



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
2 February 2017
4:00pm

Present: Councillor Carlton Johnson (Chair)
Councillor Henry Ming
Councillor George Scott, JP
Councillor RoseAnn Edwards
Sarah Thompson, Associate Member
Dr. Michael Bradshaw, Associate Member
Tracy Marshall, Associate Member
Erica Smith, Associate Member

In Attendance: 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 Johnson opened the meeting at 4:00pm.
 4. **Apologies** - the Secretary confirmed apologies for the new Assistant Superintendent for Sanitation, Mr. Llewellyn Burgess. Mr. Elbert "Apples" Richardson recently retired.

5. Public Participation:

There is no public participation/presentation.

6. Correspondence:

There is no correspondence.

7. Minutes of Previous Committee Meeting dated 1 December 2016

Proposed: Councillor G. Scott **Seconded:** Councillor H. Ming

The Minutes were accepted as read.

8. Matters arising from the Minutes dated 1 December 2016

(i) **Advise the Secretary that a letter should be written to Filter Queen immediately regarding the issue of tipping:** The Secretary confirmed that the letter was written to Filter Queen.

The Event Project Manager joined the meeting at 4:05pm

(ii) **Forward an email to the Residents Advisory Committee once information has been received that all the requirements have been met and advise whether the CoH will be moving forward with the New Year Eve's event:** The event did not take place because the information was not received until the last minute and the Project and Rentals Coordinator was on vacation at that time. The Secretary confirmed that he had forwarded an email to all Members on 30 December 2016.

9. Status Update:

(i) **Events:**

Events were not discussed.

10. Recommendations for Review:

RECOMMENDATION: That the Board approve the request for Mrs. Erica Smith to join the Residents Advisory Committee as an Associate Member. **(Approved in Corporation Board meeting dated 3 November 2016)**

Mrs. Smith handed in her signed copy of the Associate Members Code of Conduct. Councillor Johnson welcomed Mrs. Smith to the Residents Advisory Committee.

11. Any Other Business:

(i) **For discussion:**

Approval of budget and resources sought for the following Calendar of Events:

- Sunday 5 March 2017 - 12:30pm - 3:00pm - Walkabout to distribute residents information magnet and document issues.
- Saturday 18 March 2017 - (time TBD) - Neighbourhood cleanup. (\$500.00)
- Saturday 8 April 2017 - 10:00am - 2:00pm - Walkabout to distribute residents information magnet and document issues.

- Saturday 1 July 2017 - (time TBD) - Annual resident picnic. (\$500.00)
- Saturday 16 September 2017 and Sunday 17 September 2017 - (time TBD) - Residential mural art project. (\$10,000.00)
- Saturday 14 October 2017 - (time TBD) - Neighbourhood cleanup. (\$500.00)
- November 2017 - (time TBD) - School children from Dellwood to decorate Christmas tree on the corner of Court and Dundonald Streets. (\$500.00)

The Secretary confirmed that this information was received from Associate Member, Ms. Tracy Marshall. Councillor Edwards said it was regrettable that Ms. Marshall had not arrived to the meeting but she would speak to the request along with any of the other Members. The Members did meet and discussed a few matters that needed to be addressed. The Calendar of Events was one of the topics to be brought forward. She proceeded to read out the events as were presented.

Ms. Marshall joined the meeting at 4:10pm.

Councillor Johnson queried who will be involved in the walkabout. Councillor Edwards said the Residents Advisory Committee together with any Council members that wanted to join. The venue for the Residents annual event has not been decided but any suggestions will be welcomed from the Members. The funds requested (\$5,000.00) will encompass paying for entertainment, food, etc. Ms. Marshall said this event has not been fully discussed but would include those areas already given together with a children's piece, i.e. fun castles, etc. This is an estimate and will try and stay below that budget. More details will be forthcoming as the date gets closer. Also, looking at a residential mural art project and are looking at several areas in the North-East Hamilton that can be addressed. Councillor Johnson asked if the murals will be done on private property or CoH property to which Councillor Edwards replied that if murals are done on CoH property, permissions would have to be sought. If they are done on private property, then the Committee would deal directly with the owners.

The Secretary said for the budgeted items on the list, there is no current budget. A recommendation would have to come from this Committee to the Finance Committee to approve these amounts for a budget because a virement would have to be done to find funds out of the existing budget. It may be better rather than going straight to the Finance Committee to go to the Council for approval for all the events as all the CoH's events were approved in the other budget. Any events that are approved would then go the Finance Committee for a budget. A recommendation would then have to come from this Committee to have these events approved.

