



Town of Newmarket

Minutes

Main Street District Business Improvement Area Board of Management

Date: Wednesday, February 1, 2023
Time: 6:30 PM
Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Members Present: Councillor Kwapis
Councillor Twinney
Tom Hempen, Chair
Jennifer McLachlan
Ken Sparks
Allan Cockburn (6:42 PM - 7:28 PM)

Members Absent: Rob Clark
Mark Iacovetta

Staff Present: K. Saini, Deputy Town Clerk
C. Kallio, Economic Development Officer
E. Hawkins, Business Development Specialist
K. Huguenin, Legislative Coordinator

Guests: Dorothy St. George, McSweeney & Associates Consulting

The meeting was called to order at 6:31 PM.
Tom Hempen in the Chair.

1. Notice

Tom Hempen advised that members of the public were encouraged to attend an Advisory Committee or Board Meeting by viewing the live stream available at

newmarket.ca/meetings, or attending in person at the Council Chambers at 395 Mulock Drive.

2. Additions and Corrections to the Agenda

The Deputy Clerk advised that the presentation for the Review of Newmarket Main Street District BIA was circulated and posted online earlier in the day.

3. Conflict of Interest Declarations

None.

4. Presentations & Recognitions

4.1 Review of Newmarket Main Street District BIA Governance and Service Delivery to Members

Tom Hempen introduced Dorothy St. George from McSweeney and Associates Consulting.

Dorothy provided a presentation noting the consultation and key stakeholder that were involved with the governance review. She discussed average BIA levies across the province and noted averages and how they aligned with Newmarket's current levy. She noted that, on average, Newmarket's levies were on the lower-end based on the membership size.

Dorothy reviewed some of the challenges that were identified through the consultation process, which included no dedicated staff to support the BIA, and overall engagement. She concluded with providing next steps with a recommendation to form a working group with Town Staff and the new BIA Board of Management to develop a Memorandum of Understanding to define responsibilities and service levels, to create standard operating procedures, and to explore financial mechanisms to grow the BIA's capacity.

Dorothy asked a series of engagement questions at the meeting, and advised the findings of those survey questions would be included as part of the report to Council.

Members queried Dorothy regarding BIA best practices across the province, and solutions for staffing within the current levy allotment.

Moved by: Councillor Kwapis

Seconded by: Ken Sparks

1. That the presentation provided by Dorothy St. George regarding the Review of Newmarket Main Street District BIA Governance and Service Delivery to Members be received.

Carried

5. Deputations

None.

6. Items

6.1 Review of Newmarket Main Street District BIA Governance and Service Delivery to Members

7. New Business

(1) Nomination process for new Board of Management

Elizabeth Hawkins advised that the Town was looking to hold the Annual General Meeting and Board of Management Nomination for the 2022-2026 term of Council on Tuesday, March 7, 2023 at 7 pm. The meeting would be held at the Newmarket Community Centre, and notice would be provided to the general membership.

8. Adjournment

Moved by: Jennifer McLachlan

Seconded by: Ken Sparks

1. That the Meeting be adjourned at 7:28 PM.

Carried

Tom Hempen, Chair

Date