



## City of Hamilton

# BUSINESS IMPROVEMENT AREA ADVISORY SUB-COMMITTEE AGENDA

**Meeting #:** 22-002

**Date:** February 8, 2022

**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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<b>1. CEREMONIAL ACTIVITIES</b>	
<b>2. APPROVAL OF AGENDA</b>	
(Added Items, if applicable, will be noted with *)	
<b>3. DECLARATIONS OF INTEREST</b>	
<b>4. APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
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<b>5. COMMUNICATIONS</b>	
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<b>9. PUBLIC HEARINGS / DELEGATIONS</b>	

**10. DISCUSSION ITEMS**

10.1. Local Commercial Areas Economic Recovery Program (No Copy)

10.2. Business Improvement Area Policy Templates (No Copy)

**11. MOTIONS**

11.1. Parking Meters Located in Business Improvement Areas During The  
Free Christmas Parking Program

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**12. NOTICES OF MOTION**

**13. GENERAL INFORMATION / OTHER BUSINESS**

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

13.2. Statements by Members

**14. PRIVATE AND CONFIDENTIAL**

**15. ADJOURNMENT**



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

**MINUTES 22-001**

**8:00 a.m.**

**Tuesday, January 11, 2022**

**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  
Bettina Schormann – Locke Street BIA  
Susan Pennie – Waterdown BIA

**Absent:** Michal Cybin – King West BIA  
Bender Chug – Main West Esplanade BIA  
Rachel Braithwaite – Barton Village BIA  
Emily Burton – Ottawa Street BIA  
Lisa Anderson – Dundas BIA

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

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

**(Pennie/MacKinnon)**

- (a) That Councillor E. Pauls be appointed as Chair of the Business Improvement Area Advisory Committee for 2022; and,
- (b) That the Vice-Chair position rotate among Committee members for the Business Improvement Area Advisory Committee for 2022.

**CARRIED**

### **FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

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

**(Braithwaite/Jarvi)**

That the agenda for the November 9, 2021 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) November 9, 2021 (Item 4.1)**

**(Geissler/Poissant-Paul)**

That the November 9, 2021 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

**CARRIED**

**(d) STAFF PRESENTATIONS (Item 8)**

**(i) Cannabis Program Update (Item 8.1)**

Dan Smith, Manager of Licensing addressed the Committee with an update on the Cannabis Program.

**(Pennie/Braithwaite)**

That the staff presentation respecting the Cannabis Program Update, be received.

**CARRIED**

**(ii) 2021 BIA Audit Information (Item 8.2)**

Shelley Hesmer, Manager of Accounting Services, Isabela Herman, Senior Financial Analyst, and Kyle Rooney, KPMG Senior Manager of Audit addressed the Committee with a presentation on the 2021 BIA Audit Information.

**(Braithwaite/Jarvi)**

That the presentation respecting the 2021 BIA Audit Information, be received.

**CARRIED**

**(e) DISCUSSION ITEMS (Item 10)**

**(i) Hamilton Day Debrief and Results (Item 10.1)**

Cassandra D'Ambrosio, Hamilton Chamber of Commerce Manager of Marketing and Katie Stiehl, Hamilton Chamber of Commerce Project Coordinator addressed the Committee respecting the Hamilton Day Debrief and Results.

**(Pennie/Poissant-Paul)**

That the discussion respecting the Hamilton Day Debrief and Results, 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 reminded Committee that the link to the BIA Board Meetings should be shared to the membership via newsletters or email as they are required to be open to public. Julia also requested that the BIAs record their board meetings and save them so that they can be shared at a later date.

As this is a municipal election year, Council and Committee meetings will be recessed between September 28<sup>th</sup> to December 7<sup>th</sup>, with the municipal election happening on October 24<sup>th</sup>, 2022. Julia also advised Committee that the BIA's will be electing new boards at their next AGMs and she will share an auto populated timetable with the BIAs as that gets closer. Additionally, any expenditure requests will have to be submitted to the September 13<sup>th</sup>, 2022 BIA Advisory Committee meeting for approval.

Julia reminded the Committee to send her any photos of the projects that were funded through the Shop Local Grant funding. Julia also requested that the BIA's send her any receipts for expenditures related to that funding.

Julia advised Committee that a report is being prepared for the Planning Committee respecting the Outdoor Dining District Program and the making it a permanent program. In addition, Julia will be emailing Committee members respecting the On-Street Patio Structures to get their feedback prior to launching the applications for the program.

Julia advised Committee that the My Main Street Community Activator Grant applications are open until February 1, 2022. This program is for expenses incurred in 2022. Julia can provide a letter of support for BIAs who want to apply and need one.

Julia also advised Committee that the City will also be conducting another Business and Workforce Needs Survey and she will be sharing the link with the BIAs over the next few days.

