Hamilton

BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE

MINUTES 19-008
8:00 a.m.
Tuesday, August 13, 2019
Rooms 192 & 193
Hamilton City Hall
71 Main Street West

Present: Councillor Esther Pauls (Chair)
Tracy MacKinnon – Westdale Village BIA and Stoney Creek BIA
Susie Braithwaite – International Village BIA
Jennifer Mattern – Ancaster BIA
Bender Chug – Main West Esplanade BIA
Susan Pennie – Waterdown BIA
Ariane Terveld – Ottawa Street BIA
Cristina Geissler – Concession Street BIA
Lisa Anderson – Dundas BIA
Kerry Jarvi – Downtown Hamilton BIA

Absent: Anne Marie Bergen – King West BIA
Rachel Braithwaite – Barton Village BIA
Heidi VanderKwaak – Locke Street BIA

THE FOLLOWING ITEMS WERE REFERRED TO THE GENERAL ISSUES COMMITTEE FOR CONSIDERATION:

1. Appointment of a Voting Member to the Keep Hamilton Clean & Green Advisory Committee (Item 10.3)

(MacKinnon/Anderson)
That Keri Jarvi, Downtown Hamilton BIA be appointed as a voting member of the Keep Hamilton Clean & Green Advisory Committee for the remainder of the 2018-2022 term.

CARRIED

2. Waterdown Business Improvement Area Expenditure Request (Item 11.2)

(Pennie/Chug)
That the expenditure request from the Waterdown Business Improvement Area in the amount of $5,443.56 for the purchase and planting of 49 hanging 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 2)

The Committee Clerk advised there were no changes to the agenda.

(Mattern/Pennie)
That the agenda for the August 13, 2019 Business Improvement Area Advisory Committee meeting be approved, as presented.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(i) July 9, 2019 (Item 4.1)

(S. Braithwaite/Anderson)
That the July 9, 2019 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

CARRIED

(d) DISCUSSION ITEMS (Item 10)

(i) Shop Small Saturday Event (Item 10.1)

The Committee discussed the Shop Small Saturday Event scheduled for November 30, 2019. Julia will be sending an email to all BIA's respecting sample marketing products for the event.

(S. Braithwaite/Mattern)
That the discussion respecting Shop Small Saturday Event, be received.

CARRIED

(ii) Small Business Week Events / Workshops (Item 10.2)

The Committee discussed the Small Business Week Events / Workshops which are scheduled for the week of October 20 – 26, 2019. The City will be having a targeted Small Business Workshop for BIAs on October 22, 2019 with multiple times to allow for more attendance.

Julia spoke about events for BIAs to participate in throughout October hosted by the Hamilton Business Centre, Global Hamilton, the Hamilton Immigration Partnership Council and Urban Renewal. Most of these

events will be centred around Small Business Week (October 20th to 26th) and will be seeking BIA participation.

Julia asked the BIA's to contact her with topic ideas for the seminars during that week. Additionally, Julia is looking into display areas for BIA banners within City Hall for the week.

(Mattern/Geissler)
That the discussion respecting Small Business Week Events / Workshops, be received.

CARRIED

(e) MOTIONS (Item 11)

(i) Coffee With Your Councillor Event (Item 11.1)

Councillor Pauls relinquished the Chair to introduce her motion.

(Pauls/Geissler)
WHEREAS, local Councillors benefit from having insight into their local Business Improvement Areas; and,

WHEREAS, Business Improvement Area members and patrons benefit from having the opportunity to meet with their local Councillor;

THEREFORE BE IT RESOLVED:

That staff be directed to organize a one-hour 'Coffee with your Councillor' event at a Coffee Shop, with Councillors, in their respective Business Improvement Areas during Small Business Week (October 20th to 26th, 2019).

CARRIED

Councillor Pauls assumed the Chair.

(f) GENERAL INFORMATION/OTHER BUSINESS (Item 13)

(i) Update from Julia Davis, Business Development and BIA Officer (Item 13.1)

Julia Davis requested that the BIA's invite her to their Annual General Meetings as she would like attend and speak.

The Invest in Hamilton website has been updated and Julia requested that Committee review the website and provide her with any comments.

Julia advised Committee that the City is going ahead with a OBIAA Conference bid that is due on August 30, 2019. The proposed date for the Conference is April 17th – 21st, 2021.

Julia advised Committee that spending requests for their Community Improvement Plan (CIP) Contribution Program need to be submitted in writing to Julia before the December 10, 2019 meeting.

Julia, along with other staff members from various departments are going to set five dates aside for a 'Roadshow' to speak to the BIA's and get feedback on different interactions with the City.

Julia advised that she will be in contact with the individual BIAs to do a walkthrough of each BIA to see how things are going.

(Terveld/MacKinnon)
That the verbal update from Julia Davis, Business Development and BIA Officer, be received.

CARRIED

(ii) Statements by Members (Item 13.2)

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

(Jarvi/S. Braithwaite)
That the updates from Committee Members, be received.

CARRIED

(g) ADJOURNMENT (Item 15)

(Anderson/MacKinnon)
That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:16 a.m.

CARRIED

Respectfully submitted,

Councillor Esther Pauls
Chair Business Improvement Area
Advisory Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk