

# ***CARP ROAD CORRIDOR***

***PROMOTING ECONOMIC DEVELOPMENT IN WEST OTTAWA 2011 - 2021***

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## **Annual General Meeting**

### **“10 Years Working for the Business Community”**

**7:30am, January 19, 2021 via Zoom**

- Welcome comments from our Councillors
- Welcome comments from Mayor Jim Watson
- Update on 2020 achievements and the 2021 work plan
- Presentation of the BIA budget and levy cap
- Open forum (Questions and comments can be provided in advance)
- Motions including on the budget and a levy cap
- Closing comments from the BIA Chair

#### **Update on 2020 achievements and the 2021 work plan**

In 2020 the business association undertook a significant effort to participate and provide input to the City's new Official Plan – the first one since amalgamation in 2000.

- Met with Councillors and staff, attended public meetings, presented to City Committee
- Provided information to promote a better understanding of rural light industry
- Advocated for improved permit and development processes
- Advocated for Official Plan recognition and permissions linking water infrastructure and economic development

#### **2020 Achievements**

- Priority tasks
  - Input to the Official Plan

- Drainage improvements
- Bring forward member concerns regarding road and traffic safety
- Provide COVID information to business members
- Ongoing tasks
  - Respond to member requests
  - Monitor developments in the Corridor
  - Participate in Ottawa wide business groups
  - The annual BIA 9 and Dine – 50 members participated

## **2021 Work Plan**

- Priority tasks
  - Under new Official Plan policy, establish the economic benefit of water in the Corridor
  - Bring forward the recent BIA transportation study to the City's Transportation Master Plan team
  - Advise the City on area flooding and promote ditch maintenance to reduce risk
- Consider initiating
  - Monitoring of traffic levels
  - Updating water in the Corridor cost estimates on a property by property basis
- Ongoing tasks
  - Participate in the Ottawa BIA organization – promote the interests of business to the City
  - Respond to all member requests
  - BIA 9 and Dine
  - Door knocking – reinstate business visits

## **Finance report and budget prepared by the Board of Management**

- Same assessment to the business community as in 2020
- Draw from reserve to complete a study of the economic benefit of water in the Corridor in accordance with the new Official Plan policies for servicing to promote economic development

- Increase in spending on area promotion and the web site – tools which will contribute to business recovery

**Carp Road Corridor BIA**  
**Financial Activity**  
Jan through Nov 2020

	Nov 20	Jan - Nov 20	Budget	% of Budget
<b>Income</b>				
407001 · BIA Property Tax Levy	0	125,000	125,000	100%
407015 · Other Revenues (Grants)	0	0	7,500	0%
407015a · Other Revenues (Golf Tournament)	0	0	4,000	0%
<b>Total Income</b>	<b>0</b>	<b>125,000</b>	<b>136,500</b>	<b>92%</b>
<b>Expense</b>				
<b>179850 · Administration</b>				
502111 · Conferences & Conventions	0	0	500	0%
502112 · Staff Training & Development	0	0	500	0%
502115 · Car Mileage	0	964	1,200	80%
502121 · Postage	0	0	350	0%
502132 · Telephone	24	290	375	77%
502132a · Internet Hosting	0	0	2,000	0%
502310 · Audit Fees	0	0	1,800	0%
502330 · Executive Director Services	5,553	65,007	66,300	98%
502373 · Insurance - City of Ottawa	0	804	3,650	22%
502373a · Insurance - Director's Liab.	0	453	550	82%
502692 · Parking	0	0	200	0%
505990 · Office Supplies	20	586	450	130%
<b>Total 179850 · Administration</b>	<b>5,597</b>	<b>68,104</b>	<b>77,875</b>	<b>87%</b>
<b>179853 · Marketing</b>				
502210 · Area Promotion & Advertising	463	1,868	8,500	22%
502394 · Receptions, Lunches	0	0	750	0%
<b>Total 179853 · Marketing</b>	<b>463</b>	<b>1,868</b>	<b>9,250</b>	<b>20%</b>
<b>179859 · Operations</b>				
502392 · Consultants (Special Projects)	0	2,050	17,500	12%
502330b · Prof Serv. new (ED Sup to Members)	0	5,605	10,000	56%
502392b · Grant Opportunities	4,243	9,590	15,000	64%
502394a · General Meetings	0	3,339	6,600	51%
502395 · Memberships	0	2,437	2,500	97%
505995 · Miscellaneous (Contingency)	0	10	250	4%
<b>Total 179859 · Operations</b>	<b>4,243</b>	<b>23,031</b>	<b>51,850</b>	<b>44%</b>
<b>Total Expense</b>	<b>10,303</b>	<b>93,003</b>	<b>138,975</b>	<b>67%</b>
<b>Net Income</b>		<b>31,997</b>	<b>-2,475</b>	
 <b>Surplus</b>				
Audited Surplus to 31 Dec 19	39,052			
Portion Used So Far This Year	0			
<b>Available Surplus</b>	<b>39,052</b>			

