



# Town of Newmarket

## Minutes

### Main Street District Business Improvement Area Board of Management

Date: Wednesday, June 19, 2019

Time: 8:00 AM

Location: Cynthia Gallery Room  
Old Town Hall  
460 Botsford Street  
Newmarket, ON L3Y 1T1

BIA Board Members Present: Tom Hempen  
Councillor Kwapis (8:05 AM - 9:16 AM)  
Councillor Twinney  
Rob Clark  
Allan Cockburn  
Debbie Hill  
Mark Iacovetta  
Jennifer McLachlan  
Omar Saer  
Ken Sparks

Staff Present: E. Bryan, Business Development Specialist  
D. Lowes, Recreation Programmer - Community & Special Events  
J. Grossi, Legislative Coordinator

Guests: Gianni Creta, President, ENVI

The meeting was called to order at 8:05 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 Buskerfest**

The Recreation Programmer provided a presentation to the Main Street Business Improvement Area Board of Management regarding Buskerfest. He outlined the event details, potential closures and asked for feedback on event planning thus far.

The Members of the Main Street District Business Improvement Area Board of Management queried Staff on communication with business owners and a schedule of events.

Moved by: Allan Cockburn

Seconded by: Rob Clark

1. That the presentation provided by the Recreation Programmer regarding Buskerfest be received.

**Carried**

### **4. Deputations**

#### **4.1 ENVI Update**

Gianni Creta, President of ENVI, was in attendance to provide a deputation outlining updates to the ENVI network and Main Street businesses.

The Members of the Main Street Business Improvement Area Board of Management queried the deputant regarding future contracts and service delivery.

Moved by: Omar Saer

Seconded by: Rob Clark

1. That the deputation provided by Gianni Creta regarding ENVI be received.

**Carried**

**5. Approval of Minutes**

**5.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of May 15, 2019**

Moved by: Allan Cockburn

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of May 15, 2019 be approved.

**Carried**

**6. Items**

**6.1 Staff Update**

**6.1.1 Financial Incentive Program Staff Working Group**

The Business Development Specialist provided an update on the Financial Incentive Staff Working Group, which replaced the Newmarket Downtown Development Committee (NDDC). She provided an update on the Clocktower application and advised that no additional applications had been received.

**6.1.2 Financial Update**

The Business Development Specialist provided a financial update to the Main Street Business Improvement Area Board of Management regarding a timeline to approve the 2020 budget, invoice standard operating procedures, and strategic plan cost allocation.

Rob Clark provided an update regarding the website and advised that the website renewal and security certificate has been paid for to continue operation of the site. He also advised that he registered the Main Street Business Improvement Area with the Ontario Business Improvement Area Association (OBIAA) which has programming that allows presentations to be made to Business Improvement Areas.

Moved by: Jennifer McLachlan

Seconded by: Ken Sparks

1. That the Main Street District Business Improvement Area Board of Management approve the annual costs associated with joining the Ontario Business Improvement Area Association (OBIAA).

**Carried**

Moved by: Allan Cockburn

Seconded by: Ken Sparks

1. That Rob Clark be reimbursed for the invoices regarding the Ontario Business Improvement Area Association (OBIAA) Membership and the costs related to the website maintenance.

**Carried**

Moved by: Omar Saer

Seconded by: Allan Cockburn

1. That the Main Street District Business Improvement Area Board of Management approve up to \$500 to schedule a workshop with the Ontario Business Improvement Area Association.

**Carried**

## **6.2 Street Events Update**

### **6.2.1 Buskerfest**

The Main Street District Business Improvement Area Board of Management discussed allowing vendors on Main Street for the duration of the Buskerfest Event on Saturday July 27, 2019.

Moved by: Omar Saer

Seconded by: Jennifer McLachlan

1. That the Main Street District Business Improvement Area Board of Management allow vendors on Main Street for Buskerfest on Saturday July 27,2019; and,
2. That a fee of \$75 per table be collected.

**Carried**

### **6.2.2 Canada Day**

Ken Sparks provided an update to the Main Street District Business Improvement Area Board of Management regarding booth/vendor availability for Canada Day. The Board also discussed the ordering and storage of chairs and tables for the event.

### **6.3 Parking Update**

Councillor Kwapis advised that a downtown taskforce has been developed internally at the Town of Newmarket to address parking and garbage issues. The Main Street District Business Improvement Area Board of Management advised that increased communication between the Town and the businesses is needed around events regarding road closures and parking availability.

### **6.4 Garbage Update**

Councillor Kwapis advised that new garbage receptacles would be installed along Main Street in the next couple of weeks.

The Business Development Specialist advised of a potential private-public pilot partnership to install in ground garbage receptacles for Main Street Businesses to utilize.

The Main Street District Business Improvement Area Board of Management discussed the management of the in ground garbage receptacles, project timeline and draft contract.

## **7. New Business**

### **7.1 Meeting Schedule**

Rob Clark queried the Main Street District Business Improvement Area Board of Management regarding meeting date and or time to accommodate scheduling conflicts.

Moved by: Jennifer McLachlan

Seconded by: Debbie Hill

- 1. That the Main Street District Business Improvement Area Board of Management reschedule their meetings for the remainder of 2019 to begin at 7:00 AM.

**Carried**

**7.2 Blue Doors Shelter**

Rob Clark advised that Michael Braithwaite from Blue Doors Shelters had been in contact regarding possible a partnership with the Main Street District Business Improvement Area.

**8. Closed Session**

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

**9. Adjournment**

Moved by: Allan Cockburn

Seconded by: Debbie Hill

- 1. That the meeting be adjourned at 10:21 AM.

**Carried**

---

Tom Hempen, Chair

---

Date