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Board of Management Meeting Minutes	
<b>Date:</b> Nov 11, 2025	<b>Time:</b> 8:30 AM
<b>Location:</b> Downtown Dundas BIA Office, Telephone and Online (Google Meet)	
<b>Present:</b> Jenn Hayes (virtual), Lyndsay McAlpine (virtual), Tara Crugnale (virtual), Alex Wilson (virtual), David Tayler	
<b>Absent:</b> D. Miculius <b>Minute Taker:</b> D. Tayler	

1.	<b>Meeting Call to Order by Jenn Hayes at 8:42 AM</b> <i>Present: J. Hayes (virtual), L. McAlpine (virtual), T. Crugnale (virtual), A. Wilson (virtual), D. Tayler</i>
2.	<b>Updates to the Agenda</b> None
3.	<b>Approval of Agenda</b> <b>Motion to approve the meeting agenda (L. McAlpine/T. Crugnale)</b> <b>CARRIED</b>
4.	<b>Declarations of Interest</b> No declarations of interest indicated
5.	<b>Approval of Minutes:</b> October 14, 2025 <b>Motion to approve the meeting minutes from October 14, 2025 (T. Crugnale/ J. Hayes)</b> <b>CARRIED</b>
6.	<b>Treasury Report (presented by David Tayler)</b> D. Tayler provided a quick treasury report, noting the checking account balance is just under \$58,000, and the Visa is approx. \$1,400. They corrected a previous confusion regarding the 2023 parking revenue, confirming that the money had already been received and spent. Written report was distributed (attached here) <b>Motion to approve the Treasurer's Report (L. McAlpine/J. Hayes)</b> <b>CARRIED</b>
7.	<b>Executive Director Report</b> D. Tayler presented written report with comments. Report highlighted the completion of content creation for several businesses, with four content pieces ready to be distributed this week. Encouraging meeting with the new leadership of the Cactus Festival to discuss improvements and grievances. Also noted street-level changes, including the opening of The Kitchen Co., Eccles' expansion, the relocation of a law office, and the immediate renovation of the former Valley Charcoal space after its closure <b>Motion to approve the verbal and written Executive Director's Report (L. McAlpine /J. Hayes)</b> <b>CARRIED</b>
8.	<b>COMMITTEE REPORTS:</b>  <b>8.1: Beautification</b> (presented by T. Crugnale, D. Tayler) <b>8.1.1: Planters, Baskets, Fall, Dickens:</b> D. Tayler provided updates on fall and holiday decorations, including the garlands starting this weekend and wreaths being up early next week, noting that the member response to the form for participation has been excellent this year - expects the town to be fully decorated by November 18th, in time for CHCH filming. <b>8.1.2: Placemaking Funding:</b> The Beautification Committee is concentrating on using the one-time \$15,000 placemaking fund for veterans banners next year, investing in the necessary hardware to allow for larger banners in the future and leading the initiative downtown. D. Tayler confirmed that this initiative meets the placemaking criteria <b>8.1.3: Street Sign Replacement:</b> D. Tayler waiting for information from the City of Hamilton regarding design parameters for replacing street signs at no cost to the BIA, potentially aligning with designs used in heritage districts and other BIAs. Noted plans to convene an "audit" of

street signs, poles, signage, decorations (with appropriate parties) to help with future streetscape planning.

**8.1.4: TODS Update:** no update available

**8.1.5: Next Meeting** (Wednesday November 26, 9am)

## **8.2: Events & Promotions Committee** (presented by L. McAlpine, D. Tayler)

**8.2.1: Tree Lighting:** general overview given – all is in place and ready to go. J. Hayes confirmed they would say a few words on behalf of the BIA

### **8.2.2: Dickens:**

- Horse and Buggy One-Way Route: D. Tayler has arranged with the horse and buggy supplier for one-way trips to address long line-ups from previous years. The proposed route would pick up at Collins and drop off at the Eccles lot / Old Post Office and vice-versa. J. Hayes raised concerns about families being separated and the need for clear communication and signage about the one-way trip and drop-off spots.

- Pre-Holiday Parking Messaging: Waiting for the City of Hamilton to clarify the exact wording for the pre-holiday parking program, which offers two hours free in municipal. D. Tayler stressed the need for quick creation and distribution of flyers and posters to members, emphasizing that street parking is not free and the two-hour limit resets daily, etc. A. Wilson offered to follow up with the city's parking department to obtain the official language to ensure consistent messaging.