Councillor Edwards said it was mentioned in the Minutes for the Events Department to go out to the Dellwood School to seek permissions and or their assistance in decorating the Christmas tree on the corner of Court and Dundonald Streets. The Committee is hoping to work along with the Events Department in this regard.

Councillor Ming asked if there is a conflict with the residents' art project as it relates to the art projects that are done throughout the rest of the City. He also asked how they arrived at the \$10,000.00 figure. Councillor Edwards said her understanding is that the Events Department has had monies put aside for murals to be done on this side of the City and wanted to be included in that project.

Mrs. Smith said the Associate Members of this Committee has met with a desire in: (i) creating a series of events to roll out not just in North Hamilton but across the City focused specifically on the residents and residential activities; (ii) ideas and dates assigned with those ideas; and then (iii) begin to flesh them out. The dollar value was assigned based on BEDC's experience in putting on similar events in the area. They have done mural projects through sponsorship with companies and those projects cost \$10,000.00. They have also done neighbourhood cleanups with KBB and that project cost \$500.00. The ideal scenario was to create an events calendar that stretched the entire year. If the CoH is minded to support, will forward as much information as soon as possible so that the Committee will have all the necessary details.

Councillor G. Scott asked about any events in May or June 2017. The Event Project Manager reminded the Committee of the many activities already scheduled for those months due to the America's Cup, Tall Ships, Bermuda Heroes Weekend (BHW), etc. Councillor G. Scott further commented on a CoH programme that involved persons being approved to do walking tours, etc. within the City and thought it would be great opportunity for persons that are seeking employment to take full advantage of this programme during the America's Cup. The Secretary advised that there has been a training programme for the last four (4) years where the CoH has trained persons to do exactly that. The Event Project Manager said at least 9 or 10 graduated and to date there are about four (4) that are still operating. There are no training dates scheduled for this year. The last couple of times no-one applied. The Secretary advised that to move forward with this programme, a budget would have to be approved. The training programme lasts two (2) days and persons would have a week to study. This prepares them to have a small business, i.e. what is required as far as presentation, what the City would expect as a certain level of standard. Ms. Thompson said years ago, Dr. Bradshaw did a train ride around the City during Heritage month.

Dr. Bradshaw said that he is interested in finding out more information regarding the programme and with permission would contact the Events Department directly. He was thinking about doing something to generate work for students, some short-term introduction to employment.

RECOMMENDATION: That the Board approve the Calendar of Events as presented by the Residents Advisory Committee and a budget to be processed for these events.

Proposed: Councillor R. Edwards

Seconded: Tracy Marshall, Associate Member

Unanimous

(ii) **Printing of Resident Informational Magnet:** the Event Project Manager advised that she has been waiting for an update on the information for the magnet. Ms. Marshall distributed a draft flyer for the Committee's perusal. There was a budget approved for \$2500.00 but was not based on this new information received. The production of the magnet would have to be re-priced. There was continued discussion regarding the finished product of the magnet.

The Event Project Manager said when looking at this new information there are still some details missing, i.e. photos, phone numbers, etc.

Once the new quote is received and if this exceeds the already budgeted \$2,500.00, a new recommendation would have to go before the Council. The Event Project Manager advised that the amount was in the 2016 budget which had ended.

Councillor Johnson said this request would have to be re-submitted and it would be helpful for the Event Project Manager to have all the necessary information when acquiring the new estimate.

Ms. Marshall said the main reason for the informational magnet is so the residents will have contact information for the Committee. If there is an issue, they can contact the Members and not have to call the CoH. She commented that Councillor Johnson's email address and telephone is listed on the CoH website. She queried if this is the information that the Committee wants to be included or if there was the possibility for the Residents Advisory Committee be assigned a CoH email address where they will have access to it. There was continued dialogue.

Dr. Bradshaw said the names of persons on the Committee will change and suggested a Gmail account be set-up. Councillor Ming suggested since the information will have the names of the Committee Members then why not have their telephone contact information as well. Councillor Johnson said he does not object to having his name and number being available to the residents. If this is an issue that can be dealt with without a 24-hour turnaround and if there is an emergency, then the residents would have to call the emergency number that is listed for the CoH. Councillor Edwards said the Committee should have an updated directory of the Secretary/COO, Superintendents, etc. The Secretary said that he would prefer that the residents not contact the Superintendents/Assistant Superintendents. If there is an issue that needs to be addressed either contact him via phone or email and he will pass the information on. The Event Project Manager said if there is an emergency and a resident telephones the CoH the voice mail changes and will direct them accordingly.

The Secretary continued by advising that if there is a water issue (burst pipe, etc.) the CoH does not deal with water, it would be either Government of Bermuda Waterworks. If it is north of Victoria Street, it is Bermuda Government and south of Victoria Street it is Bermuda Waterworks. If there is a sewage problem or an issue with a lamppost, it is the CoH. The CoH has members of staff that go out every other week or at least once a month to look for lights that out. He receives a report every month on all the lights that are out.

Mrs. Smith advised that BEDC sponsored the design of the flyer and the calendar and queried the protocol of any logos being used. The graphic designer is getting quotes on how much it would cost to print the magnets which cannot be done on Island. The Event Project Manager advised that since this is coming from the City's Resident Advisory Committee, the City's logo should be first. Ms. Thompson suggested once this is all finalised, the information can go out in July with the statements either via mail or email.

Councillor Edwards queried the CoH email address for the Residents Advisory Committee. The Secretary said he would have to have some understanding on how the Committee would want this to operate. There is the ability to have an email address on the CoH network which could then be forwarded to other emails.

The Event Project Manager asked that if they have one (1) email address and information is forwarded to more than one's personal account, how would they know who is responding to the email. She said one possible solution is, since they are not able to access City Hall emails through the server offline, a Gmail account can be set-up. Then a City Hall account can be set-up to go to the Gmail account and all can have access. She suggested an email address: residents@cityhall.bm and that can be added immediately. Then she could be advised of the Gmail account address once that is set-up.

(iii) **Light Poles:** Councillor Edwards said there is a light out on Angle Street that has been out since last October. She called Belco and they said it is the CoH and the issue goes back and forth. The Secretary said the CoH has an ongoing list with Belco and they work through getting the problems addressed. Belco does them on a priority basis, multiple lines get more priority than single lines. If the specific location is given to the Secretary, he can check the reports and will be able to advise if the matter has been reported to Belco and whether they are working on that issue or not. Councillor Edwards said that she had emailed the City Engineer in that regard.

ACTION: Councillor Edwards to email the Secretary the information regarding the specific location of the light out on Angle Street.

Mrs. Smith said there has been constant requests to look at the lower part of Court Street from Dundonald Street to Victoria Street where there are no lights on the sidewalk on the eastern side. The Secretary said one of the reasons that was not done was because Belco needed to get a feed there.

ACTION: The Secretary to check into the lights on the sidewalk on the lower part of Court Street from Dundonald Street to Victoria Street.

Councillor Johnson commented on Court Street from Church Street to Front Street on the same side, from the drive-in bank to Gate House.

Councillor Edwards commented on cones that are covering the holes especially outside of the Soul Food Restaurant that have been there for some time. The Secretary said the cones are there because there is no pole to put over them. Councillor Edwards further commented on the lights that are out on Princess Street by the Social Club. Further down on that stretch, the lights are very dim and brighter lights are needed. The lights going down the hill on Princess Street behind the two (2) pillars going north, these lights are brighter. The Secretary said the CoH has just started switching out street lights for LED's.

Councillor Edwards commented on some banners that are up on the poles on Court Street and are outdated as they are from old events. Dialogue continued.

(iv) **Residential Art:** Dr. Bradshaw commented on some art work that was supposed to go on the walls at Till's Hill and queried what happened to that project. The Event Project Manager advised that the Till's Hill proposal was in the RFP and there were no artists that wanted to take on such a large project. Dr. Bradshaw further commented on the floral boards that were put up years ago, on both walkways on Till's Hill. The boards are rotting, coming down from the storms and becoming a bit of a hazard.

Mrs. Smith said this was a project of the BEDC and they can be taken off. Dr. Bradshaw said there have been some good comments with them being up and thought that it would be a matter of re-doing them so that they hang better. They have been up for a least four (4) years. Mrs. Smith said part of the goals and objectives of the BEDC is to refresh and beautify the area.

ACTION: Mrs. Erica Smith/BEDC will have a look at the boards on Till's Hill, take some photos and then as part of the proposal see what can be done, either fix them or take them down until they decide on something else to be placed there.

There were no other matters to be discussed.

The meeting was adjourned at 4:55pm.