

Locke Street Business Improvement Area Board Meeting

February 27, 2023 @ 1:00pm

MEETING MINUTES

Join Zoom Meeting

<https://us02web.zoom.us/j/85903424116?pwd=cWM5YWNkRUtNWG01akQxTHNnRVpwQT09>

Meeting ID: 859 0342 4116

Passcode: unlocked

Present: Alex Hobcraft, Bettina Schormann – CHAIR, Erica Savoy, Rachael Amy Shay, Dao Nguyen, Steve Knight – TREASURER, Councillor Maureen Wilson, Stephanie Hilson,

New Board members: Dwayne Cline, Andrew Webster. Tracy MacKinnon – Executive Director (recording)

Guests: Amy – from vintage charm

Regrets: Paul Furlong, Brandon Stanicak, Robyn Allan

1. **Call to order.** Meeting called to order at 110pm with Bettina as Chair.
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 November 28, 2022. Moved by Rachel, seconded by Alex. Carried.*
5. **Delegations** None.
6. **Consent items** None.
7. **Presentations** None.
8. **Discussion Items:**
 - A: City of Hamilton: Councillor Maureen Wilson**
 - Main Street changes update – all immediate phases implemented.
 - 2023 City of Hamilton budget process underway – winding down, concluding this week and ratified at Council March 29.
 - Proceeding in ward 1 - Public washrooms at field house. At HAAA park and beautification of HAAA clubhouse to be updated/renovated. Washrooms – universal and accessible – will be installed with some murals put on some buildings. Big park – 2 phases with funding support from federal and provincial levels of government. Phase 1 - west track. Phase 2 - green space. Supply and inflationary challenges, expected to be completed by end of season 2023 with phase 2 completed in 2024. Water chamber needs to be addressed.
Construction to start July 1 for phase 1. Very fast master plan. Lucky that gov Can got funding and quickly. Washrooms available during park hours and winterized. Washrooms individual.
 - Pedestrian Plan – Safe Streets year long program, done by consultant, will work with community
 - City smoking bylaw: <https://www.hamilton.ca/sites/default/files/2022-08/02-054.pdf> cigarette butts disposal – bylaws needs complaints and a continuous pattern to get bylaws to enforce. Individuals responsible. Better weather could look at blitz with bylaws and call enforcement if a pattern. Littering is littering.
 - Snow clearing: ice and snow taking longer to clear with large storms.
 - City patio bylaws. City has waived for 3 years fees and funding for this has run dry. Crash barriers cost a concern. Now a patio will cost ~\$10 000. Crash barriers are set by province and the City adopted it. \$4500 is the 3rd party fee. Patios, fees covered during COVID, ended pandemic funding, residents want to look at public money. Councillor to discuss with Tracy.

B: Financial Update (Steve, Tracy):

- Received: Contributing to Operating Grant \$2771.51, Shared Parking revenue \$11 774.03, CEF grant \$10125, Christmas grant \$1300, Electrical Infrastructure grant \$20000
- Some 2022 receivables and expenditures to be completed in March
- Audit details – working with accountant for statements – all now submitted – and some other details like deposits requested.

- Working with accountant to get everything completed
- HST returns to be filed for 2019, 2020, 2021, CRA changeover in process, was quite old and not changed over for a while. HST returns complete, submitted by mail and trying to submit online. Process to update CRA underway, which has not been done for a while.
- BIA operations: streamlining account and other details for ease of Board change is ongoing
- EFT set-up with the City in 2022 now LBIA all under one account in City accounting
- Tracy and Steve to chat and sort CRA, Steve talk to Tony
- ***Motion to receive financial update. Moved by Steve, seconded by Alex. Carried.***

C: Safety and Security (Tracy):

- Crime update: 2 residential burglary and 2 commercial burglary few blocks outside of BIA, no crime reported within BIA.
- Person got arrested for 30+ vandalism incidents which was happening in downtown area.

D: Business updates (Tracy):

- Patios on Locke Street APRIL 1 (for those on public property) – outdoor dining district a permanent program going forward – requesting that City continue to cover costs under pandemic recovery funding already approved for 2022 and 2023. Report from Economic Development coming to Council with costs under consideration.
- New businesses: Kelly moved to David Church side space, 101 Locke: Eyes on Locke, Laserbody MD – good to see spaces leased, Brux House new restaurant to open: same owners as Victoria’s – gastro pub The Locksmith, Pasta Mercato expanded into La Crème space and rebranded as Artie’s, New owner at Democracy, Gym on Locke taken over convenience store space.
- Digital Main Street opened for another round of \$2500 grant
- Google 360 free service – share with newsletter
- Google my business has changed – categories have changed.
- Get Digital Main Street person to do promo, 1 on 1 coaching free

E: Community Outreach (Tracy):

- Provincial By-Election MAR 16 for Hamilton Centre

F: Streetscape (Tracy):

- Planters – perennial grasses looking ok, dogwood holding up, pansies in March (weather)
- Plan for 4 season planter change
- Lighting – warm white lights on poles, wreaths to come down and banner switch in March (look at weather) as economical to do at same time
- Streetscape the whole street – cost analysis
- Connect with Marcia Monahan & Stephanie – garden at Chatham and Locke
- Electrical – most electrical work completed, Alectra ongoing

G: 2023 Events (Robyn and Tracy):

- Meeting of Committee just prior to BIA meeting
- Easter
- Updates and plan for 2023

H: Strategy (Tracy):

- Theme: Locke Street is open for business, outdoor smaller community events throughout year.
- Outdoor shopping district, outdoor fresh, free parking
- Support local small business – shop local
- The Generator ends tomorrow
- Branding – new logo, new colour, #LoveLocke

- City BIA Consultant – working group meeting in February and March with in person meeting with consultant for Monday, March 27th from 9-11am. All welcome.
- Governance – policies for next meetings

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

9. Notice of Motions None.

10. Motions None.

11. General Information/Other Business None.

12. Adjournment.

- Next meeting at 1pm on Monday, March 27th at Modern Design Studio and via zoom.
- BIA Board meetings to be held the last Monday of the month.
- Consultant to join us from 9-11am – all Board members welcome. Patty Hayes
- ***Motion to adjourn. Moved by Steve. Carried Meeting adjourned at 2:18pm.***