

From: Kolar, Loren

Sent: Tuesday, March 8, 2022 12:57 PM

To:

Cc: Lam, Judy <Judy.Lam@hamilton.ca>; Murillo, Karol <Karol.Murillo@hamilton.ca>

Subject: BIA Board of Directors meetings: changes in process

During the City of Hamilton's review of all local boards, the Clerk of the City of Hamilton determined that the BIA Boards of Management are considered local boards under the Municipal Act, 2001, S.O. 2001, c. 25:

(<https://www.ontario.ca/laws/statute/01m25>).

As per the Municipal Act, , 2001, S.O. 2001, c. 25, all local board (BIA Boards of Management, included) meetings are to be held publicly when meeting virtually or in-person or hybrid.

In addition to holding the BIA Boards of Management meetings in public, each BIA Board of Management is to provide proper notice of upcoming meetings, publish their agendas with accompanying documentation and their minutes on their websites.

In order to bring the BIA Boards of Management into compliance with provincial legislation, each BIA Board of Management, will be required to:

- stream their meetings to their website via ZOOM or WebEx (the format you are currently using), in order to allow the public the opportunity to view the meetings held by the BIA Boards of Management; and
- Post their agendas with accompanying documentation and their minutes to their websites

The City's website will be updated to include a page for each of the BIA Boards of Management, with contact information, the names of the members, a brief description of the BIA, and a link to the BIA's website where the public can view meetings being livestreamed.

All of the BIA Boards of Management meeting dates are to appear on the City's Council/Committee meeting calendar (<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>), therefore, please send me by return email:

- **the dates/times of your Board of Management meetings for 2022 (to be added to the City's web calendar; and**
- **a brief mandate/description of your BIA Board of Management to be added to the BIA Board of Management's page on the City's website.**

I will work to have the meetings dates put into the City's web calendar, and have the pages for each BIA Board of Management created on the City's website.

What's next?

A virtual training session (or sessions) will be set up for members of each BIA Board of Management, to go through the process of holding an open and transparent Board of Management meeting.

Please include a list of the preferred day of the week and whether morning, afternoon or evening would be the most convenient time to conduct these training sessions when forwarding your 2022 meetings dates. Please note that at least one member from each BIA Board of Management is required to attend the training.

Attached to this email are some documents for you to refer to:

- Advisory Committee Handbook produced by the Clerk's Office (to use as a guide for conducting your meetings)
- Procedural by-law (the rules of procedure that are to be observed in all in-person / virtual / hybrid meetings)

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