



Town of Newmarket Agenda

Main Street District Business Improvement Area Board of Management

Date: Wednesday, August 21, 2019
Time: 7:00 AM
Location: Mulock Room
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. Additions and Corrections to the Agenda
2. Declarations of Pecuniary Interest
3. Presentations & Recognitions
4. Deputations
 - 4.1 Newmarket Car Club 1

Note: Dan Arnold will be in attendance to provide a deputation on this matter.
 - 4.2 Salvation Army - The Santa Shuffle 3

Note: Nancy Harrison will be in attendance to provide a deputation on this matter.
 - 4.3 After Hours Big Band 5

Note: Lawrence Moule will be in attendance to provide a deputation on this matter.
 - *4.4 Newmarket Hug-A-Thon Guinness World Record Attempt 7

Note: Nancy Bodi and Sher St.Kitts will be in attendance to provide a deputation on this matter.

5. Approval of Minutes**5.1 Main Street District Business Improvement Area Board of Management Minutes of July 10, 2019 and July 17, 2019**

9

1. That the Main Street District Business Improvement Area Board of Management Minutes of July 10, 2019 and July 17, 2019 be approved.

6. Items**6.1 Street Events Update****6.2 Staff Update****6.2.1 Financial Update****6.2.2 Financial Incentive Program Staff Working Group Update****7. New Business****8. Closed Session (if required)****9. Adjournment**

Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole or to receive further notification regarding an item on the agenda. If filling out by hand please print clearly.

Please email to clerks@newmarket.ca, fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

Name: <i>Don Arnold</i>	
Organization / Group/ Business represented: <i>Newmarket Car Club</i>	
Address:	Postal Code:
Daytime Phone No:	Home Phone:
Email:	Date of Meeting: <i>Aug 21 2019</i>
Is this an item on the Agenda? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item No:
<input type="checkbox"/> I request future notification of meetings	<input type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): <i>Update on 2019 Car Show & requesting feedback from BIA members.</i>	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
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Name: Nancy Harrison	
Organization / Group/ Business represented: The Salvation Army Central York Region	
Address:	Postal Code:
Daytime Phone No:	Home Phone:
Email:	Date of Meeting: August 21st 2019
Is this an item on the Agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input checked="" type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): To discuss an event: "The Santa Shuffle" 5km Run and 1 km Elf walk which is a National Charity Run to support The Salvation Army across Canada , sponsored by The Running Room. It is Saturday December 7th in the morning and we are looking into having our run on the Taylor Trail this year at Fairy Lake . This event could bring as many as 500+ people in the Downtown Newmarket area this day and we have Cachet and St. Andrews Church offering their facilities for morning registration we would like to have Main St. Business involved as well with possibly a scavenger hunt whereby participants go to business and either purchase or obtain something and get a stamp. Jenn McLaughlan of Cachet has suggested I come and give a 5 minute outline of the event.	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

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Name: <u>Lawrence Moule</u>	
Organization / Group/ Business represented: <u>After Hours Big Band</u>	
Address: <u>[REDACTED]</u>	Postal Code: <u>[REDACTED]</u>
Daytime Phone No: <u>[REDACTED]</u>	Home Phone: <u>[REDACTED]</u>
Email: <u>[REDACTED]</u>	Date of Meeting: <u>August 21</u>
Is this an item on the Agenda? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): <u>Request for advertising support for Newmarket Artisans event Oct. 5 at the Old Town Hall</u>	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

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The After Hours Big Band *presents*

Newmarket Artisans
Music
JAZZ
& craft beer

Old Town Hall
Newmarket, Ontario
\$22/ticket

October
5th 7:30pm

For Ticket Info : AfterHoursBigBand.ca

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Name: Nancy Bodi & Sher St. Kitts	
Organization / Group/ Business represented: Global Strides Charity/ Trinity United Church/ Local community	
Address: [REDACTED]	Postal Code: [REDACTED]
Daytime Phone No: [REDACTED]	Home Phone: [REDACTED]
Email: [REDACTED]	Date of Meeting: August 20, 2019
Is this an item on the Agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input type="checkbox"/> I request future notification of meetings	<input type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): To update B.I.A. on plans for Hug-A-Thon to break Guinness World Record and plan to social media videos of hugging on Main Street.	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

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Town of Newmarket
Minutes (Special Meeting)
Main Street District Business Improvement Area
Board of Management

Date: Wednesday, July 10, 2019
 Time: 11:00 AM
 Location: Mulock Room
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Tom Hempen, Chair
 Allan Cockburn, Vice Chair
 Councillor Kwapis (11:04 AM - 1:24 PM)
 Councillor Twinney
 Rob Clark
 Jennifer McLachlan
 Ken Sparks

Members Absent: Debbie Hill
 Mark Iacovetta
 Omar Saer

Staff Present: E. Bryan, Business Development Specialist
 J. Grossi, Legislative Coordinator

The meeting was called to order at 11:04 AM.
 Tom Hempen in the Chair.

1. Additions and Corrections to the Agenda

The Chair advised that there were no additions or corrections to the agenda.

2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Presentations & Recognitions

3.1 Ontario Business Improvement Area Association (OBIAA) Governance Presentation

Kay Matthews, Executive Director, Ontario Business Improvement Area Association (OBIAA) provided a presentation to the Main Street District Business Improvement Area Board of Management on behalf of the OBIAA regarding governance. She outlined the common priorities of Business Improvement Areas in Ontario, necessary policies and procedures, and developing a strategic plan.

The Members of the Main Street District Business Improvement Area Board of Management queried the presenter regarding best practices, strategic priority development and meeting etiquette.

4. Deputations

None.

