



Town of Newmarket
Agenda

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

Tuesday, November 28, 2017 at 7:30 PM

Community Centre- Hall #3

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest Presentations

Deputations

Approval of Minutes

1. Main Street District Improvement Area Board Meeting Minutes of October 17, 2017.
2. Marketing Sub-Committee Report/Meeting Minutes

Items

3. Light Post Banner Policy
4. Street Events Update
5. Financial Update
6. NDDC Update
7. Staff Update

New Business

Closed Session (if required)

Adjournment

The meeting of the Main Street District Business Improvement Area Board of Management was held on Tuesday, October 17, 2017 in Hall # 2 of the Community Centre – 200 Doug Duncan Drive, Newmarket.

Members Present: Glenn Wilson, Chair
Anne Martin
Carmina Pereira
Jackie Playter
Siegfried Wall (7:40 PM – 9:10 PM)
Elizabeth Buslovich
Councillor Kwapis
Olga Paiva

Staff Present: E. Bryan, Business Development Specialist
S. Niezen, Records and Project Coordinator

Regrets: Peter Mertens
Rory Rodrigo

The meeting was called to order at 7:33 PM.

G. Wilson in the Chair.

Additions & Corrections to the Agenda

Three additional items were added:

- (1) AGM Discussion
- (2) Property Standard By-law Amendments – Update
- (3) Policy for filming in BIA District

Declarations of Pecuniary Interest

None.

Presentations & Recognitions

None.

Deputations

None.

Approval of Minutes

1. Main Street District Business Improvement Area Board of Management Minutes of September 19, 2017.

Moved by: Elizabeth Buslovich
Seconded by: Councillor Kwapis

1. That the Main Street District Business Improvement Area Board of Management Minutes of September 19, 2017 be approved.

Carried

2. Marketing Sub-committee Report/Minutes

None.

Items

3. Light Post Banner Policy

Councillor Kwapis provided an update on the light post banner policy and process being that the supplier or sponsor provides the banner and pays a fee to cover the cost. Discussion ensued regarding the BIA being consulted prior to banners being put up, the timeframe for a banner request, potential for marketing committee to research banner designs, and keeping a consistent downtown theme for banners.

The Business Development Specialist provided information regarding the 2017 schedule:

- Christmas decorations will be the same as the previous year
- Christmas banners and decorations will be up on November 13, 2017
- Legion banners will be placed on Main Street and Water Street on Friday, October 20, 2017, or earlier pending weather, and remain up until November 13, 2017.
- Updated or recurring events likely to have banners associated in 208 with a calendar of recurring events will be provided

Moved by: Elizabeth Buslovich

Seconded by: Olga Paiva

1. That the update on the Banner policy be received.

Carried

4. Street Events Update

The Children's Halloween Celebration advertising was circulated. It was discussed that BIA would not be responsible for paying for street closures.

Moved by: Jackie Playter
Seconded by: Councillor Kwapis

1. That the street events update be received.

Carried

5. Financial Update

The Business Development Specialist provided a financial update.

Moved by: Carmina Pereira
Seconded by: Siegfried Wall

1. That the financial update be received.

Carried

6. Newmarket Downtown Development Committee Update

No update.

7. Annual General Meeting (AGM)

Discussion ensued regarding scheduling of the 2017 AGM. November 20, 2017 at 7:00 PM was the suggested date and time. The Business Development Specialist advised that she would book the Community Centre for the meeting.

8. Update on Property Standards By-law

Councillor Kwapis provided an update and overview regarding the revised Property Standards By-law discussed at a Public Information Centre held last week. He provided a summary of the proposed changes and issues that are to be addressed in the new By-law

Discussion ensued regarding vacant storefronts, a potential wrap program and squatting in vacant buildings

9. Policy for filming in BIA district

There was a discussion regarding the outstanding film permit for the Silence film.

Moved by: Carmina Pereira
Seconded by: Jackie Playter

1. That the film permit for the silence be formally approved

Carried

Olga Paiva presented a motion relating to the film permit process, specifically requiring BIA approval and a request that the film company provide \$500 per day to each BIA members' business.

Discussion ensued regarding the information and process provided as part of a film permit application, concerns around the current filming such as parking and access to the street, and financial compensation for the businesses within the BIA.

The motion was deferred to the AGM meeting for discussion.

Closed Session (if required)

None.

New Business

- (1) Olga Paiva informed the Board that she received a signed shirt thanking the BIA for their support of the Newmarket film festival and would bring the shirt in to show the group.
- (2) Anne Martin raised questions regarding garbage collection on Cedar Street and asked what policies are in place in other municipalities relating to restaurant garbage.

Adjournment

Moved by: Carmina Pereira
Seconded by: Anne Martin

That the meeting adjourn at 9:10 PM.

Carried

Date

G. Wilson, Chair