and accumulated surplus funds of \$52,779, in addition to anticipated grant monies of \$3,000 and appeal provision surplus funds of \$2,233 expected to be returned from the City to the BIA. It is recommended that the Baby Point Gates BIA's 2013 Budget of expenditures totalling \$98,012 and a BIA levy of \$40,000 be approved.

The **Hillcrest BIA** 2013 Operating Budget was approved at meetings of the BIA's Board of Management on December 18, 2012 and its general membership on January 23, 2013. In 2013, the BIA will primarily be focusing on the annual Salsa on St. Clair event. The BIA will also continue with streetscape improvement projects including the purchase of benches, banners, planters, and bike rings, all of which will be cost-shared with the City, with the BIA's share of costs totaling \$11,450. The BIA also plans to partner with Wychwood Heights BIA and Regal Heights BIA to jointly hire an individual, if possible, to help market and promote the area, leading to increased promotion and advertising expenditures of \$71,070. Included in the BIA's proposed budget are maintenance costs of \$8,592 and general administrative expenses of \$3,514 which are similar to 2012 levels. To fund overall increased expenditures, the BIA will increase the levy by 14.6% to \$88,044, and also use anticipated event sponsorship income of \$1,000, accumulated surplus funds of \$752, and appeal provision surplus funds of \$12,834. It is recommended that the Hillcrest BIA's 2013 Budget of expenditures totaling \$102,630 and a BIA levy of \$88,044 be approved.

The **Liberty Village BIA** 2013 Operating Budget was approved at meetings of the BIA's Board of Management on December 13, 2012 and its general membership on January 21, 2013. The BIA has budgeted \$154,592 for general administration, similar to 2012, largely to cover staffing and rent and storage costs. The BIA has also increased its advertising and promotion budget allocations to \$66,000 to increase advertising, improve its website, and expand its annual BENCHmark event, and increased maintenance budget allocations to \$24,000 to purchase more flowers. The BIA has also budgeted \$28,000 for capital projects including \$10,000 for streetscape improvements cost-shared with the City. Funding for these expenditures will come largely from a BIA levy of \$263,245, which is similar to 2012, in addition to festival revenues of \$20,000, interest income of \$1,000, and appeal provision surplus funds of \$12,278 expected to be returned from the City to the BIA. It is recommended that the Liberty Village BIA's 2013 budget of expenditures totalling \$296,523 and a BIA levy of \$263,245 be approved.

The **Mount Dennis BIA** 2013 Operating Budget was approved at meetings of the BIA's Board of Management on October 18, 2012 and its general membership on January 23, 2013. The BIA is currently looking to reduce the required levy on its members and has found cost savings in 2013 through postponing its membership directory project and switching to smaller and simpler promotional activities; this is reflected in a reduced promotion and advertising budget allocation of \$1,500 in 2013. Although the BIA has no capital projects budgeted for 2013, it expects to spend \$8,750 on maintenance of its current capital assets, including floral maintenance and replacements. The BIA has also budgeted \$2,552 for general administration. As total budgeted expenditures decrease by 73.5% to \$13,828 from 2012, the BIA is able to also reduce its levy by 67.9% to \$11,281 after using appeal provision surplus funds of \$2,546 expected to be returned from the City to the BIA. It is recommended that the Mount Dennis BIA's 2013 Budget of expenditures totalling \$13,828 and a BIA levy of \$11,281 be approved.

The *Oakwood Village BIA* 2013 Operating Budget was approved at meetings of the BIA's Board of Management on December 3, 2012 and its general membership on January 17, 2013. In 2012, the BIA successfully introduced its first Oakwood Village BIA Sidewalk Sale event, and is now planning for two similar sidewalk sales in 2013, as reflected in its promotion and advertising budget of \$4,600; this allocation also allows for funding to continue maintaining its website and building its membership directory as well as donations to support local events. The BIA is not planning any cost-shared projects with the City, but will fully fund a \$4,600 project to continue branding the BIA with new banners. The BIA is also anticipating lower maintenance costs of \$200 and general administration costs of \$2,334. As this BIA plans to maintain a zero levy as in 2012, funding for expenditures, including an appeal provision deficit of \$3,858, will come entirely from a draw on accumulated surplus funds of \$15,592. It is recommended that the Oakwood BIA's 2013 Budget of expenditures totalling \$15,592 with no BIA levy requirement be approved.

