



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE MINUTES 18-008**

**8:00 a.m.**

**Tuesday, September 11, 2018**

**Room 264**

**Hamilton City Hall**

**71 Main Street West**

- Present:** Tony Greco – Locke Street BIA (Acting Vice-Chair)  
Kerry Jarvi – Downtown Hamilton BIA  
Susie Braithwaite – International Village BIA  
Susan Pennie – Waterdown BIA  
Cristina Geissler – Concession Street BIA  
Jennifer Mattern – Ancaster BIA  
Maggie Burns – Ottawa Street BIA  
Rachel Braithwaite – Barton Village BIA  
Lisa Anderson – Dundas BIA  
Adam Law – Main West Esplanade BIA  
Tracy MacKinnon - Westdale Village BIA and Stoney Creek BIA
- Absent:** Anne Marie Bergen – King West BIA  
Councillor Matthew Green (Chair)
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### **THE FOLLOWING ITEMS WERE REFERRED TO THE GENERAL ISSUES COMMITTEE FOR CONSIDERATION:**

- 1. Downtown Dundas Business Improvement Area Expenditure Request for Cleaning and Maintenance of Public Road Allowances, for the Purchase and Maintenance of Christmas Decorations, and for the Purchase and Maintenance of Flower Baskets (Item 9.1)**

**(Anderson/Geissler)**

That the expenditure requests, from the Downtown Dundas Business Improvement Area, in the amount of \$13,487.08, for the following projects to be funded from the 2018 Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved:

- (i) \$3,000 Public road allowance cleaning and maintenance;
- (ii) \$8,000 Christmas decorations and their maintenance; and,
- (iii) \$2,487.08 Purchase and watering of hanging baskets.

**CARRIED**

**2. Concession Street Business Improvement Area Expenditure Request for Spring and Summer Flowers and Winter Banners (Item 9.2)**

**(Geissler/S. Braithwaite)**

That the expenditure requests, from the Concession Street Business Improvement Area, in the amount of \$13,726.45 for the following projects, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved:

- (i) \$9,982.00 Spring and summer flowers; and,
- (ii) \$3,744.00 New winter banner; be approved.

**CARRIED**

**3. Downtown Hamilton Business Improvement Area Expenditure Request For Christmas Decorations And Spring Flowers And New Planters (Item 9.3)**

**(Jarvi/R. Braithwaite)**

- (a) That the expenditure requests from the Downtown Hamilton Business Improvement Area, in the amount of \$13,849.04 for Christmas decorations and removal/storage, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559); and,
- (b) That the expenditure requests from the Downtown Hamilton Business Improvement Area, in the amount of \$5,702.72 for Spring flowers and new planters, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905); be approved.

**CARRIED**

**4. International Village Business Improvement Area Expenditure Request (Item 9.4)**

**(S. Braithwaite/Geissler)**

- (a) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$14,941.29 for Victorian Night in the Village and Ferguson Station Movie Night, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved; and,
- (b) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$6,918.32 for Banner Maintenance, Graffiti Removal, and Office Furniture, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**CARRIED**

**5. Downtown Dundas Business Improvement Area Expenditure Request (Item 9.5)**

**(Anderson/Geissler)**

That the expenditure request from the Downtown Dundas Business Improvement Area, in the amount of \$25,786.67 for the five week Dickens of a Christmas special event, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**CARRIED**

**6. Westdale Village Business Improvement Area Expenditure Request (Item 9.6)**

**(MacKinnon/Mattern)**

(a) That the expenditure request from Westdale Village Business Improvement Area, in the amount of \$19,133.75 for purchase of 60 planters and maintenance of those planters, and beautification of street and pedestrian areas to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved; and,

(b) That the expenditure request from Westdale Village Business Improvement Area in the amount of \$12,740.98 for flower baskets and maintenance of flower those baskets, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**CARRIED**

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 1)**

The Committee Clerk advised of the following changes to the agenda:

**1. DISCUSSION ITEMS**

8.2 Provincial Funding Update and Process for Business Improvement Areas (No copy)

**2. NOTICES OF MOTION**

10.1 International Village Business Improvement Area Expenditure Request

10.2 Downtown Dundas Business Improvement Area Expenditure Request

**(S. Braithwaite/Pennie)**

That the agenda for the September 11, 2018 Business Improvement Area Advisory Committee meeting be approved, as amended.

**CARRIED**

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**

**(i) July 10, 2018 (Item 3.1)**

**(S. Braithwaite/Geissler)**

That the July 10, 2018 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

**CARRIED**

**(d) STAFF PRESENTATIONS (Item 7)**

**(i) Short Term Rental Survey Marketing Campaign (Item 7.1)**

Roberty Ustrzycki, Senior Project Manager for Municipal Law Enforcement, addressed the Committee respecting a Short Term Rental Survey Marketing Campaign.

