



City of Hamilton

BUSINESS IMPROVEMENT AREA ADVISORY SUB-COMMITTEE AGENDA

Meeting #: 21-001

Date: January 12, 2021

Time: 8:00 a.m.

Location: Due to the COVID-19 and the Closure of City Hall

All electronic meetings can be viewed at:

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton>

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

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1. APPROVAL OF AGENDA	
(Added Items, if applicable, will be noted with *)	
2. DECLARATIONS OF INTEREST	
3. APPROVAL OF MINUTES OF PREVIOUS MEETING	
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4. COMMUNICATIONS	
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9. DISCUSSION ITEMS

9.1. Ontario Business Improvement Area Association (OBIAA) Conference Update

9.2. Business Improvement Area Enhancements from Mayor's Task Force on Economic Recovery

10. MOTIONS

11. NOTICES OF MOTION

12. GENERAL INFORMATION / OTHER BUSINESS

12.1. Verbal Update from Julia Davis, Business Development & BIA Officer

12.2. Statements by Members

13. PRIVATE AND CONFIDENTIAL

14. ADJOURNMENT



Hamilton

BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE

MINUTES 20-005

8:00 a.m.

Tuesday, December 8, 2020

Virtual Meeting

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
 Susie Braithwaite – International Village BIA
 Heidi VanderKwaak – Locke Street BIA
 Jennifer Mattern – Ancaster BIA
 Maggie Burns – Ottawa Street BIA
- Absent:** Michal Cybin – King West BIA
 Bender Chug – Main West Esplanade BIA

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

1. Appointment of Chair and Vice-Chair (Item 1)

(R. Braithwaite/Jarvi)

- (a) That Councillor E. Pauls be appointed as Chair of the Business Improvement Area Advisory Committee for 2021; and,
- (b) That the Vice-Chair position rotate among Committee members for the Business Improvement Area Advisory Committee for 2021.

CARRIED

2. Letter to the Premier on Behalf of the Business Improvement Area Advisory Committee (Item 10.2)

(R. Braithwaite/Pauls)

That the Mayor of the City of Hamilton send a letter to the Premier of Ontario on behalf of the Business Improvement Area Advisory Sub-Committee (attached as Appendix "A" to Item 10.2), respecting the COVID-19 Response Framework: Keeping Ontario Safe and Open and the impact it has on small businesses and Business Improvement Areas.

CARRIED

3. Barton Village Business Improvement Area Expenditure Request (Item 11.1)

(R. Braithwaite/VanderKwaak)

- (a) That the expenditure request from the Barton Village Business Improvement Area, in the amount of \$6,222.03 for the cost to hire youth through the summer to clean and maintain the sidewalks in Barton Village 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 Barton Village Business Improvement Area, in the amount of \$10,192.27 for the cost of marketing for the Barton Village BIA (\$554.24), Office Equipment (\$1,482.23), Banners and Planters (\$4,654.58), and the cost to hire a manager to oversee street cleanup (\$3,501.00) to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

CARRIED

4. Stoney Creek Business Improvement Area Expenditure Request (Item 11.2)

(MacKinnon/Mattern)

That the expenditure request from the Stoney Creek Business Improvement Area, in the amount of \$8,046.70 for the cost of winter greenery for planters, Christmas decor lights, Christmas decorations maintenance, and materials for summer planters, 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 change to the agenda:

6. DELEGATION REQUESTS

- 6.1 Krysta Boyer, Winter Wakeup, respecting a community and small business initiative (For today's meeting)

(S. Braithwaite/MacKinnon)

That the agenda for the December 8, 2020 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) November 10, 2020 (Item 4.1)

(MacKinnon/R. Braithwaite)

That the November 10, 2020 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 6)

(i) Krysta Boyer, Winter Wakeup, respecting a community and small business initiative (For today's meeting) (Added Item 6.1)

(R. Braithwaite/VanderKwaak)

That the delegation request from Krysta Boyer, Winter Wakeup, respecting a community and small business initiative be approved for today's meeting.

CARRIED

(e) VIRTUAL DELEGATIONS (Item 8)

(i) Krysta Boyer, Winter Wakeup, respecting a community and small business initiative (Added Item 8.1)

Krysta Boyer, Winter Wakeup, addressed the Committee respecting a community and small business initiative, with the aid of a presentation.

