

**Locke Street Business Improvement  
Area Board Meeting  
September 30, 2024 @ 1pm  
Meeting Minutes**

**In person at West Town Bar and Grill - 214 Locke Street S or via zoom**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83470565692?pwd=aHZpcUtHdG03MGNtNnZ1NXZNUWpwZz09>

**Meeting ID:** 834 7056 5692

**Passcode:** unlocked

**Present:** Bettina Schormann – CHAIR, Brandon Stanicak, Robyn Allan, Steve Knight – TREASURER, Councillor Maureen Wilson/Stephanie Hilson, Dwayne Cline, Chris Mindorff, Tracy MacKinnon – Executive Director (recording)

**Guests:**

**Regrets:** Dao Nguyen - VICE CHAIR, Alex Hobcraft

**1. Call to order.** Meeting called to order at 109pm with Steve as Chair.

**2. Approval of Agenda.**

*Motion to approve the agenda. Moved by Robyn, seconded by Brandon. Carried.*

**3. Declarations of Interest** None.

**4. Approval of Minutes of Previous Meeting.**

- *Motion to approve the minutes of June 24, 2024. Moved by Brandon, 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 Hilson**

- Main Street changes update – Main St & King St
- HAAA park update - 2024 upgrades and construction TBD.
- Parking Master Plan update came to Council. Thank you Councillor Wilson for support motion to keep holiday parking for 2024. NOV 24-DEC 24 free parking. Changes for 2025 – no hourly rate increase, just fines increased for now. Report just about fines and increased revenue.
- Garbage – a couple of busy spots, request for blue recycling containers to be installed – request under review. 7 day a week pick up

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

• **Sub-Committees formation:**

- **Marketing/Branding/Social media/presentation of Locke St** – Dao, Chris, Tracy
- **Beautification** – Amy, Dao, Robyn, Tracy
- **Festival/Activations** – Brandon, Chris, Robyn, Dao, Tracy
- **Executive Committee** – Bettina, Steve, Dao – already in existence as per BIA ByLaws.

• **Descriptions/Mandates of each Sub-Committee:**

- **Marketing/Branding/Social media/presentation of Locke St for review (attached)**
- Dwayne worked on one and will send the rest using similar format - Purpose, Function, Responsibilities. Dwayne will share.

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

- Summer flowers in containers, most grasses and white pines doing well
- LOCKE signs – working on funding from Councillor Wilson

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

- CRA to change BIA to municipal status – acknowledged and being reviewed, additional documents for submission. Some forms needed. Keep Steve updated.
- Audit update - KPMG to start 2022 after changing to new system. New accountant person doing statements and will be ready this month. Tried a few accountants, small niche accounts.
- Received confirmation of grant for a summer student \$5163 and CEF grant \$7320. Shared parking revenue \$11774.03 (2023 = same) to come when up to date
- Funding for road closures (\$14373.60) and parking fees confirmed covered for 2024. Thank you Councillor Wilson.
- ***Motion to receive financial update. Moved by Robyn, seconded by Brandon. Carried.***

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

- Crime update: nothing reported inside the BIA, but some very close to BIA: 2 auto contents burglary - Locke @ Charlton and Locke @ Stanley, 2 motor vehicle theft, 2 residential B&E, 1 commercial B&E
- Crime safety night, info and digital session looking at now Thursday night seems best. Tracy to follow up.

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

- New businesses open: Noir - 137 Locke St S , AlBash Shawarma – 197 Locke St S
- New businesses to open soon: 101 Locke - Abella D Angelo Hair, 188 Locke - Craig's Cookies to open very soon, 206 Locke St – Dermatology Clinic and Pharmacy. Forrest and Harbour for lease sign down, construction possibly an Italian Pizza chain.
- PATIOS on Locke Street – seem to be doing well. Democracy, Bardo, Peruviano, West Town, Squire on Locke
- Real Estate report:  
For sale: 139-147 Locke St S (FLO/Mortgage/Cash) \$1 999 000  
For sale: 184-88 Locke St S (former Clouded) \$2 400 000  
For sale: 215 Locke St S (Modern Design Studio) \$ 1 899 999
- A few spots open for lease and not listed – former Mortgage and Cash place 147 Locke Street, of 1 unit at 101 Locke St
- Food Trucks: City ByLaws reviewing – have requested an update. Food Truck license class will have limitations – distance from events, 8 hours per day, etc. City site shows license expired with no new date updated. Here is what we would like to do.
  - Invite to BIA meeting
  - Get Councillor involved
  - Send letter to mayor
  - Send to Board
  - Licensing B or C
  - City where does he sit
  - Turn pressure – send name to Board

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

- Sundays UnLocked – community groups, a few getting involved (Scouts, Churches, Vote)

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

- Sundays UnLocked October upcoming
  - More business participation, very positive feedback
  - Businesses reported increase in activity and sales
  - Weather cancellation of August – moved to October 20, generating some excitement of a fall theme, thoughts?
  - October 20 – desire to still keep trick or treat OCT 26
- **Hamilton Day NOV 1-3** – confirm grant \$1500 (includes Chamber membership), walking tours, \$430, live music 11-2 & 2-5, giveaways for shops wanting to participate
- **2024 EVENTS**
  - JUN 16 – Sundays UnLocked (#1)
  - JUL 21 - Sundays UnLocked (#2)
  - SEP 22 - Sundays UnLocked (#3)
  - OCT 20 - Sundays UnLocked (#4)
  - OCT 26 - Trick or Treat 12-2pm
  - NOV 2 – Hamilton Day
  - NOV 15 & 16 - Magic of Locke (Friday eve and Saturday daytime)
  - DEC – Holiday shopping (add Carriage rides for 3 Thursdays in DEC 5, 12, 19 – trim to 2 - with late night shopping, options for businesses to participate)

**10. Notice of motion** None.

**11. Motions** None.

**12. General Information/Other Business** None.

**13. Adjournment.**

Next meeting Monday, October 28<sup>th</sup> at 1pm at West Town and via zoom.

(last MON of month at 1pm)

OCT 28 (maybe no Robyn), NOV 25, NO DEC

***Motion to Adjourn. Moved by Brandon.***

Meeting adjourned at 151pm.