Hamilton

BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE

MINUTES 19-009
8:00 a.m.
Tuesday, September 10, 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 and Emily Burton – Ottawa Street BIA
Cristina Geissler – Concession Street BIA
Lisa Anderson – Dundas BIA
Kerry Jarvi – Downtown Hamilton BIA
Rachel Braithwaite – Barton Village BIA
Heidi VanderKwaak – Locke Street BIA

Absent: Anne Marie Bergen – King West BIA

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

1. Ottawa Street Business Improvement Area Expenditure Request (Item 11.1)

(Terveld/Chug)

(a) That the expenditure request from the Ottawa Street Business Improvement Area, in the amount of $13,174.21 for Hanging Baskets (Spring/Summer), and Holiday Decorative Swag, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,

(b) That the expenditure request from the Ottawa Street Business Improvement Area, in the amount of $19,536.82 for Banners, Banner Maintenance, Media, Special Events, Street Maintenance, and Christmas Hanging Baskets, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

CARRIED

2. International Village Business Improvement Area Expenditure Request (Item 11.2)

(S. Braithwaite/Pennie)
That the expenditure request from the International Village Business Improvement Area, in the amount of $6,612.03 for Beautification, Banner Maintenance, and Graffiti Removal, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

CARRIED

3. Concession Street Business Improvement Area Expenditure Request (Item 11.3)

(Geissler/R. Braithwaite)
(a) That the expenditure request from the Concession Street Business Improvement Area, in the amount of $7,942.32 to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905) to be spent as follows:

$4,600.00 on hanging baskets;

$3,342.32 on winter inserts for sidewalk planters;

be approved; and,

(b) That the expenditure request from the Concession Street Business Improvement Area, in the amount of $16,099.45 to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), to be spent as follows:

$13,000 on murals;

$3,099.45 on Fallfest entertainment (horse and wagon rides and fall decorations);

be approved.

CARRIED

4. Downtown Hamilton Business Improvement Area Expenditure Request (Item 11.4)

(Jarvi/R. Braithwaite)
(a) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of $14,594.78 for Bicycle Racks, and the purchase and Maintenance of Christmas Decorations, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,

(b) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of $13,086.34 for Graffiti Removal Product, Advertising (Hamilton Spectator), Marketing Services (Gel Creative), to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

CARRIED

5. Downtown Dundas Business Improvement Area Expenditure Request (Added Item 11.5)

(Anderson/R. Braithwaite)

(a) That the expenditure request from the Downtown Dundas Business Improvement Area, in the amount of $14,594.78 for the cleaning and maintenance of public road allowance, the purchase and maintenance of Christmas Decorations, and the purchase and maintenance of Hanging Baskets, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,

(b) That the expenditure request from the Downtown Dundas Business Improvement Area, in the amount of $28,183.68 for our marketing and promotions and the costs of our events throughout the year, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

CARRIED

6. Stoney Creek Business Improvement Area Expenditure Request (Added Item 11.6)

(MacKinnon/Pennie)

That the expenditure request from the Stoney Creek Business Improvement Area, In the amount of $6,722.74 for event expenses related to the Stoney Creek Folk Fest and Jazz in the Creek, 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 of the following changes to the agenda:

1. NOTICES OF MOTION

12.1 Downtown Dundas Business Improvement Area Expenditure Request

12.2 Stoney Creek Business Improvement Area Expenditure Request

(S. Braithwaite/Anderson)
That the agenda for the September 10, 2019 Business Improvement Area Advisory Committee meeting be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) August 13, 2019 (Item 4.1)

(Pennie/R. Braithwaite)
That the August 13, 2019 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

CARRIED

(d) STAFF PRESENTATIONS (Item 9)

(i) (Re)envision the HSR Update (Item 9.1)

Conor Flood, Customer Experience and Innovation addressed the Committee respecting an update on (Re)envision the HSR, with the aid of a presentation.

(Geissler/Chug)
That the staff presentation respecting an update on (Re)envision the HSR, be received.

CARRIED

A copy of the presentation and video is available on the City's website at www.hamilton.ca or through the Office of the City Clerk.

(ii) Urban Renewal Financial Incentives Program Update (Item 9.2)

Judy Lam, Manager of Urban Renewal and Phil Caldwell, Senior Project Manager addressed the Committee respecting an update on the Urban Renewal Financial Incentives Program.

(VanderKwaak/Mattern)
That the staff presentation respecting an update on the Urban Renewal Financial Incentives Program, be received.

CARRIED

(e) 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. The Spend it Here branding will be used in conjunction with the Shop Small Saturday Event.

(MacKinnon/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 Monday, October 21, 2019 from 6:00 pm – 8:00 pm providing information on multiple topics including marketing, financial incentives and leasing.

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

CARRIED

(f) NOTICES OF MOTION (Item 12)

(i) Downtown Dundas Business Improvement Area Expenditure Request (Added Item 12.1)

Lisa Anderson introduced her notice of motion respecting the Downtown Dundas Business Improvement Area Expenditure Request.

(Anderson/R. Braithwaite)
That the rules of order be waived to allow for the introduction of a Motion respecting the Downtown Dundas Business Improvement Area Expenditure Request.

CARRIED

For disposition of this matter, refer to Item 5.

(ii) Stoney Creek Business Improvement Area Expenditure Request (Added Item 12.2)

Tracy MacKinnon introduced her notice of motion respecting the Stoney Creek Business Improvement Area Expenditure Request.

(MacKinnon/Pennie)
That the rules of order be waived to allow for the introduction of a Motion respecting the Stoney Creek Business Improvement Area Expenditure Request.

CARRIED

For disposition of this matter, refer to Item 6.

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

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

Julia requested that the BIA's send her the dates to their Annual General Meetings (AGM) and to invite her as she would like attend and speak. Additionally, Julia reminded Committee that the BIA budget's need to be passed at their Board Meeting prior to the AGM, and then presented at the AGM.

Julia Davis provided an update on the City's liability insurance policy and will return to Committee with further information next meeting.

Julia advised Committee that NOSH week is happening from October 14th – 20th, 2019 and if any BIA's have events happening, please send them to nosh@hamilton.ca.

Julia advised Committee that the City submitted the OBIAA Conference bid on August 30, 2019.

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.

(Pennie/Geissler)
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.

(Anderson/Geissler)
That the updates from Committee Members, be received.

CARRIED

(h) ADJOURNMENT (Item 15)

(S. Braithwaite/R. Braithwaite)
That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:17 a.m.

CARRIED

Respectfully submitted,

Councillor Esther Pauls
Chair Business Improvement Area
Advisory Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk