

OTTAWA STREET BIA MEETING

Tuesday, November 21st 2023

6:00pm – 7:00pm

BOARD MEETING MINUTES

B. Forgie
T. Lute
A. Clarke**
E. Grad

C. Braley
M. Carruth
J. Abbiss
A. Terveld**
M. Baker

S. Weiler

** Not in attendance

1. Welcome & Introductions – M. Carruth

2. Minutes for October 2023 Board Meeting and AGM – M. Carruth

- **Motion** to approve minutes from October 2023
1st J. Abbiss 2nd B. Forgie Carried

3. Treasurer's Report – E. Grad

- Ottawa Street Bia \$120,330.72 Contingency \$17,395.71

4. Beautification Updates – C. Braley

Dec 11th, Classic Displays will be coming to Ottawa Street North to assess our poles, to determine any repairs or adjustments necessary. The artist has been hired to complete the banners, confirmation is needed.

Hamilton House Painters will not be putting up the holiday banner, due to fixing the poles a few weeks later. Snowflakes will be installed within the next few weeks.

C. Braley is looking into getting festival lights for the parkette, while they are already addressing the current light situation and repairs needed.

5. BIA Advisory Committee – C. Braley

C. Braley discussed the BIA Award of Excellence. Including what it is, the process and the costs associated. The board voted not to participate in 2024.

C. Geissler, City of Hamilton Business Development & BIA Officer, provided the BIA with a Tool Kit. This has been designed to assist in maximizing the efficiency of our BIA. She has stated she will come to discuss this Tool Kit with board members in the new year. Economic Development funded Nosh month, a BIA focused event, will be happening in

February 2024. Week 1 is appetizer, week 2 is main course, week 3 is dessert, week 4 beverages. Nosh is requesting prizes and incentives for participation. It was decided that the BIA would purchase \$200 worth of restaurant gift certificates to provide for Nosh giveaways. All restaurants will be invited to participate, and will be asked to donate gift cards or coupons to the Nosh gift baskets.

Free parking stickers were provided from the City for the meters, members M. Carruth and E. Grad volunteered to sticker all meters.

Spend it Here campaign will be filming on the street Nov 22nd, capturing the street as a whole. Caro, Hambrgr and Crown and Press were selected by the organizers to have inside shots also taken.

In regards to board member and community member feedback around our new light at Cannon and Ottawa Street, it has been noted that there has been additional honking, heavy congestion traveling north/south and people entering the intersection early on red lights, due to the implemented changes. It has been observed that the advance green turn, with straight through traffic, has caused confusion for drivers. It was suggested that a sign be placed to notify motorists of the new light system. This information will be forwarded to city councillors, with the additional recent feedback collected from Ottawa Street business owners and community members.

6. BIA Coordinator – C. Braley

Coordinator C. Braley discussed the Steps Grant currently available. We do not have enough funds to cover the cost of new holiday banners. Remaining funds would cover 4-5 medium sized painted window displays, instead. The two suggested artists were Hamilton Window Art (Laura Dorothie) previously employed by BIA for face painting, and Susan Edwards Carlino, who has previously painted windows on the street. Up to \$1000 is available, \$500 per artist. The board decided to execute this in February 2024.

Paws to Bark: Dog poop cleaning service for the street, including the installation of metal bins, with bags and emptying services. \$29.99 a month for one bin, and \$15.99 for each additional bin. We have decided not to use this service at this time.

Crown and Press reported a crime concern, and a community member shared a dog attack incident with the BIA, and inquired about what the BIA could do about it. This brought up a need to discuss policies and procedures regarding crime on the street. The board decided that the process for reporting incidents would be to have the business owner report to police first, then have the police report documented on file. We are not to circulate images or information as the BIA.

In continuation to the decision made last meeting regarding the change to bylaws and the additional Community Member, it has been determined that the BIA must update current bylaws and have executive members sign the new version. New updated version to follow at the next meeting.

7. Other

Our audit was not completed on time, due to errors by KPNG. The completed audit will be ready for the next board meeting.

A. Terveld has officially resigned from their position on the board. All members agreed to approve this resignation.

BIA Chair and Coordinators planned to meet and discuss new employment term contracts before the end of the year.

8. Dismissal

**NEXT MEETING: January 16th 2024, 6:00pm-8:00pm at The BIA office
3 Britannia Avenue Hamilton ON, or online.**