

## Locke Street Business Improvement Area Board Meeting

April 24, 2023 @ 1:00pm

### MEETING MINUTES

#### Join Zoom Meeting

<https://us02web.zoom.us/j/84411979040?pwd=MnBRRExGRlltREx0a0x6TkxzTjNpQT09>

**Meeting ID:** 844 1197 9040

**Passcode:** unlocked

**Present:** Alex Hobcraft, Bettina Schormann – CHAIR, Rachael Amy Shay, Dao Nguyen, Robyn Allan, Councillor Maureen Wilson/Stephanie Hilson,

New Board members:

Tracy MacKinnon – Executive Director (recording)

**Guests:** Ti (Modern Design Studio)

**Regrets:** Chris Mindorff (Democracy), Dwayne Cline (Vintage Charm), Andrew Webster (Webster Financial), Steve Knight – TREASURER, Paul Furlong, Brandon Stanicak

#### 1. Call to order

- New Board members expected to be appointed by Council in April – not yet. City will let us know
- Chris Mindorff – new sole owner of Democracy – would like to join the Board
- New board, new message to be sent by BIA to remind them if they miss three meetings then you are off the Board. Need to encourage participation.

#### 2. Approval of Agenda. *Motion to approve the agenda. Moved by Robyn, seconded by Rachel. Carried.*

#### 3. Declarations of Interest None.

#### 4. Approval of Minutes of Previous Meeting.

- *Motion to approve the minutes of March 27, 2023. 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/Stephanie

- Main Street changes update. Showed preliminary design. Online public meeting. End of May, includes 2 way Main, MTO willing to talk about exit on the Main from 403, now MTO will speak. 2 way to Dundurn, finalizing pieces, will do a public
- Patio application fee covered for 2023 – approved by Council March 29<sup>th</sup> – Thank you Councillor Wilson for ongoing support
- Phase 1 washroom construction HAAA park update. Reno of building, washrooms, still open. Everything west path being done this year, east of building, washrooms open. Staffing an issue for construction. Starting in August. Washrooms open regarding
- Support for streetscape colours - Meeting April 25<sup>th</sup> – Tracy, Stephanie and Maureen
- Working on trees, weeds in tree pits, forestry and streetscape to look at weeds

##### B: Financial Update (Steve, Tracy):

- CRA changeover is a priority to get up to date with HST refund filing. June 30 is deadline to recover 2019 HST. Confirmed BDI Accounting (previous BIA accountant) was last CRA authority for BIA in 2018 and nothing changed since 2018. BDI assisting to update CRA. Waiting to confirm.
- HST returns mailed in for 2019, 2020, 2021 = ~\$20000. CRA changeover is needed for online access and hope to have completed soon.
- First half of levy deposit expected by EFT in May
- Audit update - all now submitted what could find for deposits 2021. KPMG finishing audit, but may have more requests/questions. Once 2021 complete then 2022.
- RBC: deposit book needs to be picked up at branch. Bettina will pick up
- EFT set-up with the City in 2022 now LBIA all under one account in City accounting

- Asset – embossed press – at Nest – Tracy to pick up.
- ***Motion to receive financial update. Moved by Robyn, seconded by Rachel. Carried.***

#### **C: Safety and Security (Tracy):**

- Crime update: no crime on Locke Street businesses

#### **D: Business updates (Tracy):**

- Patios on Locke Street APRIL 1 (for those on public property) – outdoor dining district a permanent program going forward – as temporary patios – works better as it continues the pandemic licensing model. New costs from the City are becoming prohibitive. Council approved waiving the application fee at March 29<sup>th</sup> Council meeting and now have approved the water filled barriers. Patios applications to date: Bread Bar, Peruviano, Democracy  
Other Streetside patios on private property: The Squire, West Town, Cima, The Locksmith, Foyer, Beasleys.
- New businesses: The Locksmith now open, Kelly the barber beside David Church, 101 Locke: Laser Body MD/Super Natural beside Function 101, Eyes on Locke coming soon; Foyer coming soon (MDS after 5-11pm Wed-Sat), Gym on Locke expansion (former variety store)
- Expanded hours: Diced Ice, Democracy, Amo Gelato Caffè
- MPAC Shuck Truck – spoke with MPAC, awaiting City tax listing soon
- Sub tenants: sub within a business i.e. independent contractors (salon, real estate), artists' businesses (Textures, Forrest and Harbour), sub space (Junkies)  
Municipal Act – Bill 101 – property owners and their tenants
- A few spots open for lease – Into the Abyss, Mister Tony's, Junkie's, Cash
- Digital Main Street opened for another round of \$2500 grant

#### **E: Community Outreach (Tracy):**

- New scooter share program to come to Hamilton, similar to bike share program now on Locke

#### **F: Streetscape (Tracy):**

- Planters – perennial grasses looking ok, dogwood holding up, pansies planted, summer flowers to come in May and take a look at how grasses doing
- Move planter at Beasleys
- Need to add more dirt and more flowers
- Plan is for 4 season planter change with perennial grasses and white pine in all
- Lighting – warm white lights on poles, wreaths down with summer banners switched, will look good for patios, photo cells
- Patios now expanded part of streetscape, extended hours with weather, flowers, etc
- Wreaths to have bulbs and bows removed over summer so just circle with lights in future
- Electrical – our electrical work completed, follow up with Alectra issues
- Public Art project expected to be installed 2024 – butterfly theme: see how we can use, connect during spring season when installation complete
- Garden beside Gym on Locke – mulch and perennial grasses and pollinators needed - fits within streetscape budget
- Additional planters for businesses to enhance streetscape – agreement from beautification - offering to businesses to have self-watering ones with evergreen and they plant seasonal
- Contact same planter company (self-watering) - looking at options and budget (see next item)
- Colour, large planters, evergreen, pole wraps – meeting tomorrow with Councillor to discuss then will go from there.

#### **G: 2023 Events (Robyn and Tracy):**

- APR 8: Easter Egg Hunt 12-2pm – well received, good participation and attendance, local focus
- MAY 6&7: Doors Open/Jane's Walk (walking tours) signage on businesses AND Sunday 11am, will video and have virtual on Doors Open Ontario site

- MAY 13&14: Mother's Day weekend (promotional)
- JUN 8-17 – Art on Locke (Hamilton Arts week) and workshop weekends, live music, patios
- JUL 16 - Sundays UnLocked (#1) 11am-5pm
- AUG 20 - Sundays UnLocked (#2)
- SEP 17 - Sundays UnLocked (#3)
- OCT 15 - Sundays UnLocked (#4) ??? if funding (not announced yet)
- OCT 28 - Trick or Treat 12-2pm
- NOV 4 – Hamilton Day
- NOV 17 & 18 - Magic of Locke (Friday eve and Saturday daytime) H&C
- DEC – Holiday shopping (Carriage rides for 3 Thursdays in DEC with late night shopping) H&C

**H: Strategy (Tracy):**

- 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 – introduction of a Room Key program, aim to start in summer
- Branding: #LoveLocke, new colour incorporated - Viva Magenta

**9. Notice of Motions**

**10. Motions**

**11. General Information/Other Business**

**12. Adjournment.**

Next meeting at 1pm on Monday, May 29<sup>th</sup> at Modern Design Studio and via zoom. (last MON of month)  
 2023 meetings: MAY 29, JUN 26, SEP 25, OCT 30, NOV 27 (NO JUL, AUG, DEC)  
 Motion to adjourn. Moved by Rachel. Carried. Meeting adjourned at 2:35pm.