The meeting was called to order at 8:10 a.m.

1. **Welcome and Introductions**
   Attendees introduced themselves.

2. **Round Table Updates**
   (a) **Leah Higens, Ancaster BIA**
   The drawings for their second gateway feature will be presented to the Board at their next meeting. The Ancaster tree lighting ceremony was held on December 6, 2012.

   (b) **Tony Greco, Locke Street BIA**
   ‘Christmas on Locke’ was a very successful event. The Locke St. BIA’s new website is up and running.

   (c) **Susie Braithwaite, International Village BIA**
   A new Italian restaurant will be opening and they will be serving champagne on tap. S. Braithwaite will be sitting on the Tourism Advisory Committee.

   (d) **Shelly Wonch, Barton Village BIA**
   New Christmas décor will be added to the street. New LED lights have been installed in the centre medians. Santa will be visiting the Barton Village BIA
the week before Christmas during the lunch hour. A new strategic plan has been created for the BIA.

(e) Wilf Arndt, Waterdown BIA
The BIA has been busy during this Christmas season. Their annual tree lighting event went very well. They have installed 3’ steel Christmas trees on Dundas Street. The BIA built a float for the Santa parade. Their first ‘Choral and Candle Walk’ was held on December 1, 2012 and was well attended with over 300 participants.

(f) Connie Behie, Stoney Creek BIA
C. Behie advised that the Santa Parade incurred extra costs as they were required to pay for road closures.

(g) Lia Hess, King St. W. BIA
They recently had their AGM and the one big issue that was a concern to the members was the parking reduction resulting from the lane closure. The BIA had Christmas trees installed on the corner of King and Hess.

(h) Marie-Louise, Westdale Village BIA
They are currently working on new branding and a new website for the BIA. Their AGM was well attended. The Christmas décor has been installed and their ‘Winter Wander’ event will be held on December 14, 2012.

(i) Darlyne Mills, Dundas BIA
Their ‘Dickens of a Christmas’ is currently underway. It is held each Saturday and Sunday before Christmas. Horse and buggy rides are offered throughout the BIA.

3. Information Update Report

Special Events
An audit was undertaken respecting the CPP process. A report providing information/recommendations from the outcome of the audit will be presented to GIC in the New Year.

Alleyway Study
P. Hayes requested an update regarding the Development Strategy.
ACTION: E. Maloney will ask E. DeVries to provide input.

4. Minutes of the meeting held on November 13, 2012.
It was MOVED by C. Behie, SECONDED by T. Greco that the minutes of the meeting held November 13, 2012 be approved, CARRIED.

5. Andreas Kyprianou and Carleigh Thompson, Royal Botanical Gardens
A. Kyprianou advised the group that the RBG is currently displaying a botanical train set. He noted that the RBG is looking to reach out to the BIAs as a means by which they could share information with the community. They would like to work with the BIAs to develop a way of distributing their materials. In January,
they will be displaying the ‘Battle of the Titans’, a unique Dinosaur show. It will be the biggest winter exhibit they have had. A. Kyprianou distributed his business card and brochures about the programming and asked that each BIA contact him and he will provide a tour of what is happening at the RBG.

C. Thompson advised that she has developed a partnership with Councillor McHattie’s office. The residents in Westdale can attend the Bloom Festival, which will be held during the Spring and Summer, free of charge. They are looking to expand the free program and would like to connect with the BIAs to discuss this opportunity. C. Thompson provided her business card to all.

ACTION: Interested BIAs will follow up with A. Kyprianou or C. Thompson to discuss the initiatives. E. Maloney will disseminate any further information received from RBG to the BIAs.

6. John Pryke & Cole Horncastle, KPMG

KPMG recently secured the City of Hamilton contract for the Audit. It was noted that KPMG did perform the BIA audits in the past; they are very familiar with the BIA organization. The deadline for submission of the financial documents is February 15, 2013. It is requested that each BIA bring the records to the February 12, 2013 meeting. J. Pryke advised that if any BIA sees a problem with submission of their documents they should advise KPMG. J. Pryke also advised the BIAs that KPMG would meet with them individually to review the audit process and provide input/direction regarding the process. It was also requested that each BIA submit their bank confirmation form as soon as possible. It was asked if there were any current concerns to be addressed. Several BIA representatives questioned the process for receiving the HST rebate. J. Pryke advised that KPMG has an HST expert on staff and will arrange for him to attend the January 8, 2013 HABIA meeting. Another concern was identified respecting the tardy processing of invoices from the City; often invoices for the previous year are not received until after February of the current year. E. Maloney advised that she would have a notice sent to City Staff advising that the BIAs require all 2012 invoices to be sent in a timely fashion.

ACTION ITEMS:

Each BIA will submit their bank confirmation form as soon as possible.

Each BIA, that wishes a separate meeting with KPMG, will contact them to make arrangements.

A representative from KPMG will attend the January 8, 2013 meeting to provide information respecting the HST rebate.

E. Maloney will request that Finance Staff process all 2012 invoices as soon as possible.

7. Other Business

Future HABIA Guests

Andy Zimmerman- Tourism App
Suzanne Brown – Neighbourhood Action Strategy
BIA Representative for the Clean City Liaison Committee

L. Page advised that she would be the representative if the time of the meetings did not conflict with the Concession St. BIA Board meetings.

8. The next meeting is scheduled for January 8, 2013, 8:00 a.m. Room 264.

9. Adjournment

The meeting adjourned at 10:15 a.m.