**(Pennie/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.

**(Braithwaite/Pennie)**

That the updates from Committee Members, be received.

**CARRIED**

**(g) ADJOURNMENT (Item 15)**

**(Poissant-Paul/Pennie)**

That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:46 a.m.

**CARRIED**

Respectfully submitted,

Councillor E. Pauls  
Chair Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk



Hamilton

# Public Works -Triaging of Business Improvement Area Requests

Tuesday, February 8<sup>th</sup>, 2022

# Public Works – BIA Liaison

## **About me:**

Anita Vidovic, *Business Initiative Coordinator – Transportation, Operations and Maintenance*

## **My role is:**

- As BIA liaison, I assist Business Improvement Areas with public infrastructure concerns, requests and related maintenance activities for assets located in the Right of Way
- I am the Central Point of Contact for all Public Works related requests



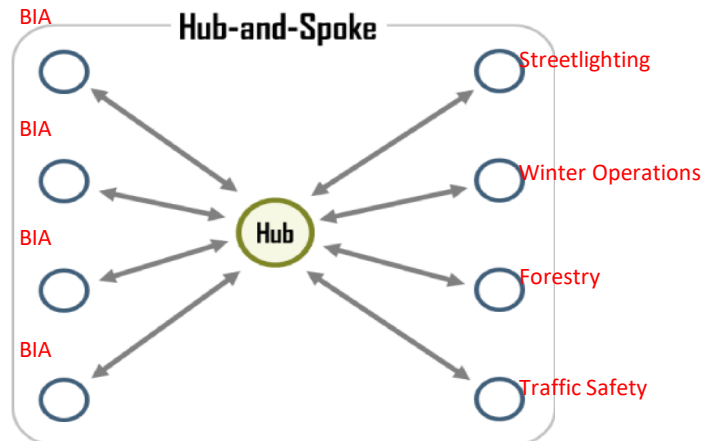
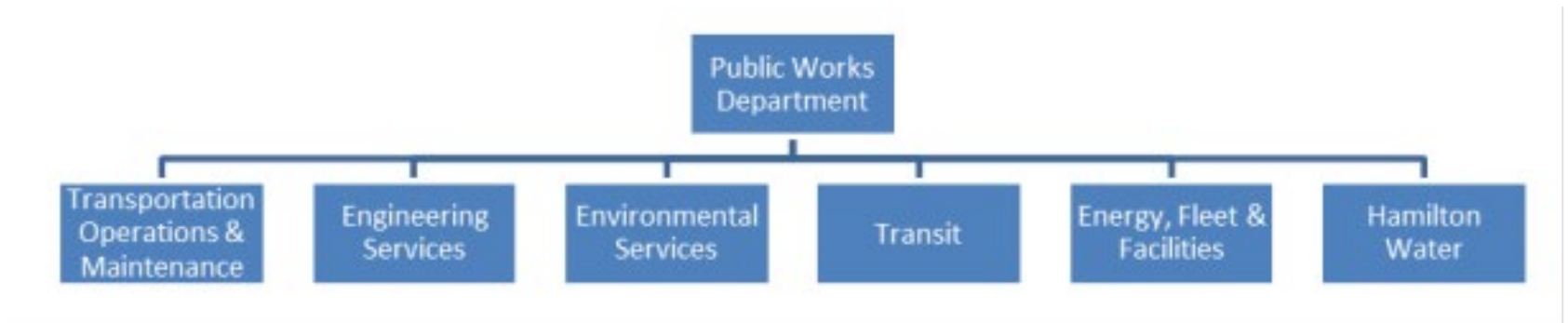
# Agenda

1. Overview of the Process of how BIA Requests are Triaged
2. Public Works Organizational Chart
3. Roles and Responsibilities of Public Works Sections
4. Example of a BIA Request & Steps Involved
5. Statistics of BIA Requests (2013 – 2021)
6. Questions/Comments

# Triaging BIA Requests: The Process

- Request is made by the BIA Executive Director/member to the BIA Liaison
- BIA liaison gathers information as needed
- Asset responsibility determined and request assessed
- BIA Liaison communicates with appropriate City Department(s)/Section(s) to assist with resolution
- Section responsible evaluates budget implications, priorities and next steps and communication
- Department/Section works with BIA liaison to summarize recommendations or action plan
- BIA Liaison communicates outcome of the request back to the Executive Director of the designated BIA

