

4. AMENDMENTS TO THE BARRHAVEN BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT, THE WELLINGTON WEST BUSINESS IMPROVEMENT AREA AND THE QUARTIER VANIER BUSINESS IMPROVEMENT AREA 2017 AUDITED FINANCIAL STATEMENTS

MODIFICATION À LA COMPOSITION DU CONSEIL D'ADMINISTRATION DE LA ZONE D'AMÉLIORATION COMMERCIALE DE BARRHAVEN, À LA COMPOSITION DU CONSEIL D'ADMINISTRATION DE LA ZONE D'AMÉLIORATION COMMERCIALE DE WELLINGTON OUEST, ET AUX ÉTATS FINANCIERS AUDITÉS DE 2017 DE LA ZONE D'AMÉLIORATION COMMERCIALE DU QUARTIER VANIER

COMMITTEE RECOMMENDATIONS

That Council:

- 1. Amend the Barrhaven Business Improvement Area By-law to specify the composition of the Board of Management shall be twelve (12) members, two of which shall be Members of Council;**
- 2. Amend the Wellington West Business Improvement Area By-law to specify the composition of the Board of Management shall be thirteen (13) members, one of which shall be a Member of Council; and**
- 3. Receive the revised 2017 audited financial statements for the Quartier Vanier Business Improvement Area, as described in this report and attached as Document 3.**

RECOMMANDATIONS DU COMITÉ

Que le Conseil:

1. **Modifie le Règlement sur la zone d'amélioration commerciale de Barrhaven pour y préciser que le conseil d'administration se compose de douze (12) membres, dont deux membres du Conseil;**
2. **Modifie le Règlement sur la zone d'amélioration commerciale de Wellington Ouest pour y préciser que le conseil d'administration se compose de treize (13) membres, dont un membre du Conseil;**
3. **Prenne connaissance des états financiers audités de la Zone d'amélioration commerciale du quartier Vanier, tels que décrits dans le présent rapport et ci-joints à titre de Document 2.**

DOCUMENTATION/DOCUMENTATION

1. City Clerk and Solicitor's report, dated 31 January 2019 (ACS2019-CCS-FED-0003).

Rapport du Greffier municipal et avocat général, daté le 31 janvier 2019 (ACS2019-CCS-FED-0003).

**Report to
Rapport au:**

**Finance and Economic Development Committee
Comité des finances et du développement économique
12 February 2019 / 12 février 2019**

**and Council
et au Conseil
27 February 2019 / 27 février 2019**

**Submitted on January 31, 2019
Soumis le 31 janvier 2019**

**Submitted by
Soumis par:**

M. Rick O'Connor, City Clerk and Solicitor / Greffier municipal et avocat général

Contact Person

Personne ressource:

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**Ward: BARRHAVEN (3); RIDEAU-
VANIER (12); KITCHISSIPPI (15)**

File Number: ACS2019-CCS-FED-0003

**SUBJECT: Amendments to the Barrhaven Business Improvement Area Board of
Management, the Wellington West Business Improvement Area and
the Quartier Vanier Business Improvement Area 2017 Audited
Financial Statements**

**OBJET: Modification à la composition du conseil d'administration de la zone
d'amélioration commerciale de Barrhaven, à la composition du
conseil d'administration de la zone d'amélioration commerciale de
Wellington ouest, et aux états financiers audités de 2017 de la zone
d'amélioration commerciale du quartier Vanier**

REPORT RECOMMENDATIONS

That the Finance and Economic Development Committee recommend Council:

- 1. Amend the Barrhaven Business Improvement Area By-law to specify the composition of the Board of Management shall be twelve (12) members, two of which shall be Members of Council;**
- 2. Amend the Wellington West Business Improvement Area By-law to specify the composition of the Board of Management shall be thirteen (13) members, one of which shall be a Member of Council; and**
- 3. Receive the revised 2017 audited financial statements for the Quartier Vanier Business Improvement Area, as described in this report and attached as Document 3.**

RECOMMANDATIONS DU RAPPORT

Que le Comité des finances et du développement économique recommande au Conseil ce qui suit :

- 1. Modifier le Règlement sur la zone d'amélioration commerciale de Barrhaven pour y préciser que le conseil d'administration se compose de douze (12) membres, dont deux membres du Conseil;**
- 2. Modifier le Règlement sur la zone d'amélioration commerciale de Wellington Ouest pour y préciser que le conseil d'administration se compose de treize (13) membres, dont un membre du Conseil;**
- 3. Prendre connaissance des états financiers audités de la Zone d'amélioration commerciale du quartier Vanier, tels que décrits dans le présent rapport et ci-joints à titre de Document 2.**

BACKGROUND

A Business Improvement Area (BIA) is an association of commercially assessed property owners and their tenants within a specified geographic area who join together, with approval of the City under Section 204 of the *Municipal Act, 2001*, in a self-funded program aimed at attracting shoppers and tourists to the area, and undertaking beautification projects. The City of Ottawa currently has 20 BIAs.

