



City of Hamilton
BUSINESS IMPROVEMENT AREA SUB-COMMITTEE
AGENDA

Meeting #: 25-007
Date: July 15, 2025
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. CALL TO ORDER	
2. CEREMONIAL ACTIVITIES	
3. APPROVAL OF AGENDA	
(Added Items, if applicable, will be noted with *)	
4. DECLARATIONS OF INTEREST	
5. APPROVAL OF MINUTES OF PREVIOUS MEETING	
5.1 June 17, 2025	3
6. DELEGATIONS	
7. ITEMS FOR INFORMATION	
7.1 Hamilton's Financial Incentives - Municipal Grants Programs	7
7.2 Food Service Vehicles - Schedule 6 of the City of Hamilton Licensing By-law 07-170	19
8. ITEMS FOR CONSIDERATION	
9. MOTIONS	
10. NOTICES OF MOTION	

11. GENERAL INFORMATION / OTHER BUSINESS

11.1 Updates from Business Development Office (no copy)

11.2 Statements by Members (no copy)

12. ADJOURNMENT



Hamilton

BUSINESS IMPROVEMENT AREA SUB-COMMITTEE MINUTES BIAC 25-006

10:30 a.m.

Tuesday, June 17, 2025

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

Present: Councillor M. Wilson
S. Braithwaite (Chair) – International Village BIA
T. MacKinnon – Westdale Village BIA and Stoney Creek BIA
S. Pennie, Waterdown BIA
H. Peter – Ancaster BIA
N. Ubl – Barton Village BIA
D. Sanchez – Concession Street BIA
B. Schormann – Locke Street BIA
E. Walsh – Downtown Hamilton BIA
S. Weiler – Ottawa Street BIA

**Absent
with Regrets:** Councillor T. Hwang – Personal
Councillor E. Pauls – City Business
D. Tayler – Dundas BIA

**Also in
Attendance:** S. Knight – Locke Street BIA

1. CALL TO ORDER

Committee Chair S. Braithwaite called the meeting to order at 10:30 a.m.

2. CEREMONIAL ACTIVITIES

There were no ceremonial activities.

3. APPROVAL OF THE AGENDA

(Peter/Ubl)

That the agenda for the June 17, 2025 Business Improvement Area Sub-Committee meeting be approved, as presented.

CARRIED

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. APPROVAL OF MINUTES OF PREVIOUS MEETING

(Walsh/Pennie)

That the May 30, 2025 Minutes of the Business Improvement Area Sub-Committee, be adopted, as presented.

CARRIED

6. DELEGATIONS**6.1 Ramsen Ermia Slewa, The Shuck Truck, respecting Business Improvement Area on Locke Street**

Ramsen Ermia Slewa, The Shuck Truck, addressed Committee respecting Business Improvement Area on Locke Street.

(Ubl/Walsh)

That the Delegation from Ramsen Ermia Slewa, The Shuck Truck, respecting Business Improvement Area on Locke Street, be received.

CARRIED

7. ITEMS FOR INFORMATION**7.1 Gender-Based Safety Audit, June 2025**

Sarah Glen and Khadija Hamidu, YWCA Hamilton, addressed Committee respecting Gender-Based Safety Audit, June 2025, with the aid of a presentation.

7.2 Business Improvement Areas 2025 Parking Revenue Share and Holiday Free Parking Program

Joanne Starr, Manager, Parking, addressed Committee respecting Business Improvement Areas 2025 Parking Revenue Share and Holiday Free Parking Program, with the aid of a presentation.

(Ubl/Peter)

That the following Items for Information be received:

7.1 Gender-Based Safety Audit, June 2025

7.2 Business Improvement Areas 2025 Parking Revenue Share and Holiday Free Parking Program

CARRIED

8. ITEMS FOR CONSIDERATION

There were no Items for Consideration.

9. MOTIONS**9.1 Westdale Village Business Improvement Area and Stoney Creek
Business Improvement Area Expenditure Requests**

(MacKinnon/Ubl)

- (a) That the expenditure request from the Westdale Village Business Improvement Area, in the amount of \$9,317.05 to be spent on beautification initiatives and streetscape expenses for planters/plant materials/maintenance, funded from the 2025 Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved;
- (b) That the expenditure request from the Westdale Village Business Improvement Area, in the amount of \$16,067.66 to be spent on beautification initiatives and streetscape expenses for planters/plant materials/maintenance, funded from the 2024 Parking Revenue Sharing Program for the Business Improvement Areas (BIA Payments Account 815010-52505), be approved; and
- (c) That the expenditure request from the Stoney Creek Business Improvement Area, in the amount of \$10,224.69 to be spent on beautification initiatives and streetscape expenses for planters/plant materials/maintenance, funded from the 2025 Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved.

CARRIED

10. NOTICES OF MOTION

There were no notices of motion.

11. GENERAL INFORMATION/OTHER BUSINESS**11.1 Updates from Business Development Office**

Cristina Geissler, Business Development and Business Improvement Area (BIA) Officer, addressed the Committee respecting Updates from the Business Development Office.

(Ubl/Pennie)

That the verbal update from Cristina Geissler, Business Development and Business Improvement Area (BIA) Officer, respecting Updates from the Business Development Office, be received.

CARRIED

11.2 Statements by Members

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

(Weiler/Walsh)

That the updates from Committee Members, be received.

CARRIED

12. ADJOURNMENT

There being no further business, the Business Improvement Area Sub-Committee adjourned at 11:31 a.m.

Respectfully submitted,

Tamara Bates
Legislative Coordinator
Office of the City Clerk

Susie Braithwaite
Chair,
Business Improvement Area Sub-Committee

Hamilton's Financial Incentives – Municipal Grant Programs

Business Improvement Area Sub-Committee Meeting

July 15, 2025

Carlo Gorni, Coordinator, Urban Renewal
City of Hamilton



Hamilton's Financial Incentives – Municipal Grant Programs

Overview

- The City of Hamilton is committed to fostering a thriving community through innovative financial assistance and incentive programs.
- These programs are designed to support local businesses and attract new investment to revitalize strategic priority areas, including the downtown, Business Improvement Areas, commercial corridors, and brownfields.
- There are also financial incentives for properties designated under the Ontario Heritage Act.
- The Revitalizing Hamilton's Commercial Districts Community Improvement Plan provides the basis for these programs.



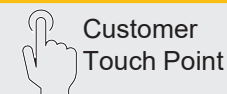
Grant Application Process



Hamilton's Financial Incentives – Municipal Grant Programs



Grant Application Process

Process	Estimated Time	Details
Submitted Application		<p>A complete grant application submitted to the City's Commercial Districts and Small Business Section, including:</p> <ul style="list-style-type: none"> ○ Completed Application Form ○ Payment of Application Fee ○ Two (2) dated estimates of proposed work ○ Written authorization of the Property Owner (if applicable) ○ Articles of Incorporation and Amendment for both applicant/property owner (if applicable) ○ Shareholders Register for both applicant/property owner (if applicable) ○ List of Applicant's Officers and Directors for both applicant/property owner (if applicable) ○ Anticipated start and completion date for construction ○ Date stamped photos
Due Diligence	2-4 weeks	<p>Application package is reviewed in detail and due diligence takes place including confirmation that taxes are current, there are no outstanding building code, fire code or property standards violations. A title and legal search of the property and a Zoning Verification is also conducted. The Building Division will also review the application including the submitted estimates. Conformity with any applicable urban design guidelines is also checked. A cultural Heritage Planner will also review the application, as applicable.</p>
Approval	2-3 weeks	<p>Once staff have completed and are satisfied in all respects with the results of the ongoing due diligence, the grant application is recommended for approval. If approved, Letter of Understanding is issued to the applicant.</p>



Hamilton's Financial Incentives – Municipal Grant Programs

Grant Application Process

Process	Estimated Time	Details
Completion of Work Final Review		Proposed improvements/developments are to be completed within the timelines outlined in the Letter of Understanding.
	2-4 weeks	<p>The Applicant shall provide to the City's Commercial Districts and Small Business Section copies of final paid invoices, which confirms the approved works were completed, and proof of payment for all work undertaken on the property for which the Grant is applicable.</p> 
Grant Payment	2 weeks	<p>The final receipts are reviewed and final due diligence on the work completed takes place similar to that undertaken prior to the initial approval.</p> <p>Cheque requisition is submitted to the City's Finance Section and grant payment is sent to applicant.</p> 

Hamilton's Financial Incentives – Municipal Grant Programs

Delays

Some common issues that delay applications:

- The application package is not complete and required information is missing.
- Name on application does not match Corporate Profile Report or name on title.
- Work has begun prior to application and/or there are open permits.
- There are outstanding building code, property standards, or fire code violations.
- There are unpaid property taxes.



Commitment to Continuous Improvement

- Economic Development seeks regular feedback in the form of survey responses.
- The survey can be found at <https://www.research.net/r/CDSB-Feedback>.
- Response rates to our surveys tend to be very low.
- Of those who did respond, 100% answered “Yes” to the following questions:
 - Were the details of the program adequately explained in our materials?
 - Was the application form easy to follow?
 - Were your questions responded to promptly by CDSB staff?
 - Were you satisfied with the response to your questions?

Hamilton's Financial Incentives – Municipal Grant Programs

Next Steps

In response to a motion from Open for Business Sub-Committee on March 6, 2025, staff will be reporting back to the Open for Business Sub-Committee meeting on October 30, 2025 with the following:

- A presentation outlining the current customer journey for a small business owner navigating the municipal incentives grant/loan program(s), including the procedures, subsequent customer touch points that they would interact with at the city, and feedback from recent applications;
- A report outlining any gaps within the customer journey, including feedback from the local business improvement areas, small business owners navigating the process, and other parties participating in the incentives program(s);
- This report will outline any identified innovative solutions and action plans, including required resources, on how to provide a best-in-class customer experience in line with the City of Hamilton's corporate pillar of providing sensational service.

Hamilton's Financial Incentives – Municipal Grant Programs

Continue the conversation...

Carlo Gorni M.A.

Coordinator, Urban Renewal Incentives

Economic Development

City of Hamilton

 carlo.gorni@hamilton.ca

Phil Caldwell RPP, MCIP

Manager, Commercial Districts and Small Business

Senior Business Development Consultant

Economic Development

City of Hamilton

 phil.caldwell@hamilton.ca



Grant Application Process

Barton/Kenilworth Planning and Building Fees Rebate | Barton/Kenilworth Revitalization Grant Program | Commercial District Revitalization Grant Program | Commercial Vacancy Assistance Program | Hamilton Heritage Conservation Grant Program | Hamilton Heritage Property Grant Program



Process	Estimated Time	Details
Submitted Application		<p>A complete grant application submitted to the City's Commercial Districts and Small Business Section, including:</p> <ul style="list-style-type: none"> • Completed Application Form • Payment of Application Fee • Two (2) dated estimates of proposed work (if applicable) • Written authorization of the Property Owner (if applicable) • Articles of Incorporation and Amendment for both applicant and property owner (if applicable) • Shareholders Register both applicant and property owner (if applicable) • List of Applicant's Officers and Directors both applicant and property owner (if applicable) • Anticipated start and completion date for construction • Date stamped photos
Due Diligence	2-4 weeks	<p>The application package is reviewed in detail to confirm that taxes are current and that there are no outstanding violations of building codes, fire codes, or property standards. A title and legal search of the property, along with a zoning verification, are also conducted. The Building Division reviews the application, including the submitted estimates. Conformity with any applicable urban design guidelines is also assessed. A Cultural Heritage Planner will review the application as appropriate.</p>
Approval	2-3 weeks	<p>Once staff have completed the ongoing due diligence and are satisfied with the results, the grant application is recommended for approval. If approved, a Letter of Understanding is issued.</p>
Completion of Work		<p>Proposed improvements/developments are to be completed within the timeline outlined on the Letter of Understanding.</p>
Final Review	2-4 weeks	<p>The Applicant must provide the City's Commercial Districts and Small Business Section with copies of paid invoices and proof of payment for all work performed on the property related to the Grant. The final receipts will be reviewed, and due diligence on the completed work will occur.</p>
Grant Payment	2 weeks	<p>Cheque requisition is submitted to the City's Finance Section and grant payment is sent to applicant.</p>

Common issues that could delay applications:

- The application package is not complete, and the required information is missing.
- The name on the application does not match the name on the Corporate Profile Report or the name on the title.
- Work has begun before the application, and/or there are open permits.
- There are outstanding building code, property standards, or fire code violations.
- There are unpaid property taxes.

For more information, please visit investinhamilton.ca/incentives or call (905) 546-4222



FOOD SERVICE VEHICLES
SCHEDULE 6 OF THE CITY OF HAMILTON LICENSING BY-LAW 07-170

JULY 15, 2025

What is a Food Service Vehicle?

Any vehicle from which refreshments are sold or offered for sale for consumption by the public.

This can include but is not limited to:

- Carts
- Wagons
- Trailers
- Trucks
- Bicycles

Schedule 6 of the Licensing By-law 07-170

To operate a Food Service Vehicle in the City of Hamilton, a valid business licence is required under Schedule 6 of the City of Hamilton Licensing By-law 07-170.

This includes food services vehicles that visit from other municipalities to participate in events, even if just for the weekend.

Classes of Food Service Vehicles

Class A means a motorized or non-motorized food service vehicle used as a non-travelling, site-specific food premises including but not limited to a catering truck, chip truck, or refreshment trailer or hot dog cart

Class B means a motorized or non-motorized food service vehicle that is used as a travelling food premises including but not limited to a catering truck, chip truck, ice cream truck, refreshment trailer or hot dog cart

Class C means a non-motorized food service vehicle that is used as a travelling food premises from which pre-packaged frozen products exclusively are offered for sale including but not limited to an ice-cream cycle, yogurt cart or juice carts

Licensing Requirements

Application and renewal requirements vary based on class of Food Service Vehicle, however the following are some of the requirements to be submitted/completed upon initial application and annual renewal:

- Business Registration/Corporate Profile/Master Business Licence
- Vehicle Ownership
- Motor Vehicle Insurance
- Vehicle Safety
- Technical Standards and Safety Act (TSSA) Inspection Certification
- Liability Insurance
- Health Inspection
- Licensing Inspection
- Zoning Verification Certificate
- Written permission from the property owner

Types of Licences and Permits

In addition to the annual business licence, there are other licensing options available to operators of Food Service Vehicles.

4 Day Event Licence

Designed specifically for Food Service Vehicles who are attending City of Hamilton festivals or events from other municipalities. The licensing requirements are the same as for an annual licence, however, the licence fee is less.

If out of town vehicles are attending more than one event within the City of Hamilton, it is encouraged they apply for an annual licence as it is a cost and resource savings.

Park Permit

Allows annually licensed Food Service Vehicles to operate within pre-determined City of Hamilton parks including Bayfront, Gage, Pier 4, Sam Lawrence, Turner and Valley Park.

QUESTIONS



THANK YOU