Present: Darlyne Mills (Vice-Chair)
Kerri Jarvi, Downtown Hamilton B.I.A.
Leah Higens, Ancaster B.I.A.
Patty Hayes, Ottawa Street B.I.A.
Elisha Proietti, Ottawa Street B.I.A.
Wilf Arndt, Waterdown B.I.A.
Mary-Louise Kallsen, Westdale Village B.I.A.
Tony Greco, Locke Street B.I.A.
Shelly Wonch, Barton Village B.I.A.

Also Present: Eileen Maloney, Anne Winning, P. Wobschall, B. MacIntosh, C. Biggs

Absent: Councillor T. Whitehead
Susan Braithwaite, International Village B.I.A.
Concession Street B.I.A.
Connie Behie, Stoney Creek B.I.A.
Lia Hess, King Street West B.I.A.
Sean Rosen, Main West Esplanade B.I.A.
Adam Law, Main West Esplanade B.I.A.

Members’ Updates

Following updates were reported:

Wilf Arndt, Waterdown B.I.A.

- Waterdown Blooms is in the judging phase – Landscape Ontario is assisting with the commercial judging
- Renovations back on track at former Beer Store site; looking to create a village square/parkette type setting
Farmers’ Market – lots of hurdles/disappointments, but still pushing ahead; opening date is for May/June 2014; challenge is to get vendors; target is to get 15 bona fide vendors; otherwise, the project will not go through

Mary-Louise Kallsen, Westdale Village B.I.A.

- Working on revamping social media plan from Facebook/Twitter to new website
- Have 87 active businesses and one rental unit available on street front and one basement unit
- Westdale will be attending McMaster sidewalk sale on campus on September 5; very busy day and can make great connections
- “Music in the Village” throughout July and August; hoping to extend into September
- Looking to do renovations in the village at King and Paisley
- Will be acknowledging very long-standing member of the community – Sheila Snider – and will be placing plaque
- Beautification projects going very well

Leah Higens, Ancaster B.I.A.

- Construction between Halson and Academy is not as extensive as last year; seems to be going OK; businesses are impacted but not to a large degree
- Summer student is working out well; highly recommend others to do the same; Canada Summer Jobs Program
- Films and music winding up at the end of August – well attended
- Planning a big musical event to carry on every year to lead into Heritage Days
- Will have food-related businesses using space where Coffee Cultures was located
- Earthbound Organic Market officially opened in Tim Horton’s plaza at the end of July

Kerri Jarvi, Downtown B.I.A.

- Downtown Promenade continues – 2 weeks left; have some great bands scheduled over the next 2 weeks
- Localiscious – 12 restaurants participating - $20 per person plus tax; added dine-around – 2 groups of 3 restaurants - $45 per night
- Working on new Christmas banners to put round downtown core
- Have summer student through the Federal program and 4 clean street ambassadors through the YMCA – doing graffiti removal and general help with Promenade
- Ordered fall mums to go into planters in Gore Park
- Annual General Meeting is scheduled for January 5, 2014 at Slante
- Ten new businesses opened since January 1, 2013
- New dining guide published in June

Toni Greco, Locke Street B.I.A.

- Street is all unified to one organization
• Festival is ready to go; will be a few changes this year with 2 small stages (Festitalia Stage and Westtown) and 2 bigger stages at ends of street
• Still waiting for bagel shop to reopen and another coffee shop to open up
• Farmers’ market is doing well

Patty Hayes, Ottawa Street B.I.A.

• Had very busy summer on Ottawa Street
• Lots of new businesses either just opened or about to open, including Millennium Jewellery, The Refinery (consignment of women’s clothing), fourth location of Ole Gourmet in Hamilton; Auntie Boom’s Retro Diner
• Have fewest number of buildings for sale in 17 years; one building for sale and 5 units for rent
• Street sale is on September 28
• Also have school on street – Canadian Academy of Osteopathy have expanded and opened osteopathic schools in Spain and Japan; international business; private for profit school
• City sub-contractor did not water baskets in the third week of July and all plants died; met with City staff; did manage to replace baskets, but not the same
• Have done a bit of a poll around restaurants; seeing bit of a negative impact because of no Tiger Cat games, and negative impact on game days

Shelly Wonch, Barton Village B.I.A.

• Had Real Estate Crawl event in June – very successful; more attendance than reported in media; extended thanks to City for assistance with Real Estate Crawl
• Next one is on Thursday, September 26; aiming to have one in Spring and one in Fall
• Have 9 new businesses opened up in last 8 weeks and have lots of buildings for sale, which is a good thing; hope to get good people who want to fix buildings
• New businesses include 3 tattoo shops, upholsterer (Couch Creations); artist sharing space with antique dealer; authentic Mexican restaurant; family café (FLA Café); Static Beauty Bar
• B.I.A. offices moved on July 1 to Bombardiere Building at Barton and Wentworth Streets; policing centre will be relocating to former bank building
• Will be getting fall plantings in all street planters
• Banners have been replaced this summer and have bee re-organized
• Exploring partnerships with Young Entrepreneur Professionals – looking for ways to help B.I.A. and community

Darlyne Mills, Dundas B.I.A.

• Have B.I.A. office on King Street – very visible
• Christmas wreaths are being re-done; working to get spotlights for trees
As some of the B.I.A.’s had indicated that they were getting new banners, Patty Hayes advised that there is a local company that will re-stitch banners into recycling bags, and suggested that it may be possible for the B.I.A.’s to pool their resources to possibly get a better deal to have the banners made into recycling bags.

Anne Winning introduced Peter Wobschall, Program Co-ordinator in Public Works, who will be the contact person for any issues that involve a division of the Public Works Department, and attending future meetings of the Advisory Committee. The Committee was provided with his e-mail address (peter.wobschall@hamilton.ca) and his extension (4819).

Eileen Maloney advised that she attended the Welcome event at McMaster, which was very well attended; good opportunity to provide information to new students and their parents about the City of Hamilton.

1. **CHANGES TO THE AGENDA**

(Kallsen/Arndt)
That the agenda be approved as presented.  CARRIED

2. **DECLARATIONS OF INTEREST**

None

3. **APPROVAL OF PREVIOUS MINUTES**

3.1 June 11, 2013

(Hayes/Greco)
That the June 11, 2013 Minutes of the Business Improvement Areas Advisory Committee be approved, as presented.  CARRIED

4. **PRESENTATIONS**

4.1 **Policing and Road Closures (Item 4.1)**

Bridget MacIntosh, Festival and Events Officer and Chair of the Special Events Advisory Team, attended the meeting to respond to questions of the Committee with respect to policing and road closures.

Ms. MacIntosh’s comments included, but were not limited to, the following:

- Outlined the procedure for applying for road closure for events and what needs to be done
- Has been an explosion in new events; increase in event activity, combined with normal operations, supplies could not be provided
- Need to ensure that roads are closed properly and in accordance with Ministry of Transportation Book 7 standards
- Looked at ways of having 3rd party road closure companies to provide supplies in order to have roads closed properly
- Communication sent to previous applicants to advise of change in process and provided list of companies that they could use; will share this information with the Committee, if required
- Specifically targeted events that required full road closures
- New procedure laid out in 2013 SEAT guidelines explaining procedures
  - 3rd party road closure company must be Book 7 trained
  - staff review company steps of event for approval
  - applications are reviewed by Police and appropriate number of police required is assigned

Questions/concerns raised by Committee members included, but were not limited to, the following:

- Can volunteers be trained in Book 7 procedures
  - Ms. MacIntosh advised that staff is working with the Ministry for something more specific; individuals can be sent for training, but there is a cost involved; Ministry training is more construction specific

- Can barricades be constructed privately; investigate possibility of 50/50 split for barricades for B.I.A. use only; could the City help secure preferred rates through their suppliers, should the B.I.A.’s wish to purchase

- Staff to investigate and report back to the Advisory Committee

- Disappointed that staff (SEAT) did not communicate with the Advisory Committee and attend one of their meetings when the procedure was being changed in 2012; done without consultation

- B.I.A.’s are doing most of the festivals/don’t see events increasing

Ms. MacIntosh advised that she will take these concerns back to SEAT.

(Hayes/Kallsen)
That staff be requested to report back to the October meeting of the Business Improvement Area Advisory Committee respecting road closure requirements, taking into consideration the concerns expressed by Committee members. CARRIED
5. DISCUSSION ITEMS

5.1 Insurance Coverage for B.I.A.’s

Eileen Maloney advised that she had contacted B.I.A.’s in various other municipalities and reported the following:

- **Windsor**: B.I.A.’s pay for their own insurance
- **St. Catharines**: B.I.A.’s cover liability and content and the municipality covers Directors’ and Officers’ insurance
- **Simcoe**: Insurance covered by the County and the B.I.A. is charged a premium
- **Toronto**: Added to the City’s general liability insurance and charged back by the City – approximately $300 per year
- **Ottawa**: When B.I.A. is designated, they are provided with an insurance quote from the City, depending on levy and members, and have the option of insuring under the City (cost involved) or obtaining their own
- **Port Credit**: B.I.A. provides and pays for all insurance
- **Burlington**: B.I.A. pays for content insurance; City pays for liability; not sure if there is a chargeback

Have not received responses from some other municipalities, including London and Guelph.

The City’s Risk Management Section advised that as the legislative requirement through the Municipal Act does not direct that the City have day-to-day oversight of B.I.A. operations, the City’s insurance company would not consider insuring the B.I.A.’s under the City’s insurance policy.

Patty Hayes advised that she had some additional information relative to other municipalities, and advised of the following:

- **Timmins**: City charges $1,000 per year for DNO and liability
- **Kingsville**: Fully insured through Town of Kingsville
- **St. Catharines**: B.I.A. pays for event insurance and liability and content; municipality covers Board and Management
- **Georgetown**: B.I.A. pays municipality $1,000 to be co-insured with municipal insurance
- **Oshawa**: City covers all event and liability insurance; B.I.A. pays DNO and content insurance
- **Orangeville**: Covered for all mentioned insurance products under municipal insurance
(Hayes/Greco)
That staff be directed to investigate the possibility of insurance coverage for the Business Improvement Areas through the City’s insurance policy and report back to the Advisory Committee.

5.2 CIP and Parking Revenue Funding Requests

(Hayes/Kallsen)
That the CIP funding and parking revenues for the respective Business Improvement Areas be used as follows:

(i) Ancaster B.I.A.
   • CIP and Parking – Beautification (flowers and watering)

(ii) Locke Street B.I.A.
   • Parking – Marketing
   • CIP – Beautification

(iii) Barton Village B.I.A.
   • Parking – Split between beautification and marketing/advertising
   • CIP – Beautification (fall planters)/Office equipment/improvements

(iv) Dundas B.I.A.
   • Parking – Marketing
   • CIP – Christmas decorations

5.3 Review of the Eligible Expenditures for the CIP Grant

(Hayes/Kallsen)
That the list of eligible expenses for the CIP Grant be amended to include office equipment and improvements.

6. GENERAL INFORMATION/OTHER BUSINESS

6.1 CoBALT Connects “Explore Your City” – Call for Volunteers

(Kallsen/Hayes)
That the correspondence from Karen Reiner of CoBALT Connects respecting their “Explore Your City” project and call for volunteers, be received. CARRIED

6.2 General Information

Eileen Maloney provided an update with respect to the status of the HST rebate and advised that all of the information has been submitted to the Canada Revenue Agency.
7. **ADJOURNMENT**

There being no further business, the Committee adjourned at 9:45 a.m.

**CARRIED**

Respectfully submitted

Darlyne Mills  
Vice Chair

Carolyn Biggs  
Legislative Co-ordinator  
Office of the City Clerk