OTTAWA STREET BIA MEETING
August 18,2026
6:00PM-7:00PM
BOARD MEETING MINUTES

A. Clark	H. Harrison	P. Fonovic
E. Grad	R. Balla	N. Newman
S. Weiler	K. Swayze	M. Jones
K. Rogelstad	K. Nunn	J. Weide
J. Weide	J. Gale	H. Duce
L. Foster	C. Chabot	

Welcome & Introductions – A. Clark

Motion to approve the Agenda as amended

1st K. Swayze 2nd R. Balla

July 2026 Board Meeting Minutes – A. Clark

Motion to approve meeting minutes from July 2026

1st K. Nunn 2nd K. Swayze

Treasurer's Report – E. Grad

Ottawa Street Bia: $ 80,075.20

Contingency: $737.79

Motion and discussion around to Close the Contingency account.

No fees to close.

Motion to close the contingency fund

1st E. Grad 2nd M. Jones

Motions and Approvals – A. Clark

MOTION 1: Contribution to Operating Budget

That the expenditure request from the Ottawa Street BIA, in the amount of $11,645.23 be spent on Streetscape and Beautification initiatives funded from the 2026 Contribution to Operating Budget Program for the BIA (Payments Account 815010-56905), be Approved.

1st H. Harrison / 2nd K. Swayze

MOTION 2: 2026 Parking Revenue

That expenditure request from the Ottawa Street BIA, in the amount of $25,734.04 , be spent on _____ funded from the 2026 Hamilton Parking Shared Revenue Program (Parking Revenue Account 815010-52505), be approved.

To be approved at an upcoming meeting.

MOTION 3: Voting By-law

A motion was made to add "email" to Article 4, Section 8(a) - Between-Meeting decisions policy on a non-municipal board decision.

1st R. Balla / 2nd K. Rogelstad

MOTION 4: Secretary Position

A motion was made to approve the appointment of K. Nunn as Secretary of the Ottawa Street BIA Board of Directors.

1st K. Swayze / 2nd M. Jones

Financial Update – C. Ciardullo

S. Weiler gave an update on the Parking Revenue and Contribution to Operating Budget (as noted above). Incoming funds, in addition to the above motions, include Holiday Cheer grant, CEF grants, Parking Revenue 2026 and the 2026 Vacancy Grant.

Beautification Update – K. Nunn

<u>Hanging Baskets</u>

K.Nunn provided an update on Hanging Baskets. Recommendation from the sub-committee to continue paying for this into 2027.

R. Balla brought up the possibility of repositioning the lights to be brought back to the sub-committee.

<u>Reviewing Wall Washers</u>

K Nunn noted looking into updating the app and working with that company. S. Weiler to inquire about warranty period.

Holiday Decorations at Kiwanis Parkette

K.Nunn spoke about spending money to improve the Holiday tree.

The icicles would be less of a priority and if we had to decide, the Tree would be top priority.

Barton and Ottawa Parkette

K.Nunn noted the sub-committee wants to try and develop a redesign of this space for 2027. Possibly moving some benches up the street to avoid loitering here.

Ongoing TMU Project

K. Nunn provided an update and goals for working with the students to develop concepts and plans for small, medium and long term projects for the street and an overall beautification strategy. We will keep the BIA informed. Students' tasks would also include applying for grant funding.

Digital Signage

K.Nunn noted that we will continue to work on exploring options here including a central location (like Avon) or the parkette at Ottawa and Barton.

Ottawa Street Utility Box Wrap

K.Nunn spoke to the continued work on this.

Vacant Unit Grant

K.Nunn provided an update that this task was assigned from the Attraction and Retention committee to Beautification, with a request to reach out to artists to complete the painted window concept. J. Gale expressed experience with this and will report back at an upcoming meeting.

Attraction and Retention – L. Foster

115 Campbell

L. Foster spoke about the BIA taking on an initiative to poll the public for information at our next street closure. Information collected will include who is attending, their method of transportation, and if/where they parked.

S. Weiler noted they have access to some volunteers. L. Foster noted the same.

K.Nunn noted maybe there's tattoos we can give out for Ottawa BIA?

S. Weiler noted we will provide volunteers with event t-shirts and lunch.

Vacant Unit Grant

L. Foster noted the grant options available and how the 10,000K dollars may be best suited to use for window coverings on the outside. We have asked all the vacant owners

via mail (approx 13 windows). We suggested earmarking some funds for removal.

