



City of Delta  
COUNCIL REPORT  
Regular Meeting

To: **Council**

From: **Corporate Services**

Bylaw No: **8555**

Date: **January 7, 2026**

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**Tsawwassen Business Improvement Area**

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The following report has been reviewed and endorsed by the City Manager's Office.

▪ **RECOMMENDATIONS:**

- A. THAT Council direct staff to initiate the process to renew the Tsawwassen Business Improvement Area, in accordance with Section 213 of the *Community Charter*.
- B. THAT the details that are included in the Notice of Intention (Attachment B) to renew the Tsawwassen Business Improvement Area be approved.
- C. THAT Tsawwassen Business Improvement Area Bylaw No. 8555, 2026 be given first, second and third readings (Attachment C).

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▪ **PURPOSE:**

The purpose of this report is to seek Council approval to renew the Tsawwassen Business Improvement Area for a five-year period using the Council initiative process under Section 213 of the *Community Charter*. Council is also asked to approve the details contained in the Notice of Intention and to give three readings to the Tsawwassen Business Improvement Area bylaw.

▪ **BACKGROUND:**

The *Community Charter* requires a municipality to adopt a bylaw to establish a local area service. For a local area service on Council initiative, Council is required to give formal notification of the proposed local area service to the affected property owners by mailing a Notice of Intention. A Business Improvement Area is a form of local area service.

A Business Improvement Area is a designated area in which municipalities may provide a business improvement area service to assist businesses and property owners to carry out marketing, promotional and revitalization programs for the area. The funding for a Business Improvement Area is collected through a special property levy on specified properties within the designated Business Improvement Area boundary. A Business Improvement Area must be established by a bylaw.

In 1991, the Tsawwassen Business Improvement Area was established by bylaw for a five year term. The Tsawwassen Business Improvement Area has been renewed on six occasions. The current bylaw expires June 30, 2026.

The Tsawwassen Business Improvement Society, which operates under the name Tsawwassen Business Improvement Association, has submitted a request (Attachment A) to renew the Tsawwassen Business Improvement Area for another five-year term commencing on July 1, 2026. In 2025, there were 133 properties that were levied under the current Tsawwassen Business Improvement Area bylaw.

▪ **DISCUSSION:**

Under this Improvement Area arrangement, the Tsawwassen Business Improvement Association has continued to strengthen Tsawwassen's business area through beautification, business marketing, community engagement and direct support for small businesses. Through a member survey in 2025, Tsawwassen businesses emphasized the importance of business collaboration, advocacy, increasing customer traffic and continued investment in beautification and marketing. The Tsawwassen Business Improvement Association has prepared their request using their members' priorities for a balanced and community focused plan that strengthens Tsawwassen's commercial area, enhances the customer experience and contributes to the ongoing economic vitality. This includes programs such as seasonal lighting, shop local initiatives, community events and digital marketing.

## **Tsawwassen Business Improvement Area Renewal Process**

### **1. Business Improvement Area**

Under the *Community Charter*, a Business Improvement Area may be established either through a Council initiative process or by a property owner initiated petition process. Council has the discretion to select which option they wish to follow.

Delta has used the Council initiative process in the past, to establish the Tsawwassen Business Improvement Area in 1991 and to carry out the subsequent renewals. In discussions with other municipalities, the Council initiative process is the commonly chosen method to establish Business Improvement Areas.

### **2. Notice of Intention**

The *Community Charter* is very specific as to the information that is required to be conveyed in the Notice of Intention. The Notice of Intention is sent out to the property owners that would be subject to the local service tax, which includes all Class 5, Light Industry and Class 6, Business and Other properties in the Tsawwassen Business Improvement Area. A draft Notice of Intention is shown in Attachment B and includes the following details:

(a) Identity of the organization:

- Tsawwassen Business Improvement Society (the "Society")

(b) A description of the Business Promotion Scheme:

- To encourage and promote commercial business and entertainment activities in the Tsawwassen Business Improvement Area to further its economic and commercial welfare;
- To conduct studies of, and advance projects, plans or improvements designed to benefit the Tsawwassen Business Improvement Area and further the goals of the Tsawwassen Business Improvement Society; and
- To improve and beautify streets, sidewalks or municipally owned land, buildings or other structures in the Tsawwassen Business Improvement Area.

(c) Tsawwassen Business Improvement Area Boundary:

- Refer to Schedule “A” of Attachment B.

