

# **ANNUAL REPORT**

2016 YEAR IN REVIEW

### Introduction: Administration & Financial

#### What is a BIA?

#### Excerpt from Provincial BIA Handbook

A Business Improvement Area (BIA) is a "made-in-Ontario" innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district. A BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. The legislation states they are local boards. Businesses within its boundaries become members and pay the BIA levy along with their property taxes. In addition, many BIAs undertake modest or extensive public and private fundraising to raise funds for special events or activities.

In 2016, the BIA supplemented 38% of the over all operating budget through other sources of revenue (sponsorships, sales, and grants).

#### **ByWard Market BIA Mandate**

To support and promote the health and vitality of the ByWard Market as a unique business district and meeting place for residents as well as visitors.

The ByWard Market is characterized by a wide variety of owner-operated businesses and a farmers' market that make the Market rich in heritage, activity and animation.

#### **ByWard Market BIA Mission Statement**

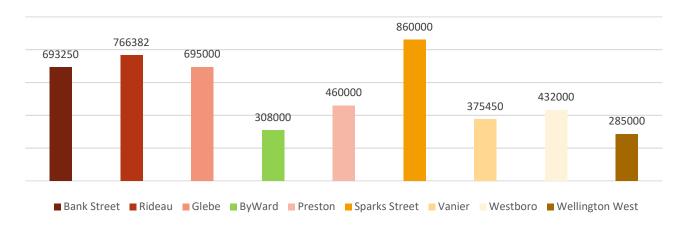
The core mission of all of our efforts is to bring people to the ByWard Market so that our members can turn them into customers. Our role is to promote the ByWard Market to the public as a full service, family friendly, safe district, and to our members to encourage participation and involvement in our initiatives. Our programming and events should focus on off-peak times, improving the visitor's experience. In order to best use our limited resources, partnerships are encouraged to increase awareness, extend programming and generate a "buzz" about our events.

#### **Property Taxes vs Levies**

Commercial properties in the ByWard Market BIA pay millions of dollars in property taxes annually to the City of Ottawa. Property taxes <u>DO NOT</u> fund the BIA. 100% of property taxes go directly to the City of Ottawa paying for many City services such as: emergency services (police, fire, ambulance, road maintenance, snow removal, water service and sewers, City parks, and facilities etc...

In contrast, the BIA is primarily funded through the BIA levy collected from commercial property owners. It is very important to note that the ByWard Market BIA has one of the lowest levies of all of Ottawa's urban BIAs. This commitment to keep the levy cost minimal for business members means BIA staff need to find alternative sources of revenue to supplement the overall budget. These include sponsorships, grants, sales, and partnerships.

## Comparible Urban Ottawa BIA Levies 2016



# **ByWard Market BIA Board of Directors**

#### **Executive**

Co-Chair

Phil Waserman Courtyard Restaurant, & Mamma Grazzi's Kitchen Co-Chair

Stephen Monuk Ottawa Venues

**Treasurer** Andre Rancourt Secretary/Marketing Chair

John Diener Saslove's

**Board Members** 

Nancy Champagne

Courtyard by Marriott Hotel

Joseph Saso J. Saso & Son

Ryan O'Connor Black Thorn Café & Earl of Sussex

Andre Schad Schad, Wolf & Zed, Moscow Tea Room Khalia Scott Eclection

Michael Osterer

**Irving Rivers** 

Councillor Mathieu Fleury City of Ottawa Ward 12 Rideau-Vanier

> **BIA Staff Full Time**

**Executive Director** 

Jasna Jennings

**Administrative Support** Dianne Bélanger

**Marketing & Communications** 

Katherine Solomon

Part-Time

**Events Coordinator** Sarah Jennings

Thank you to the City of Ottawa Markets Management for all their help & support in 2016!



#### Contact Us

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Phone: 613-562-3325

Email: bia@byward-market.com Web: www.byward-market.com Facebook: @TheByWardMarket Twitter: @ByWardMarketBIA Instagram: @bywardmarket

## Financial Breakdown Revenues & Expenses

#### Some Other Sources of Revenue Include:

## City of Ottawa Grants

- Graffiti Grants: \$21,386.58 (The BIA successfully applied for and received 3 separate graffiti grants from the City)
- Parking Program: \$5,000.00
- Mural Program: \$7,500.00 (matched-funds ByWard Roll-Down Doors Project)
- Market Research: \$7,500.00 (matched funds)

#### **Sponsorships**

- National Gallery of Canada
- Ottawa Police Services Board Ambassador Program
- Casino Lac Leamy
- Claridge
- Beavertails
- Goodbye Graffiti
- 40 Creek/Campari
- C. A. Paradi

### Financial Practices & Annual Audit

All financial transactions of the BIA are approved by the Treasurer, monitored by City financial officers, and reviewed annually by independent auditors appointed by the City.

