



## City of Hamilton

# BUSINESS IMPROVEMENT AREA ADVISORY SUB-COMMITTEE

**Meeting #:** 19-008  
**Date:** August 13, 2019  
**Time:** 8:00 a.m.  
**Location:** Room 192 and 193, City Hall  
71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

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Pages

1. CEREMONIAL ACTIVITIES
2. APPROVAL OF AGENDA  
(Added Items, if applicable, will be noted with \*)
3. DECLARATIONS OF INTEREST
4. APPROVAL OF MINUTES OF PREVIOUS MEETING
  - 4.1 July 9, 2019
5. COMMUNICATIONS
6. DELEGATION REQUESTS
7. CONSENT ITEMS
8. PUBLIC HEARINGS / DELEGATIONS
9. STAFF PRESENTATIONS
10. DISCUSSION ITEMS
  - 10.1 Shop Small Saturday Event (No copy)
  - 10.2 Small Business Week Events/Workshops (No copy)

3

10.3	Appointment of a Voting Member to the Keep Hamilton Clean & Green Advisory Committee	7
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## **11. MOTIONS**

11.1	Coffee With Your Councillor Event	11
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11.2	Waterdown Business Improvement Area Expenditure Request	13
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## **12. NOTICES OF MOTION**

## **13. GENERAL INFORMATION / OTHER BUSINESS**

13.1	Verbal Update from Julia Davis, Business Development & BIA Officer	
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13.2	Statements by Members	
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## **14. PRIVATE AND CONFIDENTIAL**

## **15. ADJOURNMENT**



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

**MINUTES 19-007**

**8:00 a.m.**

**Tuesday, July 9, 2019**

**Rooms 192 & 193**

**Hamilton City Hall**

**71 Main Street West**

**Present:** Councillor Esther Pauls (Chair)  
Rachel Braithwaite – Barton Village BIA  
Tracy MacKinnon – Westdale Village BIA and Stoney Creek BIA  
Susie Braithwaite – International Village BIA  
Jennifer Mattern – Ancaster BIA  
Heidi VanderKwaak – Locke Street BIA  
Bender Chug – Main West Esplanade BIA  
Susan Pennie – Waterdown BIA  
Kerry Jarvi – Downtown Hamilton BIA

**Absent:** Cristina Geissler – Concession Street BIA  
Anne Marie Bergen – King West BIA  
Catherine Johnston – Ottawa Street BIA  
Lisa Anderson – Dundas BIA

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### **THE FOLLOWING ITEMS WERE REFERRED TO THE GENERAL ISSUES COMMITTEE FOR CONSIDERATION:**

- 1. Ancaster Village Business Improvement Area Expenditure Request (Item 11.1)**

**(Mattern/Chug)**

That the expenditure request from the Ancaster Village Business Improvement Area in the amount of \$5,778.55 for spending on flower planters and baskets to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905); be approved.

**CARRIED**

**2. International Village Business Improvement Area Expenditure Request  
(Added Item 11.2)**

**(S. Braithwaite/Pennie)**

That the expenditure request from the International Village Business Improvement Area in the amount of \$25,298.04 for the following projects, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559):

- (i) \$14,195.65 for Victorian Night in the Village; and,
- (ii) \$11,102.39 for marketing and promotion of the International Village Business Improvement Area; be approved.

**CARRIED**

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

The Committee Clerk advised of the following changes to the agenda:

**1. DISCUSSION ITEMS (Item 10)**

10.3 Letter of Support for the 2SLGBTQ+ Community

**2. NOTICES OF MOTION (Item 12)**

12.1 International Village Business Improvement Area Expenditure Request

**(R. Braithwaite/Mattern)**

That the agenda for the July 9, 2019 Business Improvement Area Advisory Committee meeting be approved, as presented.

**CARRIED**

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)**

**(i) June 11, 2019 (Item 4.1)**

**(R. Braithwaite/Chug)**

That the June 11, 2019 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

**CARRIED**

**(d) DISCUSSION ITEMS (Item 10)**

**(i) Shop Small Saturday Event (Item 10.1)**

The Committee discussed the Shop Small Saturday Event scheduled for November 30, 2019. Funding from the Main Street Revitalization Program has been allocated to this event for collateral for the BIA's. The Committee also discussed potential themes for promotion of the event.

**(Mattern/MacKinnon)**

That the discussion respecting Shop Small Saturday Event, be received.

**CARRIED**

**(ii) Small Business Week Events / Workshops (Item 10.2)**

The Committee discussed the Small Business Week Events / Workshops which are scheduled for the week of October 20 – 26, 2019. Julia Davis asked for feedback as to whether the BIA's would like to have one-day seminars provided for their members. Committee members provided suggestions on topics that would be helpful for their businesses. The Committee also discussed having posters for all of the BIA's displayed in City Hall for the week.

**(Jarvi/VanderKwaak)**

That the discussion respecting Small Business Week Events / Workshops, be received.

**CARRIED**

**(iii) Letter of Support for the 2SLGBTQ+ Community (Added Item 10.3)**

**(Pennie/S. Braithwaite)**

That the discussion respecting a Letter of Support for the 2SLGBTQ+ Community, be received.

**CARRIED**

**(e) NOTICES OF MOTION (Item 12)**

**(i) International Village Business Improvement Area Expenditure Request (Added Item 12.1)**

Susie Braithwaite introduced her notice of motion respecting the International Village Business Improvement Area Expenditure Request.

**(S. Braithwaite/Pennie)**

That the rules of order be waived to allow for the introduction of a Motion respecting the International Village Business Improvement Area Expenditure Request.

For disposition of this mater, refer to Item 2.

**(f) GENERAL INFORMATION/OTHER BUSINESS (Item 13)**

**(i) Update from Julia Davis, Business Development and BIA Officer (Item 13.1)**

Julia Davis advised Committee that the BIA's have all received their Shared Parking Revenue and Community Improvement Plan (CIP) Contribution Program numbers. Spending requests need to be submitted in writing to Julia before the December 10, 2019 meeting.

Julia advised that she will be in contact with the individual BIAs to do a walkthrough of each BIA to see how things are going. Julia asked Committee members to contact her if they would like her to attend an upcoming Board Meeting.

Julia advised the Committee that the City is looking into purchasing a pedestrian counter to be used throughout the BIA's to track pedestrian traffic during events.

**(Pennie/Jarvi)**

That the verbal update from Julia Davis, Business Development and BIA Officer, be received.

**CARRIED**

**(ii) Statements by Members (Item 13.2)**

BIA Members used this opportunity to discuss matters of general interest.

**(Mattern/Chug)**

That the updates from Committee Members, be received.

**CARRIED**

**(g) ADJOURNMENT (Item 15)**

**(S. Braithwaite/MacKinnon)**

That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 9:21 a.m.

**CARRIED**

Respectfully submitted,

Councillor Esther Pauls  
Chair Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk

# KEEP HAMILTON CLEAN AND GREEN COMMITTEE TERMS OF REFERENCE

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## 1 Introduction

### 1.1 *Committee Name*

Keep Hamilton Clean and Green Committee (Formerly the Clean City Liaison Committee – Amended October 9, 2013 Item 11 PW Committee Report 13-012)

### 1.2 *Statement of Purpose*

To engage individuals to take greater responsibility for improving our Hamilton community environments by providing education, assistance and promotion.

### 1.3 *Committee Mandate*

Reporting through the Public Works Committee, the Keep Hamilton Clean and Green Committee will provide input and advice to staff and Council on engaging citizens to take greater responsibility for improving our community environments. The KHCGC's primary focus is on effecting behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

The committee will provide input and guidance to City staff, Council and other stakeholders on community involvement, private sector involvement and identification of resources to sustain Clean and Green programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

### 1.4 *Accountability*

The KHCGC is a Volunteer Advisory Committee that advises Council through the Public Works Committee. The Advisory Committee must comply with the Procedural By-laws, the Advisory Committee Handbook and operational policies and procedures.

## 2 KHCGC Roles and Responsibilities

The role of the Keep Hamilton Clean and Green Committee is to encourage Hamilton residents, property owners and visitors to engage in neighbourhood/community initiatives that aim to beautify our community and prevent litter, illegal dumping and graffiti.

This volunteer committee will assist in connecting community volunteers with litter, illegal dumping, graffiti and beautification programs as well as promoting desired behaviours in the community that support the Clean and Green Hamilton goals. The

roles and responsibilities of the Keep Hamilton Clean and Green Committee include, but are not limited to, the following:

- (a) Provide input and advice to Council, through reports to the Public Works Committee, and City staff on engaging citizens, property owners and visitors in litter, illegal dumping, graffiti and beautification programs.
- (b) Demonstrate leadership in action through participation in events and activities.
- (c) Assist with outreach and education opportunities related to litter, illegal dumping, graffiti and beautification programs.
- (d) Review reports, studies and other documents on litter, illegal dumping, graffiti and beautification issues that may be presented to the KHCGC by the City, consultants, community organizations or the general public, and to provide input and recommendations, through written Volunteer Committee reports regarding these issues through the Public Works Committee.
- (e) Form subcommittees, from within the KHCGC membership, to deal with specific issues as they arise.
- (f) Examine and advise on issues brought forward by members of the community including businesses, residents, education sector, local organizations and special interest groups.
- (g) Assist in identifying and facilitating resolution of community concerns regarding litter, illegal dumping, graffiti and beautification.
- (h) Attend and actively participate in committee meetings.

### **3 Membership**

The KHCGC membership will reflect a broad range of socio-economic and environmental interests in the community, including residents, businesses, education and local organizations.

#### **3.1 General**

- (a) Members must declare any conflict of interest issues prior to discussion or decision-making of any matter with which they believe they have an pecuniary interest;
- (b) Members are asked to review all documents, agendas and minutes presented to them to make informed decisions; and

Some activities of the KHCGC may require additional time commitments dependent upon the nature of the project undertaken.

#### **3.2 Composition**

The composition of the Keep Hamilton Clean and Green Committee will include the following voting members:

The KHCGC will have a total of up to 16 members, comprised of:



- Citizen members-at-large (five)
- Citizen members who own/have experience related to the Hamilton business community (two)
- Youth Representative(s) (up to two)
- Council representative(s) (up to two)
- HABIA representative (one)
- Education Representative (one from each of the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board)
- Representatives of the Chambers of Commerce (up to two)

Staff and Outside Resources, as required:

- KHCGC Staff Liaison
- Hamilton Police Service representative
- Economic Development and Planning – Municipal Law Enforcement representative
- Public Works – Operations & Waste Management representative
- Corporate Services – Customer Service Section representative
- Other staff representatives, as required

Subcommittee membership can be expanded to include further community representation as deemed appropriate, upon approval of Council.

### **3.3 Attendance and Vacancies**

If a member is absent for three (3) meetings in a calendar year without approval from the KHCGC, the member may be subject to replacement.

New members will be appointed in accordance with the procedures of the Office of the City Clerk.

### **3.4 Term of Office**

The term-of-office for KHCGC members will expire to coincide with the term of Council or until such time as successors are appointed by Council.



# CITY OF HAMILTON

## MOTION

Business Improvement Area Advisory Committee

Date: August 13, 2019

**MOVED BY COUNCLLOR E. PAULS.....**

**SECONDED BY.....**

### **BUSINESS IMPROVEMENT AREA COFFEE WITH YOUR COUNCILLOR EVENT**

WHEREAS, local Councillors benefit from having insight into their local Business Improvement Areas; and,

WHEREAS, Business Improvement Area members and patrons benefit from having the opportunity to meet with their local Councillor;

THEREFORE BE IT RESOLVED:

That staff be directed to organize a one-hour 'Coffee with your Councillor' event at a Coffee Shop, with Councillors, in their respective Business Improvement Areas during Small Business Week (October 20<sup>th</sup> to 26<sup>th</sup>, 2019).



# **CITY OF HAMILTON**

## **MOTION**

**Business Improvement Area Advisory Committee**

**Date: August 15, 2019**

**MOVED BY S. PENNIE.....**

**SECONDED BY.....**

### **WATERDOWN BUSINESS IMPROVEMENT AREA EXPENDITURE REQUEST**

That the expenditure request from the Waterdown Business Improvement Area in the amount of \$5,443.56 for the purchase and planting of 49 hanging baskets to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905); be approved.