**(Pennie/Geissler)**

That the staff presentation from Robert Ustrzycki respecting the Short Term Rental Survey Marketing Campaign, be received.

**CARRIED**

**(e) DISCUSSION ITEMS (Item 8)**

**(i) 2018 Annual General Meetings – Election Process for New BIA Boards of Management 2018 - 2022 (Item 8.1)**

Julia Davis, Business Development and BIA Officer, addressed the Committee respecting the 2018 Annual General Meetings and Election Process for New BIA Boards of Management 2018 – 2022.

**(Jarvi/Geissler)**

That the verbal presentation, respecting the 2018 Annual General Meetings and the Election Process for New BIA Boards of Management 2018 - 2022, be received.

**CARRIED**

**(ii) Provincial Funding Update and Process for Business Improvement Areas (No copy) (Added Item 8.2)**

The Committee discussed the Provincial Funding Update and Process for Business Improvement Areas. Staff will be providing more information to Committee by the October 9, 2018 Business Improvement Area Advisory Committee meeting.

**(Anderson/Jarvi)**

That the verbal presentation respecting the Provincial Funding Update and Process for Business Improvement Areas, be received.

**CARRIED**

**(f) NOTICES OF MOTION (Item 10)**

**(i) International Village Business Improvement Area Expenditure Request (Added Item 10.1)**

Susie Braithwaite introduced a Notice of Motion regarding the International Village Business Improvement Area Expenditure Request.

**(S. Braithwaite/Geissler)**

That the Rules of Order be waived to allow for the introduction of a Motion regarding the International Village Business Improvement Area Expenditure Request.

**CARRIED**

For disposition of this matter please refer to Item 4.

**(ii) Downtown Dundas Business Improvement Area Expenditure Request (Added Item 10.2)**

Lisa Anderson introduced a Notice of Motion regarding the Downtown Dundas Business Improvement Area Expenditure Request.

**(L. Anderson/S. Braithwaite)**

That the Rules of Order be waived to allow for the introduction of a Motion regarding the Downtown Dundas Business Improvement Area Expenditure Request.

**CARRIED**

For disposition of this matter please refer to Item 5.

**(iii) Westdale Village Business Improvement Area Expenditure Request (Item 10.3)**

Tracey MacKinnon introduced a Notice of Motion regarding the Westdale Village Business Improvement Area Expenditure Request.

**(MacKinnon/Mattern)**

That the Rules of Order be waived to allow for the introduction of a Motion regarding the Westdale Village Business Improvement Area Expenditure Request.

**CARRIED**

For disposition of this matter please refer to Item 6.

**(g) GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

**(i) Update from Julia Davis, Business Development & BIA Officer (Item 11.1)**

Julia Davis provided an update on the Ontario Business Improvement Area Association (OBIAA) Conference being held March 31, 2019 – April 3, 2019. The theme of the conference is BIA Community Builders – Beyond Banners & Benches. Julia advised Committee that any recommendations for topics or speakers can be sent to [tradeshow@obiaa.com](mailto:tradeshow@obiaa.com).

The Ontario Business Improvement Area Association (OBIAA) Professional Development Day is October 29, 2018 at the Sheraton Hamilton. The topic is Sink or Swim (S.O.S.) – Emergency Preparedness for Business Improvement Areas. Julia advised Committee that more information is available on the OBIAA website.

Julia advised Committee that she had sent out the “Pre-Christmas” Free Parking information to all Business Improvement Areas that are eligible. Julia advised Committee that any changes to the dates should be communicated with Julia Davis or Amanda McIlveen prior to Friday September 14, 2018. Julia has reached out to Parking to see if the \$250.00 advertising initiative is moving forward this year and will report back at next meeting.

The Contribution to Operating Budget and Shared Parking Revenue numbers have been shared with the Business Improvement Areas. Julia advised Committee that Contribution to Operating Budget must be spent in the year it is allocated however Shared Parking Revenue can be accrued and rolled over into future years. Requests should be sent to Julia for future approvals.

The date for the Chamber of Commerce Outstanding Business Achievement Awards and Business Improvement Area Awards of Property Excellence will be March 26, 2019. More information will follow as it becomes available.

Julia reminded Committee to submit Board Meeting Minutes to her to ensure all files are up to date.

**(MacKinnon/Mattern)**

That the verbal update from Julia Davis, Business Development & BIA Officer, be received.

**CARRIED**

**(ii) Statements by Members (Item 11.2)**

BIA Members used this opportunity to discuss matters of general interest.

**(h) ADJOURNMENT (Item 13)**

**(Anderson/MacKinnon)**

That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:18 a.m.

**CARRIED**

Respectfully submitted,

Tony Greco, Acting Vice-Chair  
Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk