



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

**MINUTES 19-012**

**8:00 a.m.**

**Tuesday, December 10, 2019**

**Rooms 192 & 193**

**Hamilton City Hall**

**71 Main Street West**

**Present:** Councillor Esther Pauls (Chair)  
Tracy MacKinnon – Westdale Village BIA and Stoney Creek BIA  
Emily Burton – Ottawa Street BIA  
Cristina Geissler – Concession Street BIA  
Lisa Anderson – Dundas BIA  
Kerry Jarvi – Downtown Hamilton BIA  
Bender Chug – Main West Esplanade BIA  
Susan Pennie – Waterdown BIA  
Rachel Braithwaite – Barton Village BIA  
Susie Braithwaite – International Village BIA  
Heidi VanderKwaak – Locke Street BIA

**Absent:** Anne Marie Bergen – King West BIA  
Jennifer Mattern – Ancaster BIA

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

**1. Main Street West Business Improvement Area Expenditure Request (Item 11.1)**

**(Chug/Pennie)**

- (a) That the expenditure request from the Main Street West Business Improvement Area, in the amount of \$1,089.71 for the supply and installation of Christmas Decorations, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,
- (b) That the expenditure request from the Main Street West Business Improvement Area, in the amount of \$900.00 for the balance of the costs to supply and install Christmas Decorations, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**CARRIED**

**2. Locke Street Business Improvement Area Expenditure Request (Added Item 12.2)**

**(VanderKwaak/MacKinnon)**

That the expenditure request from the Locke Street Business Improvement Area, in the amount of \$11,774.03 for events and promotions around the Christmas activities and Locke Street reopening activities, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**CARRIED**

**FOR INFORMATION:**

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

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

**10. DISCUSSION ITEMS (Item 10)**

- 10.1 Shop Small Saturday Event
- 10.2 Small Business Week Events / Workshops

Staff advised that Items 10.1 and 10.2 were deferred from the November 12, 2019 meeting due to loss of quorum, however these items were removed from the agenda as they have now been completed.

**12.1 NOTICES OF MOTION (Item 12)**

- 12.1 Locke Street Business Improvement Area Expenditure Request

**(R. Braithwaite/S. Braithwaite)**

That the agenda for the December 10, 2019 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) November 12, 2019 (Item 4.1)**

**(Geissler/Anderson)**

That the November 12, 2019 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

**CARRIED**

**(d) STAFF PRESENTATIONS (Item 9)**

**(i) Parking Rate Review (Item 9.1)**

Brian Hollingworth, Director of Transportation Planning and Parking, and Allister McIlveen, Manager of Parking Operations and Initiatives, addressed the Committee respecting the Parking Rate Review, with the aid of a presentation.

**(Chug/MacKinnon)**

That the staff presentation on the Parking Rate Review, be received.

**CARRIED**

A copy of the presentation and video is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

**(ii) Parking Enforcement Update (Item 9.2)**

Brian Hollingworth, Director of Transportation Planning and Parking, and James Buffet, Manager of Parking Enforcement and School Safety, addressed the Committee with an update on Parking Enforcement.

**(Burton/Pennie)**

That the staff update on Parking Enforcement, be received.

**CARRIED**

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

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

The Committee discussed the OBIAA Conference for 2021. Julia Davis advised that the City of Hamilton won the bid for the 2021 Conference and that more information will be coming. Julia would like to include tours of all the BIA's for the Conference.

**(S. Braithwaite/MacKinnon)**

That the discussion respecting OBIAA Conference 2021, be received.

**CARRIED**

**(ii) 2019 Audit Changes (Item 10.4)**

The Committee discussed 2019 Audit Changes. Julia Davis advised that KPMG will be coming to January meeting and suggested that the BIA's invite their bookkeepers to attend.

**(Anderson/VanderKwaak)**

That the discussion respecting 2019 Audit Changes, be received.

**CARRIED**

**(f) NOTICES OF MOTION (Item 12)**

**(i) Locke Street Business Improvement Area Expenditure Request  
(Added Item 12.1)**

Heidi VanderKwaak introduced her Notice of Motion respecting the Locke Street Village Business Improvement Area Expenditure Request.

**(VanderKwaak/MacKinnon)**

That the rules of order be waived to allow for the introduction of a Motion respecting the Locke Street Business Improvement Area Expenditure Request.

**CARRIED**

For disposition of this matter, refer to Item 2.

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

**(i) Verbal Update from Julia Davis, Business Development and BIA Officer (Item 13.1)**

Julia Davis advised the Committee that she has sent out information on the following:

- Tweed Grants
- Celebrate Ontario Grants
- Christmas Grants

Julia advised that the pedestrian counter has been ordered and will be coming in 2020. The counter will be cycled through the BIA's and will be available for various BIA events.

**(Burton/Anderson)**

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.

**(Geissler/S. Braithwaite)**

That the updates from Committee Members, be received.

**CARRIED**

**(h) ADJOURNMENT (Item 15)**

**(VanderKwaak/Burton)**

That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:58 a.m.

**CARRIED**

Respectfully submitted,

Councillor Esther Pauls  
Chair Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk