present: councillor terry whitehead
darlyne mills (vice chair)
kathy drewitt – downtown hamilton bia
Tyler Ferguson – Ancaster BIA
Patty Hayes – Ottawa Street BIA
Tony Greco – Locke Street BIA
Shelly Wonch – Barton Village BIA
Susan Braithwaite – International Village BIA
Wilf Arndt – Waterdown BIA

also present: eileen maloney, pete wobschall, rob norman, steve barnhart, tony
del monico, patti tomalin, leila todd, liz enriquez, eddie enriquez

absent: connie behie – stoney creek BIA
Westdale Village BIA
Concession Street BIA
King West BIA
Main West Esplanade BIA

8:00 a.m.

members’ updates

the committee members used this opportunity to provide updates of activities, events,
new businesses and other items of interest taking place in their respective BIA’s.

8:30 a.m.

1. changes to the agenda

the clerk advised that there were no changes to the agenda.
(K. Dreweitt/P. Hayes)
That the agenda be approved as presented.  CARRIED

2. DECLARATIONS OF INTEREST

None.

3. APPROVAL OF PREVIOUS MINUTES

3.1 November 12, 2013

(K. Drewitt/S. Braithwaite)
That the November 12, 2013 Minutes of the Business Improvement Area Advisory Committee be approved as presented.  CARRIED

4. PRESENTATIONS

4.1 Bridget MacIntosh, Festival and Events Officer, to provide additional information in response to questions raised at August 20, 2013 presentation

- A handout was distributed which provided information with respect to the following:

  Changes in road closure procedures
  What is “Book 7”
  Road Closure requirements for events taking place on City roadways
  Book 7 Training and Liability Concerns
  Barricade/Sign construction
  Hamilton Police Pay-Duty Services
  City Road Operations Concerns
  City Funding Concerns

- The Information Report to City Council which provided an overview of the Special Events Advisory Team (SEAT) was included in the handout.

K. Drewitt asked if a list of companies that are trained with “Book 7” could be provided to the BIAs.  B. McIntosh advised that she would provide a list for the BIAs.

P. Hayes noted that additional costs to BIAs and event organizers are cumbersome and any assistance would be helpful.  There needs to be ongoing work between the events office and the BIAs.  It was also noted that it is important that the BIA contributions are recognized.

(K. Drewitt/S. Braithwaite)
That the presentation be received.  CARRIED
4.2 Organic Waste Program – Liz Enriquez and Eddie Enriquez, Program Leaders

Staff recently started to roll out the program to businesses. Businesses have been contacted to inform them if they were eligible for the program which would include food related business and those who produce any organic waste, ie. dog hair.

Sorry cards were left at businesses that were not open. Those who are interested in the program need to contact Public Works.

Any large chains are not eligible for the program, ie. McDonalds, Tim Hortons. Strip Malls and plazas are also not eligible. Flower Shops can participate but large Nurseries are not eligible as they produce too much material.

If the bins are damaged the business should contact the City for replacement, if they are lost they will be replaced at a cost.

P. Hayes requested that a supply of bins be provided to the BIAs for distribution to new businesses. Staff is required to control the inventory of the bins by recording serial #s. It was suggested that the BIAs contact Public Works directly and they will follow up and drop off new bins.

(P. Hayes/T. Ferguson)
That the presentation be received. CARRIED

4.3 Mobile Urban Park Initiative Study – Leila Todd, Landscape Architectural Designer, Public Works

A resolution was passed by City Council as follows:

That Staff report back on the feasibility of creating a mobile urban park utilizing rail/shipping containers; and

That if the City of Hamilton proceeds with a mobile urban park initiative, that the Ottawa Street BIA be considered a pilot location.

A presentation was provided by Staff which included photos from Cities that have implemented a similar program. Staff asked for feedback and comments from the committee, looking to get a sense of the feasibility of the initiative. It was noted that the placement of the containers may be within the roadway which would result in loss of parking and may block store fronts. The containers are not intended to be permanent fixtures, they would be mobile. Perhaps they could provide seating for special events and add green space in areas.
Staff requested that each BIA provide a response to the following questions at the January 14, 2014 BIAAC meeting:

1. Should the City provide the framework to move the initiative forward?

2. Should the City initiate a pilot project?

(T. Ferguson/P. Hayes)
That the presentation be received. CARRIED

5. GENERAL INFORMATION/OTHER BUSINESS

5.1 Insurance for Business Improvement Areas

E. Maloney has consulted with Risk Management and Legal Services. The BIAs are not insured under the City’s General Liability policy as the City does not direct their day-to-day operations. The BIA’s need to carry their own policy of Commercial General liability insurance to provide coverage for damages that they could cause while engaged in activities as a member of a BIA.

It was suggested that if the BIAs collectively requested coverage from an insurance carrier that they may be able to secure a reasonable rate. A quote for BIA insurance that was obtained from the City’s insurance carrier, Pearson Dunn Insurance Brokers, was distributed.

Councillor Whitehead advised the committee members that he would coordinate a meeting with Staff from Risk Management to further discuss the possibility of the BIAs being covered by the City. Councillor Whitehead asked that three committee members volunteer to also attend a meeting with Staff. The following members volunteered; Patty Hayes, Kathy Drewitt and Tyler Ferguson.

5.2 2013 Audit and Distribution of the Client Assistance Package and Bank Confirmation Templates

Tony Del Monaco reviewed the Audit process with the group. It was requested that the BIAs provide the necessary information on the Bank Confirmation Templates and return the document to KPMG as soon as possible. KPMG will forward the document to your Bank. Representatives from KPMG will attend the January 2014 meeting to discuss suggestions on streamlining the process for the 2013 audit.
5.3 Update – 2014 Ontario Business Improvement Areas Association Conference

Plans are going well. Mobile workshops and tours are being arranged. If anyone has suggestions for Keynote speakers please advise. All BIAs are urged to join OBIAA, the cost is approximately $120.00.

5.4 BIA Service Level List

It was requested that the cost for services be added to the list. Any comments/edits should be provided to P. Wobshall as soon as possible. P. Wobshall will provide the updated document at the February 2014 BIAAC meeting.

6. ADJOURNMENT

(P. Hayes/S. Wonch)
There being no further business, the Committee adjourned at 10 a.m. CARRIED

Respectfully submitted

Darlyne Mills
Vice Chair

Eileen Maloney, Co-ordinator
Business Improvement Areas