## CONTACT

Judy Skinner  
Manager, Financial Planning  
Financial Planning Division  
Phone: 416-397-4219  
Fax: 416-392-3649  
E-mail: [jskinne1@toronto.ca](mailto:jskinne1@toronto.ca)

Mike Major  
Manager, Business Improvement Areas  
Economic Development and Culture  
Phone: 416-392-0623  
Fax: 416-392-1380  
E-mail: [mmajor@toronto.ca](mailto:mmajor@toronto.ca)

Nick Naddeo  
Manager, Revenue Accounting & Collection  
Revenue Services Division  
Phone: 416-395-6789  
Fax: 416-395-6703  
E-mail: [nnaddeo@toronto.ca](mailto:nnaddeo@toronto.ca)

## SIGNATURE

---

Roberto Rossini  
Deputy City Manager and Chief Financial Officer

## ATTACHMENTS

Appendix A – BIA Budget Summary  
Appendix B – Status of BIA Budget Submission

## APPENDIX A

Note: Starting with 2012 Projected Actual and 2013 Budget Request, *AGM expenses* are included in the *Administration* expenditure category. For the 2012 Approved Budget and prior years' reporting, AGM costs were included in the *Promotion & Advertising* expenditure category.

| Baby Point Gates BIA 2013 Budget Summary         |                            |                             |                                |
|--------------------------------------------------|----------------------------|-----------------------------|--------------------------------|
|                                                  | 2012<br>Approved<br>Budget | 2012<br>Projected<br>Actual | 2013 Budget<br>Request<br>(\$) |
| <b>Revenue:</b>                                  |                            |                             |                                |
| - Levy Funds Required (incl. 10% provision)      | 40,000                     | 40,000                      | 40,000                         |
| - Other Revenue                                  | 2,400                      | 0                           | 3,000                          |
| - Appeal Provision Surplus                       | 3,445                      | 3,445                       | 2,233                          |
| - Contribution from Accumulated Surplus          | 34,964                     | 34,963                      | 52,779                         |
| <b>Total Revenues</b>                            | <b>80,808</b>              | <b>78,408</b>               | <b>98,012</b>                  |
| <b>Expenditures:</b>                             |                            |                             |                                |
| - Administration                                 | 10,222                     | 3,060                       | 11,376                         |
| - Capital                                        | 54,700                     | 1,000                       | 52,000                         |
| - Maintenance                                    | 2,500                      | 10,000                      | 10,500                         |
| - Promotion & Advertising                        | 9,750                      | 5,700                       | 20,500                         |
| - 10% Provision for Assessment Appeal Reductions | 3,636                      | 3,636                       | 3,636                          |
| <b>Total Expenditures</b>                        | <b>80,808</b>              | <b>23,396</b>               | <b>98,012</b>                  |
| <b>Surplus/(Deficit)</b>                         | <b>0</b>                   | <b>55,012</b>               | <b>0</b>                       |

| Hillcrest Village BIA 2013 Budget Summary        |                            |                             |                                |
|--------------------------------------------------|----------------------------|-----------------------------|--------------------------------|
|                                                  | 2012<br>Approved<br>Budget | 2012<br>Projected<br>Actual | 2013 Budget<br>Request<br>(\$) |
| <b>Revenue:</b>                                  |                            |                             |                                |
| - Levy Funds Required (incl. 10% provision)      | 76,814                     | 76,814                      | 88,044                         |
| - Other Revenue                                  | 0                          | 0                           | 1,000                          |
| - Appeal Provision Surplus                       | 3,256                      | 3,256                       | 12,834                         |
| - Contribution from Accumulated Surplus          | 3,302                      | 51,858                      | 752                            |
| <b>Total Revenues</b>                            | <b>83,372</b>              | <b>131,928</b>              | <b>102,630</b>                 |
| <b>Expenditures:</b>                             |                            |                             |                                |
| - Administration                                 | 3,575                      | 3,455                       | 3,514                          |
| - Capital                                        | 7,000                      | 71,200                      | 11,450                         |
| - Maintenance                                    | 7,860                      | 5,668                       | 8,592                          |
| - Promotion & Advertising                        | 57,954                     | 52,658                      | 71,070                         |
| - 10% Provision for Assessment Appeal Reductions | 6,983                      | (1,053)                     | 8,004                          |
| <b>Total Expenditures</b>                        | <b>83,372</b>              | <b>131,928</b>              | <b>102,630</b>                 |
| <b>Surplus/(Deficit)</b>                         | <b>0</b>                   | <b>0</b>                    | <b>0</b>                       |

