



Hamilton

**BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

**REPORT 21-009**

**8:00 a.m.**

**Tuesday, October 12, 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  
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  
Susan Pennie – Waterdown BIA

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**THE BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE PRESENTS  
REPORT 21-009 AND RESPECTFULLY RECOMMENDS:**

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

That the expenditure request from the Locke Street Business Improvement Area, in the amount of \$2,462.89 for the purchase of new banners on Locke Street, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**2. Westdale Village Business Improvement Area Expenditure Request (Item 11.2)**

That the expenditure request from the Westdale Village Business Improvement Area, in the amount of \$11,363.76 for the purchase and maintenance of planters, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**3. Stoney Creek Business Improvement Area Expenditure Request (Item 11.3)**

That the expenditure request from the Stoney Creek Business Improvement Area, in the amount of \$8,035.33 for the purchase and maintenance of planters; street furniture; and plants in Downtown Stoney Creek, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**4. Downtown Hamilton Business Improvement Area Expenditure Request (Item 11.4)**

That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$5,727.12 for the purchase of office equipment and street furniture, 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 there were no changes to the agenda.

The agenda for the October 12, 2021 Business Improvement Area Advisory Committee meeting was approved, as presented.

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

There were no declarations of interest.

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

**(i) September 14, 2021 (Item 4.1)**

The September 14, 2021 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

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

**(i) Vaccination Verification Enforcement Update (Item 8.1)**

Kelly Beaton, Manager of Service Delivery and Adam Palmieri, Acting Manager of Licensing addressed the Committee with an update on Vaccination Verification Enforcement.

The staff presentation respecting Vaccination Verification Enforcement was received.

**(ii) My Main Street Program Information (Item 8.2)**

Julia Davis, Business Development & BIA Officer, addressed the Committee with a presentation on My Main Street Program.

The staff presentation respecting My Main Street Program was received.

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

**(i) 2021 Annual General Meetings (Item 10.1)**

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. At the Annual General Meeting the approved Annual Budget should be presented to the membership.

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.

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 (email), hand delivery, or Canada Post. This must include the date, time, location, agenda and information on where the budget is available.

Julia advised Committee that she emailed to Committee 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.

**(f) 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. If the projects that were originally applied for have changed, please advise Julia of the updates. Julia reminded Committee that this funding must be spent by December 31, 2021. Julia would also like photos of the projects once they are completed.

Allocation of parking revenue was ratified at Council with the matched funding from 2020.

Julia reminded Committee that the Community Improvement Plan (CIP) Contribution Program spending needs to be spent by December 31, 2021. All requests for this must be submitted for the December 2021 agenda by noon on Friday, November 26, 2021.

The Christmas Grant Program will be running again this year and Julia will send out more information next week. The Grant is a \$1,000 matching grant and will need to be submitted by Friday, January 7, 2022.

Julia reminded Committee that the Hamilton Chamber of Commerce is still providing rapid testing kits for businesses that have less than 150 employees.

Julia advised that the Hamilton COVID Concierge Site is updating their content regularly and provides many business supports, including screening tools and posters that have been updated with the current regulations. The website can be accessed at [www.hamiltoncovidconcierge.ca](http://www.hamiltoncovidconcierge.ca). Alternatively, their phone number is 905-521-3989 and this line is staffed Monday – Friday (8:30 am – 4:30 pm)

Julia advised that the Outdoor Dining District Program and Patio Programs are set to end on October 31, 2021.

More information on audits will be coming to future BIA Advisory Committee meetings as audit season is approaching.

That 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.

**(g) ADJOURNMENT (Item 15)**

There being no further business, the Business Improvement Area Advisory Committee adjourned at 9:00 a.m.

Respectfully submitted,

Councillor E. Pauls  
Chair Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk