

# CITY OF HAMILTON

## MOTION

COUNCIL DATE: December 12, 2012

**MOVED BY COUNCILLOR T. WHITEHEAD.....**

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**The Hamilton Association of Business Improvement Areas (H.A.B.I.A.) Terms of Reference and Strategic Plan (PED11193) (Wards 1, 2, 3, 4, 6, 7, 9, 12, 13 and 15)**

That Item 13 of General Issues Committee Report 11-033 respecting The Hamilton Association of Business Improvement Areas (H.A.B.I.A.) Terms of Reference and Strategic Plan (PED11193) (Wards 1, 2, 3, 4, 6, 7, 9, 12, 13 and 15) be amended by deleting the Terms of Reference for The Hamilton Association of Business Improvement Areas (H.A.B.I.A.) in their entirety and replacing them with the Terms of Reference for the Business Improvement Advisory Committee, attached hereto as Appendix "A".

## **Business Improvement Area Advisory Committee Terms of Reference**

### **Mandate**

To provide a forum for individual BIAs which encourages and facilitates receiving and sharing of information relating to initiatives affecting small businesses and business districts in the City of Hamilton.

### **Role of Advisory Committee Members**

It shall be the role of the members of the Advisory Committee to share with their individual BIAs information received at meetings and consult with, and seek input when required, from its members on matters referred to the Advisory Committee by City Council.

### **Membership**

1. Membership will be open to each BIA who will submit the name of one representative and one alternate to attend meetings of the Advisory Committee
2. One Member of Council
3. Membership is for the Term of Council

### **Election of Chair and Vice-Chair**

A Chair and Vice Chair will be selected from amongst the Advisory Committee members through a nomination process.

### **City of Hamilton Staff**

A member of the City Clerk’s Legislative Team will provide legislative support to the Advisory Committee, and the Advisory Committee will follow all processes and procedures established by the City of Hamilton.

Departmental staff will act as Liaisons and provide updates and presentations on matters referred to the Advisory Committee by Council and Senior Management Team.

### **Meetings**

Meetings will be at the call of the Chair.