

## **OTTAWA STREET BIA MEETING**

**January 21st , 2025**

**6:00pm – 7:00pm**

### **BOARD MEETING MINUTES**

M. Carruth

T. Lute

A. Clark

E. Grad

\*\* K. Arcana

\*\* Not in attendance

J. Lusted

M. Baker

S. Weiler

K. Rogelstad

A. Lantos

#### **Welcome & Introductions – M. Carruth**

#### **Minutes for September Board Meeting – M. Carruth**

- **Motion to approve minutes from December 2024**

1<sup>st</sup> A. Clarke 2<sup>nd</sup> T. Lute Carried

#### **Treasurer's Report – E. Grad**

**Ottawa Street Bia \$178,742.04 Contingency \$17,343.21**

#### **Beautification Updates – S. Weiler**

- **Wall Washer Lighting**

- Approval for pole colour schedule below
  - Now-Jan 31st Blue (Winter)
  - Feb 1st-28th Red & Pink Rotating (Valentine's)
  - March 1st-31st Yellow Orange Purple Green Rotating (IWD)
  - April 1st-30th Pink (IDoP)
  - May 1st-31st Sew Hungry Brand Colours
  - June 1st-30th Rainbow Rotating (Pride)
  - July 1st- August 31st Yellow & Blue (Summer)
  - September 1st-30th Orange (NT&RD)
  - October 1st-31st Purple Orange Green Rotating (Halloween)

S. Weiler to look into Take Back the Night Hamilton to coordinate lights for the event.

#### **BIA Advisory Committee – S. Weiler**

- **SEAT**

- S. Linfoot Fusina Project Manager of Planning, Recreation Division, of the City of Hamilton and representative for the Special Events Advisory Team presented at the BIA Subcommittee meeting held today Jan 21st 2025. SEAT is a cross departmental team that reviews requests for events primarily taking place outdoors on City property. City property includes

- spaces that require permits including parks, parkettes, and roadways in addition to metered parking spots, municipal parking lots and sidewalks.
- The SEAT team includes approximately 25 staff members whose departments include emergency services, transportation, parks, licensing, public health, and waste, with approximately 400 events reviewed annually.
- SEAT will be administering a late fee for all applications submitted less than 60 days before the event. Applications must be submitted online with a site map.
- BIA representatives asked SEAT to notify BIAs when applications are submitted within BIA boundaries, S. Linfoot Fusina agreed to work with C. Geissler to coordinate communication.
- **Review of On-Street Parking Rates and Hours for 2025**
  - J. Petrovich Sr. Project Manager for Parking Operations, J. Star, Manager of Parking Operations, S. Carias Parking Manager, and B. Hollingworth Director of Transportation Planning and Parking, presented a review of on-street parking rates and hours for 2025.
  - Proposed rate and hour changes for paid on-street parking to improve consistency, distribution and turnover of parking, and financial sustainability. This is simultaneous to the deployment of new technologies, signage, and parking lot upgrades.
  - Rationale for these increases were based on the 2021 Parking Master Plan. Parking rates have been unchanged since 2020.
  - The City is proposing a rate adjustment downtown within the Community Improvement Plan Area. The suggestion is increasing from \$2.00 an hour to \$3.00 an hour in 2025 and \$3.25 in 2027. Off-street parking to be held constant until 2027.
  - With these proposed changes, Ottawa Street North is outside of the CIPA and will see a rate increase of \$0.50 an hour, to the total of \$2.50 an hour in 2025.
  - Additional proposed changes include moving to a 7 day paid parking schedule, with a wider rate window, from 8am-9pm. Standardization of parking duration for on-street parking to be adjusted to 2 hours city-wide
- **C. Geissler, Economic Development**
  - **2024 Business Improvement Areas Audits**
  - Ottawa Street: 2nd Cohort: September Reporting Period (May 15th deadline for submission of documents)  
KPMG Audit Team to complete field work June 2nd-27th
  - Additional fees for rescheduling/missed deadlines

## **BIA Coordinator– S. Weiler**

- **Student Placements:**
  - Meeting with HWDSB Coop Coordinator  
Application complete for Feb (mostly full) & July intakes. S. Weiler awaiting a phone call tomorrow with a HWDSB representative
  - Awaiting meeting date with Jamie Wang from McMaster Thursday

- **Confirmed:** Mohawk Student Placement April 7th-17th. 1-4 students will be selected for Office & Event Support or Tourism
- **Part-Time Employee Hiring**
  - Coordinator S. Weiler to prepare part-time position description of duties, hours of work, and job posting for Indeed. Rate of pay was approved at \$22,800 annually.
  - Duties discussed include:
    - Creation of newsletters
    - Maintenance of directory, follow up with businesses outside of newsletter reach
    - Liaison between BIA & Businesses
    - Event Support
    - Grant researching/opportunity hunter
    - Regular office hours to welcome BIA businesses in for support
    - Administrative duties, including minute taking
- **Procurement Policy**
  - Current Policy: "Maximum purchase of \$100 allowed without prior consent & does not cause an overage in the appropriate category of the current BIA approved budget"
  - Method: Debit Card
  - S. Weiler to draft a new procurement policy for the next meeting.

#### **Other– S. Weiler**

- **Resignation**
  - Motion to approve resignation of Mark Baker as board member

1<sup>st</sup> A. Clarke 2<sup>nd</sup> T. Lute      Carried

**Next Meeting:** March 11th 2025

**Location:** BIA Office, 3 Britannia Avenue, Hamilton ON, or online.