



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

**REPORT 21-008**

**8:00 a.m.**

**Tuesday, September 14, 2021**

**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  
Susan Pennie – Waterdown BIA  
Lisa Anderson – Dundas BIA  
Emily Burton – Ottawa Street BIA  
Heidi VanderKwaak – Locke Street BIA

**Absent:** Michal Cybin – King West BIA  
Bender Chug – Main West Esplanade BIA  
Rachel Braithwaite – Barton Village BIA

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### **THE BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE PRESENTS REPORT 21-008 AND RESPECTFULLY RECOMMENDS:**

#### **1. Waterdown Business Improvement Area Expenditure Request (Item 11.1)**

That the expenditure request from the Waterdown Business Improvement Area, in the amount of \$5,581.91 for the purchase and maintenance of 49 hanging baskets, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

#### **FOR INFORMATION:**

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

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

#### **8. STAFF PRESENTATIONS**

##### **8.1 Infection Prevention and Control Team Update**

The agenda for the September 14, 2021 Business Improvement Area Advisory Committee meeting was approved, as amended.

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)**

**(i) July 13, 2021 (Item 4.1)**

The July 13, 2021 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

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

**(i) Infection Prevention and Control Team Update (Added Item 8.1)**

Dr. Ninh Tran, Associate Medical Officer of Health, Latchman Nandu, Manager, Infection Prevention and Control, and Elissa Press, Health Promotion Specialist addressed the Committee with an update from the Infection Prevention and Control Team.

The staff presentation on Infection Prevention and Control Team Update, was received.

**(e) PUBLIC HEARINGS / DELEGATIONS (Item 9)**

**(i) Alex Weinberger, YWCA Hamilton, respecting what YWCA Hamilton offers and to learn from the BIAs what we can do to support and collaborate with the businesses in their areas (Approved July 13, 2021) (Item 9.1)**

Alex Weinberger, YWCA Hamilton, addressed the Committee respecting what YWCA Hamilton offers and to learn from the BIAs what the YWCA could do to support and collaborate with the businesses in their areas.

The presentation from Alex Weinberger, YWCA Hamilton, respecting what YWCA Hamilton offer, was received.

**(f) DISCUSSION ITEMS (Item 10)**

**(i) Community Improvement Plan Review Verbal Update (Item 10.1)**

Judy Lam, Manager of Commercial Districts and Small Business, Phil Caldwell, Senior Project Manager and Carlo Gorni, Coordinator of Urban Renewal Incentives provided Committee with an update on the Community Improvement Plan Review.

The discussion respecting the Community Improvement Plan Review, was received.

**(ii) Hamilton Day – Hamilton Chamber of Commerce Initiative (Item 10.2)**

Hamilton Chamber of Commerce staff - Marie Nash, Cassandra D'Ambrosio and Katie Stiel provided the Committee information on Hamilton Day – Hamilton Chamber of Commerce Initiative.

The discussion respecting Hamilton Day – Hamilton Chamber of Commerce Initiative, was received.

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

Julia Davis addressed the Committee respecting the Ontario Business Improvement Area Association (OBIAA) Conference 2021 being held September 26 – 29, 2021.

Julia advised Committee that registration is available on the OBIAA's Website. Additionally, there is a welcome dinner on Sunday night that is a separate registration.

Julia shared with the Committee that all mobile tours have been approved and to anticipate approximately 14 people per tour.

Julia advised that for the Tuesday night of the Conference there are no events planned for attendees. If Committee members wish to share with Julia any events happening that evening in the BIA's, or provide a list of restaurants, she will share them.

The discussion respecting the Ontario Business Improvement Area Association Conference 2021, was received.

**(iv) Annual General Meetings 2021 (Item 10.4)**

Julia Davis addressed the Committee respecting the Annual General Meetings 2021.

Julia advised Committee that the Board of Management must approve the Annual Budget at the meeting before their Annual General Meeting.

Julia requested that the BIAs share with her the date and time of their Annual General Meeting (AGM) so that she can attend. Additionally, if you would like Julia to do a presentation at the meeting, she can do that as well. Lastly, Julia needs to know if the AGM is will be held in person or virtually.

Julia reminded Committee that notification of the BIAs AGM must be sent out a minimum of 15 days prior to the meeting. This can be done via newsletter, hand delivery, or Canada Post.

Julia advised Committee that she will be providing the BIAs a standardized script for Chair for the AGM. This will help to ensure consistency across the BIAs and that proper procedures are being followed.

The discussion respecting the Annual General Meetings 2021, was received.

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

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

Julia advised that the BIAs who applied for the Shop Local Grant funding of \$10,000 should have received their payments. Julia reminded Committee that this funding must be spent by December 31, 2021.

Julia reminded Committee that the Community Improvement Plan (CIP) Contribution Program spending also needs to be spent by December 31, 2021. All requests for this must be submitted for the December 2021 agenda.

Allocation of parking revenue will be ratified at Council tomorrow – funding will be matched from 2020.

Julia advised that Public Health would like to do more mobile vaccination clinics. If there is an event happening in a BIA that would support a mobile clinic, please contact Public Health at: [phscovidvaccine@hamilton.ca](mailto:phscovidvaccine@hamilton.ca)

Julia advised that the Outdoor Dining District Program is still accepting applications and that the program is approved through October 31, 2021.

The verbal update from Julia Davis, Business Development and BIA Officer, was received.

**(ii) Statements by Members (Item 13.2)**

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

The updates from Committee Members, were received.

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

There being no further business, the Business Improvement Area Advisory Committee adjourned at 10:13 a.m.

Respectfully submitted,

Councillor E. Pauls  
Chair Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk