



Love Local, Live Central

May 10, 2023

Dear Mr. Mike Bureau,

Please accept this letter as a formal request to amend the boundaries of the Business Improvement Area (BIA) for Kanata Central Business Improvement Area.

The Kanata Central BIA was formed in 2016. In the ensuing years the nature of the Kanata Central and area has changed dramatically. The KCBIA has become a huge district with more locally owned and operated stores each year and we are here to support the growth of Kanata.

This request for a BIA boundary amendment is based on the need to be inclusive of all businesses, and potential businesses in our community. This proposed expansion is a natural progression towards encompassing, and thus servicing more of the businesses locating to the area South of the Kanata Central BIA. Our hope is that the process would be completed for the 1<sup>st</sup> of January 2024 taxation year.

**BE IT SO MOVED:** that the Board of the Kanata Central Business Improvement Area (BIA) Approved the Boundary Expansion at the Annual General Meeting on Thursday, January 12, 2023, at 8:00 AM to 10:00 AM on Zoom. Once again on Board of Directors Meeting Date: Thursday, March 9, 2023, Time: 8:00 am – 10:00 am Location: Holiday Inn & Suites Kanata both Councillor Curry and Councillor Hubley in attendance.

The KCBIA Board of Management proposes that the boundaries be extended as per the attached map.

We are confident that the City of Ottawa Council will share our vision of a Business Improvement Area moving south of our current BIA.

On behalf of the Board of Directors, I would request that the City of Ottawa initiate the process to amend the BIA boundary amendment and keep the Kanata Central BIA apprised at key points through correspondence with the Executive Director, as the application follows its course to completion. It is our desire to have the boundary amendment process completed and a new bylaw adopted by City Council as soon as possible.

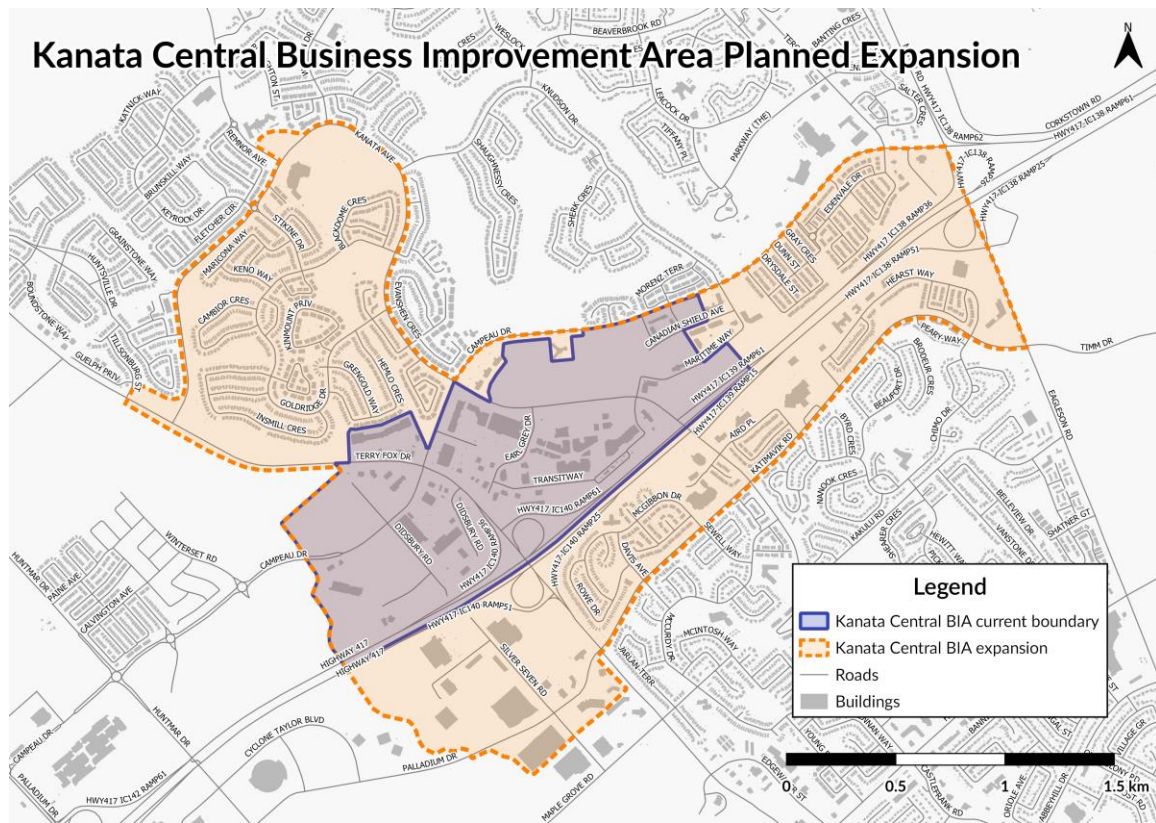
Also attached are the results of both our community consultation process begun in 2023, as dictated by the Municipal Act, and the recent poll of affected businesses in the designated expansion area.



