

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA 2011 - 2021

Annual General Meeting

Go the web site after January 24 for a more detailed agenda

www.CarpRoadBIA.ca

Zoom link: <https://us02web.zoom.us/j/6196319930>

Know about your “view” button – top right of your screen

Mute your microphone after speaking

Place comments and questions in the chat room (the moderator will monitor and invite you to speak in turn)

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Meeting Overview / Agenda

- Recognition of Board members and City staff
 - Welcome comments
- Update on 2021 achievements and the 2022 work plan
 - A new logo for the business association
 - Municipal water in the Corridor – process steps
 - Highlights of the proposed budget, levy and levy cap
- **Open forum (Questions and comments can be provided in advance)**
 - Finance report for 2021
 - Annual General Meeting Motions
 - Closing comments from the BIA Chair

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

AGM Formal Tasks

Call to Order

Confirmation of Quorum (10 members)

Agenda and Previous Minutes

(For Zoom, the previous Minutes have been provided to a selection of members who attended the meeting last year)

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA 2011 - 2021

BIA Volunteer Board members

Rick Levitsky (Aecon) – Chair

Shawn Argue (Argue Construction) – Vice Chair

Sandra Cain (Kanata Tax Services) – Treasurer

Gary Connolly** (Helicopter Transport Services)

Ken Crawford (C&M Electric)

John Kenny* (Stittsville Storage)

Jason Lalonde (Vitality Landscaping)

Dustin Therrien** (Cheshire Cat Pub)

Wayne French** (Waste Management Inc.)

* John Kenny Retired. Seeking replacement for a 1 year term.

** 10 years service

Councillors and City Staff

Councillor Eli El-Chantiry

Councillor Scott Moffatt

City staff liaison Mike Bureau

General Manager Steve Willis

Economic Development lead Don Herweyer

New Official Plan lead Alain Miguelez

Area Road Super Jean-Sebastien Rousseau

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA 2011 - 2021

Welcome Comments

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

2021 Progress and Achievements

- Work with members and the City on the new Official Plan
 - The Corridor is now named as a “unique economic development area”
 - There is a new policy the City may consider extension of municipal water
 - Reed Park and Carp Road south of 417 is now part of the urban area
- Assist members with understanding of COVID business restrictions and available support programs (THANKS to Steve at McFadden's Hardwood & Hardware on Willowlea)
- Input to the Small Business Tax Credit (contact the business association for more info)
- Discuss with members / assist members with value of the business association, development applications, drainage complaints, MPAC assessment concerns

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Small Business Tax Credit

- The City assesses taxes to property, not businesses
- Decision made to use size of building as an indication of business size – 25,000sqft

Small Business Tax Subclass Discount

- 15% small business subclass discount phased in over 2 years
 - 5,800 properties or 10,000 small businesses
- Avg small business Assessed at 700,000
 - Pays 18,500 in Municipal and Education Taxes
 - Will see a reduction of \$2,800
- Avg Residual Property Assessed at 4,000,000
 - Pays 106,000 in Municipal and Education Taxes
 - Will see an increase of \$1,500 or 1.46%

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

2022 Work Plan

- Ongoing:
 - Renew regular contact with members regarding issues and concerns
 - Convey issues and recommended actions to Councillors and City staff
 - Monitor City activities and provide input to the benefit of the Corridor
 - Area traffic – monitor traffic levels and member concerns and convey to the City
 - Area drainage - advocate for maintenance of area ditches to help avoid future complaints and flood risk
 - Groundwater protection – identify the economic development “cost” of groundwater protection, convey member development experience regarding cost and time to meet City requirements

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

2022 Work Plan

- New activities in 2022:
 - Municipal water in the Corridor – address member inquiries re cost and benefit
 - “Promote” the Corridor
 - Identify the value and benefit of businesses in the Corridor
 - Efforts which will raise awareness of jobs in the Corridor
 - Efforts which will raise awareness of the vacant space and land supply
 - Input to city Zoning Bylaw – address member input regarding permitted uses, advocate for maximum flexibility for uses
 - Participate in the Transportation Master Plan
 - Advocate for the 4 lane of Carp Road south of 417
 - In the meantime attention to signal timing at Westbrook

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Municipal Water in the Corridor

- This topic comes up frequently (this year on development proposals, after the recent Tomlinson fire, specific requests “yes” from two members and “no” from one member)
 - There are benefits ... but those come with a cost
- The main cost is construction which would be at the **expense of property owners**

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Municipal Water in the Corridor