### **Administrative**

There are significant Administrative duties associated with the BIA. Over and above financial requirements, there are internal committees that the BIA is responsible for (Board of Directors, Safety and Security Committee, Parking and Transportation) and external committees that the BIA participates and holds seats on.

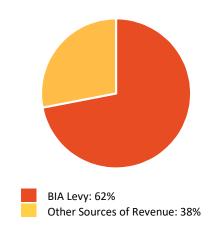
#### **Board of Directors**

The BIA Board of Directors meet the 3<sup>rd</sup> Monday of the month, (except for the July and August unless deemed necessary). BIA staff coordinate the meetings, prepare all meeting materials and are responsible for all record keeping of the meetings.

#### Safety & Security Committee

The Safety and Security Committee meets once per month, all 12 months of the year, the 2<sup>nd</sup> Tuesday of the month. The meetings are co-chaired by a BIA Board Member and a local resident.

## 2016 Revenue Sources



### 2016 Expenses



## **External Committees and Meetings**

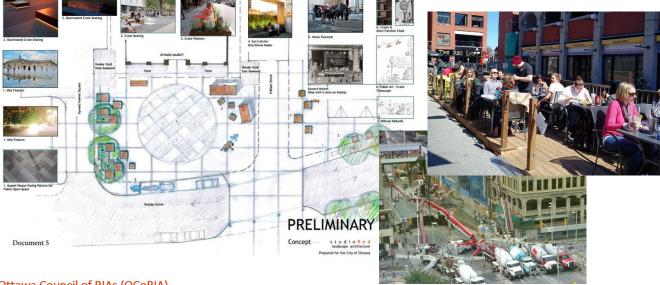
#### City Hall

The BIA works very closely with City staff while also advocating and lobbying City Council on behalf of their members. 2016 was a busy year at City Hall with a variety of items, reports and policies that the BIA was involved

- ByWard Market Revitalization/George St Plaza Construction
- Municipal Alcohol Policy
- Ottawa Public Health Personal Services Bylaw
- Streetside Spots
- **Zoning By-Laws Reviews**
- Parking Stakeholder Consultation Group
- LRT Construction and traffic impacts
- Rideau Street Sinkhole

- Rideau boundary expansion
- Lot 4 construction operations
- Clear Path Program A Frames By-law
- Ottawa Police Services Board (Ambassador contribution and New Deployment Model)
- Patio By-law Review
- Signs By-law





#### Ottawa Council of BIAs (OCoBIA)

In 2015 & 2016 the ByWard Market BIA was responsible for all the administrative duties for OCoBIA. The Ottawa Council of BIA's is made up of all 18 of Ottawa's BIAs. It is an umbrella organization that addresses common issues and opportunities for Ottawa's BIAs. OCoBIA meets approximately every second month as a group and every other month with the Mayor and City staff.

#### **Ottawa Tourism**

Jasna Jennings is currently serving her second term as a Board Member on the Board of Ottawa Tourism, and her first term as Chair of the Membership Committee.

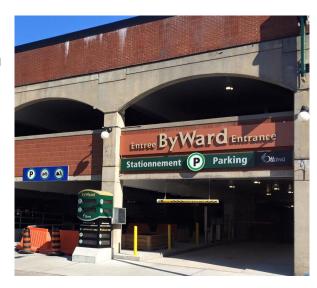
Projects include: Citywide Wayfinding Program, Tourism Summit, and One Young World.



#### **Parking Stakeholders Consultation Group**

The Parking Stakeholders Consultation Group (PSCG) was established with the approval of the Municipal Parking Management Strategy in April 2009. Consisting of members who represent a wide variety of key stakeholder groups, its mandate is to act as a channel between the City, stakeholders, and affected citizens and groups. The group also provides advice and guidance on parking management policy that supports the objectives of the Municipal Parking Management Program as well as the parking objectives of the Transportation Master Plan. The 12 member group serves for a period that runs concurrently with the term of Council. Meetings are held four times per year and present an opportunity for City staff to update and engage stakeholders on various issues associated with the Municipal Parking Program including rate setting, parking studies etc...

The BIA (Jasna Jennings) is an appointed member of this consultation group, serving her second term.



#### **NCC (National Capital Commission)**

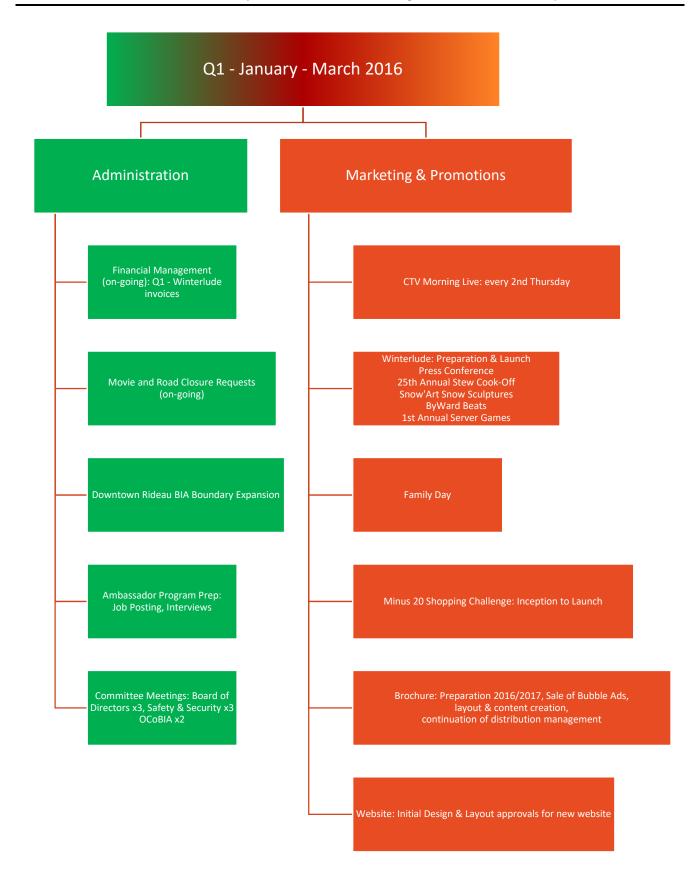
The NCC is a significant land-owner in the Market and is responsible for the beautification and maintenance of Sussex Drive (a.k.a. Canada's Mile of History) and the Sussex Courtyards. In 2016, the BIA was involved with several NCC initiatives and attended a variety of meetings supporting these initiatives they include: NCC Illumination Plan, Header House/Major's Hill Park Project, 7 Clarence St. Redevelopment and Construction and Redevelopment of 461-465 Sussex Drive and 13-15 Clarence St.



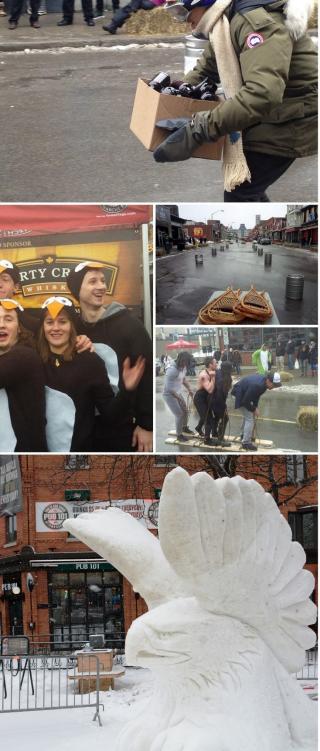
#### City of Ottawa Needle Distribution and Retrieval Committee

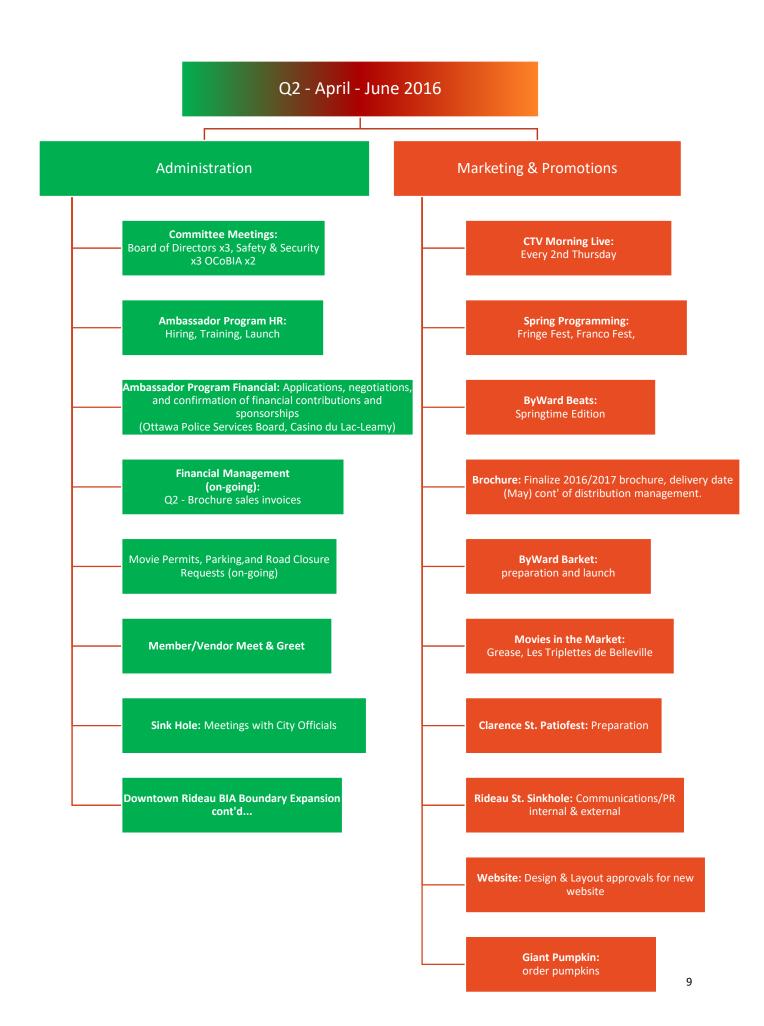
An Ottawa Board of Health Committee, this group of community stakeholders reviews polices and processes surrounding the City's Clean and Safe programs including the distribution and retrieval of needles and other harm reduction items. This Committee meets every second month in the evening.

The BIA (Jasna Jennings) is a Board Member of this committee.







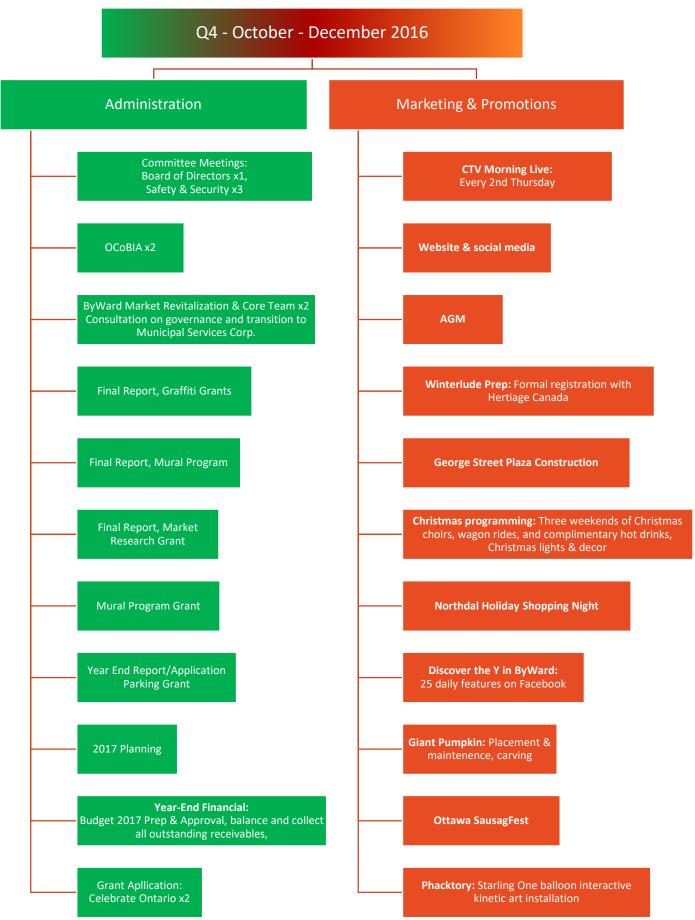




## Q3 - July - September 2016 Administration Marketing & Promotions Committee Meetings: Board of Directors **CTV Morning Live:** x1, Safety & Security x3 OCoBIA x2 **Every 2nd Thursday** Ambassador Program HR: Ongoing Winterlude: Comfirm participation with Hertiage Canada weekly meetings & reviews Financial Management (on-going): Q2 - Brochure sales **Brochure:** Ongoing distribution and database maintenance Movie Permits, Parking, and Road Closure Requests (on-Website and Social Media going) Member/Vendor Meet & **Giant Pumpkin Preparations** Greet Financial Management (on-going): **1st Annual Footy Festival** Sink Hole: Meetings with City Officials **One Young World** Downtown Rideau BIA Boundary Expansion Lois N Frima's 30th Anniversary Celebrations cont'd... **Downtown Rideau BIA Boundary Unique FM radio campaign** (live on location) Expansion cont'd... Northdal Summer Fun: Show Your Love for Local (a ByWard Bundle Event) **Clarence Street Patio Fest** Christmas: programming preparation, Christmas lights, confirmation of choirs, wagon rides Chalk Art Nights: Thursday evenings on Murray Street Movies in the Market: Princess Bride, Gremlins, ET

Canada Day







## **Projects of Note**

#### Market Research

The ByWard Market BIA was the successful recipient of a City of Ottawa, Economic Development Grant to conduct Market Research. Research was conducted by Acuity Research Group.

