

Attachment #3

*Downtown New Westminster Business  
Improvement Area (Secondary Area)*

*Bylaw No. 8549, 2025*

**CORPORATION OF THE CITY OF NEW WESTMINSTER  
BYLAW NO. 8549, 2025**

A Bylaw to establish the Secondary Downtown New Westminster  
Business Improvement Area Service

WHEREAS pursuant to section 215(2) of the *Community Charter* and as an exception to the general prohibition against assistance to business pursuant to section 25(1) of the *Community Charter*, Council may grant money to a corporation or other organization for the purpose of planning and implementing a business promotion scheme;

AND WHEREAS all or part of a grant paid under subsection 215(2) must be recovered by means of a local service tax in accordance with a business improvement area service establishing bylaw in accordance with Division 5 of Part 5 of the *Community Charter*;

AND WHEREAS Council has received a request from the Downtown New Westminster Business Improvement Society to establish a business improvement area and grant money to enable the Society to plan and implement a business promotion scheme within that area;

AND WHEREAS to recover the costs of a business improvement area Council may impose a property value tax on land, on improvements or on both within the business improvement area in accordance with Section 216(1)(a) of the *Community Charter*;

NOW THEREFORE COUNCIL of the Corporation of the City of New Westminster ENACTS AS FOLLOWS:

1. This bylaw may be cited for all purposes as "Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8549, 2025".

**Definitions**

2. In this bylaw:

- (a) "BIA" means the Downtown New Westminster Business Improvement Society;
- (b) "Business Promotion Scheme" means the business promotion scheme within the Downtown New Westminster Business Improvement Area (Secondary Area) as described in Schedule "B," attached to and forming part of this bylaw;
- (c) "City" means the Corporation of the City of New Westminster;
- (d) "Council" means the council of the Corporation of the City of New Westminster;

- (e) "Downtown New Westminster Business Improvement Area (Secondary Area)" means those lands and improvements within the City of New Westminster shown outlined in heavy black on the map attached as Schedule "A," attached to and forming part of this bylaw;
- (f) "Fiscal Year" means the time period from January 01 to the following December 31.

### **Designation of Area and Establishment of Service**

- 3. The Downtown New Westminster Business Improvement Area (Secondary Area) is hereby designated as a business improvement area and Council hereby establishes the Downtown New Westminster Business Improvement Area (Secondary Area) service for the purpose of providing grants under section 215(2) of the *Community Charter*.

### **Grant**

- 4. Council may, by annual resolution made following consideration of the BIA's proposed budget to plan and implement the Business Promotion Scheme for the following Fiscal Year, grant money to the BIA for the 2026 to 2029 Fiscal Years in amounts not exceeding:
  - 2026 = \$202,500.00
  - 2027 = \$208,575.00
  - 2028 = \$214,832.25
  - 2029 = \$221,277.22

### **Expenditures**

- 5. The BIA may only expend money granted pursuant to this bylaw to plan and implement the Business Promotion Scheme.

### **Budget**

- 6. On or before October 15, the BIA shall submit its proposed budget to plan and implement the Business Promotion Scheme for the following Fiscal Year, in accordance with the Budget Format Outline attached as Schedule "C".

### **Accounting**

- 7. The BIA shall:
  - (a) provide the City with financial statements for the prior Fiscal Year, no later than March 15;

- (b) make its accounts and records available to the City for inspection, verification or audit on twenty-four hours written notice; and
- (c) provide such other documents and information as the City may request to account for the use of any money granted pursuant to this bylaw.

### **Recovery**

- 8. All of the money granted to the BIA pursuant to this bylaw shall be recovered by means of a property value tax imposed on all land and improvements within the Downtown New Westminster Improvement Area (Secondary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

### **Additional Requirements**

- 9. To receive grant money under this bylaw, the BIA must:
  - (d) not incur any indebtedness beyond each budget year, unless prior written approval is given by the City;
  - (e) maintain its status as a non-profit society in good standing pursuant to the *Societies Act*;
  - (f) secure, maintain and provide the City with satisfactory proof of the following insurance coverage before undertaking any work on or within City property including City streets and sidewalks:
    - a) Comprehensive General Liability coverage with limits of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence for bodily injury, death and damage to property including loss of use thereof for anyone employed directly or indirectly by the BIA as well as any contractor or subcontractors hired by the BIA.
    - b) The City shall be added as an additional named insured under the Comprehensive General Liability.
    - c) The BIA shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
    - d) The BIA's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

GIVEN FIRST READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

GIVEN THIRD READING THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

SECOND PUBLICATION OF NOTICE UNDER SUBSECTION 213(1)(a) OF THE  
*COMMUNITY CHARTER* OF INTENTION TO UNDERTAKE LOCAL SERVICE GIVEN  
THIS \_\_\_\_\_ day of \_\_\_\_\_, 2025

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
PATRICK JOHNSTONE, MAYOR

\_\_\_\_\_  
HANIEH BERG, CORPORATE OFFICER



## SCHEDULE "B"

### BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include:

1. The improvement, activation, beautification, maintenance and security of the Business Improvement Area to attract customers and enhance community ambiance.
  - Increase cleanliness of the public realm.
  - Enhance existing public space aesthetics and infrastructure.
  - Develop strong relationships with police and social service providers to increase oversight and intervention with negative street activities.
  - Activate public spaces with initiatives that encourage public use.
  
2. The strengthening of businesses in the Business Improvement Area by undertaking promotion, marketing and communication strategies to promote existing business, share information amongst members and develop strong relationships with interest holders.
  - Promote member businesses and events.
  - Share news and updates with membership and stakeholders through communication channels.
  - Develop strong relationships with police and social service providers to increase oversight and intervention with negative street activities.
  - Activate public spaces with initiatives that encourage positive community use.
  
3. The encouragement of business in the Business Improvement Area in order to build and promote a thriving downtown district.
  - Improve awareness of organization with increased presence in the community to connect directly with members and stakeholders.
  - Participate in local and industry meetings to represent member interests and learn about opportunities to mitigate challenges.
  - Support local economic growth by contributing to business recruitment and retention efforts in the downtown district.
  - Provide clear resources for Board and Staff to review organizational governance and operational updates.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

BUDGET FORMAT OUTLINE

<b>REVENUE</b>	<b>Dollar Value (\$)</b>
Balance from Previous Year	
Municipal Levies	
Government Grants:	
Federal	
Provincial	
Municipal	
Interest	
Other (specify)	
<b>TOTAL REVENUE</b>	

<b>EXPENDITURES</b>	<b>Dollar Value (\$)</b>
Business Development	
Promotion, Advertising and Communication	
Activation, Beautification and Maintenance	
Administration and Overhead	
<b>TOTAL EXPENDITURES</b>	