Proposed process:

- Business association can provide property owners with:
 - Information on benefits from an economic development / small business professional
 - Estimate the cost on a property by property basis
- Survey members asking “Should we take a next step?” – seek 50% “yes” support to ask the City to investigate in detail – no obligation
- City then completes feasibility and engineering to detail costs
- City contacts property owners with information
- City seeks support from property owners – needs 66% to consider moving forward

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

“Promote” the Corridor

Carp Road Corridor companies are hiring

The diversity of jobs in the Corridor is remarkable

From general and skilled labour at the many trades companies along Carp Road to a senior quantum scientist at one of Ottawa's largest fibre optics companies, there is a job for you in the Corridor.



CARP ROAD CORRIDOR: A GREAT PLACE TO WORK ... AND TO BUILD A BUSINESS

WHO WE ARE

The Carp Road Corridor is Ottawa's largest light industrial business area. We have more than 900 acres of vacant already zoned land, as well as space for lease and many "build to suit" opportunities. The Corridor is zoned for light industry and highway commercial and is located just west of the Canadian Tire Centre.

FOR JOBSEEKERS

What kinds of employers operate in the Corridor?
All kinds. The Corridor is home to more than 200 businesses and most of them are hiring!

Our employers span the high-tech, construction, trades, general contracting, warehousing and logistics, and manufacturing sectors. We are home to big local names like OZ Optics, Lee Valley, Veritas, Nutri-Lawn and M CON Products, as well as a host of smaller, growing businesses in need of staff. About 5,000 people work in the Corridor.

How about commuting?
Carp Road is handy for anyone living in Perth, Smith's Falls, Almonte, Arnprior and the surrounding area. It's an easy drive without the traffic congestion that's typical further east toward downtown. You can enjoy rural/country living (and more reasonable home prices) without having to spend more time in the car.

And for anyone who lives in Kanata or further east, the morning

commute is often lighter than if you were heading in the opposite direction.

What else is there to do on Carp Road?

We have the famous Cheshire Cat Pub - our version of the traditional British pub experience. Also in the Corridor are Irish Hills Golf Club, the Oz soccer dome (open year around and available to rent) and the very fun Evolution Wake Park - the first wakeboard cable park in the nation's capital. And then there is the Village of Carp, known for its annual Carp Fair and Garlic Festival, and its weekend Farmer's Market that runs during the summer months. Popular spots in Carp include Alice's Village Cafe and the Ridge Rock Brewing Co., as well as The Dieffenbunker - Canada's Cold War Museum.

Carp Road Corridor

Roddy G. Bolivar
613 314-7597
Roddy.Bolivar@crbia.ca
www.CarpRoadBIA.ca



FOR BUSINESS OWNERS

What sizes of property are available?
We have available shovel ready land to accommodate needs ranging from a modest half acre to a contiguous single parcel as large as 60 acres.

What is transportation access like?
We have excellent surface transportation access, direct to Hwy 417 and with Hwy 7 and Hwy 416 nearby. This makes the Carp Road Corridor an ideal base from which fleet operators can service the western half of the region or connect to the Toronto-Montreal corridor.

In addition, we have our own airport. The Carp Municipal Airport offers a state-of-the-art fuel station and on-site maintenance services. It has one 1,200-meter asphalt runway and a 672-metre gravel runway.

What does a property cost?
Land acquisition and development costs are lower, sometimes dramatically so, than in other suburban business parks in the City of Ottawa that are connected to the city's water and sewers. Based on current listings, for example, an acre along Carp Road prices around \$250,000, while a serviced acre over on Michael Cowpland Drive in Kanata is about \$800,000.

Are you ready for a move?
If you are looking to set up a new business or relocate an existing one, let's talk. Visit www.carproadbia.ca to learn more.

Participate in Ottawa area economic development initiatives to ensure Corridor members' interests are heard:

- Making it in Manufacturing
- Local Employment Hub
- Ottawa Board of Trade
- Algonquin College program committees
- Contact with other education institutions

Feature articles in the Ottawa Business Journal

Members have suggested:

- A "Job Fair" in the Corridor
- Regular business meetup events for members

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

A new logo for the business association?



“FIGURE”



“SCENE”

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Highlights of the proposed levy and budget

- Draft levy for 2022
 - \$125,000 (same as previous 2 years)
 - Half of members pay less than \$360 levy
 - 14 members pay maximum of \$1,562 levy
- Draft budget for 2022
 - \$125,000 levy + \$31,400 from reserve
 - Reserve funds to undertake economic and technical studies intended to benefit members

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Open Forum

Please use the “Chat” to submit questions

The following questions/comments were submitted in advance of the meeting:

- Can my business be removed from the business association?
- I have appealed my property assessment – will that make a difference on my business association assessment?
- Municipal water – Two “For” (on Willowlea and Wescar) one “Against” (on Tansley)
 - Questions from the chat room?

Carp Road Corridor BIA
Proposed Budget for 2022

	2022 Budget	2021 Budget
Income		
BIA Property Tax Levy	\$125,000.00	\$125,000.00
Golf Tournament (Revenue)	\$4,500.00	\$4,000.00
Grant Opportunity Funding	\$15,000.00	
Contribution from Reserve	\$31,400.00	\$25,700.00
Total Income	\$175,900.00	\$154,700.00
Expense		
<u>Administration</u>		
Conferences & Conventions	\$100.00	\$100.00
Staff Training	\$100.00	\$100.00
Car Mileage	\$800.00	\$1,200.00
Postage	\$1,200.00	\$600.00
Telephone	\$375.00	\$375.00
Audit Fees	\$2,000.00	\$2,000.00
Executive Director Services	\$66,300.00	\$66,300.00
Insurance (City)	\$6,000.00	\$4,800.00
Insurance (D&O)	\$700.00	\$700.00
Parking	\$100.00	\$100.00
Office Supplies	\$450.00	\$450.00
Total Administration	\$78,125.00	\$76,725.00
<u>Marketing</u>		
Communications (Website)	\$8,000.00	\$4,000.00
Area Promotion & Advertising	\$7,500.00	\$10,000.00
Receptions, Lunches	\$500.00	\$200.00
Total Marketing	\$16,000.00	\$14,200.00
<u>Operations</u>		
Consultants (Special Projects)	\$35,000.00	\$35,000.00
Professional Services 10,000	\$5,000.00	\$8,000.00
Grant Opportunities	\$30,000.00	\$10,000.00
Annual General Meeting	\$2,000.00	\$2,000.00
General meetings	\$2,000.00	\$2,000.00
Golf Tournament (expense)	\$4,500.00	\$4,000.00
Memberships	\$3,000.00	\$2,500.00
Miscellaneous (Contingency)	\$275.00	\$275.00
Total Operations	\$81,775.00	\$63,775.00
Total Expense	\$175,900.00	\$154,700.00
<u>Net Income</u>	\$0.00	\$0.00

Statement of Available & Anticipated Reserve

Audited Surplus 31 Dec 20	\$62,480.00
Estimated Change for 2021 Activity	\$5,000.00
Budget Draw on Reserve	<u>\$31,400.00</u>
Estimated Surplus 31 Dec 22	\$36,080.00

You may be able to enlarge the draft budget or you can contact the business association for a copy

Roddy Bolivar

613 314 7497

Roddy.bolivar@crcbia.ca

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Annual General Formal Tasks

- 2021 Finance Report
 - 2022 Budget
 - 2022 Levy cap
- Housekeeping governance required by the Province

CHANGE VIEW TO FINANCE POWERPOINT

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Treasurer's Report for 2021

Whereas

The unaudited financial report for 2021 has been presented to members at the Annual General Meeting

Be it resolved that

The unaudited financial report be approved:

Moved by: Sandra Cain, Treasurer

Seconded by:

Comments from members:

All in favour:

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Levy and Budget for 2022

Whereas

The Municipal Act and the formation By-law require that the BIA inform City Council of the levy request; and

The BIA Board of Management has prepared a budget which has been presented to members at the Annual General Meeting;

Be it resolved that

The levy of \$125,000 as presented be approved;

The budget of \$175,900 as presented be approved:

Moved by: Sandra Cain, Treasurer

Seconded by:

Comments from members:

All in favour:

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Levy cap for 2022

Whereas

Sec. 208 of the Municipal Act permits the municipality to assess or establish:

A cap for one or more separately assessed properties as a percentage of the Board of Management's annual levy

A special arrangement regarding a cap on the BIA Levy has been approved by members in each of the previous years

Be it resolved that

The BIA special charge on any one separately assessed property not exceed 1.25% of the total amount of the funds to be raised under the authority of Sec. 208(1) of the Municipal Act.

