



Hamilton

**BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE  
REPORT 17-007**

**8:00 a.m.**

**Tuesday, August 8, 2017**

**Room 264**

**Hamilton City Hall**

**71 Main Street West**

**Present:** Rachel Braithwaite – Barton Village BIA  
Cristina Geissler – Concession Street BIA  
Kerry Jarvi – Downtown Hamilton BIA  
Jennifer Mattern – Ancaster BIA  
Bender Chug – Main West Esplanade BIA (Acting Vice Chair)  
Doug Sutherland – Stoney Creek BIA  
Tracy McKinnon – Westdale Village BIA

**Absent:  
with regrets:** Councillor Matthew Green (Chair)  
Tony Greco – Locke Street BIA  
Susie Braithwaite – International Village BIA  
Lia Hess – King West BIA  
Lisa Anderson – Dundas BIA  
Susan Pennie – Waterdown BIA  
Sandra Clark – Ottawa Street BIA

**THE BUSINESS IMPROVEMENT ADVISORY COMMITTEE PRESENTS REPORT 17-007 AND RESPECTFULLY RECOMMENDS:**

**1. Ancaster BIA expenditure request for flowers and banners (Item 9.1)**

That the expenditure request from the Ancaster BIA in the amount of \$11,428.13, taken from the following programs:

\$5,302.87 from the Parking Revenue Sharing Fund Program,

\$6,125.26 from the Contribution to BIA Operating Budget Program;

to be spent on flowers and banners, be approved.

**2. Locke Street BIA expenditure request for Christmas decorations and flowers (Item 9.2)**

That the expenditure request from the Locke Street BIA in the amount of \$10,478.57 from the Shared Parking Revenue Program to be spent as follows:

\$6,000 towards Christmas decoration costs,  
\$4,478.57 towards the purchase and maintenance of hanging flower baskets;

be approved.

**FOR THE INFORMATION OF COMMITTEE:**

**(a) CHANGES TO THE AGENDA (Item 1)**

The Committee Clerk advised of the following changes to the agenda:

**1. ADDED PRESENTATION (ITEM 7)**

7.1 Anita Vidovic, Policy & Programs and Meredith Plant, Urban Renewal, respecting Information Kiosks, Poster Sleeves and Pedestrian Kiosks

**2. ADDED NOTICE OF MOTION (ITEM 10)**

10.1 Locke Street BIA expenditure request for Christmas decorations and flower baskets

The agenda for the August 8, 2017 Business Improvement Area Advisory Committee meeting was approved, as amended.

**(b) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**

**(i) July 11, 2017 (Item 3.1)**

The July 11, 2017 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

**(c) PRESENTATIONS (Item 7)**

**(i) Information Kiosks, Poster Sleeves and Pedestrian Kiosks (Item 7.1)**

Anita Vidovic, Policy and Programs and Meredith Plant, Urban Renewal, provided updates and answered questions from Committee Members respecting information kiosks, poster sleeves and pedestrian kiosks. Copies of the handout were distributed.

The updates included, but were not limited to the following:

- The differences between kiosks, poster sleeves and pedestrian kiosks
- An explanation of the types of wayfinding signage to be installed in BIAs
- Customizable advertising opportunities for BIAs with regards to pedestrian kiosks

The update respecting information kiosks, poster sleeves and pedestrian kiosks, was received.

**(d) DISCUSSION ITEMS (Item 8)**

**(i) Film Office Updates (Item 8.1)**

Julia Davis, Film Operations Specialist, Tourism and Culture, provided updates and answered questions of Committee Members respecting filming in the City of Hamilton.

The updates included, but were not limited to the following:

- The film office is in the process of putting together a one page document to be made available to BIAs with respect to Film Office resources and other useful information
- A review of the notification process respecting informing BIAs of filming to be done in their respective areas

The verbal update respecting Film Office updates, was received.

**(e) NOTICES OF MOTION (Item 10)**

Committee Member Cristina Geissler introduced the following Notice of Motion on behalf of Tony Greco, Locke Street BIA:

**(i) Locke Street BIA expenditure request for Christmas decorations and flowers (Item 10.1)**

That the expenditure request from the Locke Street BIA in the amount of \$10,478.57 from the Shared Parking Revenue Program to be spent as follows:

\$6,000 towards Christmas decoration costs,  
\$4,478.57 towards the purchase and maintenance of hanging flower baskets;

be approved.

The Rules of Order were waived to allow for the introduction of a Motion respecting the Locke Street BIA expenditure request for Christmas decorations and flowers.

For disposition of this matter, please refer to Item 2 above.

**(f) GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

**(i) Update from Edward John, Senior Project Manager, Urban Renewal, on behalf of Carlo Gorni, BIA Coordinator (Item 11.1)**

Edward John, Senior Project Manager, Urban Renewal, provided the Committee with a verbal update on behalf of Carlo Gorni, BIA Coordinator. The update included, but was not limited to, the following:

- The BIA branding video is ready to be used for social media viewing
- The draft BIA Hiring Policy is nearing completion
- Applications for funding from Shared Parking Revenue and Contribution to BIA Operating Budgets Program are to be submitted to Carlo
- Planning and Economic Development Staff are available to attend local BIAs to give presentations to business owners

The verbal update, respecting updates to the Committee, was received.

**(ii) Statements by Members (Item 11.2)**

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

The verbal update, respecting updates to the Committee, was received.

**(g) ADJOURNMENT (Item 13)**

**(Mattern/R. Braithwaite)**

There being no further business, the Business Improvement Area Advisory Committee was adjourned at 8:47 a.m.

**CARRIED**

Respectfully submitted,  
Bender Chug, Acting Co-Chair  
Business Improvement Area  
Advisory Committee

Kirsten Stevenson  
Legislative Coordinator  
Office of the City Clerk