THE BUSINESS IMPROVEMENT ADVISORY COMMITTEE PRESENTS REPORT 13-003 AND RESPECTFULLY RECOMMENDS:

1. New Official Plan – Impact on B.I.A.’s in terms of zoning status, etc.

   That Planning staff be invited to attend a future meeting of the Business Improvement Area Advisory Committee to speak to changes in the Official Plan, implications on the B.I.A.’s and implementation.

2. Street Maintenance

   That the appropriate staff be invited to a future meeting of the Advisory Committee to respond to questions respecting street maintenance and responsibilities.

General Issues Committee – October 2, 2013
FOR THE INFORMATION OF THE COMMITTEE:

(a) CHANGES TO THE AGENDA

Members requested that the following items be added to the agenda for discussion:

(i) City’s plans/preparations for Christmas decorations
(ii) Participatory budget processes in Wards 1 and 2
(iii) Branding exercise for the B.I.A.’s
(iv) Plans for Pan Am Games
(v) New Official Plan – impact on B.I.A.’s in terms of zoning status, etc.

That the agenda was approved as amended.

(b) DECLARATIONS OF INTEREST

None.

(c) APPROVAL OF PREVIOUS MINUTES

(i) August 20, 2013

The August 20, 2013 Minutes were amended as follows:

(i) Page 2, under Westdale Village B.I.A., should read, “Shelagh”, not “Sheila”;
(ii) Page 2, under Downtown B.I.A., should read “Annual General Meeting is scheduled for November 5, 2013 at Slainte Irish Pub, not January 5, 2014”
(iii) Page 5, under “Questions/concern”, second bullet point, should read “Ministry training is more construction specific”, not “ore”
(iv) Page 6, reference to “DNO” should read, “Directors and Officers”

The August 20, 2013 minutes of the Business Improvement Area Advisory Committee were approved, as amended.

(d) Members’ Updates

The Committee members provided updates of activities, events, new businesses and other items of interest which are happening within their respective Business Improvement Areas.

Leah Higens from the Ancaster B.I.A. announced that she will be vacating her position at the B.I.A. to pursue a different career path.
Matt Patricelli was in attendance on behalf of Keanin Loomis, President and CEO of the Hamilton Chamber of Commerce, and advised that a representative of the Chamber of Commerce will be attending future meetings as an observer.

(e) PRESENTATIONS

(i) Update – Food Trucks within City Parks – Adam Sweedland, Supervisor of Operations Support, Public Works (No Copy)

Adam Sweedland, Supervisor of Operations Support, Public Works, provided an update on food trucks within City parks.

The Committee was also provided with the following information:

- Food trucks operating in parks without permission will become an enforcement issue
- When implemented, the pilot project will be for a period of one year
- SEAT will allow respective event organizers to decide if food trucks will be permitted in parks if/when an event is scheduled.

A copy of Mr. Sweedland’s comments are attached hereto.

That the presentation respecting food trucks in City parks was received.

(ii) Update – Alleyway Management Program Status – Adam Sweedland, Supervisor of Operations Support, Public Works (No Copy)

Adam Sweedland provided an update respecting the status of the Alleyway Management Program and spoke to the following:

- Program overview
- Short-Term Actions
- Medium-Term Actions
- Long-Term Actions
- Next Steps

The Committee was advised that Alex Moroz, Community Liaison Coordinator, is the contact person for the “Adopt an Alley” program, and can be contacted by-e-mail at Alex.Moroz@hamilton.ca or at (905)546-2424 Ext. 1428.

The Committee requested that the amended inventory of alleyways be distributed.

A copy of the presentation is attached hereto.

The presentation respecting the Alleyway Management Program was received.
(f) GENERAL INFORMATION/OTHER BUSINESS

(i) Community Improvement Program (CIP) and Parking Revenue Funding Requests (No copy)

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

(i) International Village B.I.A.
   • CIP – Beautification and office furniture
   • Parking – Events and marketing

(ii) King West B.I.A.
   • Parking – Beautification and banners
   • CIP – Beautification and Christmas decorations

(ii) Items to be removed from the Outstanding Business List:

The following items were deemed complete and removed from the Outstanding Business List:

(i) Item A: SEAT Program and Community Partnership Program Applications
    (Addressed at August 20, 2013 meeting)

(ii) Item E: Alleyway Management Program
    (Addressed at September 10, 2013 meeting)

(iii) Item F: Insurance for B.I.A.’s
    (Addressed at August 20, 2013 meeting)

(iv) Item G: HST Rebate/ Audit
    (Addressed at August 20, 2013 meeting)

(iii) Other Business

(aa) City’s plans/preparations for Christmas decorations

Concern was expressed with respect to the timing of the decorations to be displayed in Gore Park relative to Remembrance Day services. Staff are to look into this and provide an update to the Committee.
(bb) Participatory budget processes in Wards 1 and 2

Concern was expressed with respect to the participatory budget process that is being undertaken by the Wards 1 and 2 Councillors relative to any ways to improve this process for other Wards which may be moving in that direction. Specifically, a concern was raised that in Ward 2, the business community was not provided with an opportunity to participate.

Chair Whitehead cautioned that not all voices were heard, and suggested that any specific concerns be raised with the Ward Councillor(s).

(cc) Branding Exercise for the B.I.A.’s

Concern was expressed that the Advisory Committee needs to do a branding exercise because of the many co-operative efforts that are being put forward to help promote the business district in the community; need to be looked at as a recognizable organization to allow public some access to information.

Chair Whitehead advised that the Clerk will arrange a meeting with himself and the appropriate staff to discuss this matter and report back to a future meeting of the Advisory Committee.

(dd) Plans for Pan Am Games

The Clerk advised that a presentation is scheduled for the October 8 Advisory Committee meeting.

(ee) New Official Plan – Impact on B.I.A.’s in terms of zoning status, etc.

The Committee requested that Planning staff attend a future meeting of the Advisory Committee to provide an update with respect to the new Official Plan, and the implications on B.I.A.’s in terms of zoning status, etc.

See Item 1 for the disposition of this item.

(ff) Street Maintenance

Patty Hayes advised that she had requested a sweep of the street, and was advised that the B.I.A. would have to pay for this service. Following a brief discussion, it was determined that this is a consistent problem experienced by all B.I.A.’s.

See Item 2 for the disposition of this item.
(gg) CPR Training

Chair Whitehead advised the Committee that he has been in discussions with the Paramedic Chief with respect to CPR/First Aid Training. Updates will be provided at future meetings.

(hh) Announcement

Kathy Drewitt and Eileen Maloney announced that the 2014 Conference of the Ontario Business Improvement Associations will be held in Hamilton from April 27 to 30, 2014 at the Sheraton Hamilton Hotel and the Hamilton Convention Centre.

Ms. Drewitt advised that plans are underway, and that volunteers will be required to sit on various committees to co-ordinate programs during the Conference.

Future Advisory Committee agendas will include a line item which will provide an opportunity for the Committee to be updated on the status of plans for the Conference.

(g) ADJOURNMENT

There being no further business, the Committee adjourned at 9:50 a.m.

Respectfully submitted

Councillor T. Whitehead
Chair

Carolyn Biggs
Legislative Co-ordinator
Office of the City Clerk
Food Service Vehicles in Parks – Briefing Notes

September 10, 2013

Background

- Current by-law restrictions require food service vehicles to maintain a minimum 100m distance from the entrance to any park

- Council directed Staff “to prepare parameters and criteria for a “Pilot Program” that would permit Food Trucks in Regional and/or Community Parks.”

- An initial sleight of parks was established based on usage, maintenance, parking and absence of any established volunteer group or concession stand

- It was then determined that due to zoning restrictions, there were a limited number of parks from that initial sleight which are zoned to permit a restaurant or commercial activity

- In light of the fact that staff are developing a pilot program, it is premature to begin the potentially onerous process of having additional parks rezoned to permit food service vehicles at this time – but this may happen depending upon the success of the pilot

- The six (6) parks chosen at this time, of which only one is located in or near a BIA:
  
  o Bayfront Park
  o Pier 4 Park
  o Heritage Green Sports Park
  o Sam Lawrence Park
  o Turner Park
  o Ferguson Station – (located in International Village BIA)

Overview of Pilot Program Options

There are essentially three options being considered.

Option #1 – Preferred - Seasonal Registration and Daily Permits

- Food Service Vehicle operators would register once per season and provide their business licence, insurance coverage, WSIB clearance certificates, Food Handler Certificates, etc.
- 2 -

- They would then be able to purchase a maximum of 10 one-day permits for any of the approved parks up to 30 days in advance. Operators could purchase additional day permits as their existing 10 expire on a rotating basis – in other words, operators would not be permitted to have more than 10 upcoming permits at any time.

- Permits are vehicle, site and date specific – not transferrable and non refundable. They will be brightly coloured 8.5 x 11 sheets of paper which would be displayed.

- Staff would maintain a calendar and limit the number of permits to 3 or 4 per park and permits would not be available where special events have been approved for the park – spaces would be predetermined and reserved for permit holders

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
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<tr>
<td>• Easy and inexpensive to implement</td>
<td>• Initial administration could be onerous with registration and ongoing permit sales</td>
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<tr>
<td>• Regular staff interaction with food service vehicle operators should result in useful feedback</td>
<td>• Operators may only purchase permits but not use them – limiting enhancement for park users</td>
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<td>• Revenue generating and lower daily permit fees will encourage operators to try different locations with minimal impact on cashflow</td>
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<td>• Allows staff to monitor demand for certain parks</td>
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<td>• An out-of-town operator who meets criteria in Hamilton can easily register and purchase daily permits</td>
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Option #2 – Season Registration with unlimited access

- Food Service Vehicle operators would register once per season and provide evidence of insurance coverage, WSIB clearance certificates, Food Handler Certificates, etc.
• Annual registration with set fee that include unlimited access to all 6 specified parks

• The application would not include special events days unless otherwise stated with the special events coordinator

• Spaces would be predetermined and reserved for registered operators but would be limited to 3 or 4 per park and occupied based on honour system - first come first served at each park

<table>
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<tr>
<th>Pros</th>
<th>Cons</th>
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<tr>
<td>• Easy system to administer and understand</td>
<td>• Could create conflict with honour system between operators</td>
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<tr>
<td>• Operators adjust location according to demand</td>
<td>• Annual fee would likely be higher and, therefore, potentially cost prohibitive to operators</td>
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<td>• Easy to include additional parks if zoning is changed</td>
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Option #3 – Revenue Generating RFP –

• Issue a request for proposals and allow the food service vehicle operators to compete for pre-determined parks based on certain criteria.

• The term of contract for the RFP would be for one (1) operating season with two (2)-one (1) season extensions. The operating season would be from May to October or May to December, dependent on the park. At the end of the first season, staff will evaluate the success of the pilot project and report back to the Public Works Committee.

• The parameters and criteria that will be used to measure the effectiveness of the pilot program include but are not limited to:
  - revenue to City for use of the park
  - numbers of patrons per week
  - revenue to vendors
  - feedback from vendors
- vendor performance
- patron survey (performed by the City)
- feedback from City departments (e.g. Parks, Municipal Law Enforcement, Health Protection)

Information regarding the pilot program will be included in the RFP to apprise proponents of any reporting requirements.

- Depending on the results of the pilot program, staff may opt to renew contracts with vendors at various parks. Additionally, staff have identified further parks that are not currently zoned for restaurant use. Subsequent RFPs could be issued for these parks, should the City entertain re-zoning.

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<tr>
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<tr>
<td>• Beyond completing initial contracts with successful proponents, little administration required</td>
<td>• Proponents can only bid on one park per vehicle for entire season</td>
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<tr>
<td>• Revenue generating based on proponents research</td>
<td>• More work to include new parks if zoning is changed</td>
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<td>• Limits variety and flexibility</td>
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<td>• Difficult to reconcile with approved special events</td>
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<td>• Operators will be less likely to bid on certain parks</td>
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Appendix “B” to Information Item (e)(ii) of Business Improvement Area Advisory Committee Report 13-003

Public Works Department
Corporate Assets and Strategic Planning Division

Alleyway Management Program – Development Strategy Update

Business Improvement Area Advisory Committee
September 10, 2013

~Providing services that bring our City to life!

