



Hamilton

INFORMATION REPORT

TO: Mayor and Members General Issues Committee	WARD(S) AFFECTED: 1, 2, 3, 4, 6, 7, 9, 12, 13, and 15
COMMITTEE DATE: November 21, 2012	
SUBJECT/REPORT NO: Relationship Between the Chambers of Commerce and the Hamilton Association of Business Improvement Areas and Update on the Revised Terms of Reference for the Hamilton Association of Business Improvement Areas (PED12224) (Wards 1, 2, 3, 4, 6, 7, 9, 12, 13, and 15) (Outstanding Business List Item)	
SUBMITTED BY: Tim McCabe General Manager Planning and Economic Development Department	PREPARED BY: Eileen Maloney (905) 546-2632
SIGNATURE:	

Council Direction:

City Council, at its meeting of November 16, 2011, approved the following: "That staff be directed to explore the feasibility of developing a relationship and/or pursue synergies between the Chambers of Commerce and the Hamilton Association of Business Improvement Areas and report back to the General Issues Committee."

Information:

Since the above direction was given, there has been further investigation and discussion respecting the structure of Hamilton Association of Business Improvement Areas (HABIA).

Terms of Reference for HABIA:

Resulting from the amended Terms of Reference for HABIA, which was approved at the meeting of City Council on November 16, 2011, the BIA representatives, at the

SUBJECT: Relationship Between the Chambers of Commerce and the Hamilton Association of Business Improvement Areas and Update on the Revised Terms of Reference for the Hamilton Association of Business Improvement Areas (PED12224) (Wards 1, 2, 3, 4, 6, 7, 9, 12, 13, and 15) (Outstanding Business List Item) – Page 2 of 4

February 14, 2012 meeting of HABIA, requested clarification on the structure of the Committee. At that meeting, staff from the City Clerk's Division was called upon to provide insight. The BIAs questioned whether they were seen as an outside arms-length Board or as an Advisory Committee of Council. Staff from the City Clerk's Division advised that research would be undertaken to determine what the intent was when the Committee was created.

As a result of research completed related to the initial creation of HABIA, it was identified that HABIA evolved from the Downtown Action Plan Co-ordinating Committee. The Downtown Action Plan Co-ordinating Committee initially met on January 12, 1983, to facilitate the implementation of the "Conceptual Streetscape Master Plan – Gore Park Area". In 1989, City Council approved amendments to the Committee's Terms of Reference which altered the mandate of the Committee. Significant changes, which affected the BIAs, included: That the Committee would facilitate the implementation of the Downtown Action Plan, Commercial Improvement Program, and other City of Hamilton Streetscaping Initiatives, and; That the Committee extended its membership to include representatives from the International Village, Westdale Village, Ottawa Street, Concession Street and the Barton Village BIAs. Further, at its meeting held February 8, 1995, the Planning and Development Committee approved that this Committee continue as a Sub-Committee of the Planning and Development Committee, but be renamed The BIA and Business Association Co-ordinating Committee. In 2001, at a meeting of the BIA and Business Association Co-ordinating Committee, the members changed the name of the Committee to The Hamilton Association of Business Improvement Areas.

Staff from the City Clerk's Division have been attending the HABIA meetings throughout 2012 and have been instrumental in assisting the BIA representatives, the Chair and the Staff Liaison with providing direction and expertise respecting the structure of various committees, specifically that of a board and an advisory committee.

At the October 9, 2012 meeting of HABIA, the BIAs in attendance (Ancaster, Barton Village, Downtown Hamilton, International Village, King West, Ottawa Street, Stoney Creek, and Westdale Village) unanimously supported the Terms of Reference for the BIA Advisory Committee, attached as Appendix "A" to Report PED12224. It was agreed that these Terms of Reference be considered by City Council to replace the Terms of Reference for HABIA that was approved by City Council on November 16, 2011. The Locke Street and Dundas BIA have since advised staff that they also support the Terms of Reference for the BIA Advisory Committee. Staff has not received input from the Concession Street, Main West Esplanade and Waterdown BIA respecting the new Terms of Reference for the Committee.

