



# Town of Newmarket Agenda

## Main Street District Business Improvement Area Board of Management

Date: Tuesday, November 5, 2019  
Time: 7:30 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. Presentations & Recognitions
4. Deputations
5. Approval of Minutes
  - \*5.1 Main Street District Business Improvement Area 2018 Annual General Meeting Minutes of November 20, 2018 1
    1. That the Main Street District Business Improvement Area 2018 Annual General Meeting Minutes of November 20, 2018 be approved.
  - \*5.2 Main Street District Business Improvement Area General Membership Meeting Minutes of March 27, 2019 7
    1. That the Main Street District Business Improvement Area General Membership Meeting Minutes of March 27, 2019 be approved.
6. Items
  - \*6.1 2018 Financial Statements 11
    1. That the Main Street District Business Improvement Area

Board of Management financial statements for the year ended 2018 be approved.

6.2 2019 Year in Review

\*6.3 2020 Budget

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1. That the 2020 Main Street District Business Improvement Area budget be approved.

6.4 Strategic Priorities

7. **New Business**

8. **Adjournment**



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

Date: Tuesday, November 20, 2018  
 Time: 7:00 PM  
 Location: Serpa Studio  
 Old Town Hall  
 460 Botsford Street  
 Newmarket, ON L3Y 1T1

BIA Board Members Present: Glenn Wilson, Chair  
 Councillor Kwapis  
 Anne Martin  
 Peter Mertens  
 Olga Paiva  
 Carmina Pereira  
 Jackie Playter  
 Rory Rodrigo  
 Sigfried Wall

BIA Board Members Absent: Elizabeth Buslovich

Staff Present: C. Kallio, Economic Development Officer  
 E. Bryan, Business Development Specialist  
 K. Saini, Deputy Town Clerk  
 S. Niezen, Records & Project Coordinator  
 A. Walkom, Council Committee Coordinator

BIA Members and  
Corporate Nominees  
Present:

Leona Brown  
Michele Brunet  
Grant Buckley  
Heather Burling  
Patricia Carmichael  
Rob Clark  
Todd Claydon  
Allan Cockburn  
Ness Daniel  
Boris Fong  
Steven Gilbert  
Ted Heald  
Elisabeth Hempen  
Kirsten Hempen  
Tom Hempen  
Debbie Hill  
Mark Iacovetta  
Anna Jafari  
Theresa Kelly  
Jennifer McLachlan  
Omar Saer  
Chris Sorley  
Vickie Sparks  
Tracey Tibando  
Ashley Torgis  
Janet Walker  
Michael Walshe  
Pete Webster  
Penny Zielinski  
Tom Zielinski

**1. Welcome and Introductions**

Glenn Wilson provided an introduction to the meeting.

**2. Approval of Minutes**

Moved by: Elisabeth Hempen

Seconded by: Allan Cockburn

1. That the minutes of the 2017 Annual General Meeting be approved.

**Carried**

### **3. 2017 Financial Statements**

Glenn Wilson provided an overview of the BIA's financial statements for 2017.

Moved by: Jennifer McLachlan

Seconded by: Peter Webster

1. That the Main Street District Business Improvement Area Board of Management financial statements for the year ended 2017 be approved.

**Carried**

### **4. 2018 Review**

Glenn Wilson provided an overview of the events held by the BIA in 2018. This included the Easter event in April, the Mothers Day event in May, Canada Day, Halloween, the Candlelight Parade, and the Christmas Party.

Glenn Wilson outlined the sponsorship efforts of the BIA in 2018, which included the 10 Minute Play Festival and the York Region Festival of One Act Plays.

Glenn Wilson advised that a new budget would not be set at this meeting, as the new BIA board will set the budget in the new term. He congratulated the outgoing board on the work that had been accomplished over the term.

### **5. Nomination for Board of Management**

#### **5.1 Current Nominees: Introduction of Candidates**

Each candidate introduced themselves to the BIA members.

#### **5.2 Additions and Deletions to Nominees**

The Deputy Clerk provided a verbal presentation regarding the nomination process. She read aloud the list of current nominees and called upon those present for any additional nominations. She read aloud the list and called for nominations a second and third final time. The nominations were closed and the vote was opened.

Peter Webster was appointed by the members as a scrutineer during the voting process.

Legislative Services staff tallied the votes and the following individuals were chosen by ballot:

Thomas Hempen  
Rob Clark  
Allan Cockburn  
Jennifer McLachlan  
Mark Iacovetta  
Debbie Hill  
Rory Rodrigo  
Omar Saer  
Ken Sparks

A runoff ballot was prepared due to a three-way tie between Rory Rodrigo, Omar Saer, and Ken Sparks; and a second round of voting was opened. The following individuals were chosen by the second ballot:

Omar Saer  
Ken Sparks

The following individuals formed the final list of nominees selected by ballot:

Thomas Hempen  
Rob Clark  
Allan Cockburn  
Jennifer McLachlan  
Mark Iacovetta  
Debbie Hill  
Omar Saer  
Ken Sparks

The Deputy Clerk advised of Council's authority to appoint members to the BIA Board of Management. She advised that the nominees would be considered by the Town of Newmarket Appointment Committee before appointment by Council in early 2019.

Glenn Wilson provided closing remarks to the meeting. Councillor Kwapis thanked the BIA membership for their attendance at the meeting and also thanked the outgoing BIA Board members for their service.

**6. Adjournment**

The meeting adjourned at 8:55 PM.

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Chair

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Date





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

Date: Wednesday, March 27, 2019  
 Time: 7:00 PM  
 Location: Community Centre - Hall #1  
 200 Doug Duncan Drive  
 Newmarket, ON L3Y 3Y9

BIA Board of Management Members  
 Present: Councillor Kwapis  
 Councillor Twinney  
 Rob Clark  
 Allan Cockburn  
 Tom Hempen  
 Debbie Hill  
 Jennifer McLachlan  
 Omar Saer  
 Ken Sparks

Members Absent: Mark Iacovetta

Staff Present: E. Bryan, Business Development Specialist  
 A. Walkom, Legislative Coordinator

BIA Members Present: Dave Brown  
Leona Brown  
Ted Heald  
Olga Paiva  
Carmina Pereira  
Jackie Playter  
Baiba Toga  
Ashley Torgis  
Siegfried Wall  
Glenn Wilson  
Penny Zielinski  
Tom Zielinski

**1. Additions and Corrections to the Agenda**

None.

**2. Declarations of Pecuniary Interest**

None.

**3. Presentations & Recognitions**

None.

**4. Deputations**

None.

**5. Approval of Minutes**

None.

**6. Items**

**6.1 Introduction from Chair**

Tom Hempen, Chair provided an introduction to the meeting and the new Board of Management.

**6.2 2019 Strategic Priorities**

Tom Hempen, Chair advised that the Board of Management would be engaging in a process to develop Strategic Priorities for the BIA.

**6.3 2019 Budget**

Tom Hempen provided an overview of the 2019 budget. He advised that the total budget was \$30,000 and that \$22,000 was held in the reserve. He advised that the budget would be composed of the following categories:

- Promotion
- Advertising
- Events
- Strategic Planning

Moved by: Rob Clark

Seconded by: Jennifer McLachlan

1. That the 2019 Business Improvement Area budget be approved.

**Carried**

## **7. New Business**

### **7.1 Budget Discussion**

BIA members asked for clarification on the budget process. Tom Hempen clarified that the BIA Board was setting general budget areas rather than a specific budget request. He explained that the BIA Board was not seeking substantive changes from the previous budgets and that future changes would be informed by the Strategic Priorities process.

### **7.2 Q&A Session**

The BIA Board opened the floor to questions and discussion from the BIA membership.

(1) Closing Main Street to vehicular traffic - Jackie Playter expressed concern over proposals to close Main Street to vehicle traffic, as not all businesses have rear access.

(2) Question regarding Vision or Mission statement - Tom Hempen advised he was not aware of a vision or mission statement but that this could be established in the future.

(3) Councillor Kwapis recommended more bicycle racks to be installed on Main Street to encourage cycling downtown.

