



Hamilton

**BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE
REPORT 13-001**

8:00 a.m.

Tuesday, June 11, 2013

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

Present: Councillor T. Whitehead (Chair)
Darlyne Mills (Vice-Chair)
Kathy Drewitt, Downtown Hamilton B.I.A.
Leah Hogens, Ancaster B.I.A.
Patty Hayes, Ottawa Street B.I.A.
Susan Braithwaite, International Village B.I.A.
Wilf Arndt, Waterdown B.I.A.
Lynn Page, Concession Street B.I.A.
Connie Behie, Stoney Creek B.I.A.
Mary-Louise Kallsen, Westdale Village B.I.A.
Lia Hess, King Street West B.I.A.

Also Present: Eileen Maloney, Anne Winning, C. Biggs

Absent: Sean Rosen, Main West Esplanade B.I.A.
Adam Law, Main West Esplanade B.I.A.
Tony Greco, Locke Street B.I.A.
Shelly Wonch, Barton Village B.I.A.

THE BUSINESS IMPROVEMENT ADVISORY COMMITTEE PRESENTS REPORT 13-001 AND RESPECTFULLY RECOMMENDS:

1. Food Trucks within City Parks

That staff from the Park Division be requested to attend a future meeting of the Business Improvement Area Advisory Committee to provide an update respecting the issue of food trucks within City parks.

2. Insurance for Business Improvement Areas

That staff be requested to review the practice of other jurisdictions as it pertains to insurance coverage for Business Improvement Areas and report back to the Advisory Committee.

3. Schedule of Business Improvement Area Levy Payments

That the payment of levy schedule for the Business Improvement Areas be amended to January and June rather than quarterly.

4. Street Closures

That an invitation be extended to staff from the Special Events Advisory Team (SEAT) to attend a meeting of the Advisory Committee to allow the members an opportunity to raise their concerns respecting policing and road closures,

FOR THE INFORMATION OF THE COMMITTEE:

(a) CHANGES TO THE AGENDA

The Clerk advised that Item 4.3 – Pan Am Initiatives, will be placed on a future agenda.

The following items were requested to be added to the agenda:

- (i) Standing Item on each agenda – Report of the Marketing Sub-Committee
- (ii) Request for Parking Revenue Funds/CIP Funds
- (iii) Streamlining of City Services
- (iv) Street Closures

The agenda was approved as amended.

(b) DECLARATIONS OF INTEREST

None

(c) APPROVAL OF PREVIOUS MINUTES

The April 9, 2013 Minutes of the Business Improvement Areas Advisory Committee were approved, as presented.

(d) MEMBERS' UPDATES

Following updates were reported:

Susan Braithwaite, International Village B.I.A.

- Announced Festival that will take place on Friday from 6:00 p.m. to 11:00 p.m. and on Saturday from 12:00 noon to 11:00 p.m. on Ferguson Avenue, between King Street and King William Street; Ferguson Station will be converted into a food pavilion
- Working on "Music in the Village" program which launches on July 3; will be posted on website
- Café Orange has settled in International Village and will be opening in a couple of months
- Couple of new businesses looking to open soon.

Kathy Drewitt, Downtown Hamilton B.I.A.

- Gore Park Promenade started last Wednesday
- New program this year is "corporate day" in the park; 8 corporations will have a table in Gore Park
- Also have activities and team building efforts using games i.e., chess, jenga, etc.
- Finalized installation of speakers in Gore Park – initiative is a partnership with the B.I.A. and Councillor J. Farr; constant music will be playing
- June 19 – cigarette litter campaign; Pioneer Gas will be donating R25 gift cards which will be used to reward people to use the butt containers
- Extended thanks to tourism Hamilton on initiative to combine two publications into one with "Visit Magazine"; expands distribution

Connie Behie, Stoney Creek B.I.A.

- Had big 2013 Bicentennial event; merchants abandoned plans to bring people into downtown due to construction; however, construction was stopped during the event but merchants were not advised; expressed disappointment on behalf of the B.I.A., merchants and residents of Stoney Creek
- Have seven vacancies and two more in the works; need help

Lynn Page, Concession Street B.I.A.

- Held Streetfest in May which was very well attended
- Advised that she has submitted her resignation from the B.I.A. as of the end of July; vacancy will be advertised

Patty Hayes, Ottawa Street B.I.A.

- Approximately 35,000 people attended Sew Hungry event; 22 trucks on the street; spin-offs are measurement of success
- Busy planning for rest of summer
- Had five businesses open during last week of May

Wilf Arndt, Waterdown B.I.A.

- Business influx/outflux comes and goes, but on the positive side, have had replacements for those who left over the winter
- Hopefully will be getting a real bakery in Waterdown; two new pharmacies will be opening, as well as a ladies' store
- Had first movie night as part of "Wild on Waterdown"
- Have Waterdown Blooms program – seven landscapers participating; looking for one more
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Marie-Lousie Kallsen, Westdale Village BIA

- Had six vacancies at last report; now have one
- Hosted first annual Blues and Roots event on June 1; will be getting feedback from all involved; hope to move forward and grow event; thanked all City staff involved in making this event a success
- 2nd Annual Fathers' Day Pancake Breakfast taking place on Sunday for community only; 350 residents attended last year
- "Taste of Westdale" taking place through July and August to encourage people to come to Westdale restaurants
- Will be music in village through July and August
- Window at TCBY broken last week; have requested increased police night patrol
- Have four volunteers from Westdale Secondary who have been of great assistance

Darlyne Mills, Dundas B.I.A.

- Buskerfest this past weekend was very successful – crowds were phenomenal
- Flowers are in; thanked City
- Do not have any empty stores
- Planted pansies in flower containers to curtail use for garbage

Leah Higen, Ancaster B.I.A.

- Received wonderful feedback from Ancaster Heritage Days
- Walkway completed and “Fieldcote” ironwork signage in place
- Have four sponsors for Films at Fieldcote
- Farmers’ Market starts June 12 with new manager; have BIA not-for-profit tent
- Successful in receiving grant money through the City’s Community Partnership Program for the Farmers’ market and Fieldcote
- Have retained a summer student – 90% of wage is paid for by government
- Streetscape is going out to tender; will be dealing with construction in the village through the summer; all flowers planted
- Earthbound Organic food market to open July 1

Lia Hess, King Street West B.I.A.

- B.I.A. is very small; starting to evolve; one block is all professional and other is retail and restaurants
- Not much land on King Street; biggest deterrent is construction at southwest corner of King and Hess; ;lane restriction has impacted businesses; a lot of closures and vacancies
- Hope is to line up better with Hess Village

(e) PRESENTATIONS

(i) Introduction of Keanin Loomis, President and CEO, Hamilton Chamber of Commerce

Keanin Loomis, President and CEO of the Hamilton Chamber of Commerce, attended the meeting to introduce himself to the Advisory Committee. His remarks included, but were not limited to, the following:

- Will be doing a lot of listening throughout the summer months
- Would like to arrange one-on-one meetings with B.I.A. representatives to get a good understanding of what is expected of the Chamber and at some point, share some of the plans that the Chamber has
- Important in the business community to have full alignment to accomplish what is needed to be accomplished, which is a healthy Hamilton
- Looking to optimize numbers and membership to make a better Hamilton

(ii) Food Trucks – Update – Al Fletcher, Manager, Licensing and Permits, Ted Arnold, Manager, Parking Operations and Maintenance and Sebastian Stula, Supervisor of Parking Services

Al Fletcher, Ted Arnold and Sebastian Stula attended to provide an update with respect to food trucks. The Committee was distributed with maps showing potential location of food trucks in various Wards throughout the City.

