



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
22 September 2015
4:00pm

Present: Councillor RoseAnn Edwards (Chair)
Rt. Wor. Charles R. Gosling, JP
Councillor George Scott, JP
Councillor Henry Ming
Sarah Thompson, Resident, Laffan Street
Dr. Michael Bradshaw, Resident
Irvin Hendrickson, Sr.
John Holdipp, III
Tracy Marshall

In Attendance: Ed Benevides, Secretary
Thomas Lightbourne, Events & Marketing Coordinator
Elbert Richardson, Sanitation Superintendent

Apologies: Danilee Trott, Event Project Manager

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1. **Confirmation of Notice** -the 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 Edwards was acknowledged as Chair for the meeting.
 3. **Open Meeting** - Councillor R. Edwards opened the meeting at 4:02pm.
 4. **Apologies** - the Secretary confirmed that apologies were received for the Event Project Manager. The Events & Marketing Coordinator is in attendance in her stead.
 5. **Public Participation** - the Secretary confirmed that there were no public presentations.

6. Correspondence:

There was no correspondence.

7. Review of Previous Minutes dated 21 July 2015

Proposed: The Mayor

Seconded: Councillor H. Ming

The previous minutes were accepted as read.

8. Matters Arising from the Minutes of 21 July 2015

(i) **Quotes re: Printing, Stuffing and Mailing Out Handouts** - a memo had been distributed to all members updating everyone on the costs, terms and conditions for the services provided by the Post Office. There was a query regarding Associate Members receiving the correspondence with regards to the mailing out of handouts and would be discussed further in the meeting under matters arising. Certain names have been brought forward for their acceptance by the Council to be Associate Members for the Residents Advisory Committee. One of the requirements for the members was the completion of a Code of Conduct, documentation of which the Recording Secretary has received one (1) from Ms. Thompson. Until that document is received, they are proposed Associate Members.

Mr. Holdipp joined the meeting at 4:05pm.

(ii) **Road Markings on Angle Street** - this matter was raised in the Infrastructure Committee and was completed 3 September 2015.

(iii) **Review of Parking within the City** - matter was not discussed, deferred to the next Residents Advisory Committee meeting.

(iv) **Wall on Victoria and Union Streets** - will be passed on to the Infrastructure Committee and will be placed on the agenda for their next meeting scheduled for 14 October 2015.

(v) **Schedule for Tree Cutting within the City** - a schedule has not been received as yet but one will be forwarded to all members once received. There is a schedule for work in the parks area but not for tree cutting in particular. The work is a combination of being done by schedule and/or as needed. It was suggested that it would be helpful if photographs are sent in to the CoH regarding any overhanging trees, etc. The information can then be forwarded to the Infrastructure Committee to be addressed. The tree cutting is done on CoH property. There was continued discussion on other areas in the City, in particular both sides of Ewing Street.

9. Status Update:

There were no updates to be reported.

Ms. Marshall joined the meeting at 4:14pm.

10. Recommendations for Review:

There are no recommendations.

11. Any Other Business

(i) **Road Markings - E&B Trading** - even though the markings have been changed from yellow to white, they are still creating confusion with traffic coming off of Union Street on to Parsons Road.

A question was raised on the narrowing of the roadway defining it to one (1) lane. There was a problem with the traffic and the ability to make a right turn off of Union Street blocking the entrance to E&B Trading. It was thought best to bring the traffic away from the right hand side allowing the traffic that is coming out and going into E&B Trading to have access. A comment was made that this will create a backlog of traffic especially mornings and evenings. It was suggested to have E&B Trading's entrance on Parsons Road. There are two other properties that get access there. That driveway is owned by the CoH and they have the right of way over it to get to their properties. This matter will be placed on the agenda of the next Infrastructure Committee scheduled for 14 October 2015. It was suggested that a sign be placed there indicating that all traffic must make a left or right-hand turn from the left-hand side, similar to what is at Strawberry Hill. There was another discussion of putting a pedestrian crossing, the area residents have asked for a crossing that would run parallel to Parsons Road, sidewalk to sidewalk. Discussion continued.

ACTION: The Secretary will ask the City Engineer to provide further information as it relates to the road markings and the entrance for E&B Trading.

(ii) **Town Hall Meeting - TBA** - the members are requesting to have a Town Hall meeting. The CoH is still dealing with the issue of meeting the guarantee due to MIF and trying to work with Government to get that resolved. At that time it would be appropriate for the CoH to then arrange a Town Hall meeting.

(iii) **Mandate re: Residents Advisory Committee** - Ms. Marshall read the draft mandate:

1. Provide collaboration and representation to protect the interests and collective views of City of Hamilton residents.
2. Responsible for:
 - a) recommending initiatives to improve the quality of life of City residents;
 - b) promoting a safe, clean and inviting community;
 - c) promoting responsible citizenry and an engaging community; and
 - d) promoting beautification of residential sectors through art and adequate green space.
3. Liaison with City officials to ensure that relevant City services, programs and activities are accessible to all City residents.
4. Collaborate with relevant stakeholders to ensure a cohesive community spirit.
5. Ensure a collective voice in the planning of the community.

The committee can determine a final version of the proposed mandate for a recommendation to the Board for approval.

ACTION: Ms. Marshall to forward an electronic copy to all members and comments can be forwarded to her and the Recording Secretary. Then it could be placed on the agenda for final approval at the next Residents Advisory Committee meeting.

The Residents Advisory committee is a committee of the CoH and the members are Associate Members of that committee. It was thought that it would be a separate committee which would be working along with the CoH.

Previously it was an informal committee but now has become more formal, e.g. with the document, Code of Conduct. It was noted that this is a CoH committee and the Residents Advisory Committee is subsumed within that committee rather than being something distinct which can act to assist and advise the CoH. The Secretary said there are two (2) factions, i.e. elected bodies and Associate Members. The whole purpose of the committee was to get a working group from this Council where residents could provide input directly in this type of setting. Dr. Bradshaw commented that the committee is not capable of having independence and being able to meet and discuss matters concerning various sectors of the City. Dialogue continued.

The Mayor said this committee was formed three (3) years ago and he would have thought that a lot of this discussion would have been had at that point. He commented on the draft mandate that was just being created for the committee and that would have been the opportunity to create for the committee the kind of issues that they would wish to be discussed. There is nothing stopping the various members on their own time getting together and discussing particular issues. There is no problem at all, as an Associate Member when receiving a notice of a meeting, of being able to put forward an item to have it formalised on the agenda for that discussion to take place. It was expressed that the Residents Advisory Committee has the distinct advantage that the other committees do not have.

Ms. Thompson queried whether the CoH has a checklist for the committee regarding what can be suggested or not suggested concerning the committee's budget, e.g. what they can/cannot donate towards. The Mayor said that in terms of the budgetary issues there will be, on an annual basis, budgets that will be created for the various departments and the Residents Advisory Committee is served by various departments in the CoH. Donations would have to go before the Finance Committee for approval. There was further discussion.

Mr. Hendrickson asked if there was any intention of going through the Code of Conduct during this meeting so that there is clear understanding of the document. The Mayor said if there are any questions he would be happy to answer.

(iv) **Residents Event - 2015** - the Events & Marketing Coordinator had been advised that the Residents Advisory Committee was looking to plan an event. The Events Department would need to get the event approved by the Board and be given an eight-week timeline as is done for any other City event. This is to be able to plan the event in adequate time, allow for proper marketing and the execution of the event. The proposed event would have to be approved in the next Board meeting (7 October) with the timeline of having an event would be around 2nd December 2015. Can meet with Tamara Bradshaw from Events who is doing the Christmas in the City to possibly do an event for Christmas. Mr. Holdipp commented because of recent experiences that there are some things that the committee would like to organise in creating the event and then bring all of the particulars to the Events Department for them to do the marketing, etc. The Secretary advised that the event would still have to have a budget put to it and approved and then eight weeks after that to meet the criteria. It was suggested to remove the eight-week timeframe for this year so that the two (2) or three (3) proposed events can take place.

Councillor Ming suggested that the committee and the Events Department work together and if the committee has ideas to get together now so that the events can be done on time. There was continued dialogue.

ACTION: Councillor Edwards to forward an electronic copy of the draft outline of events to the Events Department.

One of the main problems in the past is that it is forgotten to identify people to work with and advise them of what the CoH's aim and objectives are and of what a successful event would look like. The event should be a community building event of which the CoH would want the participation of 65% of the residents within that area.

Ms. Marshall then expressed her disappointment regarding the re-opening of Ewing Street and the lack of communication to the Residents Advisory Committee in that regard. It is for this reason that the Events Department is requesting an eight-week timeline so that there would be no issues going forward with getting the message out to everyone. Ms. Marshall commended the City for doing a great job on Ewing Street. It was suggested that the committee could assist the Events Department in getting the communication out to the residents. Dialogue continued regarding communication and the lack thereof.

The Event Marketing Coordinator advised that he had personally delivered the flyer for the re-opening of Ewing Street. The CoH uses several mediums to disseminate this information, i.e. physically delivery, commercials, interviews on the radio, and advertisements in the newspaper. The CoH tried to reach as many people as possibly in the short time span given. A complete database is being created for people that have businesses in the area and residents in the City and it should be completed within the next couple of weeks.

The Event Marketing Coordinator left the meeting at 4:55pm. The Sanitation Superintendent joined the meeting at 4:55pm.

(v) **Code of Conduct (for Associate Members)** - Mr. Holdipp expressed his difficulty with the Code of Conduct document, i.e. with the date of 2009 and that it has not been part of the Residents Advisory Committee prior to now. The Mayor commented on the Code of Conduct for Associated Members. This is for persons of the public that were asked if they wished to participate in committee meetings. He further commented on the Code of Conduct for Members that was established during his previous administration in 2009 which was followed by Associate Members who were added to the Finance and Infrastructure Committees. In 2012 that whole policy went by the wayside. It has attributed to a number of issues that the CoH is now facing through ignoring the Code of Conduct particularly as it relates to conflict of interests. When looking at any Municipality legislation throughout the world there are references to the Codes of Conduct for members of the Council, members of the public and even to people that are brought in to give advice to the Council.

It was suggested that the Mayor and other Council members sit down and go through the document in order to understand it fully. Further dialogue continued with regards to the other members of the committee having different issues with the Code of Conduct document. The thought was that there was going to be further discussion at this meeting regarding the document. Mr. Hendrickson indicated that he had some queries regarding the declaration of interests, e.g. the section on shares and securities.

The Mayor commented on the Local Government Acts for all of the Municipalities within South Australia where they talk about share values over \$10K or \$100K. This means having a significant ownership, i.e. about 10% ownership of a limited liability company, a company which does its activities within the City. The intent is not to have a Code of Conduct which is specific to every committee but one that will encompass all of the various committees. The Secretary will secure the members' information in confidence. Discussion continued.

Ms. Thompson left the meeting at 5:10pm.

Dr. Bradshaw commented on the matter of conflict of interests in such a small jurisdiction as Bermuda where there are limited resources where one needs to use the best resources that are available which sometimes could exclude someone of value.

There was a general consensus of agreement for the Code of Conduct with a few areas that some of the members would like to be addressed.

There is a recommendation from the Staff, Legislative & Governance Committee that there is a time limit on the invitation to become an Associate Member, i.e. a 3-month period. If the Code of Conduct has not been returned signed, then the invitation will be withdrawn. If there are any particular points that the proposed members have an issue with the Mayor would meet to give clarification along with the Chair of Staff, Legislative & Governance. If there is a valid concern in that regard, the CoH would look at making that change for the Code of Conduct for all Associate Members for all the various committees. Part of the intention is to let the Associate Members have a voice. There was continued discussion.

There was no further business to be discussed.

The meeting was adjourned at 5:25pm.