| Liberty Village BIA 2013 Budget Summary          |                            |                             |                                |
|--------------------------------------------------|----------------------------|-----------------------------|--------------------------------|
|                                                  | 2012<br>Approved<br>Budget | 2012<br>Projected<br>Actual | 2013 Budget<br>Request<br>(\$) |
| Revenue:                                         |                            |                             |                                |
| - Levy Funds Required (incl. 10% provision)      | 259,429                    | 259,430                     | 263,245                        |
| - Other Revenue                                  | 22,500                     | 132,625                     | 21,000                         |
| - Appeal Provision Surplus                       | 0                          | 0                           | 12,278                         |
| - Contribution from Accumulated Surplus          | 6,757                      | 0                           | 0                              |
| Total Revenues                                   | 288,686                    | 392,055                     | 296,523                        |
| Expenditures:                                    |                            |                             |                                |
| - Administration                                 | 149,400                    | 143,285                     | 154,592                        |
| - Capital                                        | 35,000                     | 35,000                      | 28,000                         |
| - Maintenance                                    | 19,000                     | 19,000                      | 24,000                         |
| - Promotion & Advertising                        | 47,700                     | 140,000                     | 66,000                         |
| - Appeal Provision Deficit                       | 14,002                     | 14,002                      | 0                              |
| - 10% Provision for Assessment Appeal Reductions | 23,584                     | 23,585                      | 23,931                         |
| Total Expenditures                               | 288,686                    | 374,872                     | 296,523                        |
| Surplus/(Deficit)                                | 0                          | 17,183                      | 0                              |

| Mount Dennis BIA 2013 Budget Summary                            |                            |                             |                                |
|-----------------------------------------------------------------|----------------------------|-----------------------------|--------------------------------|
|                                                                 | 2012<br>Approved<br>Budget | 2012<br>Projected<br>Actual | 2013 Budget<br>Request<br>(\$) |
| Revenue:                                                        |                            |                             |                                |
| - Levy Funds Required (incl. 10% provision)                     | 35,097                     | 35,097                      | 11,281                         |
| - Other Revenue                                                 | 0                          | 7,000                       | 0                              |
| - Appeal Provision Surplus                                      | 1,993                      | 1,993                       | 2,546                          |
| - Contribution from Accumulated Surplus                         | 15,000                     | 0                           | 0                              |
| Total Revenues                                                  | 52,090                     | 44,090                      | 13,828                         |
| Expenditures:                                                   |                            |                             |                                |
| - Administration                                                | 2,399                      | 2,482                       | 2,552                          |
| - Capital                                                       | 29,040                     | 20,000                      | 0                              |
| - Maintenance                                                   | 9,200                      | 7,426                       | 8,750                          |
| - Promotion & Advertising                                       | 8,260                      | 6,150                       | 1,500                          |
| - 10% Provision for Assessment Appeal Reductions and Write-offs | 3,191                      | 3,191                       | 1,026                          |
| Total Expenditures                                              | 52,090                     | 39,249                      | 13,828                         |
| Surplus/(Deficit)                                               | 0                          | 4,841                       | 0                              |

| Oakwood Village BIA 2013 Budget Summary          |                            |                             |                                |
|--------------------------------------------------|----------------------------|-----------------------------|--------------------------------|
|                                                  | 2012<br>Approved<br>Budget | 2012<br>Projected<br>Actual | 2013 Budget<br>Request<br>(\$) |
| Revenue:                                         |                            |                             |                                |
| - Levy Funds Required (incl. 10% provision)      | 0                          | 0                           | 0                              |
| - Other Revenue                                  | 0                          | 0                           | 0                              |
| - Contribution from Accumulated Surplus          | 11,936                     | 11,711                      | 15,592                         |
| Total Revenues                                   | 11,936                     | 11,711                      | 15,592                         |
| Expenditures:                                    |                            |                             |                                |
| - Administration                                 | 3,169                      | 1,609                       | 2,334                          |
| - Capital                                        | 0                          | 5,316                       | 4,600                          |
| - Maintenance                                    | 1,526                      | 0                           | 200                            |
| - Promotion & Advertising                        | 4,073                      | 1,551                       | 4,600                          |
| - Appeal Provision Deficit                       | 3,168                      | 3,168                       | 3,858                          |
| - 10% Provision for Assessment Appeal Reductions | 0                          | 66                          | 0                              |
| Total Expenditures                               | 11,936                     | 11,711                      | 15,592                         |
| Surplus/(Deficit)                                | 0                          | 0                           | 0                              |

## APPENDIX B

| <b>Status of Business Improvement Area Budget Submissions in this Report and Reports to Come</b> |                                     |
|--------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Business Improvement Area</b>                                                                 | <b>Stage in Budget Process</b>      |
| Baby Points Gates                                                                                | Included in this report             |
| Corso Italia                                                                                     | AGM scheduled for February 11, 2013 |
| Crossroads of the Danforth                                                                       | AGM scheduled for February 11, 2013 |
| Hillcrest Village                                                                                | Included in this report             |
| Liberty Village                                                                                  | Included in this report             |
| Mount Dennis                                                                                     | Included in this report             |
| Oakwood Village                                                                                  | Included in this report             |
| Regal Heights Village                                                                            | AGM scheduled for February 12, 2013 |
| Weston Village                                                                                   | AGM scheduled for February 7, 2013  |
| York-Eglinton                                                                                    | AGM scheduled for March 18, 2013    |