



INVEST IN HAMILTON

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BIA Annual Report

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Planning and Economic Development
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Ontario Municipal Act

Business Improvement Areas

207 (1) A board of management shall submit its annual report for the preceding year to council by the date in form required by the municipality and the report shall include audited financial statements. 2001, c. 25, s. 207 (1).



Effective 2024, and moving forward, each active BIA in Hamilton will be required to complete a BIA Annual Report.

Many of the required information is already being shared by each BIA. This annual report is to consolidate all the requested information in one place.

This information is to be shared with Economic Development on or before Dec 31st.

BIA Annual Report

Mandatory documentation

1. BIA Board

Word document that lists the current Board of Management, identifying the Executive positions (Chair, Vice Chair, Treasurer and Secretary), and emails for each Director

2. BIA Board Meeting Agenda & Minutes

Copies of all Board agenda and meeting minutes hosted in the calendar year must be provided. If they are currently housed and available on the BIA website, a direct link to download can be provided.

Reminder that all agenda/minutes must be available e.g. posted on BIA website within 2 weeks of Board meetings

3. BIA Insurance Policy

Provide an annual updated copy of the BIA Commercial General Liability Insurance policy, naming the City of Hamilton as an additional insured.

4. Audited Financial Statements

Provide a copy of the KPMG final Financial Statement for the proceeding calendar year, signed off by the BIA Board of Management.



These are pieces of documentation that are already being provided by BIAs. These requirements are also in line with the Ontario Municipal Act.

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Failure to supply these documents by Dec 31st could result in withholding of City of Hamilton funding to the BIA.

Impacted funding sources include Contribution to Operating Budget, Shared Parking Revenue, Christmas Grant and/or BIA levy disbursements.

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Additional Documentation

5. Signed off BIA Policies

Provide updated copies of the following required BIA policies:

- a. Code of Conduct
- b. Procurement Policy
- c. Hiring Policy

Additional policies to consider developing:

- a. Harassment / Complaint Policy
- b. Social Media Guidelines
- c. Film Policy
- d. BIA Legal Disclaimer on advice given
- e. Board Recruitment Policy
- f. Environmental Policy

Through the BIA Sub-Committee the Code of Conduct, Procurement Policy and Hiring Policy have been presented and requested of each BIA.

Additional policies that could be adopted by all BIAs include, but are not limited to, Harassment / Complaint Policy, Social Media Policy and Film Policy.

These policies put structure and policy in place that ultimately guide the Board of Management and protect from allegations of misconduct.

Additional Documentation

6. BIA Action Plan

Provide proof that the BIA Board of Management has reviewed the BIA Action Plan. Provide updates on any action items, list any changes to the original document signed off the BIA Board in 2023/2024.

In 2023, Economic Development funded the development of a BIA Action Plan (facilitated by Page by Page Consulting).

Through active consultation with the Board and Executive Director, a plan was developed to act as a BIA blueprint for future initiatives and areas that were identified as needing additional attention.

With this investment, the City of Hamilton would request to see next steps and ongoing commitments made in that living document.

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Additional Documentation

7. Annual Vacancy Audit

Ensure the annual Commercial Vacancy Audit is reviewed, updated and submitted to Economic Development by the requested date.

Each year, Economic Development presents an annual report to Council. Part of the data included are statistics and trending information on ground floor commercial occupancy and office tower occupancy in the downtown core.

As BIAs have a thorough understanding of their BIA membership, we ask for your support with this annual vacancy audit, and that it be completed to the best of your knowledge within the timeframes requested.

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Additional Documentation

8. Listing of BIA Activities

- a. Creation of a Word or Excel document that tracks businesses that have opened and closed within your BIA for the calendar year.

- b. Creation of a Word or Excel document that provides dates and a summary of all BIA events, activations, placemaking projects and art installations completed by the BIA in the calendar year.

Again, as BIAs have a thorough understanding of their BIA membership, we ask for your support with this requested information.

Vacancy audits provide one view but not any data on how often properties are turning over in your BIA.

The second document of events/placemaking provides EcDev with valuable information that can help us promote and amplify the efforts and great work each BIA does throughout the year.

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Additional Documentation

9. Additional Funding sources for BIA

Creation of a Word or Excel document that itemizes the amounts and sources of grants your BIA has been awarded in the calendar year.

Listing should include:

- a. Contribution to Operating Budget
- b. Shared Parking Revenue
- c. Christmas Grant
- d. City Enrichment Grants (if applicable)
- e. Provincial Grants (if applicable)
- f. Federal Grants (if applicable)

As this information is all public, we ask for a summary of all additional funding sources for the BIA in that calendar year.

This will also act as a verification list that can be cross referenced with City records.

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Next steps

Cristina Geissler, Business Development & BIA Officer will be in contact with each BIA on how to provide these documents.

Thank you.

Questions?

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