Comments included, but were not limited to, the following:

- City staff has contacted all B.I.A.'s for comments and met with persons from the food truck industry
- Have received limited responses from B.I.A.
- 80 locations for food trucks submitted by food industry
- of the 80 locations, there are approximately 22 locations that can be used for food truck operators, which includes 5 locations within the downtown B.I.A.
- Locations will be designated stalls on the roadway where a truck can be parked and not contravene the Licensing By-law; will be a special designation under the By-law
- Spaces would be designated for food truck parking only, 24/7; will probably allow food truck operators to decide who goes where; do not want to start micro-policing
- Details of that component will be worked out with the food truck industry
- Priority is to establish spaces; may have to include restriction in by-law in terms of how many times a food truck can be at a specific location
- Have 10 locations that are situated within B.I.A.'s, not on any recommendation, but are locations where food truck industry would like to look at
- Have a number of locations (11) that are good locations, but need to have Traffic and HSR involved due to traffic flow issues e.g., outside Gage Park on Gage Avenue
- Could potentially end up with 40 locations around the City, but do not have that many food trucks
- Food truck industry is satisfied at the moment
- Will not be in place for the 2013 summer season
- In summary, staff will be contacting the B.I.A.'s to confirm food truck locations; staff will be meeting with food truck industry as soon as possible to get a better feel of their position on this
- Staff will come back in July/August with update

The presentation respecting Food Trucks was received.

(f) DISCUSSION ITEMS

(i) Schedule of B.I.A. Levy Payments – Eileen Maloney, Co-ordinator, Business Improvement Areas (No copy)

Eileen Maloney reported the following:

- Proposing to implement levy payments in two instalments commencing 2014 – January and June, to be consistent across the board; B.I.A.'s will receive more funding up front
- Any write-offs or surplus as a result of assessment would then be adjusted in the second levy instalment
- Proposing that B.I.A.'s have AGM's by November 26 of each year for report to be presented to General Issues Committee in December
- Requested that this information be taken back to respective B.I.A. Boards and advise if there are any problems
- Information respecting pending assessment appeals will be distributed in the next couple of weeks
- Kathy Drewitt asked if the B.I.A.'s can be notified when appeals are received and also upon completion
- HST Audit – staff are working with KPMG to complete

(g) GENERAL INFORMATION/OTHER BUSINESS

(i) Review of Outstanding Business Items (No copy)

Councillor Whitehead reviewed the Outstanding Business List and requested staff to provide due dates.

(ii) CPR Training (No copy)

Councillor Whitehead advised that his staff is following up with the Fire Chief and St. John's Ambulance to set up a training session, and will provide additional information when available.

(iii) Standing Item on Each Advisory Committee Agenda

Kathy Drewitt requested that each Advisory Committee agenda have a standing item listed with respect to "Report of the Marketing Sub-Committee".

(iv) Request for Parking Revenue Funds/CIP Funds

The Advisory Committee members reported that CIP funding and parking revenues for the respective Business Improvement Areas were be used as follows:

- (i) Downtown Hamilton B.I.A.
 - Parking – Gore Park Promenade Program
 - CIP – Christmas Banners and Ambassador Program
- (ii) Westdale Villlage B.I.A.
 - Parking – landscaping and marketing
 - CIP – landscaping, baskets and beautification
- (iii) Concession Street B.I.A.
 - Parking – marketing
 - CIP – additional bench and new banners
- (iv) Stoney Creek B.I.A.
 - CIP – streetscape initiatives
- (v) Waterdown B.I.A.
 - Parking and CIP – streetscape initiatives
- (vi) Ottawa Street B.I.A.
 - Parking – marketing
 - CIP – beautification

(v) Streamlining of City Services

Patty Hayes expressed concern with respect to the inconsistent manner in which certain services are provided to the B.I.A.'s e.g., some B.I.A.'s must purchase their own hanging floral baskets while others have theirs paid for by the City.

Staff advised that updated information showing “who gets what” is retained by the Public Works Department and will be provided to the Committee at a future meeting.

(vi) Street Closures

Lynn Page expressed concern with respect to who provides barricades for road closures during festivals in their respective B.I.A.'s i.e., the City and/or private contractor.

She indicated that during the recent Concession Street Festival, the B.I.A. was verbally cited by by-law for a road closure that did not conform, which was put in place by a private contractor.

Other members also expressed similar concerns.

(j) ADJOURNMENT

There being no further business, the Committee adjourned at 10:25 a.m.

Respectfully submitted

Councillor T. Whitehead
Chair

Carolyn Biggs
Legislative Co-ordinator
Office of the City Clerk