

# Carp Road Corridor Business Improvement Area (BIA) Annual General Meeting

11:30 – 1:30am, Tuesday January 17, 2017  
Irish Hills G&CC

1. Welcome, introductions and guest comments
  - a. City Councillors
  - b. Village of Carp BIA
  - c. Kanata North BIA
  - d. Pam Ross – BIA member on behalf of the West Carleton Food Access Centre
2. AGM Call to Order
3. Confirmation of quorum and approval of Agenda
4. Guest speaker Glenn Lucas - ***Property Values and getting a competitive edge in the corridor***
5. Highlights of 2016 activity
6. Presentation of Draft Work Plan for 2017
7. BIA Budget
  - a. Presentation of 2016 Accounts
  - b. Proposed 2017 budget
8. Member Q&A
9. AGM Motions (attached)
  - a. Minutes of the previous AGM
  - b. Levy cap – motion to approve a 1.25% of net assessment levy cap
  - c. 2017 budget – motion to approve the budget
10. Adjourn AGM
11. Closing remarks

## Timing:

- 11:30 – 11:45 meet and greet
- 11:45 – Invite attendees to pick up lunch
- 12:00 – Welcome, introductions and guest comments
- 12:20 – Introduce guest speaker (20 min)
- 12:40 – Description of 2016 activities and plan for 2017
- 12:50 – BIA Budget
- 12:55 - Member Q&A
- 1:10 - AGM motions
- 1:15 - Closing comments

# **CARP ROAD CORRIDOR**

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA

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## **Carp Road Corridor Business Improvement Area (BIA) Annual General Meeting**

Thursday November 12, 2015 7:00 am – 8:30 am, Irish Hills G&CC

Meet and Greet 7:00 – 7:30. Meeting starts at 7:30

### **Minutes of Meeting**

1. Call to Order (7:30 am): Introductions were provide and guests welcomed the members and provided comments.
2. Roddy provided a description of notices which have been made to members, rights of members to vote at the meeting and conduct of the meeting
3. Confirmation of quorum and approval of Agenda
4. Minutes of the previous AGM adopted: Wayne French, seconded by Gary Connolly, all members in favour
5. Highlights of 2015 activity: Roddy described highlights of 2015 activities including joining the West Ottawa Board of Trade, an advertorial distributed to 55,000 homes, addressing stormwater issues for members and collecting member issues regarding hydro and municipal water.
6. Draft Work Plan for 2016: Roddy described the priorities members had brought forward in 2016 including hydro, transit, municipal water, development approvals issues and drainage. Planned actions described included promoting amalgamation with Hydro Ottawa service area, identifying stormwater drainage needs in the area and addressing development approval constraints related to septic systems.
7. 2016 Budget Proposals
  - a. Jim Gorman presented the 2016 unaudited statement to October. He described how the BIA expected to finish the year on budget.
  - b. Jim Gorman described the proposed 2016 budget noting that the total budget amount has not been increased.
8. In the discussion period, Board members provided comments on the BIA water in the Corridor initiative and recounted member concerns regarding hydro. A number of members commented on hydro and it was proposed the BIA inventory members to build tracking of equipment damage arising from outages. In particular, members from Oz optics described the equipment they had to install to monitor phase drops and outages. Other issues commented on by members included traffic and drainage.
9. AGM Motions (attached)
  - a. Levy cap – motion to approve a 1.25% of net assessment levy cap: Dustin Therrien, seconded by Wayne French, all members in favour
  - b. 2016 budget – motion to approve a budget in the amount of \$115,000: Jim Gorman, Seconded by Wayne French, all members in favour
10. Roddy and Wayne French provided closing remarks.

**RESOLUTION 2017 – 1 – CAP ON LEVY**  
**CARP ROAD CORRIDOR BUSINESS IMPROVEMENT AREA**

**Whereas**

- Sec. 208 of the Municipal Act permits the municipality to assess or establish:
  - A special charge by levy using different percentages of the assessment for one or more separately assessed properties where the percentage and resulting special charge best represents the benefits that accrue to the properties from the activities of the BIA (as detailed in 208(b) of the Act);
  - A maximum charge for one or more separately assessed properties as a percentage of the Board of Management’s annual budget (as detailed in 208 (3c) of the Act).
- 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, being the sum of the total special charge by application of the levy to the assessed value of the property under any of the prescribed business property classes for which the property is regularly assessed, 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: \_\_\_\_\_

Seconded: \_\_\_\_\_

A vote of members at the Annual General Meeting, January 17, 2017: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