- CHCH Remote Planning: BIA has 12 slots for CHCH remotes and D. Tayler wants to use at least one, possibly two, for BIA and tree lighting / Dickens promotion (00:56:44). J. Hayes advocated for including non-retail businesses like restaurants and hair salons, particularly those who have not been promoted before, to ensure fair promotion across the membership, while maintaining a focus on retail stores. L. McAlpine and D. Tayler clarified that some businesses do their own advertising, but also acknowledged that BIA tracking of turns has not necessarily reflected that. Board agreed to convene, in advance of next Promo meeting (November 13) specifically to select the business for this year's run of remotes

**8.2.3: Digital and Social Update:** D. Tayler provided an update on digital and social media, noting that The Neighborhood posts continue to be successful, with three more in the pipeline. Group observed that other districts, including Ottawa Street and Burlington, have adopted their ideas, which J. Hayes viewed as a positive sign of doing something right. D. Tayler noted that widespread adoption of similar content can make it difficult to "get through the noise"

**8.2.4: Next Meeting (Thurs. Nov 13 – 6pm)**

## **8.3: Membership**

**8.3.1: Minutes and Meetings on Website, Standard Meeting Schedule in 2026** D. Tayler announced that a space will be added to the website under the members area for announcements and approved meeting minutes. D. Tayler further suggests standard meeting dates and times be set in advance next year – immediately upon first meeting of new Board Of Management

### **8.3.2: AGM, Board Member Recruitment, etc**

- Board Member Recruitment: D. Tayler mentioned several interested parties for board positions, including David from Adventure Attic, Ben from the Dundas Chocolate Shop, and managers from RBC and First Ontario. Suggested that the best approach might be to incorporate these candidates into the programming of the January AGM, having nominators in place to nominate them to streamline this process. A. Wilson emphasized the importance of knowing who is running before the AGM and suggested reaching out to interested people to formally ask if they would like to run for a four-year term. A. Wilson proposed gathering intelligence from interested individuals via email or survey to help set the appropriate number of board spots before the AGM. D. Tayler agreed to work on talking to interested individuals and finalize the number of desired seats at the budget meeting scheduled for January 6th.

- Board Size and Quorum Requirements: J. Hayes recalled that the current board size of five was deliberately set by previous board to ensure a consistent quorum of three people (50% plus one). J. Hayes and D. Tayler mention that a healthy board should ideally have more voices and

	<p>people. A. Wilson suggested making a recommendation before the AGM to change the bylaws to a desired number of board spots, such as six, and then appointing to those spaces if no other nominations. L. McAlpine expressed a desire to consistently have five active members show up before considering expansion.</p> <p>- J. Hayes Decision to Step Down as Chair: J. Hayes announced her intention to step down as Chair but remain on the board, feeling they she is not currently providing the necessary commitment as Chair. L. McAlpine expressed support and thanks for Jenn's work, and Jenn confirmed a new chair would be elected at the AGM</p> <p><b>8.3.3: Minutes and Meetings on Website, Standard Meeting Schedule in 2026:</b> D. Tayler noted that he is working to get all 2024, 2025 minutes and agendas posted on the website. Suggests a standardized meeting schedule for 2026</p> <p><b>8.3.4: OBIAA Renewal for 2026?:</b> The board discussed the upcoming renewal of membership in the Ontario BIA Association (OBIA) for about \$600, which was confirmed is a "necessity" and is within budget.</p> <p><b>8.3.5: Annual General Meeting:</b> set as Tuesday January 27, 8am</p>	
	<b>Motion to approve the Committee Reports (L. McAlpine / J. Hayes)</b>	<b>CARRIED</b>
9.	<p><b>Other Business</b></p> <p><b>9.1: Recycling Changes:</b></p> <p>- Waste Management: Recycling Changes: D. Tayler shared an update on upcoming recycling changes, noting that pickup in downtown districts is expected to move to one day per week, a compromise since businesses were originally supposed to handle their own recycling. A. Wilson clarified that the province is taking responsibility for residential recycling province-wide, making companies that produce the waste pay. The City of Hamilton decided to subsidize commercial recycling, resulting in the reduced once-a-week service level because the city could not afford to maintain the previous twice-a-week service</p> <p>- Waste Management: Future Changes and Consultation: A. Wilson mentioned that the waste master plan is currently under review, and there is a consideration for moving residential garbage pickup to bi-weekly, a change that could impact commercial service. Confirmed the provincial change to recycling will be fully in effect by April 1st, 2026, though Hamilton's deadline to get into the new program is January of the coming year.</p> <p>- BIA Engagement on Waste Management: A. Wilson, the vice chair of the City waste management committee, clarified that the recycling consultation is ongoing, and the province is in the driver's seat. For the garbage master plan, staff are working on proposals, with the next update expected in January (01:14:36). He confirmed that while general public feedback has been collected, the stage for receiving feedback on specific proposals has not yet begun, but would be happy to work with the BIA on a letter to submit feedback in the new year. Emphasized that the practical implementation of waste collection on King Street, considering issues like narrow lanes and common piles, is as important as the frequency of pickup.</p> <p>- Clarification on Recycling Funding: A. Wilson clarified that the province did not back down on leaving businesses out of the recycling program; the city is paying the gap using collective taxpayer dollars. Board thanked A. Wilson for the clarification and agreed to monitor the situation</p>	
10.	<p><b>Next Meetings</b></p> <p>Next Board Meeting(s) were set as follows: Tuesday January 6 (Budgets) (6pm)</p>	
11.	<b>Adjournment: Motion to adjourn made by L. McAlpine at 9:51 AM</b>	<b>CARRIED</b>

