

**Locke Street Business Improvement  
Area Board Meeting  
April 29, 2024 @ 1pm  
Meeting Agenda**

**In person at Footprints Music – 206 Locke Street S or via zoom**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82741024834?pwd=TWNMZDc4WkFZUVJPbXNGcG9MUTJOQT09>

**Meeting ID:** 827 4102 4834

**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, Dwayne Cline, Chris Mindorff, Tracy MacKinnon – Executive Director (recording)

**Guests:**

**Regrets:**

- 1. Call to order.**
- 2. Approval of Agenda.**
- 3. Declarations of Interest**
- 4. Approval of Minutes of Previous Meeting.**
  - Minutes of March 25, 2024

- 5. Delegations** None.
- 6. Consent items** None.
- 7. Presentations** None.
- 8. Discussion Items:**

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

- Update on cyber attack
- Main Street changes update – Main St & King St
- HAAA park update - 2024 upgrades and construction to start
- Parking Master Plan update expected to come to Council in spring (Holiday parking, rates)
- City support for road closure costs and patio permit fees waived in 2024 – March 27 Council
- Other

**A1 - H: Sub-Committees (Dwayne):**

- **Sub-Committees formation:**
  - **Marketing/Branding/Social media/presentation of Locke St** – Dao, Chris, Tracy
  - **Beautification** – Rachel, Amy, Dao, Robyn, Tracy
  - **Festival/Activations** – Brandon, Chris, Robyn, Dao, Tracy
  - **Executive Committee** – Bettina, Steve, Dao – is already in existence, as per BIA ByLaws.
- **Descriptions/Mandates of each Sub-Committee:**
  - **Marketing/Branding/Social media/presentation of Locke St**
  - **Beautification**
  - **Festival/Activations**

- **Parameters of BIA Committees from Locke St BIA By Laws:**

**Formation**

*a) All committees are established by the Board of Management and report only to the Board of Management.*

*b) All committees shall comprise no fewer than three (3) members. At least one shall be a Director of the Board of Management, other than the Chair, and at least two may be Members of the B.I.A. The chair of a committee shall be elected by the members of the committee from within their ranks.*

*c) The chair of a committee may be a Director. The Chair of the Board of Management shall not chair any committees.*

**Functions**

*a) All committees are responsible for investigating, preparing plans, and recommending actions to the Board of Management within their mandate.*

*b) Committees shall not have the authority to enter into a contract on behalf of the B.I.A. or commit the B.I.A. to any financial obligation or liability.*

*c) Each committee shall report (preferably in writing) its activities to the Board of Management at each regularly scheduled Board of Management meeting, either by the chair of the committee or by a Director representing the committee. Any written report is to be attached to the minutes of the Board of Management meeting at which it was presented.*

**Directors of the Board of Management**

*(i) May be asked to serve on a committee.*

*(ii) Shall ensure that any committee, on which he or she is a member, acts within its mandate.*

*(iii) Shall report to the Board of Management on the activities of the committees that he or she chairs.*

*(iv) In the event that the chair of a committee is not a Director, and the chair of the committee does not wish to present the committee report himself or herself, a Director representing the committee shall be the committee spokesperson at the Board of Management meeting.*

**Motion to approve the creation of the three Locke Street BIA Committees:**

**Marketing/Branding/Social Media Committee, Beautification Committee,**

**Festival/Activations Committee, with descriptions/mandates and parameters as agreed.**

- **Next steps:**

- **Committee Chairs**
- **Committee members**
- **Committee meetings**

**B: Marketing/Branding/SocialMedia/Presentation (Dao, Chris, Tracy):**

- Marketing/Branding/SocialMedia/Presentation Committee group update - Dao

**C: Streetscape (Rachael, Aimee, Tracy):**

- Pansies in for spring look until weather ok for summer flowers
- Beautification Committee group meeting update

**D: Financial Update (Steve, Tracy):**

- Budget levy approved at March 27<sup>th</sup> meeting. First half of levy to come in May.
- CRA to change BIA to municipal status – not yet heard
- Audit update - KPMG to start 2022. Need to get statements completed. New person.
- Received confirmation of grant for a summer student \$5163.
- Funding for road closures and parking fees confirmed covered for 2024.
- ***Motion to receive financial update.***

**E: Safety and Security (Tracy):**

- Crime update: no crime reported within BIA, and 4 thefts from motor vehicle and 2 burglary commercial just outside of BIA by Main Street area.

**F: Business updates (Tracy):**

- Food Trucks: Request with City to have a meeting with ByLaw Dept to discuss the City Food Trucks ByLaw and applying it to Locke Street. Staffing update and just received comments that food trucks ok. Spoke with Councillor's office and now updated request to meet with Councillor's office and ByLaws.
- PATIOS on Locke Street - permanent program resumes April 1<sup>st</sup> with deadline of June 1<sup>st</sup>. Fees waived for application with the City on private space and public space. Request that \$4500 barrier required by City of Hamilton only be removed to follow other municipalities and end recommendation. This would help to have more patios and enliven and enhance BIAs.  
A few businesses doing patios: Democracy, Joey Turks, Bardo, Peruviano, West Town, Squire on Locke
- Real Estate report:  
For sale: 197 Locke ST S (former Delirious Burger) \$899 900  
For sale: 139-147 Locke St S (FLO/Mortgage/Cash) \$1 999 000  
For lease: 188 Locke St S (Clouded) upper \$2400 and main \$6500  
For lease: 197 Locke St S (former Delirious) \$5750  
For lease: 180 ½ Locke St S (Forrest and Harbour) \$7000
- A few spots open for lease – former Mortgage and Cash place 147 Locke Street, office 206 Locke, 2 units at 101 Locke St, previous Delirious Burger location (expanded to Matty's Chicken space), previous Clouded space.
- To open soon: 137 Locke St S - Noir restaurant
- Interest to offer training/tips for businesses? Partnership?

**G: Community Outreach (Tracy):**

- Kirkendale Residents Association AGM, Blessings Church, sponsorship requests

**H: 2024 Events/Festivals/Activations (Robyn and Tracy):**

- Locke Street Rib Festival not an option
- **2024 EVENTS**
  - MAR 30: Easter Egg Hunt 12-2pm
  - MAY 4&5: Doors Open/Jane's Walk (walking tours, live music)
  - MAY 11&12: Mother's Day weekend (promotional)
  - JUN 5-14 – Art on Locke (Hamilton Arts week)
  - JUN 16 – Sundays UnLocked (#1)

- JUL 21 - Sundays UnLocked (#2)
- AUG 18 - Sundays UnLocked (#3)
- SEP 22 - Sundays UnLocked (#4)
- OCT 27 - Trick or Treat 12-2pm
- NOV 4 – Hamilton Day
- NOV 17 & 18 - Magic of Locke (Friday eve and Saturday daytime)
- DEC – Holiday shopping (add Carriage rides for 3 Thursdays in DEC 5, 12, 19 with late night shopping, options for businesses to participate)

**10. Notice of motion**

**11. Motions**

**12. General Information/Other Business**

**13. Adjournment.**

Next meeting Monday, May 27<sup>th</sup> at 1pm at Footprints Music and via zoom.  
(last MON of month at 1pm)

MAY 27, JUN 24, NO JUL & AUG, SEP 30, OCT 28, NOV 23, NO DEC