SUBJECT: Relationship Between the Chambers of Commerce and the Hamilton Association of Business Improvement Areas and Update on the Revised Terms of Reference for the Hamilton Association of Business Improvement Areas (PED12224) (Wards 1, 2, 3, 4, 6, 7, 9, 12, 13, and 15) (Outstanding Business List Item) – Page 3 of 4

Synergies/Relationship between the Chambers of Commerce and the BIAs:

Prior to the meeting of City Council on November 16, 2011, representatives from the Hamilton Chamber of Commerce had attended the October 11, 2011 HABIA meeting. The reason for their attendance at the meeting was to provide the members of HABIA with information about the March 2012 Hamilton Chamber of Commerce Outstanding Business Achievement Awards event, at which the BIAs had committed to participate. The event provided a venue for the presentation of the BIA Excellence Awards. The BIA's participation in the event was deemed to be positive and would provide an opportunity to spread the message about BIAs to a large audience.

At the meeting, the representatives also provided information about the Hamilton Chamber of Commerce and distributed a document that outlined their policy priorities for 2011, as well as the overall functions of their organization. The opportunity to have a representative from the Hamilton Chamber of Commerce attend future HABIA meetings on a regular basis was discussed. Initially, the members of HABIA felt that this would be a good fit, allowing both groups to collectively share information and concerns that affect small business throughout the City. At the December 2011 HABIA meeting it was determined that representatives from the Flamborough and Stoney Creek Chamber of Commerce should also be invited to attend the HABIA meetings.

It has since been determined that members from the Chambers of Commerce would not be requested to attend the HABIA meetings, rather, the BIAs would individually work with the Chambers of Commerce to develop relationships. Many BIAs currently have strong ties with their Chamber of Commerce and several BIAs have become members of the Hamilton Chamber of Commerce.

Conclusion:

The Terms of Reference for the BIA Advisory Committee, attached as Appendix "A" to Report PED12224, be considered by City Council to replace the Terms of Reference for HABIA that was approved by City Council on November 16, 2011, as Appendix "A" to Report PED11193.

The BIAs will individually work with the Chambers of Commerce to develop relationships.

Accordingly, this item can be removed from the General Issues Committee Outstanding Business List.

SUBJECT: Relationship Between the Chambers of Commerce and the Hamilton Association of Business Improvement Areas and Update on the Revised Terms of Reference for the Hamilton Association of Business Improvement Areas (PED12224) (Wards 1, 2, 3, 4, 6, 7, 9, 12, 13, and 15) (Outstanding Business List Item) – Page 4 of 4

Appendices:

Appendix “A” to Report PED12224 – Business Improvement Area Advisory Committee

EM/hk

Business Improvement Area Advisory Committee Terms of Reference

Mandate

To provide a forum for individual BIAs which encourages and facilitates receiving and sharing of information relating to initiatives affecting small businesses and business districts in the City of Hamilton.

Role of Advisory Committee Members

It shall be the role of the members of the Advisory Committee to share with their individual BIAs information received at meetings and consult with, and seek input when required, from its members on matters referred to the Advisory Committee by City Council.

Membership

1. Membership will be open to each BIA who will submit the name of one representative and one alternate to attend meetings of the Advisory Committee
2. One Member of Council
3. Membership is for the Term of Council

Election of Chair and Vice-Chair

A Chair and Vice Chair will be selected from amongst the Advisory Committee members through a nomination process.

City of Hamilton Staff

A member of the City Clerk's Legislative Team will provide legislative support to the Advisory Committee, and the Advisory Committee will follow all processes and procedures established by the City of Hamilton.

Departmental staff will act as Liaisons and provide updates and presentations on matters referred to the Advisory Committee by Council and Senior Management Team.

Meetings

Meetings will be at the call of the Chair.