

Towards a
Downtown
KEMPTVILLE BIA

*Maintaining the small town feeling and
supporting businesses downtown
during rapid growth in the community*

***THE OLD TOWN KEMPTVILLE BIA
BOUNDARY EXPANSION PROSPECTUS***

November 5, 2025

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Downtown **KEMPTVILLE** *Shop, Dine & Explore!*

WELCOME

Dear Property and Business Owners,

Established in 2006, the Old Town Kemptville Business Improvement Area (OTK BIA) is a board of management representing over seventy commercial property owners and their business tenants along Prescott and Clothier Streets in downtown Kemptville.

We are a non-profit organization funded by a levy on commercial properties in our footprint, with additional support from grants and sponsorships. Every dollar goes back into the business community through events, marketing, advocacy, and beautification projects that make our downtown a vibrant place to live, work and play.

As we enter our twentieth year of existence, the question of expanding the Old Town Kemptville Business Improvement Area (OTK BIA) boundaries is attracting not only interest but also support from existing members and potential members alike.

Currently comprising an exceedingly small footprint - Prescott Street from Elizabeth Street to Clothier Street and Clothier from Rideau Street to Barnes - the Old Town Kemptville BIA has identified the entire Downtown as a natural extension and growth of the existing footprint.

Since BIAs fund local initiatives with the explicit aim of effecting positive local change, the current BIA has a two-fold aim in proposing boundary expansion:

- 1) To increase the resources available to add value to a larger commercial area and
- 2) To expand our programs into adjacent areas, where they will add value to property owners and businesses alike.

The purpose of this Prospectus is to explain how a Business Improvement Area works and to illustrate the benefits of the boundary change being proposed.

We are seeking your support to undertake the preliminary work necessary to expand the OTK BIA boundaries to include the entire Downtown Area of Kemptville

Sincerely,

Shelley Mitchell
Chair, OTK BIA

BIA Frequently Asked Questions

Q: What does the BIA do?

The BIA promotes and supports its member businesses through four core pillars:

1. Advocacy & Strategic Planning
2. Beautification
3. Events
4. Marketing

Our mission is simple: to build and maintain a welcoming, vibrant, and thriving downtown

Q: Who are your members?

Our members are the commercial property owners and their business tenants on Prescott and Clothier Streets, representing retail shops, restaurants, services and more. Businesses outside the footprint can join as Associate Members.

Q: What's the difference between the BIA and the Chamber of Commerce?

Both support local businesses, but they differ in how they're set up, funded and focused.

The BIA is place-based. Our current district runs along Prescott and Clothier Streets. If you own a commercial property or business in this footprint, membership is automatic. BIAs are funded through a levy, and our work is centred on advocacy, beautification, events, and marketing for the downtown.

The Chamber of Commerce is member-based. It includes businesses from across North Grenville. The Chamber is funded through member dues, sponsorships, and events. Its focus is broader—providing networking opportunities, professional development, business advocacy, economic development, and member services.

Q: Will an extended footprint diminish the BIA's support of its current members?

NO. The exact opposite! Without expansion the BIA will not be able to continue with the present level of support to its members. Covid Recovery funding from the Municipality ends in 2027. Two 2026 Draft Operating Budgets; one with and another without expansion, are compared later in this document.

Q: Where does the BIA get its funding?

We are funded by a levy only on commercial property, and only in the designated area, which is calculated as a percentage of assessed property value. This core funding is supplemented by associate membership fees, grants, and sponsorships, all of which go right back into supporting downtown.

Q: How does the BIA help members celebrate milestones?

Opening a new business? Celebrating an anniversary? We want to help you celebrate! Share your news with us and we'll promote it on our social media channels and in our newsletter so the whole community can cheer you on. Send all the details to bia@downtownkemptville.ca.

Q: How can the BIA help with social media visibility?

We love to boost your posts! Tag @downtownkemptville on your posts and email bia@downtownkemptville.ca so we don't miss your updates. We'll share your content with our audience to help you reach more eyes and ears.

Q: Can I get involved with the Board?

Yes! We're always looking for engaged members. Our Board is made up of local commercial property and business owners from the area. We meet once a month for two hours, with opportunities to pitch in between. Whether you have a lot of time to give or just a little, your contributions will make a difference.

Q: How is the BIA structured?

The BIA is a Board of Management (or Committee) of Council, which means we work closely with municipal staff and Council to support a strong and vibrant business community. The BIA follows established policies, procedure, and guidelines, and is audited annually by an external auditor to ensure transparency.

Our Board is made up of volunteers elected by BIA members. Board terms line up with municipal Council terms, so when there's a municipal election, there's also a BIA election. One Council member is appointed to sit on the BIA Board as a voting member.

Q: How does the BIA address member concerns?

We take member concerns seriously. Please share your concern to the Board's Chair and/or Executive Director

- Chair: chair@downtownkemptville.ca
- Executive Director: bia@downtownkemptville.ca

Q: Who manages the current Old Town Kemptville BIA?

The current Old Town Kemptville BIA is governed by an energetic voluntary Board of Management and is managed by a full-time Executive Director. All Board members are passionate about the continued success, not only of Downtown Kemptville but that of the greater business community.

2025 BOARD OF MANAGEMENT

Executive

- Shelley Mitchell**, Chair (To Be Continued)
- Mary-Anne Leang**, Vice Chair (Reuben Suites)
- Sierra Jones-Martel**, Treasurer (North Grenville Public Library)
- Brandy Gould**, Secretary (Aphroditi Spa)

Directors at Large

- Nina Tachuk** (Royal LePage Team Realty)
- Deb Wilson** (Grahame's Bakery)
- John Barclay** (Council Representative)

EXECUTIVE DIRECTOR

Talia Hreljac



PROPOSED BOUNDARY EXPANSION

On November 25th, the Board of the OTK BIA intends to request that Municipal Council expand its boundaries to include Commercial Properties fronting on the following streets and the parks adjacent:

