



## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE REPORT 15-008**

**8:00 a.m.**

**Tuesday, August 11, 2015**

**Room 264**

**Hamilton City Hall**

**71 Main Street West**

**Present:** Susan Braithwaite – International Village BIA  
Rachel Braithwaite – Barton Village BIA  
Lisa Anderson – Dundas BIA  
Wilf Arndt – Waterdown BIA  
Kathy Drewitt – Downtown Hamilton BIA  
Tony Greco – Locke Street BIA  
Lia Hess – King West BIA  
Tony Mark – Ottawa Street BIA  
Jennifer Mattern – Ancaster BIA  
Marty Schreiter - Concession Street BIA  
Doug Sutherland – Stoney Creek BIA (Vice Chair)

**Absent:**  
**with regrets:** Councillor M. Green (Chair)  
Craig Waters – Westdale Village BIA

**Absent:** Main West Esplanade BIA Representative

**THE BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE PRESENTED  
REPRESENTS REPORT 15-008 AND RESPECTFULLY RECOMMENDS:**

**1. Locke Street BIA (Item 9.1(a))**

That the expenditure request from the Locke Street BIA in the amount of \$4,811.00 from the Commercial Improvement Program for beautification purposes, including flower baskets and Christmas decorations, be approved.

**2. Barton Village BIA (Added Item 9.2)**

- (a) That the expenditure request from the Barton Village BIA in the amount of \$6,602.91 from the Commercial Improvement Program for beautification purposes and office equipment, be approved; and,
- (b) That the expenditure request from the Barton Village BIA in the amount of \$9,784.06 from the Parking Revenue Sharing Program for promotion, beautification and events occurring in 2015, be approved.

**FOR THE INFORMATION OF COMMITTEE:**

**A. UPDATES FROM COMMITTEE MEMBERS (Item A)**

Committee members used this time to provide updates on various activities and initiatives in their respective BIAs.

**1. CHANGES TO THE AGENDA (Item 1)**

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

- (i) Added as Item 6.3 – Encroachment Issues in BIAs
- (ii) Added as Item 6.4 – Streamlining of City Service Levels
- (iii) Added as Item 9.2 – Expenditure Request from the Barton Village BIA

The agenda for the August 11, 2015 meeting was approved, as amended.

**2. DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**3. APPROVAL OF PREVIOUS MINUTES (Item 3)**

**(i) July 14, 2015**

The July 14, 2015 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

**5. DISCUSSION ITEMS (Item 6)**

**(i) Bridget MacIntosh, Events Manager, Tourism and Culture Division and Kelly Barnett, Community Liaison Coordinator, Municipal Law Enforcement, respecting the Exploration of a Vendors Program (no copy) (Item 6.1)**

Bridget MacIntosh, Events Manager, Tourism and Culture Division and Kelly Barnett, Community Liaison Coordinator, Municipal Law Enforcement, made a presentation to the Committee respecting the Exploration of a Vendors Program.

Ms. MacIntosh and Ms. Barnett provided the Committee with the context and background to the issue. At the request of the General Manager of Planning and Economic Development, staff have been asked to obtain the feedback of various stakeholders on establishing a Vendors Program.

A Vendors Program would grant artists the ability to set up and sell goods in various areas of the City. The idea for Vendors Program came from a petition received from a local artist.

The Committee provided Ms. MacIntosh and Ms. Barnett with their comments. These comments will be taken back to the General Manager of Planning and Economic Development.

The presentation from Ms. Bridget MacIntosh and Ms. Kelly Barnett respecting the Exploration of a Vendors Program, was received.

**(ii) Hazel Milsome, Coordinator, Urban Renewal Incentives and Joe Muto, Senior Planner, Urban Renewal, respecting the Five Year Review of the Downtown and Community Improvement Plan and Project Area (CPIG) (no copy) (Item 6.2)**

Ms. Hazel Milsome, Coordinator, Urban Renewal Incentives and Mr. Joe Muto, Senior Planner, Urban Renewal, made a presentation to the

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Committee respecting the Five Year Review of the Downtown and Community Improvement Plan and Project Area (CPIG). Ms. Milsome distributed a handout. A copy of the handout has been retained for the official record.

Ms. Milsome and Mr. Muto provided an overview of the CPIG and explained the various grants and incentives offered through it. They asked for feedback from the Committee about their experience with the program as well as any suggestions that they might have.

The presentation from Hazel Milsome, Coordinator, Urban Renewal Incentives and Joe Muto, Senior Planner, Urban Renewal, respecting the Five Year Review of the Downtown and Community Improvement Plan and Project Area (CPIG), was received.

A Working Group respecting the Downtown Community Improvement Plan and Project Area Working Group was formed to work with staff to provide input and recommendations.

The Downtown Community Improvement Plan and Project Area Working Group will consist of the following Committee members: Lisa Anderson, Rachel Braithwaite, Kathy Drewitt, Jennifer Mattern and Marty Schreiter.

**(iii) Encroachment Issues in Business Improvement Areas (Added Item 6.3)**

Glen Norton, Urban Renewal Office, spoke to the Committee about Encroachment Issues in BIAs. Mr. Norton gave a brief overview of various encroachment concerns such as: the placement of planters, installing new signs and lighting as well as the placement of “sandwich-board” type signs on the sidewalk.

Mr. Norton explained that if there is encroachment on the property line or the sidewalk an encroachment agreement must be entered into. This costs small businesses time and money.

Mr. Norton asked for the Committee’s feedback on this issue and for ways to improve this situation. He also asked the Committee members to speak to their respective BIA Boards and provide him with further, detailed comments. This matter will be placed on a future agenda for further discussion.

**(iii) Streamlining of City Services (Added Item 6.4)**

Mr. Peter Wobschall, Supervisor, Corporate Assets and Strategic Planning, spoke to the Committee about a motion from 2013 respecting the Streamlining of City Services.

Mr. Wobschall was seeking clarification from the Committee on the motion and what specifically they wanted staff to investigate.

Staff were directed to review the methods of streamlining the service levels provided by the Public Works Department, as outlined in the Public Works Service Level Summary attached hereto as Appendix A, to ensure equity across the City for all Business Improvement Areas (BIAs) without a reduction in service levels and report to the Business Improvement Area Advisory Committee.

**6. GENERAL INFORMATION/OTHER BUSINESS (Item 9)**

**(i) City of Hamilton Parking Revenue Sharing Program and the Contribution to BIA Operating Budget Program - Approval of Proposed BIA Expenditures (Item 9.1)**

**(a) Proposed Expenditure from the Locke Street BIA (Item 9.1(a))**

For disposition of this matter, refer to Item 1.

**(ii) Proposed Expenditure from the Barton Village BIA (Added Item 9.2)**

For disposition of this matter, refer to Item 2.

**7. ADJOURNMENT (Item 10)**

There being no further business, the Business Improvement Advisory Committee adjourned at 10:04 a.m.

**CARRIED**

Respectfully submitted,

Lauri Leduc  
Legislative Coordinator  
Office of the City Clerk

D. Sutherland, Vice Chair  
Business Improvement Area  
Advisory Committee