

**OTTAWA STREET BIA MEETING**  
**March 22nd 2026, 2:00pm**  
**EMERGENCY BOARD MEETING MINUTES**

T. Lute  
A. Clark  
E. Grad  
S. Weiler

K. Swayze  
A. Lantos  
W. Kemp  
K. Rogelstad

**Welcome & Introductions – T. Lute**

**Overview of Identified Misappropriation of Funds – T. Lute**

T. Lute provided an overview of the identified misappropriation of Ottawa Street BIA funds.

**Timeline**

Friday, March 20, 2026 at 11:14:07 a.m., M. Carruth notified the Ottawa Street BIA Board of the misappropriated BIA funds. The accountant discussed the discrepancy with T. Lute previous to this date.

**Immediate Steps Taken**

March 23, 2026: Police report completed (Hamilton Police Service).

March 23, 2026: BIA Office locks changed.

March 23, 2026: M. Carruth notified of his removal from the Board.

**Motions**

Removal of M. Carruth from the Board of Management

Motion to immediately remove M. Carruth from the Board of Management.

1st A. Clark 2nd K. Swayze Carried

**Appointment of Interim Chair**

Motion to appoint T. Lute as Interim Chair of the Board of Management.

1st A. Clark 2nd K. Swayze Carried

**Finance Controls / Access**

Confirmation received that the BIA bank account access has been removed from M. Carruth.

**Access Restrictions**

Confirmation received that any access to finances or BIA documentation has been restricted from M. Carruth.

## **Notifications**

### **City of Hamilton**

Confirmation was received that the incident has been reported to the City of Hamilton via the Economic Development department by S. Weiler, Executive Director. Escalation confirmed to the City Auditor and Integrity Commissioner.

### **Hamilton Police Service**

Confirmation of report of incident to Hamilton Police Service, by S. Weiler, Executive Director. Incident / Occurrence # 26302301

### **Councillors**

Confirmation received that both Councillor Hwang and Councillor Nann were made aware of the situation by S. Weiler, Executive Director on March 23rd, 2026.

### **Board of Management Statement**

Posted March 31, 2026

<https://shopottawastreet.com/update/ottawa-street-bia-board-leadership-update/>

“The Ottawa Street BIA is announcing a change in board leadership.

Michael Carruth has been removed as Chair of the Ottawa Street BIA Board due to the misuse of BIA funds. Thomas Lute has stepped into the role of Chair, and Ariane Clark has assumed the role of Vice Chair.

At this time, further investigation is in process, and an update will follow at a later date.

We understand the importance of transparency and accountability to our members, businesses, and community. We are committed to addressing this matter swiftly and responsibly and will share additional information when appropriate.

All inquiries can be forwarded to [info@shopottawastreet.com](mailto:info@shopottawastreet.com). You can also book an in-person meeting here: <https://shopottawastreet.com/contact/> “

### **Communications Protocol / Cooperation**

Any inquiries on this matter will be deferred as this is an active, ongoing investigation between the City of Hamilton and Hamilton Police Services.

The Ottawa Street BIA Board and staff team confirmed that the BIA will fully cooperate with the investigation, including City Auditor scheduled interviews with the BIA Executive Director, BIA Interim Chair, BIA Treasurer and BIA bookkeeper.

**Next Meeting:** March 24th at 6:00pm

**Location:** Online via Google Meet