

Locke Street Business Improvement Area
Board Meeting
September 25, 2023 @ 1pm
Meeting Agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/83258528370?pwd=UWV2OW1ucUdoWkpVa1F1ZWdLTDJlUT09>

Meeting ID: 832 5852 8370

Passcode: unlocked

Present: Alex Hobcraft, Bettina Schormann – CHAIR, Brandon Stanicak, Dao Nguyen - VICE CHAIR, Rachael Amy Shay, Robyn Allan, Steve Knight – TREASURER, Councillor Maureen Wilson/Stephanie Hilson, Andrew Webster Tracy MacKinnon – Executive Director (recording)

Guests:

Regrets: Chris Mindorff, Dwayne Cline

1. Call to order.

- Code of Conduct is required by City to be signed by all Board members.
- Welcome Toney Greco – on Locke St since 1966

2. Approval of Agenda.

3. Declarations of Interest

4. Approval of Minutes of Previous Meeting.

- Minutes of June 26

5. Delegations None.

6. Consent items None.

7. Presentations None.

8. Discussion Items:

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

- Main Street changes update – Main St & King St
- HAAA park update - 2024 upgrades and construction to be done, instead of starting in 2023
- Support for streetscape colours – looking at trees, planters and options
- City Economic Development support for events possible TBC
- Encampments update - meeting tomorrow night 7pm @ Hamilton Convention Centre report to council encampment protocol. identified need for public engagement, what city facing, legal parameters, online engagement, limiting 5 tents to area - part of protocol. enforcement on place? report touches on that. if don't have house or space then city needs to make waste disposal in place, one proposal having people with lived experience working with those unhoused and supporting efforts on waste disposal, discussed tomorrow night. difficult with no road map to follow. hamilton not alone - across Canada. AMO
- Pedestrian crosswalks - changes? additions? Councillor office to look at possibilities, study was done when construction on street to place where they are now, directing pedestrian traffic considered, neighbourhood overview process
- public space wanting to work with BIA for opening of the new art piece for fall, construction to start in 2024
- pedestrian signage - Councillor office to look at with park to direct people for washrooms and park space

A1: Executive Update:

- Executive meeting July 24, 2023
 - **CRA update:** changeover complete with Steve as authorized person, address changed. Locke St BIA does not have municipal status so HST returns not accepted. Unusual for BIA to not have municipal status so BIA
 - **Food Truck:** Shuck Truck comments/threats and issues at Sundays UnLocked #1. Agreement to bring police to request removal of vendors without permits and payments

- **Social Media:** Board has agreed to Tracy to do the Locke Street social media and anyone offering to help must work under Tracy. Happy to have members contribute but need to work with what has been agreed to and set up by the Board
- **Members Meet & Greet:** Agreement for WED 7 SEP (since cancelled) update: trying to find new date, still want to have it?
- **Tasks/projects:** Agreement to work with guide suggested by Dwayne:

Responsible

The responsible role represents the performer, the person (or group) that performs and completes the work. In the RACI approach, every task, deliverable, or decision needs at least one person assigned to it to ensure that no essential requirements or efforts fall between the cracks.

Accountable

The accountable role reviews and decides whether or not to approve the task results or output.

The accountable person must ensure that the responsible people understand their task's scope, requirements, and timeline. Often accountable parties have leadership or management positions, such as the project sponsor. They also have the background and authority to make key decisions.

Each task should have one, and only one, accountable person. It's crucial to project success that someone is accountable to establish an approval process, monitor progress, and motivate the responsible parties to keep the tasks or project on track.

Consulted

The consulted role provides advice, insight, and suggestions for completing a task. They may be on the same team or from a different department, but they are typically subject matter experts.

They're also usually vested in giving good advice because it influences their current and future credibility. These stakeholders offer input before work starts and during the task lifecycle. The consulted role follows up when work concludes to provide feedback on the finished project. A consulted role isn't mandatory, but is often assigned when subject matter experts are needed.

Informed

The informed role has limited involvement in the project activities but is still vested in its success. They may include senior leadership, clients, or workers in other departments.

Sometimes they are external parties who will be affected by the results of the project. These stakeholders are in the information loop to receive updates on work progress, but they only require information relevant to their interests.

B: Financial Update (Steve, Tracy):

- CRA changeover to municipal status to bring up to par to other BIAs
- Revenue to come: CEF Sundays UnLocked \$7320 + Contribution to operating fund grant \$2,664.31 + Shared parking revenue \$11,774.03.
- Audit update - KPMG finished 2021 audit, Board approval required. Adjusting entries from 2021 to be used to start 2022. Keeping with same accountant, getting things caught back up for 2022 after 2021 audit complete.
- ***Motion to approve 2021 audited financial statements.***
- ***Motion to receive financial update.***

C: Safety and Security (Tracy):

- Crime update: 3 residential burglary and 1 theft from motor vehicle, 1 motor vehicle theft outside of BIA, no crime reported within BIA
- Crime audits available and resources from HPS – will share with members
- Crime Manager is Sgt Butt. Would you like an update from HPS and crime at next meeting?

D: Business updates (Tracy):

- Food Trucks: City of Hamilton email responses, City of Hamilton ByLaws, MPAC update, new listings for space to be used for food trucks
- NEW: Locksmith rebranded as Whoa Nelly – recently opened, new office spaces opened: GSP Group (top of Vintage Charm), Sonder and Form (top of Clouded), Aura Cosmetic Clinic - 195 Locke St, Heather on Locke is back at 215 Locke St, Eyes on Locke – 101 Locke St, Good Time Barbering – 230 ½ Locke St, Toscan's Closet – Into the Abyss old location

- MOVED: Green Chair Barber beside David Church
- PATIOS on Locke Street end October 31 (for those on public property) Bread Bar, Peruviano, Democracy. Other Streetside patios on private property: The Squire, West Town, Cima, Whoa Nelly, Beasleys, Foyer. Good number of patios.
- A few spots open for lease – Junkie’s/Coco Rex (building appears sold), Cash place, upper office 218 Locke
- suggestions to send out listings - do you know somebody who wants to open a business?
- Digital Main Street opened for another round of \$2500 grant
- Monday openings requested from Pure – some businesses open

E: Community Outreach (Tracy):

- New scooter share program on Locke Bird Canada at July event
- Community groups invited and participated in Sundays UnLocked – St. John’s the Evangelist Church, choral group with upcoming concert, Seniors for the Environment

F: Streetscape (Tracy):

- Streetscape and new colours connected to marketing/branding: BIA group met to discuss, viva magenta colours with pole wraps and banners desired. More info to come about funding.
- Electrical – electrician and Alectra
- Public Art project expected to be installed 2024 – butterfly tree design - more details to come for businesses to be able to purchase a butterfly from artists at their own cost.
- Garden beside Gym on Locke – do you want a harvest display? Display at double bench?
- Planters – pumpkin décor? Winter greens?
- Electrical outlets on buildings for Christmas trees

G: 2023 Events (Robyn and Tracy):

- JUL 16 - Sundays UnLocked (#1) AUG 20 - Sundays UnLocked (#2) SEP 17 - Sundays UnLocked (#3)
RECAP: 10am-6pm, comments, social media focus on what businesses were doing something special
- OCT 28 - Trick or Treat 12-2pm
- NOV 4 – Hamilton Day: confirmation of grant: \$1500 includes Chamber membership + live music + \$670 left for gift card giveaways to be spent that day.
- NOV 17 & 18 - Magic of Locke (Friday eve and Saturday daytime)
- DEC – Holiday shopping (Carriage rides for 3 Thursdays in DEC with late night shopping)

H: Strategy (Tracy):

- Action Plan 2023 – Patty Hayes report
- Theme: Locke Street is open for business, outdoor smaller community events throughout year.
- Outdoor shopping district, outdoor fresh, support local small business
- Tourism district: shop & dine – trying to get highway signage, room key program with hotels – need more businesses to participate
- Streetscape and Branding connected: #LoveLocke, new colour incorporated - Viva Magenta
- Social media: events, patios, shopping, some reels (more to come), special happenings at businesses – grand opening, new menu, Thanksgiving, fall, experience

10. Notice of motion None.

11. Motions None

12. General Information/Other Business None.

13. Adjournment.

Next meeting at 1pm on Monday, OCTOBER 30th at Modern Design Studio and via zoom.
(last MON of month) 2023 meetings: OCT 30, NOV 27 (NO JUL, AUG, DEC)