## **Treasury Report @ Nov 09 2025**

>>>> Chequing Account: \$57,895.52 <<<<< Visa: \$1397.98

GIC #1: \$0 (1@\$25000 was cashed out March 28 2025)

GIC #2: \$20000 (\$5000 was cashed out May 28 2025)

GIC #3: \$4257.30

### **Notable \$ coming:**

- ~~\$24,568.94~~ (2023 Parking Revenue Share, unclaimed)
- \$24,568.94 (2024 Parking Revenue Share)
- \$11,477.60 (2025 Contribution to Operating Fund)
- Balance of CYSJ funding (approx. \$2200.00) RECIEVED
- \$15,000 ("one-time" Placemaking fund from City, unclaimed)

**2024 Audit is underway. *Still.***

**Levy Status: received in full**

**CEF Fund intake open shortly (Promotions)**

**2026 CYSJ intake open shortly**

## **Executive Director's Report @ Nov 11, 2025**

**\*\*Excludes Specifics of Promotion, Beautification and standard Day-to-Day\*\***

- Oct 9: Meet Best Side Magazine
- Oct 9 – Kids N Krafts content creation (Intro Amarettos)
- Oct 9 – Partnership Discussion – Routes Youth Centre
- Oct 14 – Board meeting
- Oct 14 – BIA Advisory Committee Meeting (2024 Grants moved and approved)
- Oct 14 – Monthly with C. Geissler
- Oct 15 – Content Creation w/ Viva Aesthetics
- Oct 16 – M. Tufts re: Wellness Week
- Oct 16 – Events Committee
- Oct 20 – Initial Meet with legion re: Banners, etc
- Oct 21 – OBIAA Boundary Expansion chat
- Oct 24 – “Spooky” Stan Nowak re: Scarecrow Walk
- Oct 24: Update with J. Hayes
- Oct 24 – Meet w/ Santa to finalize Dickens
- Oct 25 – SCARECROW SATURDAY
- Oct 27 – Meet with J. Ballantyne / R. Abel (Tree Lighting planning)
- Oct 28: Partnership discussion with Dundas Little Theatre
- Nov 4 – Beautification Committee Meeting
- Nov 5 – Meet with “Joyce Of Cooking” re: food related promos, events
- Nov 5 – Commercial planning with CHCH (Dickens)
- Nov 6: Initial meeting with David from Adventure Attic
- Nov 7 – Initial “get to know you” with new Cactus Festival executive
- Nov 7 – Modella content creation (Intro Ellenore)
- Nov 10 – corn stalks down
- Nov 11 – Board meeting
- Nov 11 – wreath dedication at Cenotaph

## **What's happening on King Street?**

- **The Kitchen Co.** at 148 King West NOW OPEN
- **Eccles** expansion
- **Valley Charcoal** ???
- **63 King** Law Office