The research had two principal objectives:

- 1. to derive a quantitative estimate of the pedestrian traffic entering the Market as a function of day of the week, time of day, and to estimate the effect of factors such as weather conditions; and
- 2. by means of brief interviews, to characterize various aspects of a visit to the Market

In total, pedestrian counts were conducted on 40 days, and in-person interviews were conducted on 33 days. In total, 791 people completed the in-person interviews and a total of 31,217 adult pedestrians were counted entering the Market during the research period.

Details and findings are currently under review and will be shared with the membership. In our preliminary review, of particular note is confirmation of the very negative impact the surrounding construction has had on the Market. Construction was cited as the number one barrier to people coming to the Market, overtaking parking for the first time ever!

#### **Brochure**

The ByWard Market BIA continues to produce the City's most popular tourism brochure. 130,000 copies were printed in 2016 (an extra 10,000 from previous years). Brochures were distributed to all area hotels, museums, attractions, and other popular venues in Ottawa-Gatineau and Ontario Travel Tourism Centres. Bubble Ads cover only the cost of printing the brochure. The rest (production, distribution, storage) is factored in the BIA budget.

#### ByWard Bundle – Member Event Fund

A special event fund established to rally businesses together to create their own events. This allows for ad-hoc financial and logistical event support.

In 2016 the following events were supported: the Clarence Street Patio Fest, the North Dal Summer Fun, the ByWard Bark-et, the Ottawa Sausagefest, Black History Month (IFCO & Mercury Lounge), Server Games, and the Northdal Holiday Shopping Night.

#### Website

A newly-optimized website is just about to launch! Work has been ongoing throughout the year, and we are just about there! Stay tuned.

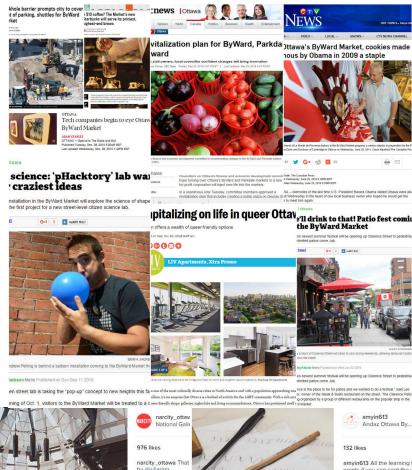




### Media

The ByWard Market continues to be widely covered by all forms of media. Earned media is widely acknowledged to be 3 x more valuable than paid media, and in 2016 **\$2,229,150.00** in earned media was recorded from print, online, television and radio mediums.

Traditional media outlets now often look to bloggers and enthusiasts to source content. In 2016, several bloggers featured ByWard Market businesses. The BIA continues to pursue and foster relationships with a variety of bloggers and enthusiasts in our continuing effort to push positive stories and messaging out about the Market.





#### Travel Media

The ByWard Market continues to be featured in print and online publications and interactive channels all over the world. Journalists, bloggers, and vloggers document their experiences in the area, identifying the ByWard Market as a destination not to be missed when visiting Ottawa.

What the Chicago Tribune says about the ByWard Market on November 10, 2016: Canada's capital goes from old to bold with Ottawa 2017:

ByWard Market. A public outdoor market since 1826 and the heart of the city's liveliest restaurant and nightlife district — the exact opposite of Ottawa's image of gray flannel and bureaucratic.

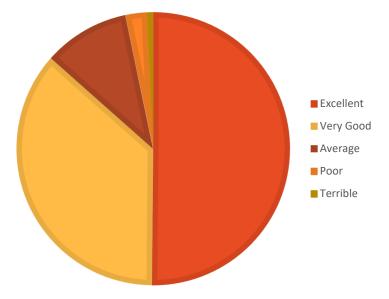
Off Metro, a NY-based travel publication, published Canadian Capital Adventures in Ottawa after a visit to the Andaz ByWard Market:

ByWard Market may be Ottawa's oldest neighborhood, but it's home to the city's newest hotel, the sleek Andaz Ottawa ByWard Market. Guest rooms and public areas reflect a sense of place, showcasing Canadian design and materials. In-room noshing is encouraged: you'll find complimentary locally made bar snacks, including irresistible Hummingbird Chocolate, recently awarded the best bean-to-bar chocolate in the world. Locavore details continue right down to toiletries made by the Ottawa's favorite soap maker, Purple Urchin. The rooftop bar is where you will find photogenic views, craft cocktails and a party scene that lasts late into the night. ByWard Market's maze of side streets are chock-full of boutiques and eateries. The weatherproof market itself is brimming with eye-catching displays of fresh regional produce and locally sourced goodies, 363 days of the year (closed Christmas and New Year's Day).

Tripadvisor.ca has also proven to be a great communication tool for travellers to review and comment on their experiences in the ByWard Market. With a consistent rating of 4.5 out of 5 stars over the last few years, the ByWard Market is currently #1 in 20 destinations in Ottawa for Food & Drink.

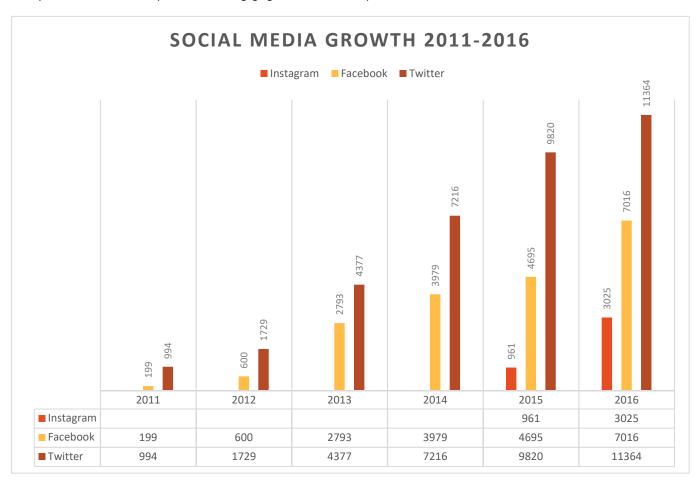


### **VISITOR RATING ON TRIPADVISOR**



## Social Media

The ByWard Market focuses on three major platforms to communicate with audiences: Facebook, Twitter, and Instagram. All three have shown strong numbers and a continual increase in audience size throughout the last five years. Activity is closely monitored, and analytics are reviewed to help create more engaging content for future posts.



Be sure to follow us, and we will follow you back on any of these platforms! We like to see your photos, and will share, retweet, and comment on as many posts as possible in order to help boost your profiles, and to share your content with all our audiences.

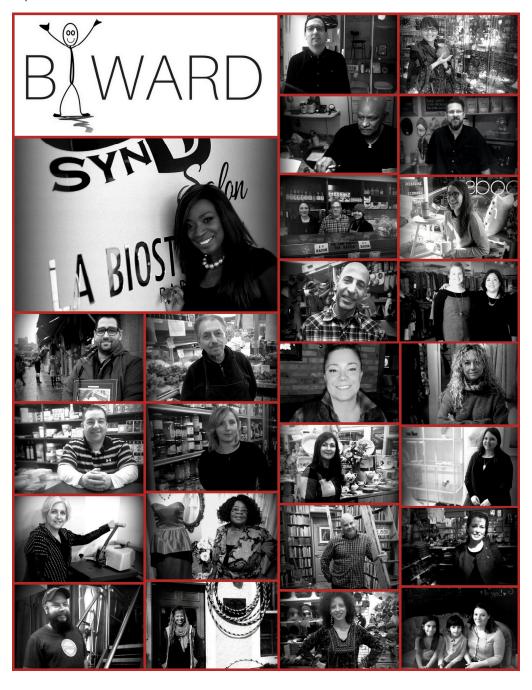
Twitter: @ByWardMarketBIA Facebook: @TheByWardMarket Instagram: @bywardmarket

## Discover the Y in ByWard

In honour of heading into our 25th year of operation, the BIA showcased 25 of the people behind our businesses – a small selection of the great characters in our neighbourhood.

Profiles and coordinating photos were posted every day throughout the 25 days, with thousands of impressions made. Those who "like" the ByWard Market Facebook page shared the profiles of their favourite merchants, and many shared their memories of visiting the shops or their interactions with the shopkeepers.

More features are planned for 2017.



## Safety and Security

The Safety and Security Committee meets once per month, all 12 months of the year, the 2<sup>nd</sup> Tuesday of the month at 1:00 p.m. The meetings are co-chaired by a BIA Board Member and a local resident.

Safety and Security is a *proactive* Committee where members who bring forward issues of concerns, are also encouraged to suggest possible solutions and approaches that might help address those concerns. A variety of issues and topics are reviewed and different community partners and experts are invited to present or attend throughout the year to share their knowledge and expertise. The Safety and Security Committee also oversees the Ambassador Program, and safety audits. Regular participants include: BIA Members, police, by-law services, AGCO (Alcohol & Gaming Commission of Ontario), community social services (*incl.* Salvation Army, Shepherds of Good Hope, Options Bytown, Lowertown Community Resource Centre), US Embassy, OC Transpo, Crime Prevention Ottawa, residents, and the Councillors office.

#### Topics covered in 2016

- Homelessness and Addictions
- Supervised Injection Site
- Late Night Transportation & Transit
- Taxi Stands
- Theft from Vehicles
- Police Resources and Deployment
- Vehicular & Pedestrian Movements
- Graffiti/Vandalism

- Crime Stats and Trends
- Construction
- Patio License Extensions (Canada Day, special events)
- Road Closure Permits & Requests
- Protests and Demonstrations
- By-law: Noise Complaints, Property Standards...
- Kindness Meters
- Best Bar None

#### Graffiti

The BIA has a contract with Goodbye Graffiti to do weekly patrols and remove ground-floor graffiti on member properties. In addition, in 2016, thanks to two additional grants successfully awarded by the City, the BIA was able to pay for the removal of some long-standing high-level graffiti and have negotiated a new monthly rate to include any accessible upper level graffiti removals from now on.

Also, in 2016, the BIA was the successful recipient of a City of Ottawa Mural Program Grant, to address the oft tagged roll-down doors along ByWard. Historic images are being manipulated and printed in large format to "wrap" the doors. The graffiti resistant material will make removals much easier should they be tagged.



\*\*\*Thanks to Goodbye Graffiti for the sponsorship of the wine at this year's AGM!





#### **Ambassador Program**

The BIA has been running the ByWard Market Street Ambassador Program for the last 16+ years. Each year, four bilingual university students studying criminology or social work are hired for the program. From May until September, they walk the Market in pairs daily from 09:00 a.m. until 6:00 p.m. Sunday through Wednesday, 09:00 a.m. until 8:00 p.m. Thursday through Saturday (increased hours of coverage added in 2008), and weekends only (when possible) from Labour Day until Thanksgiving weekend.

Ambassadors are provided with comprehensive training through community partners such as police, and social services, and are trained in first aid, CPR and defibrillator use. Ambassadors also provide a variety of services in addition to their safety and security mandate including: tourism and visitor information, monitoring of the 15 minute free-parking zones, logistical support (installation of movable furniture, umbrellas etc...), event support and much more.

This program is made possible via a financial partnership between the City of Ottawa Markets Management, Ottawa Police Services Board and the ByWard Market BIA; with additional sponsorship funds through the Casino Lac Leamy. Management support is provided in partnership with City of Ottawa Markets Management.

Throughout the summer, Ambassadors record a variety of stats including all contacts, the nature of those contacts, negative behaviours, instances of first aid assistance etc... They are presented monthly (summer months) to the Safety and Security Committee. Here is a snap-shot:

Total contacts (both negative and positive): 2,845

Instances of	2006 (Benchmark)	2015	2016	% change: 2006 – 2016
Inappropriate panhandling	352	213	150	57% decrease
Observed drug abuse	187	29	12	94% decrease
Observed alcohol consumption	146	44	22	85% decrease
Loitering	185	54	32	83% decrease
Disruptive behaviour	102	12	20	80% decrease
Total negative behaviour	972	353	235	76% decrease

#### **Notable Instances:**

- Very aggressive client pursued Ambassadors EM and BP into Jeanne D'Arc courtyard and verbally assaulted them.
   Ambassadors were able to diffuse the situation and had more agreeable interactions with this client in the future.
- Ambassador BP attended to a call about a medical emergency near York and ByWard. A gentleman had fallen over and could
  not move Ambassador BP was able to ask the gentleman questions by asking him to blink answers. 911 was called and it was
  determined that the man had suffered a stroke.

\$2,229,150 Earned Media Coverage

Number of Businesses: 668

9,226: Approximate jobs in the BIA

Brochure copies: 130,000 (up 10,000 from last year)

196: Brochure display locations

International media features: 33

564: Number of graffiti tags and stickers removed

26,824: Total visitors to the Info Kiosk in 2016

Respondents who stated construction was the #1 barrier to coming to the Market: 45.8 %

1,024: Number of wagon ride guests

Road closure and demonstration applications: 79

**61**: Number of film requests

Total hours of paid on-street parking: 222,475

232,827: total hours of paid off-street parking

Rating on TripAdvisor: 4.5 out of 5 stars

2: Full-time employees 2: Part-time employee

4: ByWard Market Street Ambassadors

Number of Christmas lightbulbs: 28,831

7: Number of grants awarded

Number of grants pending: 3

### OTTAWA 2017 - ARE YOU READY?

Ottawa 2017 is coming, and the ByWard Market is going to be at the centre of it all! There are a variety of events coming in to the Market, and just steps away

Ottawa is going to be the ultimate destination all year-round for thrill-seekers, adventurers, celebrators, and the curious, both the local and the tourist. The ByWard Market will be no exception in the sesquicentennial celebrations.

