Hamilton

BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE

MINUTES 20-002
8:00 a.m.
Tuesday, February 11, 2020
Rooms 192 & 193
Hamilton City Hall
71 Main Street West

Present: Councillor Esther Pauls (Chair)
Tracy MacKinnon – Westdale Village BIA and Stoney Creek BIA
Cristina Geissler – Concession Street BIA
Lisa Anderson – Dundas BIA
Kerry Jarvi – Downtown Hamilton BIA
Susan Pennie – Waterdown BIA
Rachel Braithwaite – Barton Village BIA
Brendan Wetton – International Village BIA
Heidi VanderKwaak – Locke Street BIA
Jennifer Mattern – Ancaster BIA
Emily Burton – Ottawa Street BIA

Absent: Anne Marie Bergen – King West BIA
Bender Chug – Main West Esplanade BIA

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

(Pennie/MacKinnon)
That the agenda for the February 11, 2020 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) January 14, 2020 (Item 4.1)

(Anderson/R. Braithwaite)
That the January 14, 2020 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

CARRIED

(d) STAFF PRESENTATIONS (Item 9)

(i) Hamilton Business Centre Update (Item 9.1)

Jodi Laking from Planning and Economic Development addressed the Committee respecting an update on the Hamilton Business Center, with the aid of a handout.

(Jarvi/VanderKwaak)
That the staff presentation on the Hamilton Business Centre Update, be received.

CARRIED

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

(ii) Business Succession Plan (Item 9.2)

Graeme Brown, Business Analyst, addressed the Committee respecting Business Succession Plan, with the aid of a handout.

(Anderson/Geissler)
That the staff presentation on Business Succession Plan, be received.

CARRIED

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

(e) DISCUSSION ITEMS (Item 10)

(i) Ontario Business Improvement Area Association (OBIAA) Conference 2021 (Item 10.1)

Julia Davis, Business Development and BIA Officer, addressed the Committee with an update on the Ontario Business Improvement Area Association (OBIAA) Conference 2021, with the aid of a handout.

(Mattern/Burton)
That the discussion respecting OBIAA Conference 2021, be received.

CARRIED

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

(ii) Business Improvement Area Boards of Management Governance and Policy Review (Item 10.2)

The Committee discussed the Business Improvement Area Boards of Management Governance and Policy Review.

Julia Davis requested that the Boards of Management for the BIA's review and sign off on their Procedural By-laws. The Code of Conduct for City of Hamilton BIAs has been included in the agenda and will be emailed to the BIA's for review as well.

(Jarvi/VanderKwaak)
That the discussion respecting the Business Improvement Area Boards of Management Governance and Policy Review, be received.

CARRIED

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

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

Julia Davis advised the Committee that the next meeting of the Business Improvement Area Advisory Sub-Committee is on March 24, 2020.

This is also the date (March 24, 2020) for the Business Improvement Area Awards of Excellence and 16 businesses will be receiving awards. Invitations will be mailed to winning businesses this week.

Julia has sent out emails to each BIA regarding the Audit packages and due dates for each BIA.

Julia requested that the BIA's take time to fill out the online Parking Master Plan survey.

The training for the pedestrian counter has been completed and Julia will forward the training document to the BIA's. Kerry Jarvi, Downtown Hamilton BIA, will create an events calendar to be shared across the BIA's for the pedestrian counter.

(Geissler/R. Braitwaite)
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.

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

CARRIED

(g) ADJOURNMENT (Item 15)

(VanderKwaak/R. Braithwaite)
That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:00 a.m.

CARRIED

Respectfully submitted,

Councillor Esther Pauls
Chair Business Improvement Area
Advisory Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk