



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

**MINUTES 22-001**

**8:00 a.m.**

**Tuesday, January 11, 2022**

**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  
Bettina Schormann – Locke Street BIA  
Susan Pennie – Waterdown BIA

**Absent:** Michal Cybin – King West BIA  
Bender Chug – Main West Esplanade BIA  
Rachel Braithwaite – Barton Village BIA  
Emily Burton – Ottawa Street BIA  
Lisa Anderson – Dundas BIA

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

#### **1. Appointment of Chair and Vice-Chair (Item 1)**

##### **(Pennie/MacKinnon)**

- (a) That Councillor E. Pauls be appointed as Chair of the Business Improvement Area Advisory Committee for 2022; and,
- (b) That the Vice-Chair position rotate among Committee members for the Business Improvement Area Advisory Committee for 2022.

**CARRIED**

#### **FOR INFORMATION:**

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

The Committee Clerk advised there were no changes to the agenda.

##### **(Braithwaite/Jarvi)**

That the agenda for the November 9, 2021 Business Improvement Area Advisory Committee meeting be approved, as presented.

**CARRIED**

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

There were no declarations of interest.

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

**(i) November 9, 2021 (Item 4.1)**

**(Geissler/Poissant-Paul)**

That the November 9, 2021 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

**CARRIED**

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

**(i) Cannabis Program Update (Item 8.1)**

Dan Smith, Manager of Licensing addressed the Committee with an update on the Cannabis Program.

**(Pennie/Braithwaite)**

That the staff presentation respecting the Cannabis Program Update, be received.

**CARRIED**

**(ii) 2021 BIA Audit Information (Item 8.2)**

Shelley Hesmer, Manager of Accounting Services, Isabela Herman, Senior Financial Analyst, and Kyle Rooney, KPMG Senior Manager of Audit addressed the Committee with a presentation on the 2021 BIA Audit Information.

**(Braithwaite/Jarvi)**

That the presentation respecting the 2021 BIA Audit Information, be received.

**CARRIED**

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

**(i) Hamilton Day Debrief and Results (Item 10.1)**

Cassandra D'Ambrosio, Hamilton Chamber of Commerce Manager of Marketing and Katie Stiehl, Hamilton Chamber of Commerce Project Coordinator addressed the Committee respecting the Hamilton Day Debrief and Results.

**(Pennie/Poissant-Paul)**

That the discussion respecting the Hamilton Day Debrief and Results, be received.

**CARRIED**

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

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

Julia Davis reminded Committee that the link to the BIA Board Meetings should be shared to the membership via newsletters or email as they are required to be open to public. Julia also requested that the BIAs record their board meetings and save them so that they can be shared at a later date.

As this is a municipal election year, Council and Committee meetings will be recessed between September 28<sup>th</sup> to December 7<sup>th</sup>, with the municipal election happening on October 24<sup>th</sup>, 2022. Julia also advised Committee that the BIA's will be electing new boards at their next AGMs and she will share an auto populated timetable with the BIAs as that gets closer. Additionally, any expenditure requests will have to be submitted to the September 13<sup>th</sup>, 2022 BIA Advisory Committee meeting for approval.

Julia reminded the Committee to send her any photos of the projects that were funded through the Shop Local Grant funding. Julia also requested that the BIA's send her any receipts for expenditures related to that funding.

Julia advised Committee that a report is being prepared for the Planning Committee respecting the Outdoor Dining District Program and the making it a permanent program. In addition, Julia will be emailing Committee members respecting the On-Street Patio Structures to get their feedback prior to launching the applications for the program.

Julia advised Committee that the My Main Street Community Activator Grant applications are open until February 1, 2022. This program is for expenses incurred in 2022. Julia can provide a letter of support for BIAs who want to apply and need one.

Julia also advised Committee that the City will also be conducting another Business and Workforce Needs Survey and she will be sharing the link with the BIAs over the next few days.

**(Pennie/Braitwaite)**

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.

**(Braithwaite/Pennie)**

That the updates from Committee Members, be received.

**CARRIED**

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

**(Poissant-Paul/Pennie)**

That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:46 a.m.

**CARRIED**

Respectfully submitted,

Councillor E. Pauls  
Chair Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk