



**Notice of Ottawa Street Business Improvement Area  
Annual General Meeting and Board of Management Election**

Date: September 17, 2026

To: All Members of the Ottawa Street Business Improvement Area  
From: Stephanie, Executive Director, Ottawa Street BIA

Re: 2026 Annual General Meeting November 3, 2026

Dear Ottawa Street BIA Member,

This is your formal notice that the Ottawa Street Business Improvement Area will hold its Annual General Meeting (AGM):

**Date: Tuesday, November 3, 2026**

**Time: 6:00pm**

**Location: LG Wallace Funeral Home, 151 Ottawa Street North**

This is an election year. The purpose of this AGM is to elect the Board of Management for the new Council term, in accordance with Section 204 of the Municipal Act, 2001 and the Ottawa Street BIA Procedural By-law.

There are 12 Director positions on the Board. All seats are open. We encourage any member who is interested in shaping the future of Ottawa Street to consider running.

**What's Enclosed**

Along with this notice, you will find:

2027 Ottawa Street BIA Budget

A Candidate Nomination Form for Self-Nomination and Member-Nomination

A copy of the Procedural By-law will be included in the final election package distributed on October 19th, 2026.

**Nominating Committee**

A nominating committee was established on September 15, 2026, and is responsible for putting forward a slate of candidates. The committee members are:

Rob Balla, Vice Chair of Ottawa Street BIA Board, Balla Media

Heather Harrison, Ottawa Street BIA Board Member, Rivers and Meadows

Kristian Rogelstad, Ottawa Street BIA Community Board Member

John Weide, Ottawa Street BIA Member, Orangetree Boutique

The committee will submit its list of at least 6 candidates by September 29, 2026. Nominations will be received by the BIA office on behalf of the Secretary of the Board of Management.

### **How to Nominate a Candidate: Three Ways**

**Self-nomination:** Fill out the enclosed Candidate Nomination Form, sign it, and return it to the BIA office by **October 14, 2026**.

**Nomination by Members:** Any group of 3 or more Members may nominate a candidate by completing the enclosed Candidate Nomination Form. Written nominations must be received by **October 14, 2026**.

**From the floor:** Nominations will also be accepted from the floor at the start of the AGM on **November 3, 2026**.

All nominations, whether from the committee, by self-nomination, by Members, or from the floor, require the nominee's signed consent.

### **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 BIA office by **October 14, 2026**. Nominations will be received by the BIA office on behalf of the Secretary of the Board of Management.

### **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.

### **Voting**

Each ratepayer is entitled to one vote. One vote per property owner (regardless of the number of properties owned within the BIA boundary), and one vote per business operator.

You must be present at the AGM to vote. Proxy voting is not permitted, except that corporate members may designate a voting representative in writing to the Ottawa Street BIA Secretary, via the BIA office, at least 15 days before the AGM (by October 19, 2026).

The Board will appoint 3 scrutineers to oversee the election.

An election will only be held if there are more candidates than available seats. If the number of candidates equals or is fewer than the number of seats, candidates will be acclaimed.

### **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.

### **After the Election**

The names of elected Board members will be forwarded to the City of Hamilton for formal appointment by City Council. The current Board remains in office until Council appoints the new Board.

### **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:

Phone: 905-544-5822

Email: [info@shopottawastreet.com](mailto:info@shopottawastreet.com)

In person: 3 Britannia Avenue, Tuesday to Friday 12pm-5pm

Warm regards,

Stephanie Weiler  
Executive Director  
Ottawa Street BIA

### **Please RSVP:**

<https://forms.gle/aCE9RgwS1hCefY839>