5. Adjournment

Moved by: Rob Clark

Seconded by: Allan Cockburn

1. That the meeting be adjourned at 1:28 PM.

Carried

Tom Hempen, Chair

Date



Town of Newmarket
Minutes
Main Street District Business Improvement Area
Board of Management

Date: Wednesday, July 17, 2019
 Time: 7:00 AM
 Location: Mulock Room
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Tom Hempen, Chair
 Councillor Kwapis
 Rob Clark
 Allan Cockburn
 Debbie Hill
 Mark Iacovetta
 Jennifer McLachlan
 Ken Sparks

Members Absent: Councillor Twinney
 Omar Saer

Staff Present: C. Kallio, Economic Development Officer
 J. Grossi, Legislative Coordinator

The meeting was called to order at 7:03 AM.
 Tom Hempen in the Chair.

1. Additions and Corrections to the Agenda

The Chair advised that there were no additions or corrections to the agenda.

2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Presentations & Recognitions

3.1 Digital Main Street

Daniela Mazzaferro, Small Business Consultant from York Region provided a presentation regarding Digital Main Street outlining the Digital Service Squad. She provided application instructions for local businesses and the Main Street District Business Improvement Area to access the funding provided.

The Members queried the presenter regarding the funding amount for Newmarket, and the digital assessments.

Moved by: Councillor Kwapis

Seconded by: Rob Clark

1. That the Digital Main Street presentation provided by Digital Main Street be received.

Carried

4. Deputations

4.1 Blue Door Shelters

Michael Braithwaite, CEO of Blue Door Support Services provided a deputation to the Main Street District Business Improvement Area Board of Management regarding the purpose of his organization and the opportunity to provide services for businesses downtown.

The Members queried the deputant regarding types of general labour jobs available, supervision, and estimate costs of the labour.

Moved by: Rob Clark

Seconded by: Allan Cockburn

1. That the deputation regarding Blue Door Support Services provided by Michael Braithwaite be received.

Carried

4.2 Newmarket Hug-A-Thon Guinness World Record Attempt

Nancy Bodi provided a deputation to the Main Street District Business Improvement Area Board of Management regarding the Newmarket Hug-A-Thon Guinness World Record Attempt event on October 27, 2019. She invited the Members to participate in the event by sending a hugger and post on social media with #hugs4hope.

Moved by: Rob Clark

Seconded by: Jennifer McLachlan

1. That the deputation provided by Nancy Bodi regarding the Newmarket Hug-A-Thon Guinness World Record Attempt be received.

Carried

5. Approval of Minutes

5.1 Main Street District Business Improvement Area Board of Management Minutes of June 19, 2019

Moved by: Rob Clark

Seconded by: Jennifer McLachlan

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of June 19, 2019 be approved.

Carried

6. Items

6.1 Street Events Update

6.1.1 Canada Day

The Main Street District Business Improvement Area Board of Directors discussed Canada Day and determined how to capture feedback from vendors and visitors for future use. The Members discussed best practices and ideas for next year's event.

6.1.2 Buskerfest

The Main Street District Business Improvement Area Board of Management discussed Buskerfest, specifically the vendor space, road closures and business hours.

6.1.3 Future Events

The Main Street District Business Improvement Area Board of Management discussed future event ideas for Main Street. The Members reviewed events run by other Business Improvement Areas in the Greater Toronto Area and discussed the role of the Street Events sub-committee.

The Members concluded that key stakeholders, residents and Staff would be invited to future Street Events sub-committee meetings.

Moved by: Councillor Kwapis

Seconded by: Ken Sparks

1. That Rob Clark and Tom Hempen be added as members of the Street Events sub-committee.

Carried

6.2 Staff Update

6.2.1 Financial Update

The Economic Development Officer provided an update regarding the remaining amount of funds available for the rest of the year.

The Main Street Business Improvement Area Board of Management queried his regarding HST policies.

6.2.2 Financial Incentive Program Staff Working Group Update

The Economic Development Officer provided an update on the Financial Incentive Staff Working Group, and advised that the next meeting was scheduled for August and an application regarding 209 Main Street would be reviewed.

6.3 Parking Update

Councillor Kwapis advised that a task force has been developed at the Town of Newmarket regarding Main Street parking and they have met to develop short term, midterm and long term solutions. He advised that meetings would be scheduled quarterly.

The Main Street Business Improvement Area Board of Management discussed parking enforcement on Main Street and options to remind business owners of the parking by-laws.

Moved by: Jennifer McLachlan

Seconded by: Rob Clark

1. That a Staff member from the By-law Department be invited to a future the Main Street Business Improvement Area Board of Management meeting to discuss Parking By-laws.

Carried

6.4 Garbage Update

Councillor Kwapis provided an update regarding the inground garbage receptacles pilot program, and he advised that the Town of Newmarket has full ownership and control of the project.

The Economic Development Officer discussed long term solutions for garbage in the Main Street area and advised of an RFP going out regarding this.

7. New Business

7.1 Strategic Priorities

The Main Street Business Improvement Area Board of Management discussed the next steps for establishing a strategic plan, and establishing terms of reference through a sub-committee.

Moved by: Rob Clark

Seconded by: Allan Cockburn

1. That an Strategic Plan sub-committee composed of Rob Clark, Al Cockburn and Mark Iacovetta be formed.

Carried**7.2 OBIAA Presentation**

The Main Street Business Improvement Area Board of Management discussed the OBIAA presentation from July 10, 2019. The Members advised that the 202 conference is in April, and a representative should attend.

8. Closed Session

Tom Hempen advised that there was no requirement for a closed session.

9. Adjournment

Moved by: Jennifer McLachlan

Seconded by: Allan Cockburn

1. That the meeting be adjourned at 9:05 AM.

Carried

Tom Hempen, Chair

Date