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Best regards,

Joanne Mutter  
Kanata Central Business Improvement Area  
Chair





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2023 Proposed Kanata Central BIA Expansion STEPS	DEADLINE	
<p><b>1. Set-up a Steering Committee</b></p> <ul style="list-style-type: none"> <li>The Municipal Code requires that a Steering Committee be formed to define the boundaries of the expansion, develop a consultation process, and organize public meetings.</li> <li>The Steering Committee should include representation from existing BIA and the expansion. Representative is Mandi McBeath GM Comfort Inn Kanata ON</li> </ul>	March 2023	STEERING COMMITTEE
<p><b>2. Informal Consultation</b></p> <ul style="list-style-type: none"> <li>Steering committee consults informally with businesses and property owners in the expansion area, especially major stakeholders. All businesses and landowners were notified the month of April either by in person visits, email, or Canada Post.</li> <li>Steering committee refines boundaries, strategy to communicate with businesses/owners.</li> </ul>	April 1, 2023 January Launched on Website, weekly updates to BIA members, Weekly Newsletter	STEERING COMMITTEE
<p><b>3. Information Meeting</b></p> <ul style="list-style-type: none"> <li>Informal information meeting for existing membership to discuss expansion.</li> <li>Unrefined Olive was the only business interested in the meeting.</li> <li>Meeting held on Zoom for all existing members of the Kanata Central BIA</li> </ul>	April 13, 2023 Open monthly Board Meeting	STEERING COMMITTEE
<p><b>4. Public Meeting(s) - Existing membership plus the Expansion area</b></p>	Meeting #1 May 9 <sup>th</sup> , 2023,	BOARD

<ul style="list-style-type: none"> <li>The Steering Committee, with support from the City, will host at least one public meeting to determine if there is sufficient support to expand the BIA, provide clarification, address concerns, and confirm the boundaries.</li> <li>Held at the Kanata Seniors Centre 2500 Campeau Dr, Kanata, ON K2K 2W3 May 9<sup>th</sup>, 2023, from 5:30pm to 7:30pm we had 25 people show to this meeting.</li> </ul>	<p>posted on Website, weekly newsletter January to May, and weekly updates during the same period</p>	
<p><b>5. Letter Requesting Establishment of a BIA</b></p> <ul style="list-style-type: none"> <li>Steering Committee submits letter and Executive Director Report to City of Ottawa to Mike Bureau &amp; Rick O'Connor requesting expansion of the BIA.</li> </ul>	<p>May 10, 2023 Sent letter and Executive Director Report into Mike Bureau &amp; Rick O'Connor</p>	<p>STEERING COMMITTEE</p>
<p><b>6. Staff Report</b></p> <ul style="list-style-type: none"> <li>BIA Office prepares report to Council (Mike Bureau &amp; Rick O'Connor) recommending 1. That the BIA be expanded, and 2. That the City of Ottawa send out a "Notice of Intention to Expand the BIA" to commercial and industrial property owners.</li> </ul>	<p>June- Sep. 2023</p>	<p>CITY COUNCIL</p>
<p><b>7. Polling</b></p> <ul style="list-style-type: none"> <li>City of Ottawa sends out Notice of Intention to Expand the BIA (the Poll).</li> </ul>	<p>June- Sep. 2023</p>	<p>CITY CLERK</p>
<p><b>8. Staff Report</b></p> <ul style="list-style-type: none"> <li>BIA Office reports to Council with results of the poll. <i>Sufficient opposition to prevent the expansion of a BIA: objections are received from at least one-third of the entitled to notice, representing at least one-third of the taxes levied in the existing Kanata Central BIA; or objections are received from at least one-third of those entitled to notice, representing at least one-third of the taxes levied in the expansion area.</i></li> </ul>	<p>June - September 2023</p>	<p>CITY COUNCIL</p>
<p><b>9. BIA Expansion is Approved</b></p> <ul style="list-style-type: none"> <li>If Council adopts staff report, BIA boundaries are expanded.</li> </ul>	<p>June - September 2023</p>	<p>CITY COUNCIL</p>



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<b>10. Annual General Meeting (AGM)</b> <ul style="list-style-type: none"><li>The existing BIA will host its Annual General Members Meeting November 9, 2023, on Zoom for all BIA members</li></ul>	November 9, 2023	KCBIA
<b>11. Special Annual General Meeting (AGM)</b> <ul style="list-style-type: none"><li>The expanded BIA will host a special Annual General Members Meeting on November 23, 2024, for all members including the new expansion area</li></ul>	November 23, 2023	KCBIA