(4) Garbage downtown - Anne Martin stated that garbage remains a problem in the downtown area.

(5) Question regarding Smoking in public areas - Councillor Twinney advised that a new smoking by-law would be coming in the future which would set out rules for smoking in public areas.

(6) Sigfried Wall advised that downtown parking remains an issue.

(7) Al Cockburn advised of security issues related to his business on Main Street.

**8. Closed Session**

None.

**9. Adjournment**

Moved by: Councillor Twinney

Seconded by: Allan Cockburn

1. That the meeting be adjourned at 7:54 PM.

**Carried**

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Tom Hempen, Chair

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Date

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Financial statements of  
Town of Newmarket  
Main Street District BIA

December 31, 2018

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## Independent Auditor's Report

To the Members of Council of  
The Corporation of the Town of Newmarket

### Opinion

We have audited the financial statements of Town of Newmarket Main Street District BIA (the "BIA"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the BIA's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the BIA or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the BIA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte LLP*

Chartered Professional Accountants  
Licensed Public Accountants  
June 24, 2019

**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**Main Street District BIA**  
**Statement of Operations**  
Year ended December 31, 2018

	2018		2017
	Budget	Actual	
<b>REVENUES</b>			
Taxation	\$ 30,000	\$ 30,000	\$ 30,000
Events	-	5,850	5,920
<b>Total revenues</b>	<b>30,000</b>	<b>35,850</b>	<b>35,920</b>
<b>EXPENSES</b>			
Promotion and events	9,000	33,294	17,558
Advertising	21,000	4,866	19,223
<b>Total expenses</b>	<b>30,000</b>	<b>38,160</b>	<b>36,781</b>
<b>ANNUAL DEFICIT</b>	<b>-</b>	<b>(2,310)</b>	<b>(861)</b>
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<b>24,480</b>	<b>24,480</b>	<b>25,341</b>
<b>FUND BALANCE, END OF YEAR</b>	<b>\$ 24,480</b>	<b>\$ 22,170</b>	<b>\$ 24,480</b>

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**Main Street District BIA**  
**Statement of Financial Position**  
 As at December 31, 2017

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	<u>2018</u>	<u>2017</u>
<b>ASSET</b>		
Due from the Town of Newmarket	\$ 22,170	\$ 24,480
<b>FUND BALANCE AND NET FINANCIAL ASSETS</b>	<b>\$ 22,170</b>	<b>\$ 24,480</b>

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE TOWN OF NEWMARKET**  
**Main Street District BIA**  
**Statement of Cash Flows**  
Year ended December 31, 2018

	<u>2018</u>	<u>2017</u>
<b>Cash received from</b>		
Taxation	\$ 30,000	\$ 30,000
Events	5,850	5,920
Transfer from the Town of Newmarket	2,310	861
	<u>38,160</u>	<u>36,781</u>
<b>Cash paid for</b>		
Promotion and events	33,294	17,558
Advertising	4,866	19,223
	<u>38,160</u>	<u>36,781</u>
<b>Net Change in Cash</b>	-	-
<b>Cash, Beginning of Year</b>	-	-
<b>Cash, End of Year</b>	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

# THE CORPORATION OF THE TOWN OF NEWMARKET

## Main Street District BIA

### Notes to the Financial Statements

December 31, 2018

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#### 1. NATURE OF OPERATIONS

On January 22, 2007 Council, under the authority of section 204 of the Municipal Act, enacted a bylaw to designate the Main Street Business Improvement Area ("BIA"). The primary objective of the BIA is to promote the area as a business, shopping and entertainment area.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Main Street District BIA are the representation of management prepared in accordance with accounting standards, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA Canada") and reflect the following policies:

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

Taxation revenue is recognized in the calendar year it is raised from ratepayers by the Town.

#### 3. USE OF ESTIMATES

The preparation of financial statements in conforming with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts in the financial statements. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

**BIA Proposed Budget 2020**

BIA Membership Levy -\$30 000

Stationary/Office \$500

Miscellaneous \$500

Promotion \$8000

Advertising \$21 000