(Pennie/MacKinnon)

That the delegation from Krysta Boyer, Winter Wakeup, respecting a community and small business initiative, be received.

CARRIED

(f) STAFF PRESENTATIONS (Item 9)

(i) COVID-19 Infection Prevention and Control (Item 9.1)

Dr. Doug Sider, Public Health Physician and Elissa Press, Health Promotion Specialist addressed the Committee with information on COVID-19 Infection Prevention and Control.

(R. Braithwaite/Geissler)

That the staff presentation on COVID-19 Infection Prevention and Control, be received.

CARRIED

(ii) COVID-19 Enforcement Update (Item 9.2)

Kelly Barnett, Emergency Operations Centre, Council Liaison and Kelly Beaton, Acting Manager Service Delivery, Licensing and By-law Services addressed the Committee with an update on COVID-19 Enforcement.

(Mattern/Pennie)

That the staff update on COVID-19 Enforcement, be received.

CARRIED

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

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

Julia Davis advised Committee of the General Issues Committee dates that individual BIA Budget requests will be on the agenda.

Julia reminded Committee that the Christmas Grant Program spending must happen in 2020 and that receipts must be submitted by January 6, 2021. The due date for the Pre-Christmas Parking Receipts is also January 6, 2021.

At the December 9, 2020 General Issues Committee there is a presentation on the Mayor's Task Force on Economic Recovery (Item 8.1) going to GIC tomorrow. Julia encouraged the Committee members to have a look at the presentation and advised Committee that they can watch online tomorrow. Julia advised Committee that Kerry Jarvi sits on the Mayor's Task Force on Economic Recovery.

For the January BIA Advisory Committee meeting, Julia will be inviting Accounting services to attend to talk about the audit process. If there are any questions ahead of time, let Julia know and she will send them to staff in advance.

In early 2021 there will be an Employment and COVID-19 Impact Survey and Julia will share the survey results with the BIA's once it's completed.

Julia was on Chamber TV last week and the recording is available online at www.hamiltonchamber.ca.

Julia introduced Anita Vidovic to provide an update on Public Works Staff. Anita advised Committee that Berkley Uhrig will be the new Public Works staff representative for the BIA Advisory Committee.

(S. Braithwaite/Anderson)

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.

Rachel Braithwaite assumed the Chair as Councillor Pauls had to leave the meeting.

(Mattern/MacKinnon)

That the updates from Committee Members, be received.

CARRIED

(h) ADJOURNMENT (Item 15)

(Anderson/Burns)

That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 10:18 a.m.

CARRIED

Respectfully submitted,

Councillor Esther Pauls
Chair Business Improvement Area
Advisory Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

BIA Client Assistance Package

BIA Name

BIA Contacts Lead Contact and Bookkeeper Contact

Lead Contact for Audit Questions

Bookkeeper contact for accounting questions

Name _____

Name _____

Phone _____

Phone _____

Email _____

Email _____

KPMG Contact

If there are any questions with respect to the BIA audit, please feel free to contact Kyle Rooney at (905) 667-3587 (kylerooney@kpmg.ca)

DEADLINES

- 1 Books and records to be prepared by client (as described below) for each BIA are to be emailed to **Isabela Herman at isabela.herman@hamilton.ca** by **March 8, 2021**. If you have hard copy files these can be delivered to City of Hamilton Financial Services, 120 King Street West, 9th Floor, Attention: Isabela Herman. However, we prefer soft copies if possible. Please ensure that the information provided is complete to reduce the risk of additional audit fees.
- 2 Once the information is provided to the auditors, they will be in contact with you to set up a meeting based on your audit timeline
- 3 BIA audited financial statements should be accurate and prepared in a timely manner. The City of Hamilton consolidates the BIA's financial statements in their books annually.
- 4 Confirm BIA Board Date for Statement approval for either June or September board meetings. If any change is required, please notify Isabela Herman. Audits will be completed to adhere to identified schedule.

Date for FS Approval

DATA

Please note that KPMG's files are digital, so when available, we would appreciate receiving information in electronic format (i.e. Excel) via email, Dropbox etc.

