

OTTAWA STREET BIA MEETING
September 16th 2025
6:00pm – 7:00pm
BOARD MEETING MINUTES

M. Carruth
T. Lute
A. Clark
E. Grad
S. Weiler
K. Rogelstad
A. Lantos
A. Mayer
L. Foster

R. Henderson
K. Swayze
P. Fonovic
C. Chabot
M. Weide
A. Lynn
M. Nethercot

Welcome & Introductions – M. Carruth

Minutes for Board Meeting – M. Carruth

Motion to approve minutes from August 2025

- 1st E. Grad 2nd T. Lute Carried

Treasurer's Report – E. Grad

Ottawa Street Bia: \$95,055.98

Contingency: 17,313.21

Beautification Updates – S. Weiler

Benches

Benches along Ottawa Street North are nearly fully repaired and repainted. S. Weiler will inquire about replacing benches that were damaged in December 2025. The new bench colours include teal, navy blue, pink, and yellow, aligned with the BIA's brand palette. At this time, a bench previously stored in the office will be used to replace one of the damaged benches.

East Kiwanis Place Parkette

East Kiwanis Place Parkette continues to be regularly maintained. S. Weiler to touch base with the City's parks department to discuss the possibility of repairing and replacing current street furniture. This discussion will also include addressing the repeated graffiti on the fountain, water box, and metal structures. An update will be provided at a future meeting.

Hanging Baskets

S. Weiler booked the hanging baskets for 2026 with the City of Hamilton. A total of 28 poles were ordered for the 2026 hanging baskets, as only 33 poles are available to support the weight. The total estimated cost is approximately \$10,000, which includes

watering services provided by the City.

BIA Advisory Committee – S. Weiler Hamilton Day

For Hamilton Day 2025 on November 1st, BIAs that are members of the Hamilton Chamber of Commerce will receive a \$1,500 activation budget. BIAs that are not members will receive a \$500 activation budget. The BIA plans to renew its Chamber of Commerce membership when it expires in November.

Changes this year include outlines of each BIA catchment on their website map, as well as new map marker designs and post types to better identify BIA areas. Each participating BIA will have an individual Shop & Eat page to showcase businesses in their district and their activations over the Hamilton Day weekend.

Social media content will focus more on businesses and Hamiltonian recommendations. Interview reels will feature multiple businesses answering the same question, such as “What fellow business would you recommend visiting on Hamilton Day?” to encourage cross-promotion and highlight the local business community. Our activations for the day include Triple C Farms with their Mobile Farm Experience at East Kiwanis Place parkette. The board shared ideas of costumed characters, choirs and caricature artists as additional entertainment options. The remainder of funds will be used for marketing the event.

Homeless Toolkit

The City of Hamilton has created a new toolkit to help businesses respond thoughtfully and effectively to concerns related to unsheltered individuals in their spaces. The resource offers guidance on who to contact, information about local service providers and supports, and suggestions for inclusive and respectful language. While it specifically references Business Improvement Areas (BIAs), it can be useful for any business or community member navigating complex social challenges.

S. Weiler reminded BIA members that Homeless Support Toolkit posters and pamphlets are available in the BIA office and one set is publicly posted at the parkette. The resource is also accessible on the City of Hamilton website.

BIA Coordinator– S. Weiler Evening Safety Audit

P. Fonovic and S. Weiler completed an evening safety audit on Ottawa Street North September 3rd after hours in the dark. They assessed building lighting, signs of vandalism, alleyway safety, activity levels such as whether businesses were open or closed, and the ability to see into business spaces. Previous to the audit, Hamilton Police noted that well-lit spaces make it easier to determine if someone is inside after hours. There are City grants available to support the purchase of additional lighting both inside and outside buildings, including backways and alleys. These incentives are available on the Economic Development website, and hardcopy resources are available in office. S. Weiler provided visuals of well-lit businesses to share ideas and best practices for improving lighting and safety along Ottawa Street North.

AGM 2025

Date: Tuesday, November 4th (First Tuesday of November)

Location: LG Wallace Funeral Home – 151 Ottawa St N.

Invitations for the Annual General Meeting, including the agenda, will be mailed on September 18th. They will also be hand delivered on September 19th.

Secretary Position

The Secretary position on the BIA Board of Directors has been vacant since March 2023. In the interim, BIA staff have been fulfilling the responsibilities of the role. According to the bylaws, the Secretary shall record the minutes of all proceedings, provide all notices required to Members, and act as custodian of all books, records, correspondence, contracts, and other documents belonging to the Board of Management unless otherwise delegated, subject to any legal requirements. The Secretary may also be called upon to sign cheques. At this time, no board member has stepped forward to assume the role. The position will be discussed again at a future meeting.

2026 Budget

S. Weiler presented the draft 2026 BIA budget for information purposes. Income sources include BIA levies, rent, HST rebates, holiday grants, and vendor fees. Expenses cover insurance, office operations, staff salaries, administration, beautification, events and activations, and marketing. The budget shows a shortfall requiring a levy increase. Additional potential revenue from shared parking revenue and grants could support events, marketing, and street closure costs. S. Weiler will present additional marketing and beautification options at the next meeting prior to the Annual General Meeting on November 4th.

Other

The Ottawa Street BIA will be switching to QuickBooks for financial management and accounting purposes.

Motion to approve switch to QuickBooks for accounting

1st A. Lantos 2nd T. Lute Carried

Dismissal

Next Meeting: October 21st at 6:00pm

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