

Locke Street Business Improvement Area Board Meeting

APRIL 25, 2022 @ 1:00pm

MEETING MINUTES

Join Zoom Meeting

<https://us02web.zoom.us/j/85451770693?pwd=cVcrQXIYS3dlSmdPZnFpUXZXZHRIQT09>

Meeting ID: 854 5177 0693

Passcode: unlocked

Present: Bettina Schormann – CHAIR, Brandon Stanicak – VICE CHAIR, Steve Knight – TREASURER, Erica Savoy, Rachael Amy Shay, Robyn Allan, Paul Furlong, Stephanie Hilson for Councillor Maureen Wilson, Tracy MacKinnon – Executive Director (recording)

Guests:

Regrets: Alex Hobcraft, Ryan Furlong

1. Call to order. Bettina. 1:04pm

- Request from City: Code of Conduct training for Local Boards. Attendance recommended. Presentation to be shared, virtual training will be offered at a later date. City prefers virtual meetings, but can move to hybrid meeting if necessary.

2. Approval of Agenda. *Motion to approve the agenda. Moved by Steve, seconded by Alex. Carried.*

3. Declarations of Interest. None.

4. Approval of Minutes of Previous Meeting.

- February 28, 2022. *Motion to approve the minutes of February 28, 2022. Moved by Steve, seconded by Robyn. Carried.*
- November minutes N/A. Tracy and Sylvia to connect offline.

5. Delegations. None.

6. Consent items. None.

7. Presentations. None.

8. Discussion Items:

A: City of Hamilton: Councillor Maureen Wilson/Stefanie Hilson

- Vaccination requirement update: staff and Committees. GIC to remove staff and Committee members. Goes to Council next week.
- Safe streets for pedestrians – Main & King at Dundurn. Did video analytics on near misses. Councillor moved that a study be done with no parameters on suggestions. Suggestions on highways with all options. Moved to be public. Significant thing to happen. On off 403 ramps. Need enforcement. Consciousness when driving. Design is what City can control.
- Safe streets top of mind for BIAs.
- Complete streets program – City of Hamilton. Got traffic calming in 2019. No additional identified for Locke Street. Working on for a number of years. Bike lanes not possible on Locke Street with bump out – different kind of traffic calming to slow traffic.

B: Financial Update (Steve, Tracy):

- Approval of 2020 audited financial statements. *Motion to approve 2020 financial audited statements. Moved by Brandon, seconded by Robyn. Carried.*
- 2021 audit – info needed for May.
- Will be looking for efficiencies and using accountant with QuickBooks to start after tax season. Paul Donahoe new accountant after May.
- *Motion to receive financial update. Steve, Robyn. Carried.*

C: Safety and Security (Tracy):

- Crime update: 1 motor vehicle theft and 2 burglary from vehicle about a block outside of BIA
- No commercial crime reported

D: Business updates (Tracy):

- COVID update: masks requirement extended to June 11th for healthcare/medical clinics, public transit, hospitals. Hospitalizations levelled off.
- Rapid tests available at Hamilton Chamber of Commerce
- Matty's Chicken now open. Planted open.
- For lease beside Burnt Tongue, beside Into the Abyss, 101 Locke
- 101 Locke leased corner unit – unknown new tenant
- My Dog Joe Building for sale
- Clouded renovations halted
- Smoking on the street – garbage cans toppers. Connect with City to get more
- Bylaws and tax roll looking at food truck commercial operations.

E: Community Outreach (Tracy):

- Kirkendale Neighbourhood Association. The Generator FB Kirkendale
- Letter to neighbourhood for closures and 2022 events

F: Streetscape (Tracy):

- Banners up and wreaths are down – stored at Hess Street Public Storage
- Lights on poles – many need to be replaced Cost about \$500 lights
- Electrical on poles to be fixed
- Question about pole posters, unsanctioned vendor sales
- Planters – some shrubs need to be replaced. Suggestions for a couple of perennial grasses in the planters and fill in missing white pine.
Total cost ~\$500. Want some hearty annuals for pop of colour? Cost ~\$250.
Streetscape budget \$14000. Banners wreaths up and down cost ~\$6000
Fits within budget.
Request to move planters to near a bench towards Herkimer. Bold and Locke.
- Children's toys – Brandon to speak to person putting them there, Stephanie to look at from municipal public space side. Concern for safety and cleanliness.

G: 2022 Events (Robyn):

- APR 16: Easter Egg Wander (recap – great success, Planted stepped up, colour bags, colour, efficient thing, people liked it, had line ups, lots of kids that come with families, discover shops, people really enjoyed it. white bags + Planted bags + others = ~400. Street was alive.
- MAY 7 & 8: Art Wander, self-guided heritage tour, encourage art at businesses.
- JUL 17 - Sundays UnLocked (#1) committee working on planning
- AUG 21 - 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, some interest from businesses.
 - Best of Hamilton Guide
 - Get in the Loop Hamilton
 - King and Locke @ Victoria Park – get for Sundays
- Special Events budget \$7000. Two events happened with only ~\$400 spent. Sponsorship very tight this year. Up to \$5000 needed to make Sundays happen. Look to use some reserve or use special events budget now and add in reserve later. Stefanie and Tracy to chat about funds.

H: Strategy (Tracy):

- Theme: Locke Street is open for business, outdoor community events throughout the year.
- Outdoor patios, outdoor shopping district, outdoor fresh
- Support local small business, support artisans

I: Website (Tracy):

- New website created by Board volunteers – access issues, no contact, access to files, has been forwarded to another domain that cannot access, can't get in contact with BIA volunteer
- Current website created 12 years ago – out of date structure
- GoDaddy merchant directory best, use template, cost about \$500 to work done and running to be able to access and update and promote special events. Come from that budget line?
Look at Rolling Thunder for GoDaddy
Have a google doc with what is going on, full disclosure, good for turnover, good to have a resource bank to go to. Goal to systematizing to make it easier when new people come in.
Google doc has Special events budget, Saturdays Unlocked, some files
- Stefanie has contact for Sylvia

Motion to approve and receive discussion items. Moved by Rachel, seconded by Steve. Carried.

9. Notice of Motions. None.

10. Motions. None.

11. General Information/Other Business. None.

12. Adjournment. *Motion to adjourn. Moved by Rachel. Carried.* Meeting adjourned at 2:28pm

- Next Meeting May 30, 2022 at 1:00pm (May 23rd is a holiday)
- Hybrid version considered at future meetings.