FEES

Audit fees for the current year have been quoted to the City of Hamilton. Delays in providing accurate records or responses could result in additional costs above the quoted price.

REQUIRED INFORMATION - To be supplied by Julia Davis

- Copy of documentation from the City of Hamilton regarding levy budgets, Parking program budgets, operating program budgets and any other associated grants
- Summary and details of any levy adjustments
- Approved budget for 2020

All copies to be provided electronically to Isabela Herman & KPMG by March 15, 2021

REQUIRED INFORMATION- To be supplied by BIA Contact

Specify if item was
If not provided, provided in hard copy (HC)
Provided (Y/N) please specify why: or electronically (E):

GENERAL

- Minutes from all Board meetings from January 1, 2020 to December 31, 2020
- Listing of all current Board members
- Draft internal financial statement
- Listing of all related parties (see Appendix for explanations)
- Confirm prior year adjusting entries have been posted to GL (including ones from auditors)
- Confirm Management Inquiry form has been completed
- Listing of all businesses owned by the board members of the BIA that are MEMBERS of the BIA

GENERAL LEDGERS

- An electronic trial balance and general ledger for the period ending December 31, 2020

CASH

- All bank statements from January 2020 to February 2021
- Bank reconciliation and supporting schedules at December 31, 2020
- Listing of signing officers on cheques and who writes cheques

REVENUE & ACCOUNTS RECEIVABLE

- Accounts receivable reconciliation at December 31, 2020
- Access to deposit books covering the period from January 1, 2021 to February 28, 2021 ***
- Listing of deferred revenue and supporting documentation

EXPENSES & ACCOUNTS PAYABLES

- Accounts payable reconciliation at December 31, 2020
- Access to invoices during the year***
- Listing of payments (cheques, eft) from January 1, 2021- February 28, 2021
- All HST forms for the fiscal year, if applicable

TANGIBLE CAPITAL ASSETS

- Listing of significant capital asset additions and disposals during the year and supporting documentation
- Capital asset continuity schedule ending December 31, 2020

AUDIT QUESTIONS

For each of the following questions, please answer and if more information is required in the response, attach as another document.

- Are you aware of any claims or litigations outstanding against the BIA?
- Are you aware of any non-compliance with laws or regulations ?
- Are you concerned that the BIA would not be able to continue operations in 2020?
- Are there any commitments or contingencies for 2020 (if so please provide)?
- Are you aware of any fraud, internal or external, that occurred during the year?
- Is there a lease agreement in place? If so, please provide a copy.

Y/N

BEST TIPS

- Has the tax levy default been recorded to ensure ending Due to/from City agrees with City balance?
- Has a review been done of expenditures (i.e. banners, signs, beautification) incurred to ensure capital assets are appropriately recorded?
- Have all adjustments from the prior period audit been recorded?
- Have invoices received after year end been reviewed to ensure they are recorded in the correct period?
- Has the 2020 audit fee quoted by the City been accrued as due to City of Hamilton?
- Has depreciation been recorded?

*** These items will need to be requested from time to time, but are not required to be provided all at once. We just request that these items be available should we need to look at supporting invoices or deposits

Related party (PS 2200) A **related party** exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include key management personnel and close family members.

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Update to BIA Advisory Committee on the Review of the Downtown & Community Renewal Community Improvement Plan & Related Financial Incentive Programs

The City of Hamilton's Economic Development Division is undertaking a review of existing financial incentive programs, and the associated Downtown and Community Renewal Community Improvement Plan (2016), which are provided to support the revitalization of specific commercial districts in the city (this review does not include the ERASE and LEED incentive programs). Areas where these programs are provided include:

- Downtown Hamilton;
- The Community Downtowns/Village Cores of Ancaster, Binbrook, Dundas, Stoney Creek and Waterdown;
- Business Improvement Areas (BIA);
- The Airport/Mount Hope Gateway; and
- Strategic commercial corridors located within the urban area.

The goal of this review, which is undertaken by staff every five years, is to identify potential amendments which may be needed to ensure these programs continue to be well positioned to provide property owners, commercial tenants and developers with effective incentives that encourage investment through improvements to existing buildings as well as support new development opportunities that will contribute towards long-term goals and priorities for these areas

Project Timeline



January 2021 – Verbal Update to BIA Advisory Committee