The Next Sub-Committee meetings will be posted on the website once decided.

S. Weiler is working with the City to try and get more contact information.

L. Foster suggested we could leverage our networks to try and find these people with the generational knowledge we have on the street with the business owners.

R. Balla / K.Nunn noted that we need explicit permission in order to do this on the property.

Group discussion on drone footage or social media as a way to use the money to fill the vacancies? We will look into this, and other ideas, including pop up shops.

H. Harrison noted what type of medium would be best for this art task.

S. Weiler noted she would write up a draft letter.

There was group discussion on vacant units and some history and other ideas of activations.

BIA Advisory Committee – S. Weiler

No updates due to the August 2026 meeting being cancelled.

Hamilton Anti-Racism Resource Centre (HARRC) – S. Weiler

S. Weiler presented a guidebook forwarded from Hamilton Anti-Racism Resource Centre regarding hate events being booked in the City and how to navigate this issue. S. Weiler will circulate to the membership post meeting.

Parking Study Date - S. Weiler

Following up to the July 14th meeting with the Mayor, S. Weiler asked if the Sidewalk Sale in September would be the best date for the study by Staff.

K. Swayze noted this would be the best day for foot traffic.

It was agreed that this would be the date to move forward with. No objections.

Ottawa/Main St Construction - S. Weiler

S. Weiler asked if there was anything we could advocate for during construction.

K.nunn noted that we should have signs anywhere in Barton and near Gage that points to our street and says we are still open for business and it could be branded.

K.Nunn referenced the sign owned by Dofasco at Burlington and Ottawa and inquired about the feasibility of updating the sign to match our branding. S. Weiler to look into this inquiry.

L. Foster spoke about Dunsmure Rd, and the street calming initiatives present.

K.Nunn asked S. Weiler to get the plans for the street activation from the City to support the sub-committees work on this idea.

AGM - S. Weiler

S. Weiler noted that the AGM will be held at LG Wallace Funeral Home November 3rd from 6:00pm

It was brought up to invite the Ward 3 & 4 Councillors.

END OF BOARD MEETING.

Dismissal

Next Meeting: September 15, 2026

Location: Hybird

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EVENTS & MARKETING SUB-COMMITTEE MEETING
August 18,2026
7:00PM-8:00PM
MINUTES

Welcome & Introductions – A. Clark

Motion to approve the Minutes

1st H. Harrison. 2nd K. Rogelstad

Motions and Approvals

Radio Contract Offerings

Options were discussed from R. Balla on the offer options as a non-for profit. We know Rob has the best rates available, but we may look at whether or not these are working for 2027.

Stephanie Noted this would need another approval because the amounts have changed. Stephanie went through each event spend and noted we have some room for more marketing.

Halloween, Christmas Sidewalk Sale - all of this request is for 2026 marketing budget.

Discussions were had about itemizing the radio ads for each event moving forward in a systemized way.

Discussions were had about re-itemizing the budget to avoid the deficit.

Event Updates:

Movie Nights - August 22nd for Ferris Bueller's Day Off
Budget was shown Total Cost: 4,041.48

Thrift Crawl - Total Budget paid by grant funding.
Total Remaining Budget Amount: $1,750

Sidewalk Sale - Street Closure. ONe time grant received, ward 4, long and McQuade, and complete Rent-Alls. Upcoming meeting with Dofasco to ask what sponsorship could look like. Possible collaborations here with Truth and Reconciliation day - support indigenous artists and performers.

Halloween Haunt The Caretakers for the Hamilton Wentworth District School Board offered to do a free kid-friendly giveaway and provide volunteers. IN regard to sponsorship, confirming that they will sponsor part or all of the Candy.

Holiday Cheer Santa Photos at Crown and Press. Total $4,400. The Budget is $8,175. We spoke about $5,540 for an updated Holiday Tree and Marketing from the City Grant $2,000.

Discussions were had on promoting events, signage, and generating foot traffic to Ottawa St. BIA. Perhaps a sandwich board sign “Event Today” ones that roll up but better quality.

Social Media Updates:

9072 Followers - up from last month
Collab posts seem to have the highest ranking. Andrew + Ruby’s / and Thrift Crawl + Drop Spot.

END OF SUB-COMMITTEE MEETING.

Dismissal