

CARP ROAD CORRIDOR

PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA

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

**7:30am – 9:30am, Tuesday November 20, 2018
Irish Hills G&CC**

Meet and greet with hot breakfast at 7:30am

1. Welcome, Councillor's comments, outgoing Board members (7:50am)
2. AGM Call to Order
3. Confirmation of quorum and approval of Agenda
4. Highlights of 2018 activity / work plan for 2019
5. BIA Budget
 - a. Presentation of 2018 Accounts to date
 - b. Proposed 2019 budget
6. Member Q&A
7. AGM Motions
 - a. Notes from the previous AGM – motion to approve
 - b. Housekeeping – motion to approve
 - c. Levy cap – motion to approve a 1.25% of net assessment levy cap
 - d. 2019 levy – motion to approve a levy of \$115,000 (same since 2014)
 - e. Slate of Directors
8. Adjourn AGM
9. Guest speaker (8:30am)
10. Closing remarks

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

Tuesday January 23, 2018, 7:30am Irish Hills G&CC

Notes of the Meeting

1. Call to Order. 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: Motion to approve Wayne French seconded Jim Gorman all in favour
5. Annual report and draft work plan: Roddy described the priorities members had brought forward in 2017 including transit, municipal water, development approvals issues, drainage and signage. Planned actions for 2018 include investigating constraints to employment attraction, advocating for municipal water in the Corridor and monitoring of drainage deficiencies towards advocating for improvements.
6. 2018 Budget Proposals
 - a. Jim Gorman presented the 2017 unaudited statement to December. He described how the BIA expected to finish the year on budget. Moved to accept Dusting Therrien, Seconded Wayne French, all in favour
 - b. Jim Gorman described the proposed 2018 including a planned draw from reserve. He noted that the amount levied to property owners has not changed.
7. AGM Motions (attached)
 - a. Levy cap – motion to approve a 1.25% of net assessment levy cap: Greg Whelan, Greg LeBlanc, all members in favour
 - b. 2018 budget – motion to approve the budget including a draw from reserve: Dustin Therrien, Greg Whelan all members in favour
8. Guest speaker: Mike Tremblay provided a presentation on “the fourth industrial revolution” and how is working to take advantage of opportunities.
9. Board members Wayne French and Dustin Therrien provided closing remarks.

**Carp Road Corridor Business Improvement Area
2018 Financial Report
Annual General Meeting 20 Nov 18**

	<i>Jan - Oct 18 Actual</i>	<i>Jan - Dec 18 Estimated</i>	<i>2018 Budget</i>
Income			
BIA Property Tax Levy	115,000	115,000	115,000
Draw from Reserve		0	10,500
Supplementary Assessment		5,649	
Total Income	115,000	120,649	125,500
Expense			
Administration			
Car Mileage	896	1,096	1,000
Postage	333	333	300
Telephone	290	348	400
Audit Fees	0	1,600	1,000
Executive Director Services	58,246	66,246	65,000
Accounting	1,200	1,200	
Insurance	3,799	3,799	3,000
Parking	144	184	100
Office Supplies	568	1,068	500
Total Administration	65,476	75,874	71,300
Marketing			
Area Promotion & Advertising	3,214	6,002	10,000
Receptions, Lunches	249	349	500
Total Marketing	3,463	6,351	10,500
Operations			
Consultants (Special Projects)	9,268	10,268	31,000
General Meetings	3,781	6,625	3,500
Memberships	795	795	600
Grant Opportunities	5,289	-502	7,500
Miscellaneous (Contingency)	0	0	1,100
Total Operations	19,133	17,186	43,700
Total Expense	88,072	99,411	125,500
Net Surplus (Deficit)	26,928	21,238	0

Annual Surplus or (Deficit)