Rideau Street – from County Road 43 south to Clothier St. West

Sanders Street – from Rideau south to Clothier St. East

Clothier Street - from Rideau Street to 119 Clothier St East

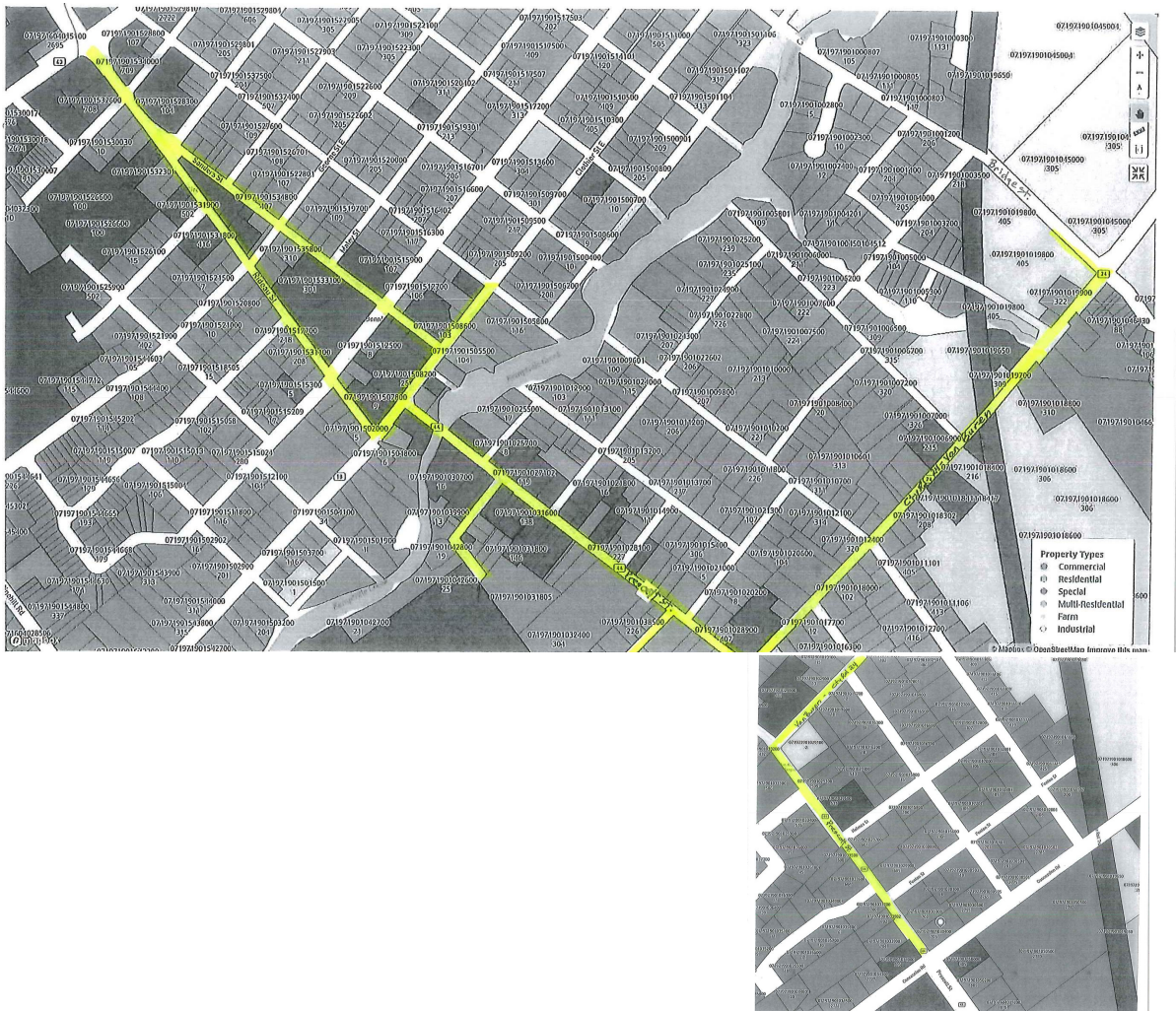
Prescott Street – from Clothier south to Concession

Reuben Crescent – Prescott to Prescott

Van Buren Street - Prescott east to Bridge Street

And the following Parks: **Rotary, Riverside, Post Office, G. Howard Ferguson Parkette**

Please note: the proposed expanded boundaries are not yet carved in stone; there is still time to re-configure the footprint depending on feedback before it goes to Council for approval. If expansion does not proceed, current boundaries will remain.



PROPOSED DOWNTOWN KEMPTVILLE BIA

Background (2017 to 2026)

In 2017, Old Town Kemptville BIA consisted of seventy-seven members who paid an average levy of \$325. That year the budget requested from the Municipality was \$25,000; and the levy required to achieve that total was \$1.94 per \$1,000 of assessed commercial property value.

Fast forward seven years - despite a 30% increase in property values, the budget remained the same. In 2024 the Board requested a \$36,500 budget, resulting in a levy of \$2.54 per \$1,000 of assessed commercial property value.

In 2022 and 2023, the Municipality created a Covid Recovery Fund that provided \$50,000 per year to both the OTK BIA and the North Grenville Chamber for full time administrative help. In 2023, Council extended funding on a *declining* basis for three more years – \$50K in 2024; \$30K in 2025, and \$15K in 2026. The Covid Recovery Funds end in 2027.

Going forward (2026 and on ...)

In 2026, after a successful expansion, the BIA is proposing a first-year operating budget based on the current levy of \$2.54 per \$1000 resulting in a request for approximately \$68,000.

