



VISION: We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.

MISSION: To provide effective operations of the city through collaboration of members, management and staff.

City Hall, Hamilton
Residents Advisory Committee
7 September 2017
4:00pm

Present: Councillor Carlton Johnson (Chair)
Councillor G. Scott
Tracy Marshall, Associate Member
Erica Smith, Associate Member
Sarah Thompson, Associate Member
Dr. Michael Bradshaw, Associate Member

In Attendance: Tanya Iris, Treasurer (Acting Secretary)
Thomas Lightbourne, Senior Events & Marketing Coordinator

Apologies: Councillor RoseAnn Edwards
Councillor Henry Ming
Ed Benevides, Secretary
Danilee Trott, Event Project Manager

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1. **Confirmation of Notice** - The Acting Secretary confirmed that the notices of the meeting and the agenda were sent out according to the meeting guidelines.
 2. **Role of the Chairman** - Councillor Carlton Johnson assumed the role as the Chairman.
 3. **Open Meeting** - Councillor Carlton Johnson opened the meeting at 4:14pm.
 4. **Apologies** - the Acting Secretary confirmed that she received apologies from Councillor Henry Ming, Councillor RoseAnn Edwards, Ed Benevides, the Secretary and Danilee Trott, the Event Project Manager.

5. Public Participation:

There is no public participation/presentation.

6. Correspondence:

There is no correspondence.

7. Minutes of Previous Committee Meeting dated 10 August 2017

E. Smith commented on Page 2 of 4 under Status Update, Busker and Vendor Village: Remove the 2nd sentence: "BEDC and the CoH met and the BEDC team cancelled the event..." and replace with: "The event was postponed until further notice."

Proposed: Councillor G. Scott

Seconded: Associate Member, Tracy Marshall

The Minutes were accepted as read with the amendment.

8. Matters arising from the Minutes dated 10 August 2017:

(i) **Follow-up with T. Lightbourne with regards to the rained-out event held in June 2017:** There was discussion regarding the scheduling of the rained-out event, the Vendor Village and it was suggested that the event could possibly take place late November, i.e. the third week in November.

(ii) **Provide for the members of the Residents Advisory Committee, the plan/list for the planters' distribution around the City:** It was noted that the Parks Superintendent has been on vacation for the last month and the list should be available upon his return.

(iii) **Provide a status sheet of ongoing works for the Committee members prior to the next Residents Advisory Committee meeting scheduled for 7 September 2017:** The Project Charters list was distributed to the Residents Advisory Committee indicating the status of ongoing works in the City.

There was discussion on the process as it relates to budgets. The Acting Secretary commented that each department has a budget and within each department's budget a shift can be made from one (1) line to another, e.g. in the Engineering Department, if they find that they are over in one (1) area in their budget, they might not spend those funds and would be able to use it in the area that it is needed. It does not go across departments, e.g. if the Events Department needed funds for an event, etc., they would not be able to take it out of the Engineering Department's budget. If there is an item that is not budgeted, it would go to the Finance Committee for approval, ascertain where the funds could be taken from and then a virement would have to be done to move funds from one (1) area to another. The Project Charters does not actually show what is being spent, it just shows what was in the original budget.

There was continued dialogue on the Projects Charter list for projects for 2017. Once the new budget for 2018 is approved, then there would be an entirely new list.

E. Smith commented that at the previous meeting, the Associated Members distributed some budget requests regarding projects. The Acting Secretary advised that the 2018 budget has to be approved by the Finance Committee in their October meeting. Then it will go to the Board in their November meeting for approval. Once approved, the budget will be posted on the City's website.

(iv) **Follow-up re Public Art on Till's Hill:** T. Lightbourne provided the art installation schedule. The artist for Till's Hill, Emma Sloan Cooper has been provided with the concrete slabs for the artwork. It was confirmed that the artists do sign their public art upon completion. M. Bradshaw queried if there would be an opportunity to find out in advance who the artists are, possibly meet them, etc. With the current process, there still seems to be a distance between the art just appearing and what is being talked about amongst the residents, e.g. a theme.

T. Lightbourne advised that there is a committee in place that carries out that process which comprises of the Bermuda Society of Arts (BSOA), Bermuda National Gallery (BNG) and others who have the expertise in what art to place in what area.

M. Bradshaw continued the dialogue regarding the placement of art and the involvement of the residents and commented that he would like to see more consultation in the future as it relates to the art installations in the North-East Hamilton area. T. Marshall reiterated that the theme might not reflect the feel of the neighbourhood, e.g. the culture and history of the area.

Councillor G. Scott left the meeting at 4:45pm.

(v) **Status on Information Magnet:** Bermuda Press sent the artwork overseas but nothing has been received back from them to date.

ACTION: T. Lightbourne to check on the estimated time of arrival of the magnets as the Residents Advisory Committee had scheduled to do a walkabout this Saturday and wanted to have them in hand to distribute. Once information has been received regarding the receipt of the magnets, J. Pitt from the Events Department will update the Committee.

E. Smith commented that the date for the walkabout will now have to be pushed back. Since the magnets have photos of the current Committee, there is the concern on how usable they would be because at the end of this term, the Committee members might change, then the process will have start over again.

9. Status Update:

(i) Events:

- Art Installations - discussed earlier in the meeting.
- City Food Festival - 17 - 23 September 2017 in various locations throughout the City. Hosting a Chef Competition, Wine Tasting, a Rum dinner at Marcus', Hamilton Princess, a Bartender Competition, a Chancery Lane Lunchtime Happy Hour culminating with the Street Festival on 23 September in City Hall Car Park.
- City Fashion Festival - 29 October - 4 November 2017.

ACTION: T. Bradshaw from the Events Department will provide the schedule of events for the remainder of September and for the month of October.

10. Recommendations for Review:

There are no recommendations for review.

11. Any Other Business:

(i) **Project on Corner of Victoria and Court Streets:** E. Smith queried whether there was any PR done, e.g. advertisement in the newspaper, etc. She suggested that it might be helpful if this type of information could be included in the Cityzen newsletter along with some other form of direct outreach to the residents. She further queried if there was any opportunity to utilise the Associate Members of the Residents Advisory Committee to distribute public information as it relates to the business and residents within the City. The Acting Secretary advised that there is also going to be another project at the corner of Victoria and Parliament Streets. T. Lightbourne advised that the Communications Manager places any traffic disruption notices on the website. There was continued dialogue.

E. Smith continued the discussion regarding communication being an ongoing agenda item and how to effectively get information out to the populace on what is taking place within the City. An evaluation/assessment would have to be done especially in transitional areas such as North-East Hamilton on the projects that would have an impact on businesses and residents. Discussion continued.

ACTION: The Acting Secretary will advise the City Secretary of this ongoing concern in terms of communication from the CoH to the City businesses and residents.

(ii) **Christmas Tree Committee:** S. Thompson requested additional information regarding this Committee which could be forwarded via email. T. Lightbourne advised that currently there is no information to provide because the first committee meeting will be held next week.

(iii) **Calendar of Events:** S. Thompson queried if the calendar of events could be reinstated going forward. The last calendar received was for events held in March 2017.

ACTION: T. Lightbourne will follow-up on the schedule of Calendar of Events.

(iv) **Attendance to Other Committee Meetings:** S. Thompson commented on the Associate Members of the Residents Advisory Committee getting a better understanding on the workings of the CoH. She queried if they could be invited to other committee meetings so that they can report back to the Residents Advisory Committee any matters that would be relevant to the residents and businesses within the North-East Hamilton area. So that going forward, there would be a better synergy between the Residents Advisory Committee and the other committees of the CoH.

The Acting Secretary advised that the Recording Secretary of the CoH places all notices of meetings on the CoH's website. Anyone is welcomed to attend a committee meeting in any public session. She further advised that the Minutes of all committee meetings are also placed on the website.

(v) **KBB Clean-up in the City:** T. Marshall advised that another clean-up has been planned for 4 November 2017 and the committee is looking for the provision of refreshments for the participants, e.g. water, cut-up oranges and granola bars, approximate cost \$100-\$200. For the last clean-up, KBB provided the refreshments. The clean-up will take place from 9am - 12pm. E. Smith said other supplies, i.e. garbage bags, etc. would probably be supplied by KBB.

(vi) **Residents Advisory Committee Flyer:** E. Smith queried if the flyers could be included and distributed with the billings when they go out from the CoH. She suggested that the committee members could assist with folding them, etc. The Acting Secretary said the next billing period is January 2018. The only invoices that will be going out now are for taxpayers that are overdue. There was continued dialogue.

ACTION: The Associate Members to forward a copy of the flyer via email to the Acting Secretary to ascertain a means of having them distributed with the billings.

T. Lightbourne suggested that any emails that they wished to be added to the CoH's database to forward to the Z. Mulholland, the Communications Manager.

The meeting was adjourned at 5:08pm.