



Town of Newmarket Agenda

Main Street District Business Improvement Area Board of Management Annual General Meeting

Date: Monday, November 25, 2024
Time: 7:00 PM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. Notice

This meeting will be held in person only in the Council Chambers at 395 Mulock Drive.

All property and business owners located within the Main Street District Business Improvement Area (BIA) boundaries are invited to an Annual General Meeting (AGM) where your current Board of Management will provide an overview of recent activities and seek members input into planned 2025 initiatives.

2. Welcome and Introductions

3. Approval of Minutes

3.1 Main Street District Business Improvement Area Annual General Meeting Minutes of November 29, 2023 1

1. That the Main Street District Business Improvement Area Annual General Meeting Minutes of November 29, 2023 be approved.

4. Items

4.1 2023 Financial Statements 7

Note: Dominic Pede, Treasurer will speak to this item.

1. That the Main Street District Business Improvement Area financial statements for the year end 2023 be approved.

4.2 2024 Review

Note: Tom Hempen, Chair will speak to this item.

1. That the verbal update provided by Tom Hempen, Chair regarding 2024 Review be received.

4.3 2025 Budget

Note: Tom Hempen, Chair will speak to this matter.

1. That the 2025 Main Street District Business Improvement Area budget be approved.

5. New Business

6. Adjournment



Town of Newmarket

Minutes

Main Street District Business Improvement Area Board of Management

Date: Wednesday, November 29, 2023
 Time: 7:00 PM
 Location: Council Chambers
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Ken Sparks, Acting Chair
 Allan Cockburn
 Dominic Pede
 Patricia Carmichael
 Sheila Stewart
 Councillor Kwapis

Members Absent: Tom Hепен, Chair
 Grant Buckley
 Norm Pereira
 Avi Wulfand, Vice Chair

Staff Present: C. Kallio, Economic Development Officer
 S. Granat, Legislative Coordinator
 E. Thomas-Hopkins, Legislative Coordinator

The meeting was called to order at 7:01 PM. Ken Sparks in the Chair.

1. Notice

Ken Sparks noted that this meeting was held in person only in the Council Chambers at 395 Mulock Drive.

2. **Welcome and Introductions**

The Acting Chair provided welcome remarks and Board Members introduced themselves.

3. **Approval of Minutes**

3.1 **Main Street District Business Improvement Area 2022 Annual General Meeting Minutes of March 7, 2023**

Moved by: Sheila Stewart

Seconded by: Allan Cockburn

1. That the Main Street District Business Improvement Area 2022 Annual General Meeting minutes of March 7, 2023 be approved.

Carried

4. **Items**

4.1 **2022 Financial Statements**

The Treasurer presented the 2022 Financial Statements regarding the Independent Auditor's Report, the Statement of Operations, the Statement of Financial Position, the Statement of Cash Flow, and notes to the financial statement.

Moved by: Councillor Kwapis

Seconded by: Patricia Carmichael

1. That the Main Street District Business Improvement Area financial statements for the year ended 2022 be approved.

Carried

4.2 **2023 Review**

The Acting Chair provided a verbal update regarding 2023 Review including welcoming new businesses on Main Street, events held throughout the year, mailout response and social media and online marketing efforts.

Board Members discussed parking and garbage solutions.

Moved by: Councillor Kwapis

Seconded by: Sheila Stewart

1. That the 2023 Review verbal update provided by Ken Sparks, Acting Chair, be received.

Carried

4.3 2024 Budget

Moved by: Dominic Pede

Seconded by: Sheila Stewart

1. That the 2024 Main Street District Business Improvement Area budget be approved.

Carried

4.4 Exploring a New Financial Model for the BIA

The Acting Chair provided a verbal update regarding Exploring a New Financial Model for the Business Improvement Area including ongoing working group meetings, exploring revenue opportunities for the BIA with the goal of reporting back to the membership in the future.

Board Members queried Staff on Town grants.

Moved by: Patricia Carmichael

Seconded by: Sheila Stewart

1. That the Main Street District Business Improvement Area Board of Management Working Group report back to the membership at a future meeting regarding options for exploring a new financial model for the BIA.