# Public Works Organizational Chart



# Roles and Responsibilities of Public Works

## Frequently Requested

TRANSPORTATION/ OPERATION AND MAINTENANCE	WASTE COLLECTION	FORESTRY AND HORTICULTURE
Street Sweeping	Multi-Sort Litter/Recycling Containers	Hanging Basket Plants
Sidewalk Sweeping	Litter Containers (Waste Bins)	Hanging Baskets/Planters
Road Maintenance (pot-holes, curbs, obstructions)	Manual Litter Service	Hanging Basket Installs
Snow Removal	Curbside Waste Collection	Hanging Basket Watering
Sidewalk Weed Trimming	Sidewalk Power Washing	Garden Beds
Banner Arms	Sidewalk Weed Trimming	Tree Concerns
Street Lighting	Cigarette Receptacles	New Tree Requests
Publication Boxes		
Street Poles (receptacles)		
Bench Advertisements		



## Example of the City Serving our BIA

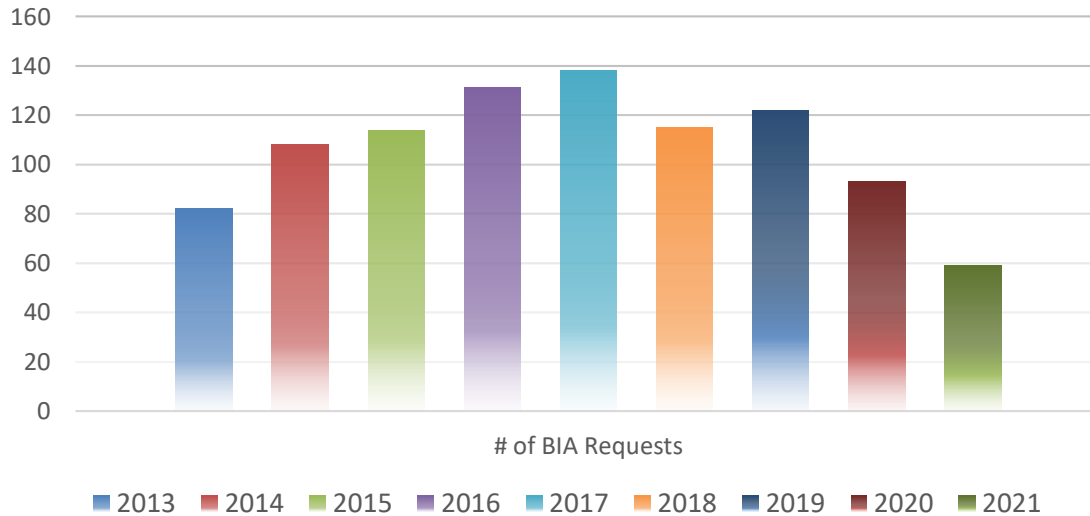
### Issue: Installing Christmas Lighting in the Ottawa St. BIA:

- BIA worked with BIA Liaison to compile a list of all poles that required lighting
- PW BIA Liaison collaborated with Street Lighting experts to determine ownership of poles (City of Hamilton or Alectra).
- BIA Liaison summarized asset information and coordinated information sharing between all parties.
- If pole was City owned - technician attended to inspect pole/receptacle and determined next steps for repairs (e.g. order required parts, scheduled staff, complete repairs)
- If poles were Alectra owned – BIA was to contact Utilities and establish arrangements
- BIA Liaison corresponded with all parties including the Ward Councillor

**Result:** Lighting successfully installed in time for Christmas festivities

# Statistics of BIA Requests (2013-2021)

## PUBLIC WORKS BIA REQUESTS



Year	# of BIA Requests
2013	82
2014	108
2015	114
2016	131
2017	138
2018	115
2019	122
2020	93
2021	59

# Thank You!

## Questions/Comments?

- **Anita Vidovic**
- Business Initiatives Coordinator
- Transportation, Operations & Maintenance
- Email Address: [anita.vidovic@hamilton.ca](mailto:anita.vidovic@hamilton.ca)
- Phone: 905 546 2424 ext. 4411





# CITY OF HAMILTON

## MOTION

Business Improvement Area Advisory Committee

Date: February 8, 2022

**MOVED BY S. BRAITHWAITE.....**

**SECONDED BY.....**

### **PARKING METERS LOCATED IN BUSINESS IMPROVEMENT AREAS DURING THE FREE CHRISTMAS PARKING PROGRAM**

WHEREAS, the holiday shopping season is an important season for businesses located in Business Improvement Areas;

WHEREAS, Business Improvement Areas that take part in the Free Christmas Parking Program rely on this benefit for their businesses to attract customers during the holiday shopping season; and,

WHEREAS, parking meters located in the Free Christmas Parking Program areas were not clearly identified for the 2021 Free Christmas Parking Program;

**THEREFORE IT BE RESOLVED:**

That Parking Staff be directed to investigate ways to clearly mark all parking meters in Business Improvement Areas that take part in the Free Christmas Parking Program during the holiday shopping season (November 24 – December 24) and attend the March 22, 2022 Business Improvement Area Advisory Sub-Committee meeting with an update.