#### OTTAWA SET TO THRILL IN 2017 WITH RED BULL CRASHED ICE

Red Bull Crashed Ice will make its Ottawa debut when the Ice Cross Downhill World Championship crashes and glides its way into the capital on March 3-4, 2017.



Imagine the world's best athletes competing for the ultimate title during the final showdown on the iconic locks of the Rideau Canal, overlooking Parliament Hill and the famous Chateau Laurier.

#### **JUNOS 2017**

One of the signature events of JUNO Week, JUNOfest is a two-night music festival featuring 100+ artists playing on stages throughout Ottawa. The festival will feature live performances by regional and national artists representing the many genres that make up Canadian music, including local artists representing Ottawa's diverse and vibrant music scene and 2017 JUNO Award nominees.

#### **INSPIRATION VILLAGE**

Inspiration Village, an ephemeral hub for special exhibits and performances to highlight the regions of Canada, will be located in Ottawa's historic ByWard Market.

Ottawa 2017 is pleased to welcome the Royal Architectural Institute of Canada (RAIC) as a partner in the creation of Inspiration Village. The RAIC will assist in securing a unique and modern design for Inspiration Village, where sea shipping containers will be transformed into exciting public programming spaces.



Image courtesy of Bell. Similar to Bell's pavilion concept seen in this photo, Inspiration
Village will be a beautiful display of transformed sea containers on York Street in
downtown Ottawa, paying tribute to Canadian provinces and territories.

Festival site for Ottawa 2017 programming from May 20 to September 4, 2017, this edgy-looking entertainment locale on York Street will be the site of a succession of special exhibits and performing arts events, each one showcasing Canada's provinces and territories.

#### LA MACHINE

Summer 2017: astonishing creatures will be invading the nation's capital!

A North American first, La Machine will captivate audiences with its ambulatory urban theatre on the streets of downtown Ottawa from July 26 to 30, 2017. The production company, based in Nantes, France, is world-renowned for its extraordinary, large-scale machines.



#### Thank you to the following BIA Businesses for providing in-kind donations throughout the year!

La Bottega Nicastro Courtyard Restaurant

Il Mercato

Courtyard Marriott Moulin de Provence

Tomo Pub 101 Heart & Crown Zak's Diner

International Cheese Corazon de Maiz Asian Alley Red Lion Café 55

Rocky Mountain Starbucks Reserve Cupcake Lounge

Rocky Mountain Chocolate Factory

**Lowertown Brewery** 

55 ByWard Market Square

SmoQue Shack Daya Spa Play Food & Wine

House of Cheese Frou Frou Boutique

Not Your Father's Barber Fiazza Fresh Fired D&J Hair Design Cricket & Company

National Gallery of Canada

Beavertails M0851

Great Canadian Cabin

Blue Cactus

Tucker's Marketplace Fish Market Heart & Crown

Peter Devine's

Aulde Dubliner Mamma Grazzi's Steak & Sushi Fat Tuesdays

Clocktower Brew Pub

Luxe

Chateau Lafayette Murry Street Lapointe Fish Vittoria Trattoria Ace Mercado Shafali Cornerstone

Saslove's Meat Market Market Organics Carlos Graphics

Teastore

Andaz ByWard Market

#### Thank you to our Community Partners!

Ottaw Citizen Ottawa Sun Skytography

Bar Shots

Dr. Michele Morisette, Ottawa Animal Chiropractic

Centurion K9

Danes in Distress Rescue Know Thy Dog First Aid

Ottawa Mission

Shepherds of Good Hope Salvation Army

Ottawa Police Services

Ottawa Police Services Board

YSB

**Operation Come Home** 

City Ottawa

City of Ottawa Markets Management Canadian Museum of Science &

Technology Ottawa Tourism

National Capital Commission Heritage Canada Bytown Museum Phacktory

Ottawa City Archives

Ottawa Jewish Archives

Azrieli School of Architecture &

Urbanism

**Lowertown Community Resource** 

Centre IFCO

Ottawa Arts Council Councillor Mathieu Fleury

Fringe Festival Company of Fools Goodbye Graffiti Forty Creek/Campari

Thank you to Forty Creek/Campari for donating towards the 2016 AGM!

