



Locke Street Business Improvement Area Board Meeting – February

MEETING MINUTES

Meeting Location: Virtually on Zoom

<https://us02web.zoom.us/j/88690591378?pwd=R3A0dnBUclg1QUxaVHpJSHpzRncwZz09>

Meeting ID: 886 9059 1378

Passcode: unlocke

Date: February 28, 2022

Time: 1:00 p.m.

Declarations of Interest: none

- 1.0 **Call to Order and Welcome. 1:08pm with Bettina as Chair.**
- 2.0 **Approval of Agenda. *Motion to approve agenda. Moved by Rachel, seconded by Robyn. Carried.***
- 3.0 **Approval of Minutes** Meeting of November 2021 – defer to next meeting.
- 4.0 **City of Hamilton: Councillor Maureen Wilson/Stefanie Hilson/Tracy**
 - COVID19 update – City Public Health can add to provincial restrictions and guidelines. Hamilton has been declared a hotspot for the Omicron variant. Expected to be about 10 weeks until out.
 - Patio Outdoor Dining made permanent – thank you Councillor Wilson. Suggestion for Accessibility look at street patios with Accessibility Committee or Accessibility Coordinator that has worked with other BIAs. Tracy to bring back. New businesses looking at patios. Outdoor patio program will be allowed April 1 – October 31.
 - Economic Development support for events in BIAs (details to come). Some support for local events in a package passed by City. Patio permit fees covered for 2022 and hoping they will for 2023. Thank you Councillor Wilson for support at Council.
 - Motion to receive update. ***Moved by Rachel, seconded by Robyn. Carried.***
- 5.0 **Financial Update: Steve/Tracy**
 - New Treasurer – Steve from Jewellery Judge. Thank you Alex from Footprints Music
 - Signatories to be updated – Steve, Bettina, Alex (agreed to stay as 3rd back-up)
 - Two signatures are required, will get banking info updated for next meeting
 - Will be looking for efficiencies and using accountant with QuickBooks
 - Steve and Tracy will be working on Quickbooks Cloud, online banking, and will be able to connect old files. BIA will own accounting files.
 - Cheques are computerized to working with online. Tracy will issue cheques. Steve and Bettina will generally be the signers of cheque with Alex as the back up 3rd signer.
 - Associate Memberships – agreement to eliminate.
 - Food truck issue on Locke Street - Looking at safety, cleanliness, commercial taxes, bylaws for food trucks on the street. Food truck signage blew away during wind storm, almost struck a woman and a baby – major safety concerns.
 - ***Motion to eliminate associate memberships. Moved by Steve, seconded by Rachel. Carried.***
 - ***Motion to receive financial update. Moved by Steve, seconded by Rachel. Carried.***

6.0 Business Updates: Tracy

- March 1st full capacity, proof of vaccination requirement left (not required, but can still be asked, as per business). It is up to each business. Info will be shared with businesses.
- Rapid tests now back available at Hamilton Chamber of Commerce
- EWarriors set up in new location, looking to add patio
- Renovations at a couple locations – some new restaurants
- Couple of buildings for sale
- Pop-up shop to be made permanent
- Will be looking at Food Truck issue
- New ED welcomed by businesses visited so far

7.0 Streetscape: Tracy

- Transition in progress, schedule for year being set up, Tracy working with Heidi, storage
- Looking at planters, lights, electrical, banners etc.
- Sidewalk clearing at issue at some locations, but generally good clearing
- Lights and snowflakes hoping to get it all working for the fall – funds an issue
- Need to get Wreaths, snowflakes, lights all down – priority
- Next week or two getting wreaths and snowflakes
- Banners best for pink summer ones and the winter ones – look at just two changes
- Need to remove Christmas tree at Planted
- Tracy and Rachel to connect about Hamilton Painting, planters

8.0 2022 Events/plans: Robyn

- 2022 calendar set up for year, betting for planning
- FEB 26-27: Wellness Wander – Robyn getting gift cards set up, put together quickly, see who qualified to win
- APR 16: Easter Egg Wander – decal to indicate participating, at one hub have a basket, treats to be handed out at businesses. Looking for starting hub at Planted.
- MAY 7: Art Wander – working on ideas
- JUL 17 - Sundays UnLocked (#1) – new Committee set-up to plan
- AUG21 - Sundays UnLocked (#2)
- SEP 18 - Sundays UnLocked (#3)
- OCT 29 - Trick or Treat
- NOV 19 - Tree Lighting/Magic of Locke
- City of Hamilton funding – events and advertising package
 - Best of Hamilton Guide
 - Get in the Loop Hamilton
 - Trying to find funding details from City of Hamilton new BIA funding (also open to non-BIA spots). In general, looking at a yearlong package with advertising – agreement. Waiting for City to announce details.

9.0 2022 Meeting Schedule (Mondays @ 1pm)

- February 28, 2022
- April 25, 2022
- May 23, 2022
- June 27, 2022
- September 26, 2022
- October 24, 2022
- November 28, 2022
- Move to hybrid meetings in April? Thoughts? Requested from Board, City has frowned upon in person meetings. Could be at a restaurant with laptop and whomever wants to be in person.

Could look at Melrose United Church that provided space previously.

- Meeting schedule set out previously by Board for 2022.
- Meetings need to be recorded and looking at City Youtube Livestream – all meetings have always been and are open to the public. Zoom is preferred.
- Document for the City of Hamilton about vaccination requirements and BIAs
- Marketing/Events group chatting after BIA meeting today.

10.0 BIA Contact Information

- lockstreetshopsbia@gmail.com
- 289.965.9212 (free phone no cost to BIA)
- Address with City of Hamilton – Bread Bar 258 Locke St S, Hamilton, ON L8P 4B9
- hello@lockstreetshops.com
- chair@lockstreetshops.com
- treasurer@lockstreetshops.com
- Vendors – Tracy PO Box at UPS, no PO Boxes near Locke St.
- Contact info serves tourism purpose, just like website should be.
- General contact info good to use rather than personal emails.
- Agreement to use email address for public and Chair's address for City of Hamilton.
- Website: Sylvia is ready to post, trying to connect to get it posted. Best to use "google my business" link and this can be supported by Digital Main Street if business not set up.

11.0 New Business. None.

12.0 Adjournment. *Motion to adjourn. Moved by Rachel. Carried.* Meeting adjourned at 2:06pm Thank you Bettina for taking on Chair of Locke Street BIA.