



Hamilton

**BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE
REPORT 16-009**

8:00 a.m.

Tuesday, October 11, 2016

Room 264

Hamilton City Hall

71 Main Street West

Present:

Suzanne Repei – Westdale Village BIA (Acting Vice-Chair)
Susan Braithwaite – International Village BIA
Bender Chug – Main West Esplanade BIA
Kerry Jarvi – Downtown Hamilton BIA
Cristina Geissler – Concession Street BIA
Lisa Anderson – Dundas BIA
Rachel Braithwaite – Barton Village BIA
Tony Greco – Locke Street BIA
Lia Hess – King West BIA
Tony Mark – Ottawa Street BIA
Doug Sutherland – Stoney Creek BIA

Absent:

with regrets:

Councillor Matthew Green (Chair)
Representative – Waterdown BIA
Jennifer Mattern – Ancaster BIA
Jenny Gates – Westdale Village BIA

THE BUSINESS IMPROVEMENT ADVISORY COMMITTEE PRESENTS REPORT 16-009 AND RESPECTFULLY RECOMMENDS:

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

That the expenditure request from the Concession Street BIA in the amount of \$5,867.72 from the City of Hamilton Contribution to BIA Operating Budget Program, to be spent on purchasing new banner arms, be approved.

2. Proposed Expenditure from the Main West Esplanade BIA respecting the City of Hamilton Contribution to BIA Operating Budget Program (Item 7.2)

That the expenditure request from the Main West Esplanade BIA in the amount of \$1,190.56 from the City of Hamilton Contribution to BIA Operating Budget Program, to be spent on the maintenance and replacement of street lighting on Main Street West, 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 of the following changes to the agenda:

1. ADDED GENERAL INFORMATION/OTHER BUSINESS (Item 8)

8.4 Delegation Request - Withdrawn

The agenda for the October , 2016 meeting was approved, as amended.

(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)

September 13, 2016 (Item 3.1)

The September 13, 2016 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

(e) PRESENTATIONS (Item 5)

(i) Operations Division, Public Works Department, Standardization of Public Space Litter Containers for the City of Hamilton's Business Improvement Areas (City Wide) (Item 5.1)

Raffaella Morello, Senior Project Manager, Operations, addressed the Committee respecting standardization of public space litter containers for the City's BIAs. Ms. Morello's comments included, but were not limited to, the following:

- Various types of litter containers are being used along City streets and BIAs; the goal is to phase-in a consistent style which meets the public's needs
- Proposed Standard Litter Container is a pilot project in 2015 and 2016
 - Currently available in 9 BIAs: Ancaster, Concession Street, International Village, Locke Street, Main Street West Esplanade, Ottawa Street, Stoney Creek, Westdale Village, and Waterdown BIA
- The committee was asked to provide feedback to Peter Wobschall, Supervisor, Policy and Programs

The presentation respecting the Standardization of Public Space Litter Containers for the City of Hamilton's Business Improvement Areas, was received.

(ii) Project Manager, Sustainable Mobility Programs, Public Works, respecting a Bike Friendly BIA Program (City Wide) (Item 5.2)

Peter Topalovic and Vikram Hardatt, Sustainable Mobility Programs, Public Works, addressed the Committee respecting a Bike Friendly Business Improvement Area Program. Mr. Topalovic introduced the

program and Mr. Hardatt spoke to program specifics which included, but were not limited to the following:

- Creating a stronger bike friendly culture
- Signage for storefronts
- Reorganization Certificates
- Feedback was requested from the BIAs

The presentation respecting a Bike Friendly Business Improvement Area Program, was received.

(f) DISCUSSION ITEMS (Item 6)

(i) BIA Welcome Package (Item 6.1)

Rachel Braithwaite, Barton Village BIA, provided an update on the Business Improvement Areas' Welcome Package. Ms. Braithwaite's comments included, but were not limited to the following:

- This is a basic package that the BIAs can build on to tailor their individual needs
- Asked for feedback from the Committee
- An e-copy of the basic welcome package will sent to all BIAs

The update respecting the Business Improvement Areas' Welcome Package, was received.

(ii) BIA Appointment to the Open for Business Sub-Committee for a Representative and an Alternate (Item 6.2)

The Open for Business Sub-Committee has requested a member from the BIAAC to sit on their Sub-Committee due to the resignation of Kathy Drewitt.

Susie Braithwaite was appointed as a Representative to the Open for Business Sub-Committee.

Rachel Braithwaite was appointed as an Alternate to the Open for Business Sub-Committee.

(iii) Draft Procurement Policy for City of Hamilton's BIAs - Update (Item 6.3)

Carlo Gorni, BIA Coordinator, referred to the draft copy of the Business Improvement Area Purchasing Policy, which was discussed at the previous committee meeting, and followed up on any feedback.

Mr. Gorni advised that the draft Procurement Policy was provided to the Committee as a template to help them with the establishment of their individual Procurement Policies.

The update respecting the Draft Procurement Policy for the City of Hamilton's Business Improvement Areas, was received.

(g) GENERAL INFORMATION/OTHER BUSINESS (Item 8)

(i) Business Improvement Area Advisory Committee Report, Hamilton BIAs Alleys Review 2016 (Item 8.1)

The Business Improvement Area Advisory Committee Report respecting Hamilton BIAs Alleys Review 2016 was provided by Kathy Drewitt.

The Business Improvement Area Advisory Committee Report respecting Hamilton BIAs Alleys Review 2016, was received.

(ii) Hamilton-Wentworth District School Board (HWDSB) - Consultation (Item 8.2)

The Committee received promotional information from the Hamilton-Wentworth District School Board respecting a proposal for shared space.

The promotional information received from the Hamilton-Wentworth District School Board, respecting promotional information for a proposed shared space, was received.

(iii) Coordinator, Business Improvement Area, Information Update (no copy) (Item 8.3)

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

- Provided information respecting the Excellence in Business Awards
- Provided dates and locations for Business Improvement Areas' Annual General Meetings
- Advised that all Business Improvement Areas are required to have a Hiring Policy as per the *Municipal Act, 2001*

Establishment of a Hiring Policy Sub-Committee

- (i) That a Hiring Policy Sub-Committee be established with the following two members: 1) Lisa Anderson and 2) Cristina Geissler; and,
- (iii) That the Hiring Policy be completed by early 2017.

The update from Carlo Gorni, BIA Coordinator, was received.

(h) ADJOURNMENT (Item 9)

There being no further business, the Business Improvement Area Advisory Committee was adjourned at 9:32 a.m.

Respectfully submitted,

Suzanne Repei, Acting Vice Chair
Business Improvement Area
Advisory Committee

Judy Sheppard
Legislative Coordinator
Office of the City Clerk