



Town of Newmarket Agenda

Main Street District Business Improvement Area Board of Management

Date: Tuesday, February 19, 2019
Time: 6:00 PM
Location: Community Centre - Hall #2
200 Doug Duncan Drive
Newmarket, ON L3Y 3Y9

Pages

1. Additions and Corrections to the Agenda

2. Declarations of Pecuniary Interest

3. Items

3.1 Appointment of Chair and Vice Chair

3.2 Orientation

Attachments provided in the Orientation Binder:

- Business Improvement Area Contacts
- Business Improvement Area Constitution
- Business Improvement Area Handbook - The Ministry of Municipal Affairs and Housing
- Town of Newmarket Code of Conduct
- Town of Newmarket Procedure By-law
- Town of Newmarket Committee Administration Policy

3.3 Approval of Minutes

3.3.1 Main Street District Business Improvement Area Board of
Management Meeting Minutes of September 18, 2018

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1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of September 18, 2018 be approved.

3.4 2019 Meeting Schedule

Proposed meeting dates for 2019:

- Third Tuesday of the month from 6:00 PM to 8:00 PM; or
- Third Thursday of the month from 8:00 AM to 10:00 AM

3.5 Strategic Plan and 2019 Budget

4. New Business

5. Adjournment



Town of Newmarket

Minutes

Main Street District Business Improvement Area Board of Management

Date: Tuesday, September 18, 2018
 Time: 7:30 PM
 Location: Community Centre - Hall #2
 200 Doug Duncan Drive
 Newmarket, ON L3Y 3Y9

Members Present: Glenn Wilson, Chair
 Councillor Kwapis
 Elizabeth Buslovich
 Olga Paiva
 Carmina Pereira
 Jackie Playter
 Sigfried Wall

Members Absent: Anne Martin
 Peter Mertens
 Rory Rodrigo

Staff Present: C. Kallio, Economic Development Officer
 K. Saini, Deputy Town Clerk
 A. Walkom, Council Committee Coordinator

1. Additions and Corrections to the Agenda

The following addition to the agenda was requested:

1. Deputation from St. Andrew's Church Community Ambassador

Moved by: Carmina Pereira

Seconded by: Elizabeth Buslovich

1. That the addition to the agenda be approved.

Carried

2. Declarations of Pecuniary Interest

None.

3. Presentations & Recognitions

None.

4. Deputations

4.1 St. Andrew's Church Community Ambassador

Allen Kirkpatrick, Community Ambassador for St. Andrew's Church provided a deputation. He advised of the Church's activities in the community and involvement in upcoming events such as Rebel Heartland.

Moved by: Carmina Pereira

Seconded by: Sigfried Wall

1. That the deputation by Allen Kirkpatrick regarding St. Andrew's Church be received.

Carried

5. Approval of Minutes

5.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of July 24, 2018

Moved by: Jackie Playter

Seconded by: Elizabeth Buslovich

1. That the Main Street District Business Improvement Area Board of Management Minutes of July 24, 2018 be approved.

Carried

6. Items

6.1 BIA Board Election 2018

The Economic Development Officer provided an overview of the Annual General Meeting for 2018 and the election for the new term of the Board membership.

The Deputy Town Clerk provided an update on the 2018 BIA Board election and reviewed the voting procedures. The Board asked questions of clarification regarding election processes.

The Board discussed the proposed date for the 2018 Annual General Meeting. November 13, 2018 and November 20, 2018 were proposed as potential dates. Glenn Wilson advised he would poll Board members for their preferred date.

6.2 Annual General Meeting 2018

This item was discussed under Item 6.1.

6.3 Discussion - P3 Parking Lot

Glenn Wilson provided an overview of the parking issue during the Canada Day event. He advised that some parking lots were used for other purposes, leading to a shortage of parking spaces in the downtown.

6.4 Street Events Update

Carmina Pereira provided an update on upcoming events including the Halloween event to be held on Main St. Sunday, October 28, 2018 from 11:00 AM to 1:00 PM.

Moved by: Jackie Playter

Seconded by: Elizabeth Buslovich

1. That the street events update be received.

Carried

6.5 Financial Update

The Economic Development Officer provided an update on the 2018 budget to date. He provided clarification on some of the items included in the budget and the way in which items are displayed in the budget.

Moved by: Olga Paiva

Seconded by: Sigfried Wall

1. That the financial update be received.

Carried

6.6 NDDC Update

There was no update on this item.

6.7 Staff Update

The Economic Development Officer advised of a public art unveiling event to be held November 5, 2018.

The Council Committee Coordinator advised of an Election Open House to be held September 19, 2018 from 7:00 PM to 9:00 PM at the Municipal Offices.

The Economic Development Officer advised of the recent announcement of the retirement of Town of Newmarket CAO Bob Shelton.

Moved by: Olga Paiva

Seconded by: Elizabeth Buslovich

1. That the staff update be received.

Carried

7. New Business

7.1 2018 Expenditures

The Board discussed the expenditures related to planned events for the remainder of 2018.

Moved by: Elizabeth Buslovich

Seconded by: Olga Paiva

1. That the Main Street District Business Improvement Area Board of Management approve an increase in the budgeted amount for the Candlelight Parade from \$3,000 to \$4,000.

Carried

Moved by: Elizabeth Buslovich

Seconded by: Sigfried Wall

1. That the Main Street District Business Improvement Area Board of Management approve an increase in the budgeted amount for the Christmas Party from \$1,000 to \$1,500.

Carried

Moved by: Sigfried Wall

Seconded by: Olga Paiva

1. That the Main Street District Business Improvement Area Board of Management request the Town of Newmarket produce a cheque for \$4,300 for the Candlelight Parade.

Carried

8. Closed Session (if required)

None.

9. Adjournment

Moved by: Olga Paiva

Seconded by: Councillor Kwapis

1. That the meeting adjourn at 9:04 PM.

Carried

Glenn Wilson, Chair

Date