

Overview of Terms of Reference

HABIA

Hamilton Association of
Business Improvement Areas

Historical Perspective

- Originally Hamilton City Council in 1989 established the Hamilton BIA and Business Association Co-ordinating Committee.
- Its Mandate was to facilitate the implementation of the Downtown Action Plan, Commercial Improvement Program and other City of Hamilton streetscape initiatives
- To provide a forum for the BIAs where they could discuss like issues/concerns and bring recommendations and reports before Council by way of the Planning Committee

Amalgamation

- In 2001 with the Amalgamation of the New City of Hamilton, all BIAs were provided membership to the Coordinating Committee
- The Coordinating Committee in its deliberations changed their name to what is known today as HABIA.
- Membership continues to be open to the 13 BIAs and Council appoints one member of Council with each new Term of Council

Fast forward to July 2011

- Council directed that a strategic review of HABIA be conducted in order to define the role and structure of the committee and to create an updated strategic plan.
- Subsequently a Consultant was hired to assist HABIA in this review. Consultation occurred with Councillors, HABIA, Planning staff
- A revised Terms of Reference and Strategic Plan were submitted to General Issues Committee and Council in October 2011
- Following the approval of the Terms of Reference, HABIA requested additional clarity with respect to their structure from Clerks staff.

What we've learned....

1. **Hybrid Model**

In approving the 2011 Terms of Reference and Strategic Plan, it became clear with the review, that a hybrid of an Outside Board and Advisory Committee had been submitted to Committee and Council for approval

(Outside Board)

- Arms length board independent from the city
- Entrusted by small businesses in BIAs to use their resources in a responsible manner
- Treasurer who is responsible for managing HABIA finances
- Advocate collectively for small businesses

(Advisory Committee)

- Appointments to HABIA are made by Council
- Staff support in Coordinating Meetings, Agendas, Minutes and other staff resources
- Meeting space, refreshments for meetings
- Follow the City's Rules of Procedure at meetings
- Provide Minutes to GIC

2. Unique Composition

Each BIA serving on HABIA is unique in that they bring individual perspectives, issues and concerns of the various business owners within their BIAs and communities they represent.

While they share common goals such as wanting to create unique places to live, work, shop and invest, how each BIA goes about achieving that goal rests with the BIA.

3. Receiving Input from BIAs

Clarity - Important to ensure that when Council requests feedback from our BIAs on any matter, that each BIA understands that they each are given every and equal opportunity to provide feedback.

4. BIA Delegations

Delegations from each BIA be encouraged at Standing Committee meetings where issues affecting BIAs are being considered.

5. Voting on matters

When matters are discussed by HABIA and an issue is put to a vote, it is for the sole purpose of gauging the opinion of each BIA on that particular issue so that the General Issues Committee can be made aware of the opinions of each BIA.

For those BIAs not in attendance when a particular issue is discussed, staff will follow up with the BIA by email, and a formal reply will be requested so that their opinion may be provided to committee.

While it is beneficial have the BIAs at the table during a HABIA meeting to discuss matters, it is important to note, that HABIA cannot impose any opinion or recommendation on any individual BIA.

Ultimately, it is City Council as the final authority on matters which affect our BIAs

Reconsideration

- To seek Committee and subsequently Council's concurrence to have the Terms of Reference which were approved in October 2011 reconsidered.
- And, to request approval of revised Terms of Reference establishing HABIA as the Business Improvement Area Advisory Committee whose mandate will be:
 - To provide a forum for individual BIA's which encourages and facilitates receiving and sharing of information relating to initiatives affecting small businesses and business districts in the City of Hamilton
 - To provide Committees of Council with responses from the BIAs on issues referred to them by Council or staff, and to provide the committee with a forum to discuss and possibly make recommendations which will be reported to Committee for consideration.
- Clerked by a member of the City Clerk's Legislative Team
- Departmental Staff Liaisons will provide assistance by way of updates, information and presentations as required

Brings us toDeliberation Process