Moved by: Sandra Cain, Treasurer

Seconded:

Comments from members:

All in favour:

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Procedures By-laws as required by the Province

WHEREAS the Carp Road Corridor BIA Board, a “local board” as defined by the *Municipal Act, 2001*, wishes to adopt a Procedure By-law and Policies as required by the *Municipal Act, 2001* and *Municipal Elections Act, 1996*; and

WHEREAS the City of Ottawa has provided the BIA with model bylaws which have been reviewed by the BIA Board and the City encourages the use of model bylaws to promote consistency among Ottawa’s 19 BIAs

THEREFORE BE IT RESOLVED that

- The Carp Road Corridor BIA adopts the model bylaws as provided by the City of Ottawa in order to meet the requirements of the *Municipal Act, 2001* and *Municipal Elections Act, 1996* for a:
 - Carp Road Corridor BIA Board Procedure By-law;
 - Carp Road Corridor BIA Board Policies with respect to the sale and other disposition of land, hiring of employees, and procurement of goods and services;
 - Carp Road Corridor BIA Board Election-Related Resources Policy.
- Where speaking to the same issue, the newly adopted bylaws supercede the BIAs existing formation bylaw
- The new bylaws and the amended existing formation bylaw be published to the Carp Road Corridor BIA web site by March 1 2022

Moved by: Rick Levitsky, Chair

Seconded by:

Comments from members:

All in favour:

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Closing comments from the Chair

Contact the Business Association any time

- Chair Rick Levitsky 613 839 2816 (office)
 - Roddy Bolivar 613 314 7597

Election-Related Resources Policy

Purpose

To provide direction to [ENTER BIA NAME HERE] staff and Board of Management directors on the administration of resources and budgets with respect to election-related matters.

Principle

In compliance with the *Municipal Elections Act, 1996*, [ENTER BIA NAME HERE] funds are not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

Policy Elements:

Definition

For the purpose of this policy, “election-related purposes” refer to the occurrence of a municipal election or by-election. It also includes any participation in federal and provincial elections that is partisan in nature.

Campaign-Related Materials

At no time shall BIA resources and/or budgets be used to sponsor or produce any campaign-related materials. For the purposes of this clause, the phrase “campaign-related materials” means those materials that promote or oppose the candidacy of a person for elected office.

Director and staff Involvement in Elections

[ENTER BIA NAME HERE] staff and directors are expected to preserve the BIA membership’s trust and confidence in their daily work. With respect to elections, staff and directors are expected to promote the principles of transparency, impartiality, respect and accountability as follows:

Staff and directors engaged in political activities must take care to separate those personal activities from their official positions as staff or

directors with the BIA. They may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or utilize BIA assets, resources, or property. Notices, posters or similar material in support of a particular candidate or political party are not to be displayed or distributed by employees on BIA work sites or on BIA property.

Staff wishing to run for federal, provincial or municipal office must request, and obtain, a leave of absence without pay, and abide by the respective legislation governing such elections.

Enforcement

Should any written complaint arise regarding the alleged use of [ENTER BIA NAME HERE] budgets or other resources in contravention of this policy, the City Clerk, City of Ottawa, shall have the delegated authority to investigate it and resolve any issues.

Enquiries

For more information on this policy, contact:

[ENTER BIA NAME HERE]

[ENTER Executive Director Contact Information]

POLICY REQUIREMENTS

Pursuant to Subsection 270(2) of the Municipal Act, 2001, each Board shall adopt and maintain policies with respect to the following matters that shall include the following provisions, at minimum:

(a) Sale and other disposition of land:

•The sale and other disposition of land does not apply to the BIA.

(b) Hiring of employees:

•The BIA believes in equal opportunity in employment practices without discrimination on the grounds of race, religious beliefs, color, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, source of income or family status.

(c) Procurement of goods and services:

•The Executive Director has approval to make expenditures, upon Board approval, as follows:

Amount	Process
\$0 - \$2,499	At the discretion of the Executive Committee or Executive Director
\$2,500 - \$4,999	Executive Committee approval required
\$5,000+ or Contracts	1. Minimum of two quotes required or rationale / justification for sole sourcing; 2. Selection of local businesses where reasonable and effective; and 3. A vote by the Board of Management

PASSED by the Board of Management this Xth day of [MONTH YEAR].

THE BOARD OF MANAGEMENT FOR THE [ENTER BIA NAME HERE]

CHAIR

TREASURER

APPROVED by the Membership this Xth day of [MONTH YEAR].

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA SINCE 2011

Closing comments from the Chair

Contact the Business Association any time

- Chair Rick Levitsky 613 839 2816 (office)
 - Roddy Bolivar 613 314 7597