



December 13, 2021

Spruce Grove City Centre Business Association  
Dr. Angela Regier Cubos, President  
204, 215 McLeod Ave.  
Spruce Grove, AB T7X 0G2

Dear Dr. Regier Cubos,

As the year comes to a close, I would like to provide you with a progress update regarding the BIA Levy collection discussions. As requested by the City Centre Business Association (CCBA), the City has agreed to link the renewal of business licenses in the City Centre to payment of the BIA Levy. This will be implemented starting in 2022 and is intended to make the collection process more streamlined.

The City has developed an administrative procedure to implement this change. It will follow an approach based on a typical enforcement procedure involving education, a warning and, finally, a consequence, while allowing time for businesses to pay the levy and come into compliance before the City takes the next step. Specifically this would include the following steps:

- The City sends out the initial BIA Levy by April 30<sup>th</sup> of each calendar year. This will include a letter that their Business License may not be renewed if the Levy is not paid.
- The BIA Levy notice clearly indicates June 30<sup>th</sup> as the deadline for remitting payment.
- The City will generate a list of overdue accounts by September 1<sup>st</sup> and a letter sent to those businesses warning that their business licenses will not be renewed until the Levy has been paid.
- Overdue account holders will be prevented from renewing their licence within the new online renewal system until the outstanding levy has been paid.
- The BIA Levy would be enforceable under Bylaw C-1124-20 Development, Fees and Fines.

Please let us know if you have any questions or concerns.

Yours truly,

Dean M. Screpnek, CMA, CPA, CLGM  
City Manager

- c. Spruce Grove City Council  
Wendy Boje, General Manager of Corporate Services  
Darlene Christie, Acting Chief Financial Officer  
Carol Bergum, Director of Planning and Development  
Dave Walker, Director of Business and Economic Development  
Jamielinn Marvelous, Economic Development Specialist

*The Community of Choice*