(d) Cost Recovery and Tax Collection Methods:

- The full amount granted by Delta to the Society is to be recovered from the owners of taxable Class 5, Light Industry and Class 6, Business and Other properties within the service area by way of a property value tax on land and improvements.

(e) Estimate of the Costs of Service:

- Each property owner is provided an estimate of the 2026 cost for the property.

(f) Process:

- Property owners not in favour of proceeding with the Tsawwassen Business Improvement Area initiative have 30 days to petition Council not to proceed.
- The Tsawwassen Business Improvement Area may proceed unless there is opposition from 50% of the property owners representing at least 50% of the property values. In the last renewal of the Tsawwassen Business Improvement Area in 2021, there were no responses received that were opposed to the renewal.

Subject to Council approval, staff will publish and deliver the notice to the affected property owners within the Tsawwassen Business Improvement Area in accordance with the requirements of the *Community Charter*.

### **3. Tsawwassen Business Improvement Area Bylaw No. 8555**

The *Community Charter* requires a municipality to establish a local area service by bylaw. In addition to the terms listed in Section 2 above - Notice of Intention 2(a) to 2(d), Bylaw 8555 (Attachment C) contains the following conditions:

**Grant:**

- The grant amount for the year 2026 will increase by 3% from the 2025 levy amount. This amount will not exceed \$159,481 (Year 1) and the grant amount for Years 2 to 5 shall be as follows:

a)	Year 2	2027	\$164,265	3% increase
b)	Year 3	2028	\$169,193	3% increase
c)	Year 4	2029	\$174,269	3% increase
d)	Year 5	2030	\$179,497	3% increase

The grant amounts are subject to any adjustment of such annual amount requested by the Society in its discretion, provided that in no event shall the total grant paid during the Term exceed \$846,705.

**Conditions and Limitations:**

- The money granted to the Society must be expended in accordance with the conditions and limitations set out in the Bylaw for the planning and implementation of the Business Promotion Scheme.
- The Society is required to submit annually to the City, on or before April 1 in each year, annual financial statements prepared in accordance with Canadian accounting standard for not-for-profit organizations and must include a Statement of Financial Position, a Statement of Revenues and Expenditures and a Review Engagement Report, along with the tax return filed with the Canada Revenue Agency.
- The Society shall submit a budget that was approved at its Annual General Meeting by the first day of April in each year of the Term.
- The Society shall not incur any indebtedness or other obligations beyond its approved budget in any year, unless prior written approval is given by the City.
- The Society shall not alter or approve amendments to its constitution or bylaws without providing Delta's Director of Corporate Services with two (2) months' notice in writing of its intentions to make such alteration or amendment, and where any alteration or amendment is made without such notice the City may withhold any payments of the grant referred to in this Bylaw.
- The Society must at all times comply with the provisions of the *Societies Act* and other applicable laws.
- The Society shall obtain and maintain in force at all times during the Term, a policy or policies of insurance in accordance with the directives and specifications set out in Schedule "B" of Attachment C.

**Implications:**

Financial Implications - The Tsawwassen Business Improvement Society has requested that Delta renew the Tsawwassen Business Improvement Area bylaw from July 1, 2026 to June 30, 2031. The five-year budget for the Tsawwassen Business Improvement Society totals \$846,705. There will be minor costs associated with

notifying property owners for the Tsawwassen Business Improvement Area renewal. There are currently 1 Class 5, Light Industry and 132 Class 6, Business, Other properties within the Tsawwassen Business Improvement Area, and the 2025 assessed value for these properties was approximately \$485 million.

▪ **CONCLUSION:**

The approval of the Notice of Intention and the first three readings of the Tsawwassen Business Improvement Area Bylaw No. 8555, 2026 will enable the Tsawwassen Business Improvement Area renewal process to begin. The bylaw will be presented to Council for approval in spring 2026, subject to the successful completion of the Notice of Intention process.

A Tsawwassen Business Improvement Area tax levy bylaw, to be presented to Council for approval in April/May, will allow Delta to levy and collect property taxes for the Tsawwassen Business Improvement Society.



Mike Brotherston  
Director, Corporate Services

Department submission prepared by: Nancy Hudson, Manager, Revenue Services  
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This report has been prepared in consultation with the following listed departments.

Concurring Departments		
Department	Name	Signature
Finance	Navin Chand	NC
Office of the City Clerk	Michelle Jansson	MJ

▪ **ATTACHMENTS:**

- A. Tsawwassen Business Improvement Association request to renew Tsawwassen Business Improvement Area
- B. Draft Notice of Intention
- C. Bylaw No. 8555