Carried

5. New Business

5.1 Summer Events and Street Closures

The General Membership discussed suggestions regarding closing Main Street for events in the summer.

Board Members discussed the feasibility and considerations for a potential pilot project and accessibility concerns with street closures,

5.2 Parking

Al Cockburn discussed the need for additional parking in the downtown and ongoing construction.

Board Members discussed parking spot ownership, Metrolinx construction, accessing parking spaces, tennis court parking spaces, parking pressures due to summer events, available land for parking space use, tennis court land contamination, limited time availability for accessible parking spaces and parking spaces for the Postmark Hotel.

5.3 Sign Advertisement on Highway 404

Al Cockburn discussed payment of the signs advertising the Main Street District on Highway 404 and if the Town would consider contributing to funds.

Board Members discussed the cost to the Town and discussing further at the next board meeting.

6. Adjournment

Moved by: Patricia Carmichael

Seconded by: Dominic Pede

1. That the meeting be adjourned at 8:06 PM.

Carried

Tom Hempen, Chair

Date

Financial Statements of

**THE CORPORATION OF
THE TOWN OF NEWMARKET
MAIN STREET DISTRICT
BUSINESS IMPROVEMENT AREA**

And Independent Auditor's Report thereon

Year ended December 31, 2023



KPMG LLP
Vaughan Metropolitan Centre
100 New Park Place, Suite 1400
Vaughan, ON L4K 0J3
Canada
Telephone 905 265 5900
Fax 905 265 6390

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 The Corporation of the Town of Newmarket Main Street District Business Improvement Area (the Entity), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations and accumulated surplus for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its results of operations, its changes in net financial assets 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. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity 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.



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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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity'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 generally accepted auditing standards 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 the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, 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 Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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- 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 Entity'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 Entity 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.
- 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.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P'.

Chartered Professional Accountants, Licensed Public Accountants

Vaughan, Canada

June 24, 2024

THE CORPORATION OF THE TOWN OF NEWMARKET MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA

Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
Financial Assets		
Due from Town of Newmarket	\$ 86,036	\$ 80,610
Net financial assets	86,036	80,610
Non-Financial Assets		
Prepaid expenses	297	3,566
Accumulated surplus	\$ 86,333	\$ 84,176

See accompanying notes to financial statements.

THE CORPORATION OF THE TOWN OF NEWMARKET MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA

Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
Revenue:			
Taxation	\$ 30,000	\$ 30,000	\$ 30,000
Events	–	2,000	1,456
Other	–	–	11,015
	30,000	32,000	42,471
Expenses:			
Promotion and events	9,000	18,503	16,075
Advertising	21,000	11,340	3,029
	30,000	29,843	19,104
Annual surplus	–	2,157	23,367
Accumulated surplus, beginning of year	–	84,176	60,809
Accumulated surplus, end of year	\$ –	\$ 86,333	\$ 84,176

See accompanying notes to financial statements.

THE CORPORATION OF THE TOWN OF NEWMARKET MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA

Statement of Change in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	Budget 2023	Actual 2023	Actual 2022
Annual surplus	\$ –	\$ 2,157	\$ 23,367
Change in prepaid expenses	–	3,269	(2,040)
Change in net financial assets	–	5,426	21,327
Net financial assets, beginning of year	–	80,610	59,283
Net financial assets, end of year	\$ –	\$ 86,036	\$ 80,610

See accompanying notes to financial statements.

THE CORPORATION OF THE TOWN OF NEWMARKET MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA

Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 2,157	\$ 23,367
Change in non-cash operating items:		
Prepaid expenses	3,269	(2,040)
	5,426	21,327
Financing activities:		
Due from Town of Newmarket	(5,426)	(21,327)
Net change in cash	\$ —	\$ —

See accompanying notes to financial statements.

THE CORPORATION OF THE TOWN OF NEWMARKET MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA

Notes to Financial Statements

Year ended December 31, 2023

On January 22, 2007 the Corporation of the Town of Newmarket 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.

1. Significant accounting policies:

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

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue 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 of Newmarket.

2. 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.