



Hamilton

**BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE
REPORT 16-008**

8:00 a.m.

Tuesday, September 13, 2016

Room 264

Hamilton City Hall

71 Main Street West

Present: Doug Sutherland – Stoney Creek BIA (Acting Vice-Chair)
Councillor Matthew Green (Chair)
Lisa Anderson – Dundas BIA
Rachel Braithwaite – Barton Village BIA
Tony Greco – Locke Street BIA
Lia Hess – King West BIA
Tony Mark – Ottawa Street BIA
Jennifer Mattern – Ancaster BIA

Absent:
with regrets: Susan Braithwaite – International Village BIA
Bender Chug – Main West Esplanade BIA
Kathy Drewitt – Downtown Hamilton BIA
Cristina Geissler – Concession Street BIA
Suzanne Repei – Westdale Village BIA
Representative – Waterdown BIA

**THE BUSINESS IMPROVEMENT ADVISORY COMMITTEE PRESENTS REPORT
16-008 AND RESPECTFULLY RECOMMENDS:**

**1. Proposed Expenditure from the Dundas BIA respecting the City of Hamilton
Contribution to BIA Operating Budget Program (Item 7.1)**

That the expenditure request from the Downtown Dundas BIA in the amount of \$11,781.67 from the City of Hamilton Contribution to BIA Operating Budget Program, to be spent on cleaning and maintaining the public road allowance (\$3000), Christmas decorations and maintenance (\$8385), and hanging flower baskets (\$396.67), be approved.

**2. Proposed Expenditure from the Dundas BIA respecting the City of Hamilton
Shared Parking Revenue Program (Item 7.2)**

That the expenditure request from the Downtown Dundas BIA in the amount of \$19,184.12 from the City of Hamilton Shared Parking Revenue Program, to be spent on a special event (Dickens of a Christmas event), 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 Committee Clerk advised there were no changes to the agenda.

The agenda for the September 13, 2016 meeting was approved, as presented.

(c) DECLARATIONS OF INTEREST (Item 2)

Doug Sutherland declared an interest respecting any items relating to the Stoney Creek BIA as his wife operates a business in the Stoney Creek BIA.

(d) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

August 9, 2016 (Item 3.1)

The August 9, 2016 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

(e) DELEGATION REQUESTS (Item 4)

Jayne Crawley, Horizon Utilities Respecting Program Targeted to Small Businesses to Help Reduce Energy Consumption (Item 4.1)

The Delegation request, submitted by Jayne Crawley, Horizon Utilities, to appear at a future meeting of the Business Improvement Area Advisory Committee, be approved with the condition that the presentation instead focus on energy pricing issues and the impact they have on small businesses and not on ways to reduce energy consumption.

(f) PRESENTATIONS (Item 5)

(i) Project Manager, Sustainable Mobility Programs, Public Works, respecting a Bike Friendly BIA Program (City Wide) (Item 5.1)

Staff were not in attendance to make the presentation. The Committee Clerk will re-schedule the presentation for a future meeting.

(g) DISCUSSION ITEMS (Item 6)

(i) Supervisor, Policy and Programs, respecting Public Works Service Levels Summary to Business Improvement Areas, August 3, 2016 (Item 6.1)

Peter Wobschall, Supervisor, Policy and Programs, indicated that the request regarding Public Works Service Levels for BIAs will be going forward as part of the 2017 budget process.

Committee members discussed the storage of BIA Christmas decorations and inquired about any assistance that the City can provide in storing them. Councillor Green will look into this matter and report back to the Committee.

The update respecting the Public Works Service Levels Summary to Business Improvement Area, August 3, 2016, was received.

- (ii) Supervisor, Policy and Programs, respecting Public Works Service Level Equalization to Business Improvement Areas, August 8, 2016 (Item 6.2)**

The update respecting Item 6.2 was covered as part of Item 6.1.

- (iii) Director, MLE, Information Update Respecting the Veterans Licence Plate Program (No Copy) (Item 6.3)**

Bill Young, Director, Municipal Law Enforcement, provided the Committee with an update respecting the Veterans Licence Plate Program.

Mr. Young stated that the program has been operating for approximately 11 months and he was attending the meeting to hear from BIAs if they have any comments or suggestions on the program.

Committee members provided feedback to Mr. Young and indicated that in general that they have not noticed any impact in their BIAs since the start of the Veterans Licence Plate Program.

The update respecting the Veterans Licence Plate Program, was received.

- (iv) Business Improvement Area Advisory Committee Appointment to the Open for Business Sub-Committee for a Representative and an Alternate (Item 6.4)**

This item was tabled to a future meeting.

- (v) Draft BIA Purchasing Policy**

Carlo Gorni, BIA Coordinator, distributed a draft copy of the BIA Purchasing Policy. A copy of the draft policy has been retained for the official record.

Committee members were asked to take the draft BIA purchasing policy to their respective Boards for further review and report back to the BIA Advisory Committee at the next meeting with any comments or suggestions.

- (h) GENERAL INFORMATION/OTHER BUSINESS (Item 8)**

- (i) Business Improvement Area – Committee Updates (Item 8.1)**

Committee members discussed where on the agenda to place the updates that they provide from their respective BIAs. It was determined that keeping the updates as the first item on the agenda was appropriate.

(ii) Coordinator, Business Improvement Area, Information Update (No Copy) (Item 8.2)

Carlo Gorni, BIA Coordinator, provided the Committee with an update respecting the following items:

- At the October BIA Advisory Committee meeting information about the Excellence in Business Awards will be provided
- Members were asked to provide Mr. Gorni with the dates of their Annual General Meetings

(iii) Festivals and Events Ontario Conference (Added Item 8.3)

Tony Mark reported that at previous Festivals and Events Ontario (FEO) Conferences that the municipality that is hosting next year's conference usually has a display and/or hospitality suite promoting the next conference.

As the City of Hamilton is hosting the FEO Conference in 2018, Mr. Mark suggested that the 2017 conference in Sault Ste. Marie is a good opportunity for the City to promote the 2018 conference.

Mr. Mark has informally talked to the Special Event Advisory Team (SEAT) about this matter but he feels that speaking to the Tourism and Culture division more formally would be helpful.

Councillor Green indicated that he would raise this matter with staff.

(i) ADJOURNMENT (Item 9)

There being no further business, the Business Improvement Area Advisory Committee was adjourned at 8:58 a.m.

Respectfully submitted,

Doug Sutherland, Acting Vice Chair
Business Improvement Area
Advisory Committee

Lauri Leduc
Legislative Coordinator
Office of the City Clerk