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Board of Management Meeting Minutes	
<b>Date: Sept 16, 2025</b>	<b>Time: 8:30 AM</b>
<b>Location: Downtown Dundas BIA Office, Telephone and Online (Google Meet)</b>	
<b>Present: Jenn Hayes, Lyndsay McAlpine, Tara Crugnale, Alex Wilson, David Tayler (ED)</b>	
<b>Absent: D. Miculius</b>	<b>Regrets: Lynsay Connell</b>
	<b>Minute Taker: D. Tayler</b>

1.	<b>Meeting Call to Order by Jenn Hayes at 8:42 AM</b> <i>Present: J. Hayes (virtual), L. McAlpine, T. Crugnale, A. Wilson, D. Tayler</i>	
2.	<b>Updates to the Agenda</b> None	
3.	<b>Approval of Agenda</b> <b>Motion to approve the meeting agenda (J. Hayes/L. McAlpine)</b>	<b>CARRIED</b>
4.	<b>Declarations of Interest</b> No declarations of interest indicated	
5.	<b>Resignation of L. Connell:</b> D. Tayler brought forward the resignation of L. Connell, who indicated she could not dedicate the time and effort needed in Dundas. She has suggested approaching her mother/business partner Sandi Sterling. D. Tayler to investigate  <b>Motion to receive and accept the resignation of Lynsay Connell from the Dundas BIA Board Of Management (J. Hayes/ L. McAlpine)</b>	<b>CARRIED</b>
6.	<b>Approval of Minutes:</b> From July 31, 2025  <b>Motion to approve the meeting minutes from July 31, 2025 (J. Hayes/ L. McAlpine)</b>	<b>CARRIED</b>
7.	<b>Treasury Report (presented by David Tayler)</b> D. Tayler provided a treasury report focusing on bank balances, stating that the 2024 audit was underway. Reported a bank balance of \$94,529.59 and reminding that one GIC had been cashed out for cash flow, with plans to restore GIC funds once the levy was fully received. Apologized for the delay in providing a formalized report, but assured the board that a year-to-date budget versus actual report would soon be available monthly moving forward. Written report was distributed (attached here)  <b>Motion to approve the Treasurer's Report (L. McAlpine/T. Crugnale)</b>	<b>CARRIED</b>
8.	<b>Executive Director Report</b> D. Tayler presented written report with comments. Written report was distributed (attached here) Some items discussed but not on the report: A. Wilson noted an upcoming review the sign bylaw by the downtown subcommittee, focusing on posterizing and notice boards. The review aims to assess enforcement of rules and the costing of new notice boards, with the results being relevant to all BIAs. J. Hayes noted the "Welcome to Dundas" sign near the train bridge was missing again – A. Wilson indicated he would investigate and follow up. D. Tayler mentioned an upcoming meeting regarding status of TODS signs.  <b>Motion to approve the verbal and written Executive Director's Report (L. McAlpine /J. Hayes)</b>	<b>CARRIED</b>

