



**BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE
REPORT 15-009**

**8:00 a.m.
Tuesday, September 8, 2015
Room 264
Hamilton City Hall
71 Main Street West**

Present: Councillor M. Green (Chair)
Susan Braithwaite – International Village BIA
Rachel Braithwaite – Barton Village BIA
Lisa Anderson – Dundas BIA
Kathy Drewitt – Downtown Hamilton BIA
Tony Greco – Locke Street BIA
Lia Hess – King West BIA
Tony Mark – Ottawa Street BIA
Barbara Rusnak – Waterdown BIA
Marty Schreiter - Concession Street BIA
Craig Waters – Westdale Village BIA (Vice Chair)

Absent: Jennifer Mattern – Ancaster BIA
with regrets:

Absent: Main West Esplanade BIA Representative
Doug Sutherland – Stoney Creek BIA

**THE BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE PRESENTS
REPORT 15-009 AND RESPECTFULLY RECOMMENDS:**

1. Open for Business Sub-Committee Appointment (Item 6.2)

That Kathy Drewitt be appointed as the BIAAC representative on the Open For Business Sub-Committee for the balance of the 2014-2018 Term of Council.

2. Establishment of a Code of Conduct and Human Resources Policy for BIAS (Item 6.4)

That staff be directed to report to General Issues Committee by December 2, 2015 on the legal and administrative responsibilities of the City to BIAs in its jurisdiction as prescribed by the *Municipal Act, 2001* and, that the report include an examination of the practices used by other municipalities.

3. City of Hamilton Revenue Sharing Program and the Contribution to the BIA Operating Budget Program – Approval of Proposed BIA Expenditures (Item 9.1(a))

(a) That the expenditure request from the Ottawa Street BIA in the amount of \$15,757.93 from the Commercial Improvement Program to be spent on beautification initiatives and;

(b) That the expenditure request from the Ottawa Street BIA in the amount of \$19,163.79 from the Parking Revenue Sharing Program to spent for marketing and promotional efforts, be approved.

4. City of Hamilton Revenue Sharing Program and the Contribution to the BIA Operating Budget Program – Approval of Proposed BIA Expenditures (Added Item 9.1(b))

(a) That the expenditure request from the King West BIA in the amount of \$1752.60 from the Commercial Improvement Program to be spent on: the purchase and maintenance of hanging plants, the purchase of anti-graffiti products and the purchase of Christmas decorations, be approved, and;

(b) That the expenditure request from the King West BIA in the amount of \$1975.15 from the Parking Revenue Sharing Program to spent for promotional efforts, be approved.

5. City of Hamilton Revenue Sharing Program and the Contribution to the BIA Operating Budget Program – Approval of Proposed BIA Expenditures (Added Item 9.1(c))

That the expenditure request from the Stoney Creek BIA in the amount of \$1999.67 from the Commercial Improvement Program to be spent on Christmas decorations and street banners, 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.

(b) APPROVAL OF AGENDA (Item 1)

The agenda for the September 8, 2015 meeting was approved, as presented.

(c) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(d) APPROVAL OF PREVIOUS MINUTES (Item 3)

(i) August 11, 2015 (Item 3.1)

The August 11, 2015 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

(e) PRESENTATIONS (Item 5)

(i) Ken Coit, Program Manager, Public Art and Projects, City of Hamilton Tourism and Culture Division, respecting the Review of the Public Art Master Plan (no copy) (Item 5.1)

Mr. Ken Coit, Program Manager, Public Art and Projects, City of Hamilton Tourism and Culture Division updated the Committee about the Review of the Public Art Master Plan with the aid of a PowerPoint presentation. A copy of the presentation has been retained for the official record.

Mr. Coit's presentation included, but was not limited to, the following information:

- Current Status of Public Art Sites
- The Culture Plan and Recommendations
- Definition and Benefits of Public Art
- Public Art Master Plan Principles
- Selection Process
- Public Consultation and Citizen Juries
- Maintenance and Conservation
- Funding
- Statistics
- Art in Public Places versus Public Art
- Consultation Plan
- Priority Sites
- Selection Criteria

The presentation from Ken Coit, Program Manager, Public Art and Projects, City of Hamilton Tourism and Culture Division, respecting the Review of the Public Art Master Plan, was received.

(f) DISCUSSION ITEMS (Item 6)

(i) Glen Norton, Urban Renewal Office, Encroachment Issue (no copy) (Item 6.1)

Carlo Gorni, BIA Coordinator, discussed the issue of Encroachment with the Committee on behalf of Glen Norton. Mr. Gorni advised that the Planning and Economic Development Department is still at the beginning of the consultation process and that an update will be provided at a future meeting.

(ii) Open for Business Sub-Committee Appointment (Item 6.2)

For disposition of this matter, refer to Item 1.

(iii) Update on the BIA Branding Exercise (no copy) (Item 6.3)

Carlo Gorni, BIA Coordinator, distributed a document entitled "Request for Proposal - Brand Identity Review" for the Committee's consideration. A copy of the document has been retained for the official record.

Mr. Gorni provided an overview of the document and briefly outlined what the Working Group has been doing.

That the document entitled "Request for Proposal - Brand Identity Review" distributed by Carlo Gorni, be received.

(iv) Establishment of a Code of Conduct and Human Resources Policy for BIAs (no copy) (Item 6.4)

Committee members expressed their concerns over a lack of coordination in establishing a clear and consistent Code of Conduct and Human Resource Policies across the City.

Ms. Diana Belaisis, Manager of Employment Services, City Manager's Office, was in attendance to answer questions. Ms. Belaisis advised that the City is more than happy to provide any templates used by the City; however that the HR department is unable to set policies for a BIA. Ms. Belaisis stated that the HR department can provide advice to Councillors but not BIAs.

For disposition of this matter, refer to Item 2.

(g) 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)

(1) Proposed Expenditure from Ottawa Street BIA (Item 9.1(a))

For disposition of this matter, refer to Item 3.

(2) Proposed Expenditure from King West BIA (Added Item 9.1(b))

For disposition of this matter, refer to Item 4.

(3) Proposed Expenditure from Stoney Creek BIA (Added Item 9.1(c))

For disposition of this matter, refer to Item 5.

(h) ADJOURNMENT (Item 10)

There being no further business, the Business Improvement Advisory Committee adjourned at 9:47 a.m.

Respectfully submitted,

Councillor Matthew Green, Chair
Business Improvement Area
Advisory Committee

Lauri Leduc
Legislative Coordinator
Office of the City Clerk