Hamilton

BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE

MINUTES 21-008
8:00 a.m.
Tuesday, September 14, 2021
Virtual Meeting
Hamilton City Hall
71 Main Street West

Present: Councillor Esther Pauls (Chair)
Susie Braithwaite – International Village BIA
Tracy MacKinnon – Westdale Village BIA and Stoney Creek BIA
Cristina Geissler – Concession Street BIA
Kerry Jarvi – Downtown Hamilton BIA
Katie Poissant-Paul – Ancaster BIA
Susan Pennie – Waterdown BIA
Lisa Anderson – Dundas BIA
Emily Burton – Ottawa Street BIA
Heidi VanderKwaak – Locke Street BIA

Absent: Michal Cybin – King West BIA
Bender Chug – Main West Esplanade BIA
Rachel Braithwaite – Barton Village BIA

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

1. Waterdown Business Improvement Area Expenditure Request (Item 11.1)

(Pennie/Geissler)
That the expenditure request from the Waterdown Business Improvement Area, in the amount of $5,581.91 for the purchase and maintenance 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 of the following change to the agenda:

8. STAFF PRESENTATIONS

8.1 Infection Prevention and Control Team Update

(Anderson/VanderKwaak)
That the agenda for the September 14, 2021 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) July 13, 2021 (Item 4.1)

(Geissler/MacKinnon)
That the July 13, 2021 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

CARRIED

(d) STAFF PRESENTATIONS (Item 8)

(i) Infection Prevention and Control Team Update (Added Item 8.1)

Dr. Ninh Tran, Associate Medical Officer of Health, Latchman Nandu, Manager, Infection Prevention and Control, and Elissa Press, Health Promotion Specialist addressed the Committee with an update from the Infection Prevention and Control Team.

(MacKinnon/Geissler)
That the staff presentation on Infection Prevention and Control Team Update, be received.

CARRIED

(e) PUBLIC HEARINGS / DELEGATIONS (Item 9)

(i) Alex Weinberger, YWCA Hamilton, respecting what YWCA Hamilton offers and to learn from the BIAs what we can do to support and collaborate with the businesses in their areas (Approved July 13, 2021) (Item 9.1)

Alex Weinberger, YWCA Hamilton, addressed the Committee respecting what YWCA Hamilton offers and to learn from the BIAs what the YWCA could do to support and collaborate with the businesses in their areas.

(Anderson/Pennie)
That the presentation from Alex Weinberger, YWCA Hamilton, respecting what YWCA Hamilton offer, be received.

CARRIED

(f) DISCUSSION ITEMS (Item 10)

(i) Community Improvement Plan Review Verbal Update (Item 10.1)

Judy Lam, Manager of Commercial Districts and Small Business, Phil Caldwell, Senior Project Manager and Carlo Gorni, Coordinator of Urban Renewal Incentives provided Committee with an update on the Community Improvement Plan Review.

(MacKinnon/Susan)
That the discussion respecting the Community Improvement Plan Review, be received.

CARRIED

(ii) Hamilton Day – Hamilton Chamber of Commerce Initiative (Item 10.2)

Hamilton Chamber of Commerce staff - Marie Nash, Cassandra D'Ambrosio and Katie Stiel provided the Committee information on Hamilton Day – Hamilton Chamber of Commerce Initiative.

(Geissler/Anderson)
That the discussion respecting Hamilton Day – Hamilton Chamber of Commerce Initiative, be received.

CARRIED

(iii) Ontario Business Improvement Area Association (OBIAA) Conference 2021 (Item 10.3)

Julia Davis addressed the Committee respecting the Ontario Business Improvement Area Association (OBIAA) Conference 2021 being held September 26 – 29, 2021.

Julia advised Committee that registration is available on the OBIAA's Website. Additionally, there is a welcome dinner on Sunday night that is a separate registration.

Julia shared with the Committee that all mobile tours have been approved and to anticipate approximately 14 people per tour.

Julia advised that for the Tuesday night of the Conference there are no events planned for attendees. If Committee members wish to share with Julia any events happening that evening in the BIA's, or provide a list of restaurants, she will share them.

(Pennie/Anderson)
That the discussion respecting Ontario Business Improvement Area Association Conference 2021, be received.

CARRIED

(iv) Annual General Meetings 2021 (Item 10.4)

Julia Davis addressed the Committee respecting the Annual General Meetings 2021.

Julia advised Committee that the Board of Management must approve the Annual Budget at the meeting before their Annual General Meeting.

Julia requested that the BIAs share with her the date and time of their Annual General Meeting (AGM) so that she can attend. Additionally, if you would like Julia to do a presentation at the meeting, she can do that as well. Lastly, Julia needs to know if the AGM is will be held in person or virtually.

Julia reminded Committee that notification of the BIAs AGM must be sent out a minimum of 15 days prior to the meeting. This can be done via newsletter, hand delivery, or Canada Post.

Julia advised Committee that she will be providing the BIAs a standardized script for Chair for the AGM. This will help to ensure consistency across the BIAs and that proper procedures are being followed.

(MacKinnon/Christina)
That the discussion respecting the Annual General Meetings 2021, 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 advised that the BIAs who applied for the Shop Local Grant funding of $10,000 should have received their payments. Julia reminded Committee that this funding must be spent by December 31, 2021.

Julia reminded Committee that the Community Improvement Plan (CIP) Contribution Program spending also needs to be spent by December 31, 2021. All requests for this must be submitted for the December 2021 agenda.

Allocation of parking revenue will be ratified at Council tomorrow – funding will be matched from 2020.

Julia advised that Public Health would like to do more mobile vaccination clinics. If there is an event happening in a BIA that would support a mobile clinic, please contact Public Health at: phscovidvaccine@hamilton.ca

Julia advised that the Outdoor Dining District Program is still accepting applications and that the program is approved through October 31, 2021.

(Burton/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.

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

CARRIED

(h) ADJOURNMENT (Item 15)

(Geissler/Anderson)
That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 10:13 a.m.

CARRIED

Respectfully submitted,

Councillor E. Pauls
Chair Business Improvement Area
Advisory Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk