

INFORMATION REPORT

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2018
SUBJECT/REPORT NO:	City of Hamilton Information Sharing with Business Improvement Areas (BIAs) (PED18023) (Wards 1, 2, 3, 4, 6, 7, 9, 12, 13 and 15) (Outstanding Business List Item)
WARD(S) AFFECTED:	Wards 1, 2, 3, 4, 6, 7, 9, 12, 13 and 15
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SUBMITTED BY:	Glen Norton Director, Economic Development Planning and Economic Development Department
SIGNATURE:	

Council Direction:

At its meeting on May 24, 2017, Council adopted the following motion:

That Item 4 of the General Issues Committee Report 17-011, respecting City of Hamilton Information Sharing with Business Improvement Areas (BIAs), be referred to staff for a report back to the General Issues Committee:

4. Business Improvement Area Advisory Committee Report 17-003, April 11, 2017 (Item 8.3)

City of Hamilton Information Sharing with BIAs (Added Item 10.2)

- (a) That the Film Office ensure that the policy of sharing information with BIAs about upcoming movie / television shoots within BIA boundaries is communicated at least two weeks in advance of the filming; and,
- (b) That any other events / activities, including but not limited to, food trucks and building permits that have been issued and that will have a significant impact on the BIA is communicated in a timely manner.

This Report deals with Item (b) above. Item (a) was addressed in Report PED16247(a).

Information:

Using a variety of methods, City of Hamilton staff currently provides the City's 13 Business Improvement Areas (BIAs) with information on a number of activities that will have an impact on them and their members.

1. Business Improvement Area Advisory Committee

The Business Improvement Area Advisory Committee (BIAAC) is a subcommittee of the General Issues Committee and reports to City Council. It meets on a monthly basis and its membership is made up of all 13 BIAs in the City. Members are encouraged to provide proposed agenda items for discussion. Committee meetings also provide a forum for the BIAs to share information on their respective activities including special events and promotions thereby providing an opportunity for them to learn from and communicate with each other.

These monthly meetings also provide a forum for City staff to interact and seek the BIA's input on issues that will have an impact on them. Recent examples of issues that have been brought to the BIAAC for review and comment include the following:

- On-Street Patio Program;
- Changes to the Licensing By-law including to section dealing with regulation of food trucks;
- Minor Encroachments;
- Changes to Parking Regulations and Fees;
- 2017 Tourism Strategy Implementation and Priorities;
- BIA Promotion on the City's Social Media Channels;
- Marijuana Dispensaries;
- Provincial Changes to the Vacancy Tax Rebate for Commercial Properties;
- Amendments to City of Hamilton Zoning By-law dealing with Commercial Mixed Use Zoning; and,
- Film Office Updates.

In all cases, the BIAs were encouraged to contact the appropriate staff dealing with the above issues to provide their feedback or to seek further information.

2. Planning and Economic Development Department-Urban Renewal Section

Information pertaining to sales of properties within a BIA, including the name and mailing address of the new property owner is currently provided by the Corporate Services Department to the BIA Coordinator for distribution to the BIAs on a monthly basis. This information allows each BIA to maintain an up to date list of its membership for communication purposes including the provision of required notices of meetings.

A review will be undertaken to ensure the information being provided to the BIAs is in adherence to both the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the City of Hamilton's Product Use and Municipal License Agreement with MPAC (Municipal Property Assessment Corporation).

3. Planning and Economic Development Department - Tourism and Culture Division

a) Distribution of Information Through Social Media

For BIAs that subscribe to City's social media channel at @tourismhamilton, this Division shares information about upcoming events in Hamilton that meet the criteria found at www.tourismhamilton.com/eventcriteria. Partners hosting the events are typically tagged in posts if space permits. Due to the volume of events, individual posts are not created for each one listed on the Division's event calendar. The list of events is also accessible at any time at www.tourismhamilton.com.

b) Special Events Advisory Team

On a weekly basis, the Special Events Advisory Team (SEAT) provides the BIA Coordinator with a schedule of upcoming special events that have been granted SEAT approval. This listing is then forwarded weekly to the BIAs for their information and dissemination to their membership as deemed necessary.

It should be noted that this schedule also includes a link to the appropriate webpage (www.hamilton.ca/roadclosures) where approved road closures are listed.

4. Planning and Economic Development Department - Building Division

The City of Hamilton Building Division does not currently directly provide any information specifically to the BIAs. As a regulatory authority, the Division does

provide a Monthly Building Report which is available on the City of Hamilton website.

Going forward, Building Department staff will provide this information to the BIA Coordinator who in turn will forward it to the BIAs (i.e. similar to how the special events information are handled as noted above).

5. Planning and Economic Development Department - Licensing and By-law Services Division

A list of mobile food service vehicles (food trucks) operating within the City of Hamilton is maintained on the Open Data page of the City of Hamilton website. This list is updated monthly and is available to the public.

Business Licensing By-law 07-170 regulates food trucks in the City of Hamilton. Under the terms of this by-law, food trucks are not required as a condition of their license to inform the BIAs of their location of operation. They are required to meet their obligations under this by-law including those pertaining to the maintenance of separation distances from existing businesses and special events and hours of operation.

Information on the regulation of food trucks can be found at www.hamilton.ca/establishmentlicence.

6. Public Works Department - Engineering Services Division

Regarding road rehabilitation or reconstruction within a BIA, a number of sections within the Public Works Department currently engage with the BIA's Board of Management.

The Department's Design Section will meet and review the proposed project with the BIA one or two years in advance of the work and will distribute notices for any municipal service upgrades. Once the tender is awarded, the Department's Construction Section will contact the BIA, invite them to the site meetings and distribute notices at least one week prior to construction.

Engineering Services Division staff will also engage with the pertinent BIA before and throughout the construction of capital improvement projects to ensure their needs and concerns are addressed.

On a related note, a media release is issued through the Department's Communications Officer prior to construction noting details of construction and any road closures.

7. Licensing Tribunal

The distribution list for agendas for the Licensing Tribunal does not currently include BIAs. As the agenda for Tribunal meeting is public document, the Clerk's Department has indicated that it could be sent to either all of the BIAs or just the ones where a business within their jurisdiction is appearing before the Tribunal. This distribution of the agenda occurs 5-7 days in advance of a hearing. All members of the public, including BIA members, are welcome to attend these meetings.

8. Committee of Adjustment

Committee of Adjustment meeting agendas are not currently forwarded to the BIAs. However, they are forwarded to the Senior Project Manager within the Urban Renewal Section of the Planning and Economic Development Department. This information will now be provided to the BIA Coordinator who will then forward it to the BIAs for their information.

9. City of Hamilton Website (www.hamilton.ca)

With advancements made to the City of Hamilton website at www.hamilton.ca, an ever increasing amount of information is available to the public including the BIAs and their individual businesses. This information includes:

- a) Mapping of development applications (www.hamilton.ca/devappmapping);
- b) Property Tax Information (www.hamilton.ca/taxmapping); and,
- c) Multiple Data Sets Available through Open Data page (www.hamilton.ca/opendata).

The Report addresses the item respecting that any other events / activities, including but not limited to, food trucks and building permits that have been issued and that will have a significant impact on the BIA is communicated in a timely manner. Therefore, this item can be identified as complete and removed from the General Issues Committee Outstanding Business List.

CG:dt