Outline of Presentation

• Alleyways Management Program Overview
• Short Term Actions
• Medium Term Actions
• Long Term Actions
• Next Steps
Program Overview

- Consultant completed comprehensive review and recommended a number of action items with specific outcomes to achieve a comprehensive and effective alleyways management plan (Presented to PW Committee and approved by Council in October, 2011)

- Phased approach (short, medium, long term action items) to allow sufficient time for consultation and coordination in the development of initiatives required to support action items

- Periodic recommendation and information reports presented to Committee and Council

Alleyway Management Program - Development Strategy

Short Term Actions (18-24 months)

1. Establish an Alleyway Closure Application Protocol & Evaluation Criteria (Strategic Planning)
   - An alleyway closure policy and procedure has been prepared and circulated internally for final review. Following comments from Legal Services, Geomatics & Corridor Management, and Real Estate Services it is expected to be presented to the Public Works Committee for consideration in Fall 2013/Winter 2014.

2. Establish an “Adopt an Alley” Volunteer Program (Strategic Planning)
   - Look at Alex Moroz response

Alleyway Management Program - Development Strategy
3. Complete an Alleyway Inventory for the entire City confirming physical description data and utilization data (Engineering Services)
   • The alleyway inventory is essentially complete. It was compiled from comprehensive searches at the Land Registry Office and loaded into an application for GIS accessibility which will show the ownership and physical description of alleyways in the City. Field staff are conducting site inspections to verify conditions.

4. Develop a ‘One Stop’ contact or alternative approach for all inquiries into alleyway matters (Strategic Planning)
   • Options for establishing a single point of contact on alleyway inquiries are currently being explored and include discussions with other Departments.

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**Short Term Actions (18-24 months)**

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**Medium Term Actions (36 months)**

1. Undertake a physical asset condition assessment of all alleyways (Engineering Services, October 2014)
   • A condition assessment to support strategic management, asset improvement, and maintenance program planning initiatives.

2. Develop an Alleyways Classification System - Hierarchy (Engineering Services, October 2014)
   • A framework for the development of asset management plans (i.e. rationalization, capital improvements, maintenance programs, etc.)

3. Develop an Alleyways Asset Management Strategy, addressing rationalization, improvement and maintenance programs to address stakeholder and citizen inputs, interests and concerns, identified through the review process (Operations, October 2014)
   • A strategy to guide the development of policies related to all aspects of Alleyway Management.

4. Develop administrative policies to improve the management of private encroachments onto alleyways (Strategic Planning, October 2014)
   • A means to identify and address (removal or formalization through agreement) alleyway encroachment issues.

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Alleyway Management Program - Development Strategy
Long Term Actions (48 months)

1. Develop a surplus Alleyways Policy in accordance with the proposed Alleyways Management Strategy (Strategic Planning, October 2015)
   - A policy guiding the rationalization of the existing inventory against approved criteria.

2. Develop a capital improvement policy aligned with the Alleyways Management Strategy, with funding forecasts for consideration by Council (Engineering Services, October 2015)
   - A policy addressing the development of a capital program to address any required works to improve or sustain alleyway infrastructure (i.e. hard surface, drainage, lighting, etc.).

3. Develop a maintenance program policy aligned with the Alleyways Management Strategy with funding forecasts consideration by Council (Operations, October 2015)
   - A policy addressing the development of a maintenance program with tiered activity service levels to required maintenance works (i.e. inspection, vegetation management, winter control, dumping, litter, grading, sweeping, etc.)

Next Steps

- Complete short term action items (Q1 2014)
- Continue/commence development of initiatives to support medium & long term action items
- Report back to PW Committee with periodic updates on the overall strategy and present recommendation reports, as required obtain approval for the implementation of initiatives