In reference to Recommendations 1 and 2, Section 204 of the *Municipal Act, 2001* requires that the municipality appoint members to the BIA's Board of Management.

Recommendation 1:

The current Barrhaven BIA By-law (By-law 2005-499, as amended by By-law 2007-1) specifies the Board's composition as follows: "nine members, two of whom shall be members of Council".

On November 14, 2018, the Barrhaven BIA Board of Management approved amending the size of the members from nine to twelve elected members, and subsequently is requesting that the City of Ottawa amend the Barrhaven BIA By-law so that it will specify the Board's composition as follows:

"Twelve members, two of whom shall be members of Council."

The amendment will be effective immediately for the newly elected board of the BIA.

Recommendation 2:

The current Wellington West BIA By-law (By-law 2008-041) specifies the Board's composition as follows: "nine members, one of whom shall be a member of Council".

On January 15, 2019, the Wellington West BIA Board of Management approved amending the size of the members from nine to thirteen elected members, and subsequently is requesting that the City of Ottawa amend the Wellington West BIA By-law so that it will specify the Board's composition as follows:

"Thirteen members, one of whom shall be a member of Council."

The amendment will be effective immediately for the newly elected board of the BIA.

Recommendation 3

BIAs are required to submit annual reports to Council, in accordance with Subsection 207(1) of the *Municipal Act, 2001*, which states, "A board of management shall submit its annual report of the preceding year to Council by the date and in the form required by the municipality and the report shall include audited financial statements."

Following Council's approval of the 2014-2018 Mid-term Governance Review report ([ACS2016-CCS-GEN-0024](#)) on November 9, 2016, annual reports of BIAs and other local boards of the City are to be submitted to Council in the form of a written e-document and include the mandate of the BIA (or other local board), its strategic directions, annual highlights and audited financial statements.

On September 10, 2018, the Finance and Economic Development Committee received the report titled "2017 Business Improvement Area - Annual Reports" (ACS2018-PIE-EDP-0042), which included audited financial statements from the BIAs. Subsequently, City Council received the report and the audited financial statements at its meeting of September 26, 2018.

DISCUSSION

Recommendation 1

In an e-mail dated December 17, 2018, the City Clerk and Solicitor's Office was informed of the change in the BIA's membership and is requesting that Council amend the size of the Barrhaven Board of Management membership. Barrhaven BIA Board of Managers Meeting Minutes, November 14, 2018 and the Barrhaven BIA Constitution, By-laws and Policies, October 30, 2018 as attached in Document 1.

Recommendation 2

In an e-mail dated January 24, 2019, the City Clerk and Solicitor's Office was informed of the change in the BIA's membership and is requesting that Council amend the size of the Wellington West Board of Management membership. Wellington West BIA Annual General Meeting Minutes, January 15, 2019 as attached in Document 2.

Recommendation 3

As noted above, City Council on September 26, 2018, received the report titled, "2017 Business Improvement Area – Annual Reports" (ACS2018-PIE-EDP-0042) and audited financial statements from BIAs. Included in the report was the 2017 Annual Report and financial statements for the Quartier Vanier Business Improvement Area.

On November 16, 2018, the City Clerk and Solicitor's Office was notified that the incorrect financial statements for the Quartier Vanier Business Improvement Area were included in the above-noted staff report. As such, it is recommended that the Finance

and Economic Development Committee and Council receive the correct, revised version of the 2017 audited financial statements for the Quartier Vanier Business Improvement Area, as attached in Document 3.

RURAL IMPLICATIONS

There are no rural implications associated to this report.

CONSULTATION

This is an administrative matter completed on behalf of the BIAs.

COMMENTS BY THE WARD COUNCILLOR(S)

Councillor Harder fully supports the Barrhaven BIA as the business community continues to grow at a rapid rate.

Councillors Fleury and Leiper are aware of the report.

ADVISORY COMMITTEE(S) COMMENTS

As this is an administrative matter completed on behalf of the BIAs, consultation with advisory committees is not required.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendation in the report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility implications associated with this report.

TERM OF COUNCIL PRIORITIES

This matter is not associated with any Term of Council priorities.

SUPPORTING DOCUMENTATION *(Held on file with the City Clerk)*

Document 1 - Barrhaven BIA Annual General Meeting Minutes dated November 14, 2018 and the Barrhaven BIA Constitution, By-laws and Policies, October 30, 2018

Document 2 – Wellington West BIA Annual General Meeting Minutes dated January 25, 2019

Document 3 - Quartier Vanier BIA – revised audited financial statement

DISPOSITION

Upon Council approval, the City Clerk and Solicitor Department shall list the required By-law amendments on the agenda of Council for Council's enactment and shall notify the Barrhaven BIA and the Wellington West BIA.