### Carp Road Corridor Business Improvement Area 2021 Budget

08-Dec-20

	2021 Budget	Comments	2020 Budget
<b><u>Income</u></b>			
BIA Property Tax Levy	\$125,000.00	-	\$125,000.00
Golf Tournament (Revenue)	\$4,000.00	-	\$4,000.00
Contribution from Reserve	\$25,700.00	↑ Draw on reserve to execute work plan	\$2,475.00
<b><u>Total Income</u></b>	<b>\$154,700.00</b>		<b>\$131,475.00</b>
<b><u>Expense</u></b>			
<b><u>Administration</u></b>			
Conferences & Conventions	\$100.00	↓	\$500.00
Staff Training	\$100.00	↓	\$500.00
Car Mileage	\$1,200.00	↓	\$1,200.00
Postage	\$600.00	↑	\$350.00
Telephone	\$375.00	-	\$375.00
Audit Fees	\$2,000.00	↑	\$1,800.00
Executive Director Services	\$66,300.00	-	\$66,300.00
Insurance	\$5,500.00	↑	\$4,200.00
Parking	\$100.00	↓	\$200.00
Office Supplies	\$450.00	-	\$450.00
Total Administration	\$76,725.00		\$75,875.00
<b><u>Marketing</u></b>			
Communications (Website)	\$4,000.00	↑	\$2,000.00
Area Promotion & Advertising	\$10,000.00	↑	\$8,500.00
Receptions, Lunches	\$200.00	↓	\$750.00
Total Marketing	\$14,200.00		\$11,250.00
<b><u>Operations</u></b>			
Consultants (Special Projects)	\$35,000.00	↑ Rationale for water in the corridor	\$17,500.00
Professional Services 10,000	\$8,000.00	↓	\$10,000.00
Grant Opportunities	\$10,000.00	↑	\$7,500.00
Annual General Meeting (2)	\$2,000.00	↓	\$2,600.00
General meetings (2)	\$2,000.00	↑	
Golf Tournament (expense)	\$4,000.00	-	\$4,000.00
Memberships	\$2,500.00	-	\$2,500.00
Miscellaneous (Contingency)	\$275.00	↑	\$250.00
Total Operations	\$63,775.00		\$44,350.00
<b><u>Total Expense</u></b>	<b>\$154,700.00</b>	↑	<b>\$131,475.00</b>
<b><u>Net Income</u></b>	<b>\$0.00</b>		<b>\$0.00</b>

#### **Statement of Available & Anticipated Reserve**

Estimated Surplus 31 Dec 20	\$64,052.00	Actual Surplus 31 Dec 19	\$39,052.00
Budget Draw on Reserve	<u>\$25,700.00</u>	anticipated addition for 2020	<u>\$25,000.00</u>
Estimated	\$38,352.00	Estimated Surplus 31 Dec 20	\$64,052.00

## Open Forum

The following questions were submitted in advance of the meeting:

- Will any changes arising from the Official Plan result in tax increases?
- Congestion at Westbrook is getting worse – when will the 4 lane project go?
- The association has advocated for municipal water – is it coming?

Questions from the chat room?

## Annual General Meeting Motion #1 – Approve Minutes of the 2020 AGM - attached

Moved by:

Seconded by:

Comments from members:

A vote of members at the Annual General Meeting, January 19 2021: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

## Annual General Meeting Motion #2 – Budget for 2021

### 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 \$125,000
- ☐ The attached budget be presented for approval by members at the Annual General meeting

Moved by:

Seconded:

Comments from members:

A vote of members at the Annual General Meeting, January 19 2021: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

## Annual General Meeting Motion #3 – Cap on Levy

### 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:

Comments from members:

A vote of members at the Annual General Meeting, January 19 2021: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

#### **Annual General Meeting Motion #4 – Approval of Board Business and Decisions in Remote Meetings**

##### **Whereas**

On July 21, 2020, the Province amended Section 238 of the Municipal Act, 2001, to allow a local board to amend their procedure by-law to provide that board members may participate electronically in meetings at any time, to the extent and manner set out in the by-law;

THEREFORE BE IT RESOLVED that the Carp Road Corridor BIA Board amends the procedure by-law to allow for electronic participation of Board members in a meeting of the Board and that such Board members be counted for the purposes of quorum and voting at the meeting.

Moved by:

Seconded:

Comments from members:

A vote of members at the Annual General Meeting, January 19 2021: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_

#### **Adjournment**

Please contact Roddy Bolivar for additional information

613 314 7597

[roddy.bolivar@crcbia.ca](mailto:roddy.bolivar@crcbia.ca)

Carp Road Corridor Business Improvement Area (BIA)  
Minutes of the Annual General Meeting  
7:30am – 9:00am, Wednesday November 20, 2019  
Irish Hills G&CC

1. Call to Order (7:30 am): Introductions were provide and guests welcomed the members and provided comments. Guest Don Herweyer conveyed welcome on behalf of City Manager Steve Kanellakos and updated members on projects such as the Official Plan and the Rural Economic Development Strategy. Mr. Herweyer encouraged members to continue to provide input to the City
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 with about 25 members attending
4. Highlights of 2019: Roddy described highlights including complete of a transportation study as a first step to address growing traffic and participation in the Making it in Manuracturing initiative towards promoting awareness of the importance of that sector in the Corridor and the City
5. Draft Work Plan for 2020: Roddy described that a priority for 2020 will be to provide input to the City's new Official Plan – the first in 20 years. Work is expected to continue on drainage improvements and advocating for improved development application processes.
6. Finance update
  - a. An unaudited statement of accounts to date were presented. These showed the BIA is expected to finish the year on budget.
  - b. The proposed 2020 budget was presented including intent to obtain professional assistance to provide input to the City's Official Plan
7. Members were provided with an opportunity to ask questions and make comments. Those included on tax levels, traffic and whether the BIA anticipated success with water in the Corridor
8. AGM Motions
  - a. Notes from the previous AGM – motion to approve Wayne French, second by Rick Levitsky. All indicated favour
  - b. Levy cap – motion to approve a 1.25% of net assessment levy cap Sandra Cain second by Shawn Argue. All indicated favour
  - c. 2020 budget – motion to approve a budget and levy in the amount of \$125,000 by Sandra Cain seconded by Dustin Therrien. All indicated favour
9. Roddy Bolivar and Wayne French provided closing remarks.