**RESOLUTION 2017 - 2 TO APPROVE A BUDGET**  
**CARP ROAD CORRIDOR BUSINESS IMPROVEMENT AREA**

**Whereas**

- The Municipal Act and the formation By-law require that the BIA have a budget to be submitted to City Council for approval; and
- The BIA Board of Management has undertaken research into the form and content of a BIA budget; and
- The BIA Board of Management has prepared the attached draft for recommendation to members;

**Be it Resolved that**

- A budget as presented in the amount of \$129,000 being a General Levy of \$115,000 and draw from reserve of \$14,000 be adopted as the 2017 budget for Carp Road Corridor BIA;

Moved by: \_\_\_\_\_

Seconded: \_\_\_\_\_

Points of discussion:

A vote of members at the Annual General Meeting, January 17, 2017: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

# Carp Road Corridor BIA

## Draft Budget 2017

| <b>REVENUE</b>   |                  |
|--|------------------|
| Draw from Reserve - cost to extend water into the Corridor | \$14,000         |
| 2017 charges to property owners                            | \$115,000        |
| Total  | \$129,000        |
| <b>EXPENSES</b>  |                  |
| <b>OPERATING EXPENSES</b>                                  |                  |
| Allowance for BIA management                               | \$65,000         |
| Fees and charges (insurance, audit, etc)                   | \$5,000          |
| Office supplies, postage, car expense                      | \$1,500          |
| Events, workshops and conferences                          |                  |
| Telephone and internet                                     | \$500            |
| Other expenses   | \$500            |
| Subtotal   | \$72,500         |
| <b>SERVICES TO MEMBERS</b>                                 |                  |
| Grant opportunities  | \$7,500          |
| Area promotion   | \$5,000          |
| Memberships (OBIAA, WOBT)                                  | \$500            |
| Member services (including General Meetings)               | \$4,000          |
| Cost to extend water into the Corridor                     |                  |
| - From 2017 budget   | \$8,000          |
| - From reserve   | \$14,000         |
| Special project - Taxes in the Corridor                    | \$8,000          |
| Professional Services                                      | \$9,500          |
| Subtotal   | \$56,500         |
| <b>TOTAL</b>   | <b>\$129,000</b> |
| <b>BALANCE</b>   | <b>\$0</b>       |

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## 2016 Highlights

- Capital improvements:
  - Paving Carp Road at 417, Richardson intersection
- Water in the Corridor: Meetings with City staff and presentations to Committee – discussing value of servicing and how costs would be allocated to the business area
- Stormwater Tax: BIA contributed to the City public process and may have had influence benefitting members – phase in, release to vacant property
- Vacant Land in Ottawa: BIA contributed to City public process and reconfirmed value of the Corridor to the City as well as unique permissions in the Corridor
- New septic systems: BIA challenged the City on analysis and approval process for septic systems. New City policy allowing greater permissions and flexibility at site plan and subdivision
- Transit: Gather information from members on needs, meet with OC Transpo,
- Hydro: Gathered information from members, advocated for amalgamation, attended the Hydro One Ombudsperson and MPP meetings and provided business perspectives
- Promoting West Ottawa: New alignment with the West Ottawa Board of Trade, the Kanata North BIA and the Village BIA towards common goals of better service to business in west Ottawa
- Member activities and on-gong support: Spring roadside cleanup, “9 and Dine”, regular “door knocking”, meetings with Councillors

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## 2017 Draft Work Plan

- **Area Promotion**
  - Request City supplied individual business park sign for Reis
  - Use social media to promote the area and issues of interest to area businesses and employees
  - Meet / work with Invest Ottawa's new business attraction program
  - Identify local business successes and promote to local media
  - Attend Ottawa and eastern Ontario economic development events to promote area businesses and the Corridor
  
- **Member Contact**
  - Respond to member requests for assistance
  - Regular door knocking to gather input from members
  - Member participation opportunities: Invite members to attend a Board meeting, an annual clean up day, a golf event. Identify and consider a different members social activity – not all play golf.
  
- **Infrastructure Improvements**
  - Identify the value and cost of water servicing in the area
  - Promote local member services as a solution to decentralized wastewater servicing in the area
  - Identify the value and cost of transit service to the area
  - Identify capital needs for roads and drainage to the City including making specific requests for drainage works where there are significant deficiencies
  - Gather members' impressions of area traffic – is traffic increasing and hindering business?
  - Complete review of area hydro capacity to support growth
  
- **Economic Development**
  - Identify if / why property assessments are high. Develop plan to address
  - Align social media campaign to promote vacant land base, employee attraction and retention, business succession
  - Identify and align cleantech service providers with member needs
  - Research Federal and Provincial economic development and business grant and loan initiatives and link to area member opportunities