2026 **DRAFT** BIA Operating Budgets

Revenue	<i>Old Town BIA</i>	<i>Downtown BIA</i>
	No Expansion	With Expansion
Commercial Levy (\$2.54 per \$1000)	36,650.00	68,000.00
Associate Memberships	900.00	900.00
Sponsorships	1,000.00	1,000.00
Buskerfest Sponsorships and Vendor Fees	18,000.00	18,000.00
Covid Recovery Fund	15,000.00	15,000.00
Grants (Buskerfest)	20,000.00	20,000.00
HST Refund		
2025 Buskerfest Surplus (estimate)	10,000.00	10,000.00
Total	101,550.00	132,900.00

Going forward (2026 and on ...)

If approved by the membership, the increased levy would allow us to continue to hire a full-time Executive Director and to employ a Summer Student. Without expansion, the Old Town BIA continues but it would be limited to part-time staff - without additional support in the summer.

2026 **DRAFT** BIA Operating Budgets

Expenditures	<i>Old Town BIA</i>	<i>Downtown BIA</i>
	No Expansion	With Expansion
Salaries, Deductions, and Benefits	\$ 35,000.00	\$ 55,000.00
Summer Student	\$ -	\$ 3,000.00
<u>Marketing and Communications</u>		
Website	\$ 250.00	\$ 250.00
3rd Party Sponsorships	\$ 500.00	\$ 3,000.00
Paid Advertising	\$ 5,000.00	\$ 5,000.00
Seasonal Events	\$ 8,000.00	\$ 10,000.00
Buskerfest	\$ 40,000.00	\$ 40,000.00
Rent (\$734/month)	\$ 8,808.00	\$ 8,808.00
Memberships/Conferences	\$ 400.00	\$ 2,000.00
Professional Fees	\$ 500.00	\$ 1,000.00
Supplies and Printing	\$ 500.00	\$ 1,000.00
Beautifications	\$ 1,500.00	\$ 2,500.00
Subscriptions	\$ 1,000.00	\$ 1,000.00
Total	\$ 101,458.00	\$ 132,558.00
Net Surplus/Shortfall	\$ 92.00	\$ 342.00
Net Surplus (Reserve*) beginning of 2026 (estimate)	\$ 31,841.12	\$ 31,841.12
Accumulated Surplus (Reserve*) end of 2026 (estimate)	\$ 31,933.12	\$ 32,183.12

* **Note:** The BIA's Reserve Policy requires the BIA to maintain a minimum surplus or reserve of \$19,000 and a maximum reserve of \$38,000 to cover operating expense shortfalls

EXPANSION PROCESS

The expansion of an existing BIA must follow a clear process. BIA boundary expansion is established through a process of consultation, discussion, and agreement as summarized below:

COMPLETED - The first step is to establish a Steering Committee to identify the expansion boundaries and set a date for one or more formal public information sessions. Our Expansion Task Force was established in 2023, and Information meetings began on October 8th, 2024, and biweekly as of September 2025.

IN PROCESS - The second step is to hold a formal public meeting to determine interest in proceeding with a change in the boundaries. This General Members meeting is scheduled for Nov. 5th, 2025, at 6pm at Catered Affairs. Before this meeting, a prospectus is emailed to interested parties with an email following up. A letter is then sent to the Municipality requesting Council to enact a bylaw to change the boundaries and confirm that the necessary consultations have been conducted.

The third step is to officially notify property owners in both the existing BIA and the proposed expansion areas. The Municipality sends notice by pre-paid mail to every person assessed for ratable business property within the existing and proposed new BIA boundaries.

The fourth step is to allow sufficient time for tenants to be notified. Property owners have 30 days to notify each tenant of the property to which the notice relates and who is required to pay all or part of the taxes on the property. Property owners have 30 days to provide the Municipality Clerk with an up-to-date list of those tenants, as well as the share of taxes they are required to pay.

