



# Staff Report

## Administration – Town Clerk

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**Report To:** COW-Finance, Admin, Fire, Legal, Community Services  
**Meeting Date:** April 3, 2023  
**Report Number:** FAF.23.042  
**Title:** History of a Formalized Clarksburg Village Association  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.23.042, entitled “History of a Formalized Clarksburg Village Association” for information

### B. Overview

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The attached report provides information to Council on the process undertaken by staff in 2013 in response to a request to establish a Clarksburg Business Improvement Area.

### C. Background

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In 2013, Council received a request from the Clarksburg Village Association requesting that Council recognize the businesses on Marsh and Clark Streets to be a recognized Business Improvement Area as defined under the Municipal Act. Council directed staff to respond to the request and to proceed with the steps as outlined in the Municipal Act to determine if the effected business owners were interested in the formation of a recognized Business Improvement Area.

Following the steps and process as outlined in the Municipal Act, it was determined by the Clerk that because more than one-third of the total number of persons entitled to receive notice filed an objection, and because those that filed an objection were responsible for at least one-third of the taxes levied for the purposes of the general local municipality levy on rateable property in all prescribed business classes, that the conditions were not met to establish a BIA in this area. Council did not proceed with the development of a Clarksburg Business Improvement Area.

### D. Analysis

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Attached to this report is Staff Report “A.13.08 Proposed Clarksburg Business Improvement Area – Followup” that provides the summary of the steps taken to determine if the businesses in a defined area in Clarksburg were interested in the establishment of a Clarksburg Business Improvement Area.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

## **F. Environmental Impacts**

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None

## **G. Financial Impacts**

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Staff time to author this report.

## **H. In Consultation With**

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Shawn Everitt, CAO

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca).

## **J. Attached**

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1. Staff Report A.13.08 Proposed Clarksburg Business Improvement Area – Follow-Up

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:  
Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
519-599-3131 extension 232

### Report Approval Details

Document Title:	FAF.23.042 History of a Formalized Clarksburg Village Association .docx
Attachments:	- A.13.08 Proposed Clarksburg Business Improvement Area - Follow-up.pdf
Final Approval Date:	Mar 16, 2023

This report and all of its attachments were approved and signed as outlined below:

**Shawn Everitt - Mar 16, 2023 - 1:28 PM**