9.	<p><b>COMMITTEE REPORTS:</b></p> <p><b>9.1: Beautification</b> (presented by T. Crugnale, D. Tayler)</p> <ul style="list-style-type: none"> <li>• <b>Beautification Committee Priorities</b> provided an update on beautification efforts, including a meeting with A. Wilson to discuss priorities such as weeding dates for the upcoming year (The committee also discussed the hanging baskets, noting watering is available until October 15, and the decision on when to remove them will be made closer to the date, prioritizing the appearance of the town.</li> <li>• <b>Fall Decorations</b> Outlined the plan for installing corn stalks for fall decoration on the 24th, after 5 PM, with 24 bundles of 20 being delivered. City will remove existing planters on the 22nd, and mums would be installed by Grays on the 23rd and 24th, ensuring the town is decorated for fall by the end of the 24th.</li> <li>• <b>Christmas Decorations and Beautification Funding</b> Confirmed the window for wreath installation for Christmas decorations is November 14-17, with garlands and bows going on businesses during the same period. Announced approval for \$15,000 in one-time placemaking and beautification funding from the city of Hamilton, which can be used for street furniture, murals, or streetscape upgrades. The beautification committee will discuss how to utilize this new funding .</li> </ul> <p><b>9.2: Events &amp; Promotions Committee</b> tabled to next meeting</p> <p><b>9.3: Membership</b></p> <p><b>9.3.1: BIA Member “Social”</b> Consider: Wednesday October 8 or 15? Discussed organizing a social gathering in October to enhance membership engagement. The discussion shifted to whether the social gathering should be purely social or include an opportunity for discussions and feedback on BIA matters. Some suggestions presented: "have your voice heard" to encourage casual conversations and address various topics in an open setting or a "speed dating" format where attendees could rotate between tables, each dedicated to a specific topic like beautification or promotions. D. Tayler to investigate and report to board for feedback as to feasibility.</p> <p><b>9.3.2: Annual General Meeting:</b> Agreed to Tuesday January 27, 8am</p>
10.	<p><b>Motion to approve the Committee Reports (J. Hayes/ L. McAlpine)</b> <span style="float: right;">CARRIED</span></p> <p><b>Other Business</b></p> <p><b>10.1: Parking Changes</b></p> <p><b>December Parking</b> D. Tayler informed the group that he has been informed the city will no longer fund free weekday parking in December starting in 2024, meaning the BIA will no longer have parking covered as they did previously. Clarified that other BIAs also do not have weekday parking covered</p> <p><b>Free Parking Options for December</b> Discussed the option of providing two hours of free on-street parking in December, as Saturday and Sunday parking would remain free citywide. Noted that opting into this free parking would mean forfeiting approximately \$14,000 in potential revenue that the BIA could otherwise receive from December parking in the lots, a revenue stream not available in the past. J. Hayes highlighted that the only free parking option currently on the table is the two-hour on-street parking, not the lots.</p> <p><b>Community and Business Perspectives on Free Parking</b> Board expressed concern that eliminating free parking could negatively impact customer traffic and businesses, emphasizing their preference for offering as much free parking as possible. Suggested reinvesting the potential \$14,000 revenue into promotions to soften the impact of paid parking. However, also acknowledged that there are differing opinions within the community regarding free parking.</p> <p><b>City-wide Parking Standardization and Revenue</b> The city's decision to implement paid parking in December stems from a desire for city-wide standardization and to capture approximately \$110,000 in parking revenue that was previously not recognized. D. Tayler noted that most other BIAs are opting out of free parking to take the revenue, as their revenues are minuscule</p>

	<p>compared to Dundas, where the change is significant due to the collection of December parking portions from lots.</p> <p><b>Reinvestment of Potential Revenue</b> D. Tayler proposed that if they opt out of free parking and receive the \$14,000 revenue, it could be directly reinvested into promoting businesses or initiatives like "Toys for Ticket" campaigns. Considered using the funds to avoid increasing the levy, although board will advocate for annual levy increases to match inflation.</p> <p><b>Decision-Making Deadline and Communication Strategy</b> D. Tayler emphasized that a decision regarding "opting in or out" of December free parking must be made by the end of the month, with a deadline of September 30th.</p> <p><b>Historical Context of Free Parking Discussions</b> Discussed the history of free parking, noting that while there have been ongoing discussions and threats to discontinue it, BIA does not appear to have been explicitly informed that this would be the final year for free parking in the lots. They expressed frustration that the current situation felt like a "giant surprise" rather than a planned transition.</p>	
	<p><b>Motion to have ED clarify details of the City Of Hamilton Free Parking Program, and to reconvene the Board Of Management prior to September 30 to discuss and decide course of action (J. Hayes/ L. McAlpine)</b></p>	<b>CARRIED</b>
	<p><b>10.2: Mileage Rate</b> J. Hayes reported that various sources suggested a mileage rate between 50 and 60 cents, with 57 cents being the government of Canada's recommendation.</p>	
	<p><b>Motion to set mileage rate for staff and Board members for necessary and approved travel be set at \$0.57/km (T. Crugnale/ J. Hayes)</b></p>	<b>CARRIED</b>
	<p><b>10.3: Non-member access to BIA members</b> (newsletter, etc) Board discussed developing a policy regarding external groups' access to BIA members and newsletter. They agreed that the mailing list should not be shared, but opportunities for community service groups to have a spot at events or for businesses to sponsor events and promote themselves in return could be considered going forward</p>	
	<p><b>10.4: Other</b> None</p>	
11.	<p><b>Next Meetings</b> Next Board Meeting(s) were set as follows: Tuesday October 14 (830am), Tuesday November 11 (830am), (December off), Tuesday January 6 (Budgets) (time tbd)</p>	
12.	<p><b>Adjournment: Motion to adjourn made by J. Hayes at 9:51 AM</b></p>	<b>CARRIED</b>