The fifth step allows for any objections to the proposed expansion to be submitted. Objections can be submitted to the Municipality Clerk within a period of 60 days. Unless objections have been signed by: (i) One-third, or more, of persons entitled to the notice (commercial property owners and tenants within the existing BIA plus proposed expansion area); and (ii) the objecting owners and tenants representing of one-third, or more, of the commercial property taxes assessed in the existing BIA; or one-third, or more, of the commercial property taxes assessed in the expansion area alone, the Council will pass a bylaw expanding the boundaries.

The sixth and final step is to ensure that all conditions have been met in expanding the BIA boundaries. Once this has been completed, the Municipality Clerk will issue a certificate to the Municipality's Director of Planning and Development. Following the expansion of the BIA, the priority of the BIA becomes that of Board composition and strategic planning.

The Fine Print in the Municipal Act:

Changes to boundary

209 The municipality may alter the boundaries of an improvement area and the board of management for that improvement area is continued as the board of management for the altered area. 2001, c. 25, s. 209.

Notice

210 (1) Before passing a by-law under subsection 204 (1), clause 208 (2) (b), subsection 208 (3) or section 209, notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located,

(a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and

(b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area. 2001, c. 25, s. 210 (1).

When notice received

(2) A person who receives a notice under subsection (1) shall, within 30 days after the notice is mailed,

(a) give a copy of the notice to each tenant of the property to which the notice relates who is required to pay all or part of the taxes on the property; and

(b) give the clerk of the municipality a list of every tenant described in clause (a) and the share of the taxes that each tenant is required to pay and the share that the person is required to pay. 2001, c. 25, s. 210 (2).

Objections

(3) A municipality shall not pass a by-law referred to in subsection (1) if,

(a) written objections are received by the clerk of the municipality within 60 days after the last day of mailing of the notes;

(b) the objections have been signed by at least one-third of the total number of persons entitled to notice under subsection (1) and under clause (2) (a); and

(c) the objectors are responsible for,

(i) in the case of a proposed addition to an existing improvement area,

(A) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area, or

(B) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the geographic area the proposed by-law would add to the existing improvement area, or

(ii) in all other cases, at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 2001, c. 25, s. 210 (3).

Withdrawal of objections

(4) If sufficient objections are withdrawn in writing within the 60-day period referred to in clause (3)

(a) so that the conditions set out in clause (3) (b) or (c) no longer apply, the municipality may pass the by-law. 2001, c. 25, s. 210 (4).

Determination by clerk

(5) The clerk shall determine whether the conditions set out in subsection (3) have been met and, if they are, shall issue a certificate affirming that fact. 2001, c. 25, s. 210 (5).

Determination final

(6) The determination by the clerk is final. 2001, c. 25, s. 210 (6).

NEXT STEPS AND CONTACT INFORMATION

We are seeking your support to undertake the preliminary work necessary to expand the Old Town Kemptville Business Improvement Area boundaries into Kemptville's Downtown Area.

We are currently pursuing the following:

- **Consulting with business and property owners in the proposed expansion area and ascertaining the level of support for the proposed boundary expansion**
- **Establishing a cap on any property's annual levy equal to 3% of the total BIA levy - \$2,500 in 2026.**
- **Initiating the formal process with the Municipality of North Grenville.**

As one of the business associations in North Grenville, we are fully committed to enhancing your investment in the area. We are dedicated to working on your behalf to maintain an attractive small town feeling downtown through beautification, advocacy, strategic planning, events, and marketing

Q: How can you connect with the BIA

Visit us in person

28 Prescott St. Kemptville
Office Hours
Tuesdays 12:00pm-3:00pm
Fridays 9:00am -12:00pm
(or by appointment)

Get in touch

Email: bia@downtownkemptville.ca
Website: <https://downtownkemptville.com/>
Facebook: <https://www.facebook.com/DowntownKemptvilleBIA>
Instagram: <https://www.instagram.com/downtownkemptvillebia/>
Tag us on social media: @downtownkemptville
Mail: PO BOX 864 Kemptville, ON K0G 1J0