31 Dec 17 Audited Surplus	25,798
Est 2018 Surplus	21,238
Est 31 Dec 2018 Surplus	47,036
(Unaudited)	

**Carp Road Corridor Business Improvement Area
2019 Budget
Annual General Meeting 20 Nov 18**

	2019 Budget	Jan - Dec 18 Estimated	2018 Budget
Income			
BIA Property Tax Levi	115,000	115,000	115,000
Draw from Reserve	16,500	0	10,500
Supplementary Assessment		5,649	
Total Income	131,500	120,649	125,500
Expense			
Adminstration			
Staff Training & Develop.	800		
Car Mileage	1,400	1,096	1,000
Postage	350	333	300
Telephone	400	348	400
Audit Fees	1,600	1,600	1,000
Executive Director Services	65,000	66,246	65,000
Accounting	0	1,200	
Insurance	4,000	3,799	3,000
Parking	200	184	100
Office Supplies	550	1,068	500
Total Adminstration	74,300	75,874	71,300
Marketing			
Area Promotion & Advertising	9,500	6,002	10,000
Receptions, Lunches	500	349	500
TotalMarketing	10,000	6,351	10,500
Operations			
Consultants (Special Projects)	34,000	10,268	31,000
General Meetings	4,600	6,625	3,500
Memberships	800	795	600
Grant Opportunities	7,500	-502	7,500
Miscellaneous (Contingency)	300	0	1,100
TotalOperations	47,200	17,186	43,700
Total Expense	131,500	99,411	125,500
Net Surplus (Deficit)	0	21,238	0

Annual Surplus or (Deficit)

Est 31 Dec 2018 Surplus	47,036
Est 2019 Draw	-16,500
Est 31 Dec 2019 Surplus	<u>30,536</u>
(Unaudited)	

**RESOLUTION 2019 – 1 – HOUSKEEPING
LAND PURCHASE AND DISPOSAL POLICY
HUMAN RESOURCE POLICY
CARP ROAD CORRIDOR BUSINESS IMPROVEMENT AREA**

Whereas

- The *Municipal Act 2001* defines Business Improvement Areas as Boards of the City of Ottawa; and
- The City of Ottawa has a Code of Conduct applicable to Boards and requiring policies related to disposal of property and human resources;

Be it Resolved that

- The CRCBIA adopt a sale of land policy simply stating:
 - *Sale and Other Disposition of Land: Does not apply to the Carp Road Corridor BIA*
- The CRCBIA adopt a human resource policy stating:
 - *The Carp Road Corridor BIA believes in equal opportunity in employment practices without discrimination on the grounds of race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, source of income or family status*

Moved by: _____

Seconded: _____

A vote of members at the Annual General Meeting, November 20, 2018: YEAS _____ NAYS _____

**RESOLUTION 2019 – 2 – 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, November 20, 2018: YEAS _____ NAYS _____

RESOLUTION 2019 - 3 TO APPROVE A LEVY AND BUDGET CARP ROAD CORRIDOR BUSINESS IMPROVEMENT AREA

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 the attached budget in support of the levy for recommendation to members;

Be it Resolved that

- The BIA request the City of Ottawa to place a levy on property owner members in the business area totalling \$115,000
- The attached budget be presented for approval by members at the Annual General meeting

Moved by: _____

Seconded: _____

A vote of members at the Annual General Meeting, November 20, 2018: YEAS _____ NAYS _____

RESOLUTION 2019 - 4 SLATE OF DIRECTORS CARP ROAD CORRIDOR BUSINESS IMPROVEMENT AREA

Whereas

- Sec 204(10) of the Municipal Act 2001 provides that the term of the directors of a board of management is the same as the term of the council; and
- The Formation By-law as amended establishes a Board of Management of nine members; and
- The BIA has solicited interest at the previous AGM and in communication with members; and
- The existing Board of Management has considered interested members and recommends to the general membership a slate of 5 returning Directors and 4 new Directors consisting of:

Member	Representing	Returning
Shawn Argue	Argue Construction	Returning
Sandra Cain	Kanata Tax Services	New
Gary Connolly	Helicopter Transport	Returning
Ken Crawford	C&M Electric	New
Wayne French	Waste Management	Returning
John Kenny	Stittsville Storage	Returning
Jason Lalonde	Property owner	New
Rick Levitsky	Aecon	New
Dustin Therrien	Cheshire Cat Pub	Returning

Be it Resolved that

- The slate of Directors be accepted by the membership and provided to the City of Ottawa for confirmation of appointment

Moved by: _____

Seconded: _____

A vote of members at the Annual General Meeting, January 23, 2018: YEAS _____ NAYS _____

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2018 Highlights

- **Area flood risks – BIA contributes to reducing member risk**

In the spring and during the July 25 storm the BIA monitored conditions on the ground towards documenting evidence of flood risk and possible remedies. Also, the BIA prepared a flood readiness manual for members. With the City now charging property owners directly for drainage services, this information will be used in 2019 to advocate for ditch and culvert maintenance (make sure it works when it needs to) and drainage improvements.

- **Employment Support – What More Can BIA’s Do?**

The BIA partnered with Ottawa’s Local Employment Planning Council to investigate and characterize employment needs and resources in the business area. A focus of the project was the appropriate role for a business association in supporting member needs. The project concluded that the BIA’s traditional role of area promotion is well suited to helping members address employment needs. Also, a BIA role in advocating for services which will support employment such as transit and establishing strong relationships with academic and employment resources will assist members.

- **Water in the Corridor – Responding to member needs**

Some existing businesses and owners of large vacant land blocks have stated interest in municipal water. This year the Corridor BIA partnered with the Village BIA in identifying to the City a “3 in 1” solution – extension of municipal water through the Corridor, to service the airport and provide high quality central supply to the Village.

- **Value of Ottawa’s Light Industry Sector – Making it in Manufacturing**

The Corridor BIA sat on the Ottawa Board of Trade organizing committee and contributed to the “Making it in Manufacturing” industry support initiative. Some Corridor members participated in the event including Mike Laurysen who sat on a panel discussing business challenges. The BIA will continue to work with the committee towards future events and efforts to promote the manufacturing sector.

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2019 Draft Work Plan

- **Election of a BIA Board:** The BIA term is the same as the City Councillor term so with municipal elections in 2018 there will be an election of a new Board of Management. In 2019 under a renewed Board of Management the BIA will conduct outreach to members to confirm member priorities and establish a 4 year “work plan” towards addressing member issues.
- **Municipal Water:** The BIA has in the past advocated for extension of municipal water. In 2019 there will be an opportunity to work with the City on rural servicing issues and opportunities through the planned Official Plan Review. The BIA will prepare information on the economic benefit of municipal water, technical studies in support of operations of a water system and planning studies in support of the anticipated growth and future of the Corridor.
- **Member Priorities – Transit / Employee Recruitment:** These two were mentioned most frequently in door to door meetings with members. Initially members characterized lack of transit as a roadblock to employee recruitment but with further probing it became evident some members were having trouble even finding employees. The BIA will:
 - Investigate cost and cost recovery for transit solutions – public and private
 - Develop closer links with regional employment resources and graduate and coop placement services. Let’s make sure job seekers know we are here
 - Conduct a “Labour Market Study” to identify needs and strategies
- **Area Promotion:** Customers, developers and new businesses won’t come to the Corridor if they don’t know we are here. In 2019 planned initiatives include: a series of articles in OBJ; introducing the Corridor and our members to Invest Ottawa; helping the airport promote that unique opportunity by raising awareness of Corridor fabricators, electrical designers, etc. who may be able to service new airport business.
- **Rural Economic Development Strategy:** In 2019 the City will develop a Rural Economic Development Strategy. The BIA will work to input to scope, provide member perspectives on issues and work closely with the City to ensure Corridor member perspectives are included.