

Locke Street Business Improvement Area Board Meeting

MAY 30, 2022 @ 1:00pm

MEETING MINUTES

Join Zoom Meeting

<https://us02web.zoom.us/j/81849078851?pwd=VktJK2U2SVBpQyt4by9BSkZpUXlPdZ09>

Meeting ID: 818 4907 8851

Passcode: unlocked

Present: Bettina Schormann – CHAIR, Brandon Stanicak – VICE CHAIR, Steve Knight – TREASURER, Robyn Allan, Rachael Amy Shay, Dao Nguyen, Tracy MacKinnon – Executive Director (recording)

Guests: Katherine Noble

Regrets: Alex Hobcraft, Erica Savoy, Paul Furlong, Ryan Furlong, Councillor Maureen Wilson/Stephanie Hilson

1. **Call to order**
2. **Approval of Agenda. *Motion to approve the agenda. Moved by Steve, seconded by Rachel. Carried.***
3. **Declarations of Interest.** None.
4. **Approval of Minutes of Previous Meeting.**
 - ***Motion to approve the minutes of NOV 22, 2021. Moved by Steve, seconded by Robyn. Carried.***
 - ***Motion to approve the minutes of APR 25, 2022. Moved by Rachel, seconded by Robyn. Carried.***
5. **Delegations** None.
6. **Consent items** None.
7. **Presentations** None.
8. **Discussion Items:**

A: City of Hamilton: Councillor Maureen Wilson represented by Stephanie Hilson

- Vaccination requirement required: staff and Committees.
- If don't respond by June 21st – going to assume if not respond then not covered - please let us know. If no answer then not sending in info. Waiting back from legal in writing. Proof of Vaccination required by City for May 31st. Staff September 30th. Question with legal if Board members will be removed from Board if do not submit and virtual attendance ok. Waiting to hear back from legal. Council will be looking at this issue so more to come.
- Safe streets for pedestrians. Conscientious of being pedestrian friendly on Locke Street. New construction road set up does not allow for bike lanes with parking bump outs.
- Main Street West changes. Find out more info. Police report on issues. Request for police report on Main St accidents. Tracy to chat with Councillor.

B: Financial Update (Steve, Tracy):

- Bank cards received. Bettina, Steve and Alex signing officers.
- 2021 audit – info needed
- Will be looking for efficiencies and using accountant with QuickBooks to start soon
- Bettina to pick up cards from RBC.
- Work online with Steve to move online Quickbooks and monthly reports
- ***Motion to receive financial update. Move by Rachel, seconded by Robyn. Carried.***

C: Safety and Security (Tracy):

- Crime update: No commercial crime reported, but close by residential area – 2 residential burglary, 2 motor vehicle theft and 1 burglary from vehicle about a block or two outside of BIA
- No complaints

D: Business updates (Tracy):

- COVID update: masks requirement extended to June 11th for healthcare/medical clinics, public

transit, hospitals. Hospitalizations levelled off. Up

- Rapid tests available at Hamilton Chamber of Commerce
- My Dog Joe Building for sale
- Diced Ice opening soon – Thai ice/rolled ice cream
- Clouded renovations halted, compliance sign removed, looks like some activity, no permit
- Bylaws and tax roll looking at food truck commercial operations. Bylaws reported no bylaw infractions – further review requested. Request for partial commercial tax property – confirmed it is a residential only taxed property. BIA deals only with properties designated commercial tax. ByLaws, Public Health, Garbage, seating,
- My Main Street community growth. \$10000 x 10 for four areas. 5 for existing businesses and 5 for new businesses. Locke Street ~100, Hess Street ~30, Main West ~40, King West ~40. Try to split up grants. Interested applicants include: Diced Ice (owner Mary) – beside Brux House – Thai ice cream, customized market report then connect data to business goals. Patricia at Matty’s Hot Chicken (April 6th opened – considered new, met May 11th). Picks and Sticks. Bread Bar. Nest. West Town, Modern Design Studio. Any business can get a customized market research report. Using Hubspot.
Franchises, 10 employees or less, 25 or less restaurants, operating PT = NOT eligible
- Digital Main Street opening 4.0 in June. Everyone who got 2.0 are eligible for \$2500.

E: Community Outreach (Tracy):

- Letter to neighbourhood for closures and 2022 events. Road closures and opportunity for other info.

F: Streetscape (Tracy):

- Stored streetscape items at Hess Street Public Storage – new offer from David Church to use his garage. Clean-out needed. Plan over next month to get things moved. Thank you Rachel. Bettina agreed for use of Bread Bar van to move items from Public Storage. Great cost saving.
- Lights on poles – many need to be replaced. Cost about \$100-200 per pole for commercial grade lights. Replaceable bulbs vs string of set lights. Can do colour light if wish with options for replaceable changes during seasons. Will fit in streetscape budget. ~ 20 poles.
Cleaning and stripping of poles will happen at same time.
Commercial grade – elegant and classic, warm white. Agreement for warm white.
Snowflakes purchased previously are cool white lights – look at later in year.
- Question about buskers and unsanctioned vendor sales.
Agreement on policy for unsanctioned vendors – allowed or not allowed?
BIA issue to permits for vendors at events and otherwise not permitted
Agreement on buskers?
Two property owners where taking place now have allowed it, as long as not bothering customers and acting respectful. Self-monitor.
Check with members on whether they allow. Policy? “unsanctioned vendors” selling on the street. Brought attention, some taken an issue. Do we want a policy?
Option for an “artisan alley” for buskers, music. To look at for future.
If it does become an issue then can deal it. Plan of action: case by case.
Some people can be aggressive and rude.
Point of contact reference for businesses. COAST. Rachel will share.
One incident with sidewalks painted by people with snake, harassment, fear for safety of business owner.
City has contacts for security issues.
Policy needed. Need info from City to share – hotlines, reporting, safety issues, etc.
- Planters – rest to be planted tomorrow morning (rain Wednesday, Thursday). Different perennial grasses, vines, banana leaf, flowers bloom through to fall. Gasses create movement in planters which is good for the street.

G: 2022 Events (Robyn and Tracy):

- MAY 7 & 8: Art Wander, heritage tour. Posters with facts and history.
- JUN - During the month of June, shoppers are asked to complete a series of 12 acts which support local businesses. Social media giveaways. No cost to BIA.
<http://www.hamiltonbusinessrally.com/>
- JUN 4 – 100 in a day (100 historic facts, self guided)
- JUL 17 - Sundays UnLocked (#1) committee working and planning event. Heidi CEF grant ~\$10000. Music, Sundays, 4 stages, Matthew and Tracy pulling it together.
Sundays – magic, logistics, free parking, sets stage for coming years
- AUG 21 - Sundays UnLocked (#2)
- SEP 18 - Sundays UnLocked (#3)
- OCT 29 - Trick or Treat – Planted as hub, look at options and others involvement
- November 5 – Hamilton Day TBC. Social media giveaways, music, etc. funding needed TBC.
- NOV 19 - Tree Lighting/Magic of Locke Planted for tree? Other options?
- City of Hamilton funding – events and advertising package
 - Best of Hamilton Guide (The Bay Observer) moved to August publishing. Sundays Unlocked ad with discounted options for BIA businesses
 - Get in the Loop Hamilton – direct contact with a handful of businesses interested.

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
- #WalkLocke

I: Website (Tracy):

- New website created by Board volunteer now up and accessible. Domains and hosting moving to new local IT company. Accessible.

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

9. Notice of Motions. None.

10. Motions. None.

11. General Information/Other Business. None.

12. Adjournment. *Motion to adjourn. Moved by Steve. Carried.* Meeting adjourned at 2:29pm.

- Next meetings June 27, 2022. September 26, 2022, October 24, 2022, November 28, 2022.