

Locke Street Business Improvement Area Board Meeting

OCTOBER 24, 2022 @ 1:00pm

MEETING MINUTES

Join Zoom Meeting

<https://us02web.zoom.us/j/86480970126?pwd=U05tVk53cFdiTVlONytwTDErblZQT09>

Meeting ID: 864 8097 0126

Passcode: unlocked

Present: Alex Hobcraft, Bettina Schormann – CHAIR, Erica Savoy, Rachael Amy Shay, Robyn Allan, Dao Nguyen, Steve Knight – TREASURER, Tracy MacKinnon – Executive Director (recording)

Guests:

Regrets: Councillor Maureen Wilson/Stephanie Hilson, Paul Furlong, Brandon Stanicak

1. **Call to order.** Meeting called to order at 1:16pm with Bettina as Chair.
2. Proof of Vaccination required by City for September 30th- Council has removed the requirement for Boards/Committee volunteer appointees.
3. **Approval of Agenda. *Motion to approve the agenda. Moved by Robyn, seconded by Alex. Carried.***
4. **Declarations of Interest** None.
5. **Approval of Minutes of Previous Meeting.**
 - September 26, 2022. ***Motion to approve the minutes of September 26, 2022. Moved by Rachel, seconded by Alex. Carried***
6. **Delegations** None.
7. **Consent items** None.
8. **Presentations** None.
9. **Discussion Items:**
 - A: City of Hamilton: Councillor Maureen Wilson regrets**
 - Proof of Vaccination required by City for September 30th- Council has removed the requirement for Boards/Committee volunteer appointees. Concerns about who at the City had requested this of volunteer Boards/Committee.
 - Main Street and King Street changes update – bus lanes installed on King St W., no right turn on red, left lanes discontinue are some of the changes made in response to pedestrian deaths. City planning to do other changes – update on changes and two-way street changes post-election
 - Christmas free parking program – NOV 24-DEC 24. Confirmed at BIAAC (BIA Committee with City) after discussion about suggested changes from City. Programs returns for BIAs.
 - Election Day – new mayor, Councillor election, AGM election of BIA Board in January. Councillor for Ward 1 sits on BIA Board. Suggestion to request in BIA e-newsletter that BIA is looking for Board members.
 - B: Financial Update (Steve, Tracy):**
 - Bank cards received. Online banking issues sorted. Working on autodeposit (apparently, 4 accounts at City)
 - Receivables: Contributing to Operating Grant \$2771.51, Shared Parking revenue \$11 774.03, CEF grant \$10125, other Sundays Unlocked sponsorship funds, vendor funds received
 - 2023 grants start to open in fall, some eligible for BIAs, others not
 - Audit details – working on info for 2021
 - BIA operations: streamlining account and other details for ease of Board change is goal
 - \$180 e-transfer error to be corrected. Tracy to connect with Alex.
 - ***Motion to receive financial update. Moved by Rachel, seconded by Robyn. Carried.***
 - C: Safety and Security (Tracy):**
 - Crime update: outside BIA in residential area – 1 motor vehicle theft.

D: Business updates (Tracy):

- Patios on Locke Street end OCT 31 – outdoor dining district a permanent program going forward
- New businesses open: Forrest & Harbour Co, The Acoustic Room, Ore Movement Studio, Clouded, Madam Bonbon, 101 Locke – Eyes on Locke
- Cloing: Brux House end of month,
- Food truck – tax designation requested change to commercial property tax class since commercial activity takes place on that property – process started, private property change to commercial so will have commercial taxes and BIA levy on property tax bill
- Other residential changes to commercial tax designation changes started for properties that have changed to commercial activity. MPAC assessment process halted with COVID, expected to resume for 2023.
- Trick or treat biz participation for Saturday expected to have multiple businesses involved

E: Community Outreach (Tracy):

- Election OCT 24. Election debate earlier in October with BIA as community participant.

F: Streetscape (Tracy):

- Requesting assistance from City for transient visitors to the street – issue with some safety and security, mental health, threat to regular business activity, fear/concern from customers
- Planters – fall colours, mini pumpkins, perennial grasses, plants/flowers go longer in season
- Lighting – ready for Magic of Locke, multiple locations for trees along the street with outdoor outlets and spot to secure, warm white lights, goal to make it warm and inviting
Tracy meet with Brandon to discuss previous electrical work on poles.

G: 2022 Events (Robyn and Tracy):

- Whole calendar of events sent for 2022 early in year with e-newsletter reminders
- OCT 29 - Trick or Treat 12-3pm, pumpkin inflatables at spots along the street. Cautious promotions for reasonable number of attendees, intended for local community give back.
- November 5 – Hamilton Day \$1000 grant – \$25 gift cards to be spent that day at participating businesses, division based on participation 40 x \$25. Individual gift cards for businesses who wish to participate.
- NOV 18 & 19 - Tree Lighting/Magic of Locke, added Friday night to help with line-ups, planning underway, Santa and H&C booked, two-night late night shopping (staffing an issues) so will be doing Friday evening and Saturday afternoon. Maybe restaurant focus for second night, desire to get everyone on who wants a carriage ride and avoid disappointment from previous year rides. Tree lighting was something that people gathered. Plan is for multiple trees to be lit at businesses with outdoor power wanting to participate, at same time along the street – trying to avoid issues of blocked sidewalks from previous year. Tracy to connect with Dao about event.
- DEC 10 & 11 NEW – Salvation Army giant kettle, live entertainment, media, etc. In the works as a possible event. Details to come.

H: Strategy (Tracy):

- Theme: Locke Street is open for business, outdoor smaller community events throughout year.
- Outdoor patios, outdoor shopping district, outdoor fresh, free parking NOV 24 – DEC 24
- Support local small business
- The Generator - working well for social media – events marketing and promotions
- City BIA Consultant – working with in fall for Strategic/Marketing Plan – no cost to LBIA, report to come for AGM

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

10. Notice of Motions. None.

11. Motions. None.

12. General Information/Other Business.

- **Road changes effect on Locke St. and visitors coming to Downtown Hamilton.** Tracy to ask Councillor and mayor post-election for feedback after work done.

13. Adjournment.

- Next meeting at 1pm on November 28, 2022. No December meeting. AGM in January.
- 2023 Budget needs to be approved.
- Website – updates required and Sylvia need to transfer over files. Tracy to make corrections.
- ***Motion to adjourn. Moved by Rachel. Carried.*** Meeting adjourned at 1:58pm