



City of Hamilton
BUSINESS IMPROVEMENT AREA SUB-COMMITTEE
AGENDA

Meeting #: 24-001
Date: January 9, 2024
Time: 10:30 a.m.
Location: Room 264, 2nd Floor, City Hall (hybrid) (RM)
71 Main Street West

Tamara Bates, Legislative Coordinator (905) 546-2424 ext. 4102

	Pages
1. APPOINTMENT OF CHAIR AND VICE-CHAIR	
2. APPROVAL OF AGENDA (Added Items, if applicable, will be noted with *)	
3. DECLARATIONS OF INTEREST	
4. APPROVAL OF MINUTES OF PREVIOUS MEETING	
4.1 November 14, 2023	3
5. COMMUNICATIONS	
6. DELEGATION REQUESTS	
7. DELEGATIONS	
8. PRESENTATIONS	
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8.2 Community Clean Ups - Tools and Resources	13
9. CONSENT ITEMS	
10. DISCUSSION ITEMS	

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

13.1 Updates from Business Development Office (no copy)

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

BUSINESS IMPROVEMENT AREA SUB-COMMITTEE MINUTES 23-009

10:30 a.m.

Tuesday, November 14, 2023

Hamilton City Hall

71 Main Street West

Room 264

Present: S. Braithwaite (Chair) – International Village BIA
S. Pennie (Vice-Chair) – Waterdown BIA
C. Braley – Ottawa Street BIA
A. Chavez – Concession Street BIA
T. MacKinnon – Westdale Village BIA and Stoney Creek BIA
K. Nydam – Dundas BIA
H. Peter – Ancaster BIA
N. Ubl – Barton Village BIA
E. Walsh – Downtown Hamilton BIA

**Absent with
Regrets:** Councillors T. Hwang, E. Pauls and M. Wilson – City Business
B. Schormann – Locke Street BIA

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

1. Ancaster Business Improvement Area Spending Request (Item 11.1)

(Peter/Braley)

That the expenditure request from the Ancaster Business Improvement Area, in the amount of \$5,608.07 be spent on streetscaping, clean-up and maintenance of the Ancaster Business Improvement Area, lighting and fall flowers, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved.

CARRIED

2. Barton Village Business Improvement Area Spending Requests (Item 11.2)

(Ubl/Chavez)

(a) That the expenditure request from the Barton Village Business Improvement Area, in the amount of \$7,024.83 to be spent on hiring individuals to clean and maintain the road allowance and the purchase office equipment, to be funded from the Contribution to Operating Budget

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Sub-Committee Minutes 23-009**

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Program for the Business Improvement Areas (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 purchase and maintenance of street furniture on the public road allowance, to be funded from the Parking Revenue Sharing Program for the Business Improvement Areas and payments in Lieu of the Parking Revenue Sharing Program (Parking Revenue Account 815010-52505), be approved.

CARRIED

3. Concession Street Business Improvement Area Spending Requests (Item 11.3)

(Chavez/Ubl)

- (a) That the expenditure request from the Concession Street Business Improvement Area, in the amount of \$8,257.54 to be spent on Beautification (hanging baskets), holiday decorations and their maintenance, office equipment and improvement, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved; and,
- (b) That the expenditure request from the Concession Street Business Improvement Area, in the amount of \$14,271.77 be spent on events, programming and activations to be funded from the Parking Revenue Sharing Program for the Business Improvement Areas and payments in Lieu of the Parking Revenue Sharing Program (Parking Revenue Account 815010-52505), be approved.

CARRIED

4. Downtown Hamilton Business Improvement Area Spending Requests (Item 11.4)

(Walsh/Nydam)

- (a) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$5,378.47 to be spent on banners, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved; and,
- (b) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$11,250.33 to be spent on special events, to be funded from the 2022 Parking Revenue Sharing Program for the Business Improvement Areas and payments in Lieu of the Parking Revenue Sharing Program (Parking Revenue Account 815010-52505), be approved.

CARRIED

5. Dundas Business Improvement Area Spending Request (Item 11.5)

(Nydam/Walsh)

That the expenditure request from the Dundas Business Improvement Area, in the amount of \$13,953.66.00 to be spent on office maintenance and improvement and Christmas decorations and their maintenance, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Committee Clerk advised the following change to the agenda:

13. GENERAL INFORMATION / OTHER BUSINESS

13.3 Statements by Members

(Peter/MacKinnon)

That the agenda for the November 14, 2023 Business Improvement Area Sub-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) September 12, 2023 (Item 4.1)

(Walsh/Nydam)

That the September 12, 2023 Minutes of the Business Improvement Area Sub-Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 6)

(i) Khadija Hamidu, Workforce Planning Hamilton, respecting Employer One Survey (for today's meeting) (Item 6.1)

(Peter/Walsh)

That the Delegation Request from Khadija Hamidu, Workforce Planning Hamilton, respecting Employer One Survey, be approved, for today's meeting.

CARRIED

(e) DELEGATIONS (Item 7)

(i) **Khadija Hamidu, Workforce Planning Hamilton, respecting Employer One Survey (Added Item 6.1)**

Khadija Hamidu, Workforce Planning Hamilton, addressed Committee respecting the Employer One Survey with the aid of a presentation.

(Peter/Pennie)

That the Delegation Request from Khadija Hamidu, Workforce Planning Hamilton, respecting Employer One Survey, be approved, for today's meeting.

CARRIED

(f) **PRESENTATIONS (Item 8)**

(i) **Major Transit Station Areas Project (Item 8.1)**

Lauren Vraets, Senior Planner - Long Range Planning, Sustainable Communities Section, Planning Division, addressed Committee respecting the Major Transit Station Areas Project.

(Braley/Chavez)

That the presentation from Lauren Vraets, Senior Planner - Long Range Planning, Sustainable Communities Section, Planning Division, respecting the Major Transit Station Areas Project, be received.

CARRIED

(ii) **Hamilton Day 2023 Updates (Item 8.2)**

Katie Stiel, Manager of Strategic Initiatives, Hamilton Chamber of Commerce, addressed the Committee respecting Hamilton Day 2023 Updates.

(Peter/MacKinnon)

That the presentation from Katie Stiel, Manager of Strategic Initiatives, Hamilton Chamber of Commerce, respecting Hamilton Day 2023 Updates, be received.

CARRIED

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

(i) **Verbal Update from Cristina Geissler, Business Development & BIA Officer (Item 13.1)**

Cristina Geissler, Business Development & BIA Officer, addressed the Committee respecting updates on Commercial Districts and Small Business.

(Chavez/Peter)

That the verbal update respecting Commercial Districts and Small Business, be received.

CARRIED

(ii) Updates Respecting the Open for Business Sub-Committee (Item 13.2)

Nadine Ubl, Barton Village Business Improvement Area, addressed the Committee respecting Updates Open for Business Sub-Committee.

(Chavez/Peter)

That the verbal update respecting Updates on Open for Business Sub-Committee, be received.

CARRIED

(iii) Statements by Members (Added Item 13.3)

BIA Members used this opportunity to discuss matters of general interest.

(Chavez/MacKinnon)

That the updates from Committee Members, be received.

CARRIED

(h) ADJOURNMENT (Item 15)

(Walsh/Pennie)

That there being no further business, the Business Improvement Area Sub-Committee be adjourned at 12:08 p.m.

CARRIED

Respectfully submitted,

Susie Braithwaite
Chair,
Business Improvement Area Sub-
Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk



City of Hamilton

Business Improvement Area

January 9, 2024



BIA Overview

Purpose:

- KPMG completes an audit of all significant account balances based on established materiality. KPMG performs the audit on significant accounts to ensure the accuracy, existence and completeness of all material balances.
- Materiality is determined based on prior year audited financial statements for Total Revenue.
- KPMG uses 3% of Total Revenue as a benchmark to establish materiality.

Timing of Audit Requests:

- It is important to prepare and provided all initial requests to KPMG prior to the start of the audit to ensure audit timelines are met and financial statements can be approved at their respective Board meetings. Incomplete information can also result in additional audit fees.
- Any delays in returning initial request or requests for additional audit samples will cause further delays in completing the audit and preparing the final financial statements.

Areas of Focus:

- Revenues, operating expenses, salaries, accounts payable, and payments made subsequent to year-end.
- KPMG typically finds errors relating to recording expenses and payables in the correct period, and ensuring all transactions with the City of Hamilton have been appropriately recorded and reconciled.

BIA Schedule

June Reporting:

KPMG to complete field work from April 8th to April 26th.

- Downtown Hamilton BIA
- International Village BIA
- Ancaster BIA
- Dundas BIA

September Reporting:

KPMG to complete field work from June 3rd to June 21st

- Barton Village BIA
- Concession Street BIA
- Waterdown BIA
- Westdale BIA
- Ottawa Street BIA
- Locke Street BIA
- Stoney Creek BIA



TEAM UP TO CLEAN UP



AGENDA



TEAM UP
to **CLEAN UP**

What is the Team Up to Clean Up Program

Program Streams






Planning your Team Up to Clean Up event





What is the Team Up to Clean Up Program?



-  A year-round city-wide community cleanup program.
-  This program provides all the tools you need to run a community cleanup including gloves, recycling bags and specially marked garbage bags.
-  Up to 25,000 volunteers participate in Team Up to Clean Up each year, investing tens of thousands of volunteer hours to help clean our community.
-  The program helps keep public places in your neighbourhood clean and safe for everyone.
-  You can host a cleanup event on City property including parks, trails, alleyways, streets and parking lots.



Program Streams





Stream One: One Time Event (Groups)

- 👥 This stream is for any group planning a cleanup at a specific location(s) on a specific day.
 - 👥 Even if your group will do this multiple times a year, this is still the stream for you!
- 🛒 This stream provides cleanup packages tailored to the size of your group.
- 🗑️ This stream provides you with multiple options to have the waste collected after your event.

Stream Two: Ongoing / Multiple Cleanups a Year (Individuals, Families)

- ⊘ This stream is **NOT** for people hosting a group cleanup. Even if you plan to do multiple cleanups a year, any group cleanup will fall under the second stream.
- ✓ This stream is for people who like to have supplies on hand for sporadic or regular cleanups. Some examples are those who:
 - 🚶 Like to pick up trash while out on walks
 - ♻️ Pick up litter sporadically as needed

Stream Two: Ongoing / Multiple Cleanups a Year (Individuals, Families)

-  Individuals who register for this stream will receive a standard package of cleaning supplies to have on hand.
-  There is no collection option for this stream – all bags must go home with you and placed with your normal weekly trash on your regularly scheduled collection day. Our bags are specially marked and will not impact your bag limit!



Registration for Ongoing Participants



Review the Team Up to Clean Up Tool Kit

- ✓ The Volunteer Handbook
- ✓ The Health and Safety Tip Sheet
- ✓ Photograph / Video Consent, Release and Waiver (if submitting photos of your event)
- 📱 Register on the [Team Up to Clean Up](#) website under “ongoing (multiple cleanups per year)”.
- 📁 Select the supplies you require
- 🏠 Select the Municipal Service Centre of your choice to pick up your cleanup kit



Planning Your Team Up to Clean Up Event



Step One: Review the Team Up to Clean Up Tool Kit

- ✓ The Volunteer Handbook
- ✓ The Health and Safety Tip Sheet
- ✓ Event Leader and Volunteer Participant Waiver
- ✓ Photo / Video Consent, Release and Waiver

*This must be printed off and all volunteers, or their guardians if under the age of 18) that participate in your event must review, agree, and sign. The organizer is responsible to keep this for their records).

Step Two: Organize your Volunteers

- 🔍 Find volunteers by encouraging your friends, family, and neighbours to join your event!
- 🗣️ Seek feedback from your volunteers around location and date preferences to gather ideas for dates, times, and locations.

Step Three: Choose a Location

Select an area where you have noticed a lot of litter. Some location ideas are:

- 🏠 Sporting events
- 🏠 Vacant lots or parking lots (ensure you have property owner permission)
- 🏠 Neighbourhood streets
- 🏠 Parks, trails, or play areas

We discourage cleanups near busy streets or parks with current or recent encampment areas.


Step Four: Set the Date




Using the feedback from your volunteers select a date and time that will ensure a good turnout.

☀️ Look at the weather forecast leading up to your event, set a rain date in case of bad weather!

*If you need to change the date and you have already arranged collection during your registration, please email cleanandgreen@hamilton.ca to advise of the changes as soon as possible.

Step Five: Register Your Event

 Register your event online on the [Team Up to Clean Up](#) website. You will need the following information:

-  Number of volunteers you expect to attend your event
-  Date of your event
-  The types of supplies you need

Step Five: Register Your Event

- 📍 Location details including where you plan to leave the trash if requesting collection, nearest intersection, park name, etc.
 - 📍 Cleanups in Parks must leave their bags inside existing park garbage cans. If the cans are full leave the bags beside park garbage cans.
- ❓ The Municipal Service Centre that you would like to pick up your cleanup kit from

Step Five: Register Your Event

You will be able to select the best option for trash disposal following your event:

- 🗑️ Take the bags home with you and place with your weekly trash (our bags are specially marked to ensure they do not impact your weekly limit)
- 🗑️ Request the City to collect our specially marked bags (garbage must be on City property, location details must be provided at the time of registration)
- 🗑️ Waiver to take our specially marked bags to the transfer station yourself at no cost



TEAM UP
to CLEAN UP

Questions?

Email:

cleanandgreen@Hamilton.ca





TEAM UP
TO CLEAN UP

**THANK
YOU!**

