



Candidate Information Sheet & FAQ

Considering Running for the Board of Management?

What Does the Board of Management Do?

The Ottawa Street BIA Board of Management is the governing body of the Business Improvement Area. The Board is responsible for:

- Setting the strategic direction and priorities of the BIA
- Approving the annual budget (funded through the BIA levy on property taxes, plus event revenue and city contributions)
- Overseeing events and initiatives, including Sew Hungry, beautification projects, and placemaking collaborations with local artists
- Advocating on behalf of member businesses with the City of Hamilton on issues like bylaw enforcement, licensing, and infrastructure
- Supporting 125+ businesses along Ottawa Street North through marketing, community-building, and economic development work

The Board operates under the Municipal Act, 2001 (Section 204) and the Ottawa Street BIA Procedural By-law.

Who Is Eligible to Run?

You are eligible to run for the Board if you are a member of the Ottawa Street BIA, that is, you are either:

- A property owner of rateable business property within the BIA boundary, or
- A tenant operating a business on rateable commercial property within the BIA boundary

How to Nominate Yourself

- Fill out the Candidate Nomination Form
- Sign it (*your signature is your consent to stand as a candidate*)
- Return it to the Ottawa Street BIA by October 14, 2026

How Else Can Someone Be Nominated?

There are three other paths to becoming a candidate:

1. **By the Nominating Committee:** The committee, established September 15, 2026, puts forward a list of at least 6 candidates to the Ottawa Street BIA by **September 29, 2026**. If you are nominated by the committee, your signed consent is still required.

2. **By 3 or More Members:** Any group of 3 or more BIA Members may nominate a candidate in writing to the Secretary. This must be received by **October 14, 2026**, and must include the nominee's signed consent.
3. **From the Floor:** Nominations will be accepted from the floor at the start of the AGM on **November 3, 2026**. The nominee's signed consent is required.

Important: All nominations, regardless of how they are made, require the nominee's signed consent. No one can be placed on the ballot without agreeing to stand.

Time Commitment and Responsibilities

- The Board meets at least 8 times per year (roughly monthly, with breaks over summer and holidays)
- Meetings are typically held the third Tuesday of each month at 6:00pm, online or at our office, 3 Britannia Avenue, Hamilton.
- Officers are elected from among the Board: Chair, Vice-Chair, Secretary, and Treasurer
- Board members may also serve on committees or working groups (e.g., Marketing and Events, Attraction and Retention, Governance, Beautification and Streetscape)
- The position is voluntary, there is no remuneration, but reasonable expenses are reimbursable
- Board members are expected to attend regularly, come prepared, and act in the best interests of the entire BIA membership

Term Length

The Board term aligns with the Hamilton City Council term. Elected members continue in office until City Council appoints the new Board following the AGM. Even if your term has formally ended, you remain in office until your successor is appointed.

Is There Always an Election?

An election is held only if there are more candidates than available seats. If the number of candidates is equal to or fewer than the number of open seats, the candidates are acclaimed and no vote is required.

Does the Membership Vote Mean I'm on the Board?

Members of the BIA elect the Board at the AGM, but the final appointment is made by Hamilton City Council. The names of those elected by the membership are forwarded to the City for formal Council appointment. This is standard for all Hamilton BIAs.

Community Representatives

Up to 20% of the Board may be made up of community representatives, individuals who are not BIA members but who bring relevant skills, perspective, or community connections to the Board's work. If you are not a BIA member but are interested in serving, contact the BIA office to discuss the community representative option.

Key Dates at a Glance

September 29, 2026: Nominating Committee submits candidate list to Ottawa Street BIA

October 4, 2026: Board distributes candidate list to all Members

October 14, 2026: Deadline for written nominations (self or by 3+ Members) to the Ottawa Street BIA

October 19, 2026: Board distributes final election package to all Members (includes all nominations received and a copy of the Procedural By-law)

November 3, 2026: AGM and election. Floor nominations accepted at the start. Each candidate will have 2-3 minutes to speak before the vote.

Questions?

If you have any questions about the AGM, the election process, your eligibility to vote or to run, or anything else in this notice, please contact the BIA office:

Stephanie Weiler- Executive Director

Phone: 905-544-5822

Email: info@shopottawastreet.com

In person: 3 Britannia Avenue, Hamilton. Tuesday to Friday 12pm-5pm, by appointment (<https://shopottawastreet.com/contact/>)

Serving on the Ottawa Street BIA Board is a chance to shape the direction of a corridor that has been Hamilton's destination for inspiration for over 40 years. If you are passionate about this street and the businesses on it, we welcome your nomination.

Kind regards,

Ottawa Street Business Improvement Area