

MINUTES OF MEETING
HAMILTON ASSOCIATION OF BUSINESS IMPROVEMENT AREAS
(H.A.B.I.A.)

Tuesday September 11, 2012
8:00 A.M.

71 Main Street West, 2nd Floor, Room 264

Present:	Darlyne Mills	Co-Chair
	Leah Higen	Ancaster BIA
	Shelly Wonch	Barton Village BIA
	Kathy Drewitt	Downtown Hamilton BIA
	Patty Hayes	Ottawa St. BIA
	Susan Braithwaite	International Village BIA
	Lynn Page	Concession Street BIA
	Connie Behie	Stoney Creek BIA
	Tony Greco	Locke Street BIA
Also Present:	Mary Gallagher	City Clerks
	Eileen Maloney	Urban Renewal
Regrets:	Councillor Whitehead	Chair
	King Street BIA	
	Wilf Arndt	Waterdown BIA
	Leah Brouwers	Dundas BIA
	Marie-Louise Kallsen	Westdale Village BIA
	Sean Rosen	Main West Esplanade BIA

The meeting was called to order at 8:15 a.m.

1. Welcome and Introductions

Attendees introduced themselves.

2. Round Table Updates

(a) Susan Braithwaite, International Village BIA

International Village will be holding a contest during Supercrawl, "Spot the Spot" scavenger hunt. They will be giving away over \$1000 in gift cards.

Andy Zimmerman provided a social media session for the BIA members and a 'Twour' of the BIA followed. 'Music in the Village' has ended and it was a great success. The BIA will be hosting their 'Victorian Night in the Village' on December 7, 2012.

(b) Leah Higen, Ancaster BIA

First Ontario Credit Union has opened in their BIA. Hanley's currently has two locations in the BIA and they are opening a 3rd location. Kari's of Ancaster has opened a Clearance Annex Shoppe. The events at Fieldcote have ended but the market is still open.

(c) Darlyne Mills, Dundas BIA

Their Board did not meet through the summer, nothing to report at this time.

(d) Shelly Wonch, Barton Village BIA

S. Wonch also noted that their Board did not meet through the summer. They are currently discussing the purchase of new seasonal décor.

(e) Tony Greco, Locke St. BIA

T. Greco advised that the Locke Street Festival was held on the past weekend. The BIA has been meeting with the Merchants Association in an effort to expand the BIA. T. Greco recently met with Dave Zimmer to discuss the timeline for their gateway and streetblades program. They are currently working on their website.

(f) Patty Hayes, Ottawa St. BIA

Their BIA has experienced 18 changes to properties, either ownership or business, since last May. A new vintage store, "Out of the Basement" has opened. J. & S. Flea Market and the Wrapping Room have opened. A new high end women's consignment store will be opening. Tim Horton's has been sold back to the head office. Lost Under the Moon has closed but the space has allowed Earl's Court to expand into the area. The BIA has met with Kaldoon Ahmad from the City of Hamilton, Planning Division, who will oversee their Streetscape Master Plan. Their website is currently being updated to reflect their new branding.

(g) Connie Behie, Stoney Creek BIA

Two new businesses have opened in their area, a specialty tea/coffee shop and an antique store.

(h) Lynn Page, Concession St. BIA

New businesses have opened; a lady's accessory store, Lucy's and a furnace service business. The Concession Street 'Fallfest' will be held on Saturday. The event will include horse and buggy rides, children's entertainment and a Celtic band.

(i) Kathy Drewitt, Downtown Hamilton BIA

Supercrawl will be held in the downtown on September 14 and 15th. A licensed beer garden will be located in Gore Park on Saturday. The Localicious Launch Party will be held on September 18, 2012 at the Art Gallery. Culture Days is a national event that will be held on September 28, 29 and 30th. The launch of the benches on King William will be on September 29th at 1:00 p.m and a tour of the King William Artwalk will showcase 7 temporary installations of art in the store fronts. The Gore Promenade Pedestrian Pilot Project is winding down and they have received an incredible amount of positive feedback.

K. Drewitt advised the group that the Downtown Hamilton BIA is sponsoring a regional OBIAA meeting which will be held on October 26, 2012. Representatives from the Ministry of Municipal Housing and Affairs will be attending. E. Maloney advised that information about the meeting will be forwarded to all the BIAs.

7. Group Discussion – HABIA Structure and the relationship and/or synergies between Chambers of Commerce and HABIA and/or BIAs

The item was moved forward on the agenda to accommodate Mary Gallagher's availability.

M. Gallagher presented the draft terms of reference for the Business Improvement Area Advisory Committee. It was noted that a terms of reference for HABIA, as it currently exists, has not been recorded in the City Clerk's department. S. Braithwaite questioned what the difference is between a board and an advisory committee. M. Gallagher had previously provided a document that outlined the differences and advised that she would resend the document to all. A few differences were identified; City staff support would not be provided to a board but an advisory committee would receive staff support and the approved minutes and recommendations of an advisory committee are reported to the Standing Committee for ratification whereas, a board does not report minutes or recommendations to Standing Committees of council. K. Drewitt MOVED to receive the report, noted that each BIA would review the report, and bring their position on the structure of HABIA to the October meeting, all in favour, CARRIED.

Discussion respecting the relationship and/or synergies between Chambers of Commerce and HABIA and/or BIAs pursued. It was determined that the BIAs would individually work with the Chambers of Commerce to develop relationships. Many BIAs currently have strong ties with their Chamber of Commerce. P. Hayes advised that she has been meeting with David Adames and has questioned if a relationship currently exists between the Chamber of Commerce at the provincial level and the Ontario Business Improvement Area Association.

3. Information Update Report

Special Events

The group discussed issues that have occurred during special events throughout the year. The members of HABIA have requested that Staff who oversee the SEAT process be asked to attend a future meeting of HABIA.

ACTION: E. Maloney will contact Jennifer Kaye to discuss the request and receive input respecting who will attend a future meeting of HABIA.

Kiosks

J. Xamin had advised that the 18-month pilot project will be completed to ensure that all aspects of the program have been identified and addressed, specifically the enforcement piece. The pilot project in the Downtown Hamilton, International Village and Westdale Village BIA will end in December 2012 and in the Dundas BIA it will end in June 2013. An update will be presented to the members of the Planning Committee in October and a final report to provide an overview of the program will be presented upon completion of the original pilot project.

New BIA By-law

As requested at the July meeting of HABIA, E. Maloney provided information

electronically respecting the Article 4, Section 1(a) which pertains to the number of Directors that each BIA Board of Management shall consist of. E. Maloney distributed draft copies of the proposed BIA By-law and asked that any further questions be brought to her attention by September 14, 2012.

Award of Excellence

A meeting was held on August 20, 2012 with members of the sub-committee and Kristin Huigenbos and Rob Belchoir from the Small Business Enterprise Centre. It was determined that the event in March is the best fit for the BIA Awards. It was noted that the video for the presentation at the event should be enhanced to better showcase the award recipients and the BIAs. It was also noted that each BIA should encourage their recipients to attend the event.

The minutes from the meeting were distributed. The BIAs were reminded to submit their nominations for 2012.

Open for Business Review Sub-Committee

Following the August 16, 2012 Open for Business Sub-Committee meeting, Debbie Spence sent the report that speaks to the delegations and comments that were received during the public consultation process for Open for Business. It was asked that the documents be reviewed and that any comments be provided to D. Spence by September 14, 2012. The next steps will be to assign time frames to each topic area/recommended action and report back for approval to the Open for Business Sub-Committee in late October 2012.

HABIA App

L. Higns provided an update. The group voiced their frustration with the project asked that M. Marini be advised.

4. Minutes of the meeting held on July 10, 2012.

It was MOVED by D. Mills SECONDED by T. Greco that the minutes of the meeting held July 10, 2012 be approved, CARRIED.

5. Review of Commercial and Mixed Use Zone for the BIA Area

This item was deferred to a future meeting

6. Review of the BIA Procedure By-law

This item was discussed under the Information Update.

7. Other Business

It was requested that A. Fletcher provide an update on when he will commence consultation with the BIAs to address specific needs respecting the food service vehicles.

It was requested that City Staff who are overseeing the Pan Am Games initiatives be asked to attend a future meeting of HABIA.

It was requested that Staff provide an update in respect to alleyways.

ACTION: E. Maloney will contact Staff respecting the requests.

K. Drewitt advised the group that the Downtown Hamilton BIA recently received information from a merchant that Horizon Utilities had sent a notice advising that service was going to be shut down for a period during the day to allow maintenance to be done. K. Drewitt learned that 80 businesses would be affected by the shutdown. In consultation with the Councillor’s office, the BIA was successful with their efforts to have Horizon Utilities reschedule the work to a more appropriate time of the day which would cause less disruption for the business/ property owners. It was Moved by K. Drewitt, SECONDED by D. Mills that a letter be sent to Horizon Utilities asking that the BIAs be advised of any scheduled outages or work to be done within their respective areas, CARRIED.

ACTION: A letter is to be sent to Horizon Utilities from HABIA.

The following requests were received for use of the operating budget grant and the revenue sharing grant.

BIA	Operating Budget	Revenue Sharing
Dundas		Advertising
Ottawa St.	Beautification	

The requests were MOVED by C. Behie SECONDED by T. Greco, CARRIED.

ACTION: E. Maloney will prepare the cheque requisitions

- 7. **The next meeting is scheduled for October 9, 2012 8:00 a.m. Room 264.**
- 8. **Adjournment**

The meeting adjourned at 10:10 a.m.